

FSA
HANDBOOK

Emergency Conservation Program Automation

To access the transmittal page click on the short reference

For State and County Offices

SHORT REFERENCE

2-ECP

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Emergency Conservation
Program Automation
2-ECP**

Amendment 2

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

This handbook has been amended to update screens throughout, removing “Record and Pay” and “View/Print Certifications” options from the left navigation menu and replacing them with screens reflecting the new “Certify and Pay” option.

Part 3 has been amended to add instructions for requesting and issuing advance payments for Practice EC3 – Restoring Permanent Fences.

Part 4 has been reorganized for clarity to reflect the new “Certify and Pay” functionality. Paragraphs have been renumbered or withdrawn, as needed.

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- 2 Definitions of Terms Used in This Handbook
- 3 Menu and Screen Index

Part 1 General Information

1 Handbook Coverage

A Purpose

This handbook contains step-by-step instructions for using the web-based software to administer CSS applications for ECP.

B Authority and Responsibilities

PDD has the authority and responsibility for the instructions in this handbook. CD has the authority and responsibility for policy in the Cost Share Program.

C Related FSA Handbooks

The following FSA handbooks are related to the CSS program.

IF the area of concern is about...	THEN see...
appeals	1-APP.
common management and operating provisions	1-CM.
ECP policy and procedure	1-ECP.
payment limitations	1-PL.
web-based subsidiary files	3-PL.
payment eligibility, payment limitation, and average adjusted gross income	4-PL.
payment eligibility, payment limitation, and average adjusted gross income - Agricultural Act of 2014	5-PL.
assignments and joint payees	63-FI.

2 Responsibilities

A Background

The responsibilities described in this paragraph are in addition to the responsibilities in the CSS Program

B Office Responsibilities

The following table describes the responsibilities of each office for CSS activity.

Office	Responsibilities
PDD	Implement web-based processes to support CSS functions in State and County Offices. Provide procedural assistance to State Offices on data entry requirements and software operations.
CD	Provide program policy and procedure for ECP cost share to State and County Offices. Responds to State Office requests for ECP program guidance, requests for waivers, or requests for application of equitable relief or finality, as applicable.
State Offices	Provide application training to County Offices. Provide procedural assistance to County Offices on data entry requirements and software operations.

C Sources of Authority

The Agricultural Credit Act of 1978 (92 Stat. 420-434), as amended by the Disaster Assistance Act of 1989, Section 502, is the statutory authority for ECP.

The regulations at 7 CFR Part 701 govern ECP.

D Screen Index

See the Screen Index in Exhibit 3 for a list of the screens that are available in this handbook.

3 ECP Cost Share Background and Functionality

A Background

ECP Cost share allows automated processing of ECP applications and payments.

B Functionality

Follow the instructions in this handbook when using ECP CSS to accomplish automated functions for the following ECP CSS activities:

- access the conservation CSS Cost Share Software from the FSA Intranet Application Page located at <https://fsaintranet.sc.egov.usda.gov/fsa/applications.asp>
- a small red asterisk (*) by any data field indicates that field entry is **required**
- all references to “**Click**” or “**Select**” reference left-mouse clicks, unless specifically stated otherwise
- CLICK “**Help**” at the top of the application page for guidance from any location in CSS
- CLICK “**Log Out of eAuth**” at the top of the application page to completely exit the software and be returned to the FSA Intranet site
- many of the pages follow the format of entering information on the page, and then displaying the information on a summary page.

The links on the left side of each page can be accessed at any time. However, if information entered has not been added or saved on the current page, the information may be lost. Information on previous pages of the current application will be saved.

Note: FSA-848 is used to document applications; however, either “application” or “FSA-848” will be used based on the reference in the software to avoid confusion.

4-19 (Reserved)

Part 2 ECP Program**20 Definitions and Security Roles****A Basic Information**

All ECP CSS functions:

- are within the web-based software currently used to process FSA-848, FSA-848A and FSA-848B forms that are used in cost share
- can only be updated by FSA employees with eAuthentication level 2 certification.

B Definitions

In this Part:

Application means an FSA-848 or FSA-848A that has not been approved by COC or CED.

Agreement means an FSA-848A that has been approved by COC or CED.

C Security Roles

The following are security roles:

- County FSA employees with authorized access in CSS applications will be able to fully administer ECP within their assigned counties.
- State FSA employees with authorized access in CSS applications will have full access to all ECP applications within their state. Although designated State Office users have the capability to edit applications, this access does not constitute authority to create, edit, or inactivate CSS applications. State Office users **must** use discretion within CSS software as STO users have full county office functionality.
- National FSA employees with authorized access in CSS applications will have full access to all ECP applications nationwide.

21 Accessing ECP Cost Share

A Cost Share Software

To access the conservation Cost Share Software, click the following link,
<https://fsaintranet.sc.egov.usda.gov/fsa/applications.asp>.

B Action

From the FSA Intranet Application Page:

- CLICK “**A-C**”
- CLICK “**Conservation CSS - Cost Share Software**”
- login using LincPass
- CLICK “**Login**” and the Program Selection Page will be displayed.

22 Cost Share Program Selection

A Overview

The Cost Share Program Selection page is used to navigate between the different cost share programs.

B Example of Cost – Share Program Selection Page

Following is an example of the Program Selection Page. This page is used to select ECP or another conservation program.

The screenshot shows a web interface with a dark blue header and a light blue navigation menu on the left. The menu includes 'Menu', 'Program', and 'Select Program'. The main content area has a dark blue header with the text 'Program' and 'Select Program for cost share'. Below this, it says 'All required fields are denoted by an asterisk {*}'. There is a single dropdown menu labeled '* Select Program : Select Program' and a 'Continue' button at the bottom.

Users associated with more than one State or more than one county will have additional data fields as necessary for selecting the desired State and county as follows.

This screenshot is similar to the previous one but includes additional dropdown menus. The navigation menu on the left now includes 'State' and 'Reports' in addition to 'Menu', 'Program', and 'Select Program'. The main content area shows three dropdown menus: '* Select Program : Select Program', '* State : Select State', and '* County : Select County'. A 'Continue' button is located at the bottom.

C Action

Select ECP from the “Select Program” drop-down list and CLICK “Continue”.

State Office and National Office employees must also select a single State and single county.

Note: Once a State and county are selected, State and National Office users are limited to viewing or editing applications and agreements for that specific State and county. To change the selected State and/or county, CLICK “Select Program” in the left navigation menu and select the new desired State and county.

23 ECP Home Page

A Overview

After the user has selected ECP from the Cost Share Program Selection Page, the ECP Home Page will be displayed.

B Example of ECP Home Page

Following is an example of the Emergency Conservation Program Home page.

*--

Menu	Emergency Conservation Program
Welcome USER NAME	
ECP Program	Emergency Conservation Program
Select Program	USDA Farm Service Agency's (FSA) Emergency Conservation Program (ECP) provides emergency funding and technical assistance for farmers and ranchers to rehabilitate farmland damaged by natural disasters and for carrying out emergency water conservation measures in periods of severe drought.
Cost Share	Please select a task area from the menu on the left to continue.
New Application	
Edit Application	
Needs/Environmental	
Agreement Approval	
Un-submit	
Inactivate Application	
Search	ECPHome01 Back to Top ^
View/Print Forms and Letters	
Performance and Payment	
Certify & Pay	
Retry Payment	
Agreement Maintenance	
Revise Agreement	
Agreement In Process	
Terminate/Reinstate Agreement	
Submit to COC/CED	
COC/CED Approval	
Search	
Reports	

--*

23 ECP Home Page (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the ECP Home Page.

Field	Description/Action
ECP Program	
Select Program	Provides the ability to select or change the program.
Cost Share	
New Application	Used to create a new application with producer, farm/tract/field practice, and technical practice. Note: FSA-848 is used to document applications and is considered the cost share request ; however, either “application” or “FSA-848” will be used based on the reference in the software to avoid confusion.
Edit Application	Used to edit previously entered information on an existing “Incomplete” status application.
Needs/ Environmental	Used to enter needs determination and/or environmental compliance information. Note: After needs and/or environmental compliance information has been entered and submitted, user cannot un-submit an application without losing the needs determination and/or environmental compliance information.
Agreement Approval	Used to enter approval date. Only approve agreements if both needs determination and environmental compliance information is complete. Note: If both needs determination and environmental compliance information is complete for a practice, no further editing is allowed.
Un-submit	Used to change the status of an application from “Complete” to “Incomplete”.
Inactivate Application	Used to inactivate an unwanted application before approval. Once inactivation has been completed the record will be permanently disabled.
Search	Used to search for an application.
View/Print Forms and Letters	Used to access forms/letters.
Performance and Payment	
--Certify & Pay	Used to: <ul style="list-style-type: none"> • enter producer and TSP certification (self or TSP certify) • select and submit payment to process.--
***	***
Retry Payment	Retry a failed payment.

23 ECP Home Page (Continued)

C Fields, Descriptions, and Actions (Continued)

Field	Description/Action
Agreement Maintenance	
Revise Agreement	Provides the ability to modify the producer, change shares, add additional components, increase or decrease extent, and extend practice expiration date.
Agreement In Process	Provides the ability to complete a revision that has been started and not completed or used to return a reinstated agreement to “Contract Approved” status.
Terminate/ Reinstatement Agreement	Provides the ability to terminate existing approved agreements or reinstate terminated agreements
Submit to COC/CED	Provides the ability to complete a revision and submit the revised agreement for COC approval
COC/CED Approval	Provides the ability to enter COC/CED approval for revisions
Search	Used to search for an agreement
Reports	Provides the ability to select reports to view

24-29 (Reserved)

Part 3 Cost Share

Section 1 New Application

30 Application Signup – Applicant Information

A Overview

After user clicks “New Application” from the Cost Share menu on the ECP Home Page, the Application Signup-Applicant Information Page will be displayed. This page is used to create a new application and select the producers to be associated with the new application.

B Example of Application Signup – Application Information Page

Following is an example of the Application Signup – Application Information Page.

*--

Application Signup - Applicant Information
Following are the producer details.
 All required fields are denoted by an asterisk{*}

* State :
 * County :
 * Producers :

*** Select Primary Applicant :**

Select	Applicant(s)	Action
<input checked="" type="radio"/>	A Producer	<input type="button" value="Remove"/>
<input type="radio"/>	B Producer	<input type="button" value="Remove"/>

--*

C Application Information Page Options

The following table provides the field descriptions and actions for the Application Signup – Applicant Information Page.

Field	Description/Action
State	County Office users associated with more than one State must select the desired State from a drop-down list. Drop-down menu is inactive for State and National users. State and National users are limited to the State selected on the program page during program selection.
County	County Office users associated with more than one county must select the desired county from a drop-down list. Drop-down menu is inactive for State and National users. State and National users are limited to the county selected on the program page during program selection.

30 Application Signup – Applicant Information (Continued)

C Application Information Page Options (Continued)

Field	Description/Action
Add Producer	<p>CLICK “Add Producer”. The SCIMS Customer Search Page will be displayed. The SCIMS Customer Search Page provides users with a method of searching SCIMS to find the applicable producer. After selecting the producer type, the producer can be selected by name, tax ID, or other. See 1-CM for additional information on SCIMS.</p> <p>After user clicks an applicant’s link from the SCIMS search results, the Application Signup - Applicant Information Page will be redisplayed with the selected applicant’s information.</p>
Select	Designate a producer as primary applicant. Under the “Select” column, CLICK the “ radio button ” for the primary applicant.
Remove	<p>Removes a producer.</p> <p>Note: If the agreement contains only a single producer, that producer cannot be removed. User must first add another producer before attempting to remove the previous sole producer.</p>
Continue	The Application Signup – Add Contributors Page will be displayed. See paragraph 31.

31 Application Signup – Add Contributors – Field Selection

A Overview

After selecting “Continue” on the Application Signup – Applicant Information Page, the Application Signup – Add Contributors – Field Selection Page will be displayed. This page is used to enter field numbers for the land where practices will be applied.

B Example of Application Signup – Add Contributors – Field Selection Page

Following is an example of the Application Signup – Add Contributors – Field Selection Page.

*--

Application Signup - Add Contributors						
Following are the Producer/Contributor details.						
All required fields are denoted by an asterisk{*}						
Producer Farm Details						
* Producer(s)	Farm No.	Tract No.	* Field No.	State	County	
A Producer	0007474	0011441	1	29	101	
B Producer	0001518	0003333	2,3	29	101	

--*

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Add Contributors – Field Selection Page.

Field	Description/Action
Field No.	Users should enter field numbers for the land where practices will be applied. CSS will interface with the Farm Records database to extract farm and tract number data for the selected producers. Note: There is no limit to the amount of field numbers that can be entered. If practices are being cost-shared on multiple fields, field number values should be separated by commas with no spaces.
Save & Add Damage Documentation	After all applicable information has been entered, CLICK “ Save and Add Damage Documentation ”.
Back	The previous page, “Application Signup - Applicant Information”, will be displayed.

32 Application Signup - Documentation

A Overview

After the user selects Save & Add Damage Documentation from the Application Signup – Add Contributors Page, the Application Signup – Documentation Page will be displayed. This page provides selection criteria for entering information pertaining to the specific disaster ID and type for which the producer is applying.

B Example of Application Signup - Documentation Page

Following is an example of the Application Signup – Documentation Page.

*--

<div style="background-color: #4a69bd; color: white; padding: 2px;">Menu</div> <div style="background-color: #d9e1f2; padding: 2px;">Welcome</div> <div style="background-color: #4a69bd; color: white; padding: 2px;">ECP Program</div> <div style="background-color: #d9e1f2; padding: 2px;">Select Program</div> <div style="background-color: #4a69bd; color: white; padding: 2px;">Cost Share</div> <div style="background-color: #d9e1f2; padding: 2px;">New Application</div> <div style="background-color: #d9e1f2; padding: 2px;">Edit Application</div> <div style="background-color: #d9e1f2; padding: 2px;">Needs/Environmental</div> <div style="background-color: #d9e1f2; padding: 2px;">Agreement Approval</div> <div style="background-color: #d9e1f2; padding: 2px;">Un-submit</div> <div style="background-color: #d9e1f2; padding: 2px;">Inactivate Application</div> <div style="background-color: #d9e1f2; padding: 2px;">Search</div> <div style="background-color: #d9e1f2; padding: 2px;">View/Print Forms and Letters</div> <div style="background-color: #4a69bd; color: white; padding: 2px;">Performance and Payment</div> <div style="background-color: #d9e1f2; padding: 2px;">Certify & Pay</div> <div style="background-color: #d9e1f2; padding: 2px;">Retry Payment</div> <div style="background-color: #4a69bd; color: white; padding: 2px;">Agreement Maintenance</div> <div style="background-color: #d9e1f2; padding: 2px;">Revise Agreement</div> <div style="background-color: #d9e1f2; padding: 2px;">Agreement In Process</div> <div style="background-color: #d9e1f2; padding: 2px;">Terminate/Reinstate Agreement</div> <div style="background-color: #d9e1f2; padding: 2px;">Submit to COC/CED</div> <div style="background-color: #d9e1f2; padding: 2px;">COC/CED Approval</div> <div style="background-color: #d9e1f2; padding: 2px;">Search</div>	<div style="background-color: #4a69bd; color: white; padding: 2px;">Application Signup - Documentation</div> <div style="display: flex; justify-content: space-between; font-size: small;"> Control No : 99_999_2019_0041 Creation Date : 05/29/2019 </div> <div style="display: flex; justify-content: space-between; font-size: small;"> Applicant Name : A Producer Disaster ID : 1735 </div> <div style="font-size: small;">Agreement Status : INCOMPLETE Add/View Notes</div> <hr/> <p>Following fields are useful for documenting the Damage.</p> <p>All required fields are denoted by an asterisk {*}</p> <p>* Select Disaster ID : <input type="text" value="1754 - 1735"/></p> <p>* Select Disaster Type : <input type="text" value="Other"/></p> <p>Description of Site : <input type="text" value="description"/></p> <p>Type of Agricultural Production</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Crops :</p> <p><input type="checkbox"/> Field Grown Ornamentals</p> <p><input type="checkbox"/> Flowers or Bulbs</p> <p><input type="checkbox"/> Grain or Row Crops</p> <p><input checked="" type="checkbox"/> Hay Forage or Pasture</p> <p><input type="checkbox"/> Orchards or Vineyards</p> <p><input checked="" type="checkbox"/> Other Crop</p> <p><input type="checkbox"/> Seed Crops</p> <p><input type="checkbox"/> Vegetables or Fruits</p> </div> <p>Livestock : <input type="text" value="Select Live Stock"/> <input type="button" value="Add"/></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Selected Livestock</th> <th>Number or Weight</th> <th>Unit</th> <th>Link To Remove</th> </tr> </thead> <tbody> <tr> <td>Horses, Mules and Donkeys</td> <td style="text-align: center;"><input type="text" value="150"/></td> <td>Head Count</td> <td style="text-align: center;">Remove</td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="Save & Add Practice(s)"/></p>	Selected Livestock	Number or Weight	Unit	Link To Remove	Horses, Mules and Donkeys	<input type="text" value="150"/>	Head Count	Remove
Selected Livestock	Number or Weight	Unit	Link To Remove						
Horses, Mules and Donkeys	<input type="text" value="150"/>	Head Count	Remove						

--*

32 Application Signup – Documentation (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Documentation Page.

Field/Link	Description/Action
Add/View Notes	CLICK “Add/View Notes” to insert notes and/or comments on each page.
Select Disaster ID	Using the drop-down list, “[ID Not Assigned]” may be selected if ID is not known when submitting the request. However, a designation other than “[ID Not Assigned]” must be selected before approval. If a designation other than “[ID Not Assigned]” has been selected disaster type will be automatically be pre-populated in the Application Signup – Add Practices Page according to subparagraph 33 B.
Select Disaster Type	Using the drop-down list, select the predominant disaster type for this disaster if it is not prepopulated.
Description of Site	Enter a narrative description of the site to differentiate between applications with any information that helps user remember specifics about the land. Entry in this field is optional.
Crops	CHECK (✓) applicable crops. Note: A crop or livestock must be selected for the application. Both may be selected, but both are not required.
Livestock	Using the drop-down list, select the applicable livestock and CLICK “Add”. Then add the number or weight associated with the applicable livestock. Users also have the option to remove selected livestock using the Remove link. Note: A crop or livestock must be selected for the application. Both may be selected, but both are not required.
Save & Add Practice(s)	Saves documentation information that was loaded on the page.

33 Application Signup - Add Practices

A Overview

After the damage documentation has been added, the Application Signup – Add Practices Page will be displayed. This page is used to select the practices under which ECP cost share assistance is being requested.

B Example of Application Signup – Add Practices Page

Following is an example of the Application Signup – Add Practices Page.

Notes: In this example, the Component Rate practice rate type is being used. The user must select either “Component Rate” or “Practice Rate” depending on how the cost share rates were established in the Program Provisioning software. The steps for entry of contributor information for the practice vary depending on which practice rate type is selected. The user must enter contributor information per component when using the Component Rate. When using Practice Rate the user is still required to enter components for the practice. Components are used for recording needs determination and for reporting performance. However, contributor information is entered only once at the practice level and is not entered for individual components.

If Administrative County and Physical County are different, please be sure:

- appropriate funding is tied to Administrative County
- Physical County has loaded components and rates in Program Provisioning.

*--

Select	* Farm No.	Tract No.	Field No.	* Acres	State	County
<input type="checkbox"/>	0007474	0011441	1		29	101
<input type="checkbox"/>	0001518	0003333	2		29	101
<input checked="" type="checkbox"/>	0001518	0003333	3	20	29	101

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33 Application Signup - Add Practices (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Add Practices Page.

Field/Link	Description/Action
Add/View Notes	CLICK “Add/View Notes” to insert notes and/or comments on each page.
Select Practice	<p>From the drop-down list, select the practice requested by applicant. If practice is not listed, exit the application and contact the State Office.</p> <p>Note: State Office specialists may need to verify county eligibility with National Office program manager.</p>
Practice Rate Type	<p>CLICK “radio button”, as applicable, whether using a component rate or practice rate, according to the County’s Program Provisioning information.</p> <p>Calculate C/S based on either of the following, as applicable:</p> <ul style="list-style-type: none"> • rates entered for each component in the Program Provisioning software (component rate) • rate entered for the practice in the Program Provisioning software (practice rate). <p>Note: If practice rate is selected but a cost share rate has not been established for the practice an error message will be displayed advising the user to establish a practice rate in program provisioning.</p>
Disaster Type	Pre-filled from the “Select Disaster Type” field selection on the Application Signup – Documentation Page but can be edited.
Farm, Tract, Field & Acres	<p>CHECK (✓) applicable farm/tract/field and enter the total number of acres affected for that practice.</p> <p>Total practice acres cannot exceed the total farmland acres on the tract.</p>
Save & Add Practice Component(s)	Saves practice information that was loaded on the page. Takes the user to the Application Signup – Add Practice Components Page. See paragraph 34.
Cancel	Takes the user to the Application Signup – Practice Summary – Finalize page. See paragraph 37.

34 Application Signup - Add Practice Components

A Overview

After practice information has been entered, the Application Signup – Add Practice Components Page will be displayed. This page is used to select the components associated with the previously selected practice. The components that will be displayed depend on components available within the State’s Program Provisioning software or components created at the county level in the Program Provisioning software.

B Example of Application Signup – Add Practice Components Page

Following is an example of the Application Signup - Add Practice Components Page.

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C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup - Add Practice Components Page.

Field/Link	Description/Action
Add/View Notes	CLICK “Add/View Notes” to insert notes and/or comments on each page.
Practice extent (Acre)	Enter damaged or actual acres on which the practice is being applied. Should be equal to the sum of all acres entered in the “Farm, Tract, Field & Acres” field, “Acres” block on the Application Signup –Add Practices page. This field should not be blank, even if component rate is used. Notes: Acre will be unit of measure listed for practice reporting purposes, but components can be different units of measure.

34 Application Signup - Add Practice Components (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Link	Description/Action
Select Components	<p>Select desired component from the drop-down list and CLICK “Add”. The currently selected component will be added into the selected component list in the table below.</p> <p>Note: Multiple components may be selected. Components will be limited to those applicable to the State/County and practice selected. If desired components are not available for selection, please verify the physical location of land as stated in subparagraph 33 B or verify category/subcategory designation in Program Provisioning.</p>
Add	<p>Adds the currently selected component from the drop-down list into the list of selected components in the table below.</p> <p>Note: The currently selected component from the drop-down list will not be added to the application if the user clicks “Save & Add Component” at the bottom of the page before first using the “Add” button to add the component into the list of selected components in the table below the “Select Components” box.</p>
Technical Practices	<p>Using the drop-down list, select a technical practice for each component displayed. If a desired technical practice is not listed, exit the application and contact the State Office.</p> <p>Note: State Office specialists may need to verify county eligibility with National Office program manager.</p>
Extent Requested	<p>Enter the extent requested for each component/technical practice selected. Users can remove selected components.</p> <p>This field should not be blank, even if a practice rate is used. When unit of measure for a component is expressed in acres, component extent may equal but not exceed practice extent. Extent for components not expressed in acres is not expected to match practice acres.</p>
Remove	<p>Allows users to remove a selected component.</p>
Save & Add Component	<p>Saves the selected components displayed in the table to the application and continues to the Application Signup – Add Contributors page.</p> <p>Note: Does not add a currently displayed component in the “Select Component” data field to the application.</p>
Back	<p>Returns user to the previous page “Application Signup – Add Practices”.</p>
Show/Hide selected practice’s farm, tract, and fields	<p>Displays or Hides the Farm No, Tract No, Field No, Acres and State/County.</p>

35 Application Signup - Add Contributors - Share Designation

A Overview

The Application Signup – Add Contributors – Share Designation Page will display with a listing of all producers associated with the tracts used for field selection in paragraph 31 after all applicable information has been entered on the Application Signup - Add Practice Components page. This page is used to designate the share of expenses that that each producer is expected to bear.

B Example of Application Signup – Add Contributors – Share Designation Page

Following is an example of the Application Signup – Add Contributors – Share Designation Page.

*--

Menu Welcome <input type="text"/> ECP Program Select Program Cost Share New Application Edit Application Needs/Environmental Agreement Approval Un-submit Inactivate Application Search View/Print Forms and Letters Performance and Payment Certify & Pay Retry Payment Agreement Maintenance	<div style="background-color: #4a69bd; color: white; padding: 2px;">Application Signup - Add Contributors</div> <p> Control No : 99_999 2019 0041 Creation Date : 05/29/2019 Applicant Name : KM A Producer Disaster ID : 1735 Agreement Status : Add/View Notes </p> <hr/> <p>Following are the contributor details.</p> <p>All required fields are denoted by an asterisk {*}</p> <p>Estimated Needed Contribution : 1270.00 Selected Practice : 01-EC3</p> <p style="text-align: right;"><input type="button" value="Copy Percent Share Values"/></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #d3d3d3;"> <th colspan="4">Components</th> </tr> <tr> <th style="width: 25%;">Component Code</th> <th style="width: 25%;">Technical Practice</th> <th colspan="2">Extent Requested</th> </tr> </thead> <tbody> <tr> <td>14MOEC1C-Dozer Work</td> <td>500</td> <td colspan="2">10</td> </tr> <tr> <td></td> <td>Producer</td> <td>LIM-RES SOC-DIS BEG-FMR</td> <td>*Percent Share(%)</td> </tr> <tr> <td></td> <td>A Producer</td> <td>Yes</td> <td><input type="text" value="50"/></td> </tr> <tr> <td></td> <td>B Producer</td> <td>Yes</td> <td><input type="text" value="50"/></td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Confirm Contributions"/> <input type="button" value="Back"/> </p>	Components				Component Code	Technical Practice	Extent Requested		14MOEC1C-Dozer Work	500	10			Producer	LIM-RES SOC-DIS BEG-FMR	*Percent Share(%)		A Producer	Yes	<input type="text" value="50"/>		B Producer	Yes	<input type="text" value="50"/>
Components																									
Component Code	Technical Practice	Extent Requested																							
14MOEC1C-Dozer Work	500	10																							
	Producer	LIM-RES SOC-DIS BEG-FMR	*Percent Share(%)																						
	A Producer	Yes	<input type="text" value="50"/>																						
	B Producer	Yes	<input type="text" value="50"/>																						

--*

35 Application Signup - Add Contributors – Share Designation (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Add Contributors – Share Designation Page.

Field/Link	Description/Action
Copy Percent Share Values	<p>When a practice has multiple components and there are multiple producers associated with the application, this button can be used to assign the same shares to all components without having to enter shares multiple times. After entering the estimated percent share for each applicant on the first component listed, CLICK “Copy Percent Share Values” to automatically assign the same share to all other components.</p> <p>Note: This process always works off the first component in the list. If the user enters a share or changes an existing share for any other component in the list and CLICKS “Copy Percent Share Values” the share for all components, including the component that was entered or changed, will always be set to match the value of the first component in the list.</p>
Percent Share (%)	<p>Enter the estimated percent share for each applicant listed. If any of the applicants listed will not contribute to this practice, entering zero percent shares is acceptable.</p> <p>Note: The sum of the “Estimated Percent Share (%)” fields for all contributors must total 100 percent.</p>
Back	Returns user to “Application Signup - Add Practice Components” Page.
Confirm Contributions	After entering the estimated percent share for each producer, CLICK “ Confirm Contributions ”. The Application Signup – Add Contributors Page will be redisplayed.

35 Application Signup - Add Contributors – Share Designation (Continued)

D Example of Redisplayed Application Signup - Add Contributors – Share Designation Page

Following is an example of the redisplayed Application Signup - Add Contributors – Share Designation Page.

*--

Menu Welcome ECP Program Select Program Cost Share New Application Edit Application Needs/Environmental Agreement Approval Un-submit Inactivate Application Search View/Print Forms and Letters Performance and Payment Certify & Pay Retry Payment	Application Signup - Add Contributors			
	Control No : 99_999 _2019_0041		Creation Date : 05/29/2019	
	Applicant Name : A Producer		Disaster ID : 1735	
	Agreement Status : INCOMPLETE		Add/View Notes	
	Following are the contributor details.			
	All required fields are denoted by an asterisk {*}			
	Components			
	Component Code	Technical Practice	Extent Requested	
	14MOEC1C-Dozer Work	500	10	
		Producer	LIM-RES SOC-DIS BEG-FMR	*Percent Share (%)
	A Producer	Yes	50 %	
	B Producer	Yes	50 %	
			Requested Cost Share(\$)	
			572	
			572	
Practice Summary		Back		

--*

E Actions

After reviewing the information, CLICK “**Practice Summary**” if the information is correct. The Application Signup – Practice Summary Confirmation Page will be displayed.

If the information is incorrect, selecting “**Back**” will return the user to the Application Signup –Add Contributor – Share Designation Page to update producer’s shares.

36 Application Signup - Practice Summary - Confirmation

A Overview

After contributors are added, the Application Signup - Practice Summary - Confirmation Page will be displayed. This page is used to view and confirm previously entered information. This page is a summary of selected:

- farm/tract/field combinations with applicable acreage
- components with selected technical practices and the applicable requested extent
- producers, shares, and the requested cost-share amounts.

CSS automatically calculates requested cost share based on the component and practice rate information entered in the Program Provisioning software.

Note: If the information is not correct, user can click “Back” or “Cancel”.

B Example of Application Signup – Practice Summary – Confirmation Page

Following is an example of the Application Signup – Practice Summary – Confirmation Page.

*--

Application Signup - Practice Summary					
Control No : 99_999 2019 0041		Creation Date : 05/29/2019			
Applicant Name : A Producer		Disaster ID : 1735			
Agreement Status : INCOMPLETE		Add/View Notes			
Following is the practice summary.					
Practice : 01-EC3					
Disaster Type : Other					
Farms					
Farm	Tract	Field	Acres		
0001518	0003333	3	20.00		
Components					
Component Code	Technical Practice			Extent Requested	
14MOEC1C-Dozer Work	500			10	
Producer	Producer Type	LIM-RES SOC-DIS BEG-FMR	*Percent Share(%)	Requested Cost Share(\$)	
A Producer	Individual	Yes	50 %	572	
B Producer	Individual	Yes	50 %	572	
Do you want to add this Practice?					
<input type="button" value="Confirm"/>		<input type="button" value="Back"/>	<input type="button" value="Cancel"/>		

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36 Application Signup - Practice Summary – Confirmation (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Practice Summary – Confirmation Page.

Field/Link	Description/Action
Confirm	CSS automatically calculates requested cost share based on the component and practice rate information entered in the Program Provisioning software. After user has reviewed the information and confirmed the information is correct, CLICK “ Confirm ”.
Back	If the information is not correct, user can click “Back” and the previous page (Application Signup – Add Contributors) will be displayed.
Cancel	The Application Signup Page will be displayed. The Application Signup Page is a blank page that instructs the user to use the left navigation menu to select a task. The practice will remain associated with the application, but all component information and producer share information that was entered for the practice is lost.

37 Application Signup - Practice Summary - Finalize

A Overview

The Application Signup – Practice Summary – Finalize Page will be displayed after information on the Application Signup Practice Summary Confirmation Page has been confirmed. This page contains links to take the user to additional process steps.

The Application Signup - Practice Summary – Finalize Page can be used to:

- remove practices
- edit practices
- add another practice
- print FSA-848.

B Example of Application Signup – Practice Summary - Finalize Page

The following is an example of the Application Signup – Practice Summary - Finalize Page.
*--

Application Signup - Practice Summary

Control No : 29_101_2019_0047 Creation Date : 06/19/2019
 Applicant Name : [redacted] Disaster ID : 1735
 Agreement Status : INCOMPLETE [Add/View Notes](#)

Following is the summary of all practices.

Practices Added			
Name	Requested Cost Share(\$)	Remove	Edit
01-EC2	\$ 21	<input type="button" value="Remove"/>	<input type="button" value="Edit"/>
01-EC3	\$ 94	<input type="button" value="Remove"/>	<input type="button" value="Edit"/>

*Remove will remove the practice completely and you will lose all practice data added so far.

When there is no EC3 practice the next page displayed will be the Application Signup – Additional Information Page as shown in subparagraph 38 B. When practice EC3 is included, the Advance Payment Request Page will be displayed according to subparagraph D.--*

37 Application Signup - Practice Summary - Finalize (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup - Practice Summary - Finalize Page.

Field/Link	Description/Action
Remove	<p>Deletes the practice.</p> <p>Caution: Practice is immediately deleted. User is not given an opportunity to confirm selected practice is the correct one to be deleted.</p>
Edit	<p>Modify practice or component information.</p>
Add Another Practice	<p>Allows user to add another practice.</p>
--Continue to Next Step	<p>After confirming the practice summary information is correct and performing all actions needed on this page, CLICK “Continue to Next Step” to display the Application Signup – Additional Information Page.--</p>
Print FSA-848A PDF	<p>Provides the ability to print the FSA-848.</p> <p>Note: All information should now be complete on FSA-848, page 1. If anything needs to be corrected, do not proceed to eligibility. CLICK “Edit” for the applicable practice to modify practice or component information. If other elements, such as producer data, need to be modified, CLICK “Edit Application” on the left navigation menu. The requested component information should now be complete on FSA-848, page 2. However, extent needed will not be printed until this information has been entered using the “Needs/Environmental” option (paragraph 60), and then the user will have the ability to reprint FSA-848, page 2.</p>

37 Application Signup - Practice Summary - Finalize (Continued)

***--D Example of Advance Payment Page**

The following is an example of the Advance Payment Page.

Advance Payment

Control No : 29_101_2019_0047 Creation Date : 06/19/2019
 Applicant Name : [REDACTED] Disaster ID : 1735
 Agreement Status : INCOMPLETE

[Add/View Notes](#)

Is an advance payment for restoring permanent fences (Practice EC3) being requested?

Yes No

Back to Application Practice Summary Go to eligibility

E Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Advance Payment Page.

Field/Link	Description/Action
Is an advance payment for restoring permanent fences (Practice EC3) being requested?	<ul style="list-style-type: none"> • Yes – an advance payment equal to 25 percent of the approved cost share for EC3 practice(s) will be issued at agreement approval • No – no advance payment will be issued at agreement approval.
Back to Application Practice Summary	The “Application Signup – Practice Summary - Finalize Page” will be displayed. See subparagraph B.
Go to Eligibility	After answering the “Is an advance payment for restoring permanent fences (Practice EC3) being requested?” question, CLICK “Go to eligibility” to display the Application Signup – Additional Information Page.

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38 Application Signup - Additional Information - Eligibility

A Overview

The Application Signup – Additional Information - Eligibility Page displays program eligibility. This page is used to document compliance or non-compliance with land and person eligibility requirements and to enter signature and submission dates of the FSA-848.

B Example of Application Signup – Additional Information – Eligibility Page

Following is an example of the Application Signup – Additional Information – Eligibility Page.

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C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Additional Information- Eligibility Page.

Field/Link	Description/Action
Eligibility Information	<p>Answer the program eligibility questions by clicking the radio buttons. If users click the “No” radio button, a reason must be entered in the “Reason” text box.</p> <p>Note: An application with an ineligible land or person eligibility determination cannot be approved. If the condition that caused the ineligible land or person eligibility determination is corrected, the radio button can be updated to “Yes” during “Agreement Approval” (paragraph 79).</p>

38 Application Signup - Additional Information – Eligibility (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Link	Description/Action
Reason	Enter reason for ineligibility when “No” is selected.
Signature Date (mm/dd/yyyy)	Enter date the applicants signed FSA-848.
Submitted Date (mm/dd/yyyy)	Enter date FSA-848 was submitted to an FSA Service Center.
Submit	Submits the Application. The Application Signup – Additional Information - Confirmation page will be displayed with the message “The application submitted successfully”.
Back	Returns user to the Application Signup – Practice Summary - Finalize Page.

39 Application Signup - Additional Information - Confirmation

A Example of Application Signup – Additional Information - Confirmation Page

Following is an example of the Application Signup – Additional Information – Confirmation Page. This page confirms successful submission of eligibility information and signature dates and provides the user with the ability to print forms and letters specific to this stage of the application process.

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B Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Additional Information – Confirmation Page.

Field/Link	Description/Action
Print FSA-848A PDF	Print the FSA-848, Cost-Share Request.
Lack of Funds Letter	Print a Lack of Funds Letter.
Generate Referral Letter	Print a Referral Letter to refer the application to the TSP.

40-52 (Reserved)

Section 2 Edit Application

53 Edit Applications

A Overview

If a cost share application has been started but has **not** been submitted (application status of “Incomplete”), the “Edit Application” option will be available. If the application was previously submitted and has since been un-submitted according to Section 5, the “Edit Application” option will also be available for the un-submitted application.

To edit an existing application, from the ECP Home Page, CLICK “**Edit Application**” on the left navigation menu. A listing of all incomplete status applications is displayed.

B Example of Edit Application Page

Following is an example of the Edit Application page.

Notes: Additional page numbers may be displayed at the top and bottom of the page when all search results do not fit on a single page.

By default, applications are listed without the practice summary box displayed. In the example below the Practice Summary for application control number 29_101_2014_0163 is displayed because the user has clicked on the control number. Many of the examples in this handbook follow this format where the practice summary has been opened to display additional details and links.

Menu	Edit Application						
Welcome USER NAME							
ECP Program	Application results						
Select Program	<u>Control Number</u>	<u>Primary Applicant</u>	<u>Application Status</u>	<u>Disaster ID</u>	<u>State County</u>	<u>Date Created</u>	<u>Edit Application</u>
Cost Share	29_101_2014_0163	A Producer	INCOMPLETE	2014 Midwest Flooding ECP	29 - Johnson	07/17/2014	Edit
New Application	Practice Summary						
Edit Application	Practice Control Number		Practice Status		Process	Status	
Needs/Environmental	29-101-2014-0163-01-EC2		INCOMPLETE		Edit		
Agreement Approval	29-101-2014-0163-01-EC3		INCOMPLETE		Edit		

53 Edit Applications (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Edit Application Page.

Field/Link	Description/Action
Application Results	
Control Number	Click the applicable control number to display a summary list of all practices for the application. The user will then be given the option to edit individual practices from within the Practice Summary box. Note: If practices have not yet been added to the application, the control number link is not activated and the Practice Summary will not be displayed. To add a practice the user must click the “Edit” link under the “Edit Application” column header.
Edit	CLICK “ Edit ” under the Edit Application column header (far right column) to edit the application. The application process will start from the beginning. See Section 1 for additional information.
Practice Summary	
Edit (Practice Summary)	Click “ Edit ” under the Process column header in the Practice Summary list to go directly to a specific already existing practice. The Application Signup - Add Practices Page will display according to paragraph 33. After applicable changes are made to the Application Signup – Add Practices Page, the next page in the process will be displayed for edits. See paragraphs 34 through 37 for additional information. Note: Users cannot change the practice. The only way to change the practice is to remove the practice and add a new practice on the Practice Summary Page according to paragraph 37.

54-59 (Reserved)

Section 3 Needs/Environmental

60 Entering Needs Determination and Environmental Compliance Information

A Overview

Needs determination information **must** be entered for **each** practice added to the application. To enter or edit needs determination or environmental compliance information, CLICK **“Needs/Environmental”** from the ECP Home Page. The Needs Determination/Environmental Compliance Page will be displayed.

All “Complete” applications will be displayed to select and enter needs determination information.

Notes: Only applications that have been successfully submitted according to paragraph 38 will have “Complete” status.

B Example of Needs Determination/Environmental Compliance Page

Following is an example of the Needs Determination/Environmental Compliance Page.

Note: Additional page numbers may be displayed at the top and bottom of the page when all search results do not fit on a single page.

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The screenshot shows a web application interface. On the left is a vertical menu with options like 'Welcome', 'ECP Program', 'Cost Share', 'Needs/Environmental', and 'Performance and Payment'. The main content area is titled 'Needs Determination/Environmental Compliance' and contains a table of application results. Below this table is a 'Practice Summary' table. At the bottom of the main content area is a 'Back To Main Menu' button. Navigation links for '<Prev 1 2' are visible at the top and bottom of the application results table.

Control Number	Primary Applicant	Application Status	Disaster ID	State County	Date Created	Print FSA848 Form
99_999_2019_0031	D Producer	COMPLETE	2019 Disasters	Missouri - Johnson	05/08/2019	PDF
99_999_2019_0041	A Producer	COMPLETE	1754	Missouri - Johnson	05/29/2019	PDF

Practice Control Number	Practice Status	Process	Status
99_999_0041-01-EC3	PENDING_APPROVAL	Environmental Compliance Needs Determination	EC_INCOMPLETE ND_INCOMPLETE

--*

60 Entering Needs Determination and Environmental Compliance Information (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions on the Needs Determination/Environmental Compliance Page.

Field/Link	Description/Action
Application Results	
Control Number	Click the applicable control number and all practices for the application will be displayed. The user will then be given the option to select and edit needs determination for a single practice within the practice summary box.
PDF	Print FSA-848, Cost-Share Application.
Practice Summary	
Environmental Compliance	See paragraph 63 for additional information.
Needs Determination	See paragraphs 61 and 62 for additional information.

Notes: Users may add additional components and technical practices determined needed by TSP during the “Needs Determination” process. Components added during “Needs Determination” will be entered in the “Extent Needed” data element. Extent requested for components added during “Needs Determination” will display as zero on FSA-848.

Users are not able to remove components determined unnecessary by TSP but can enter the “Extent Needed” as zero, or some other reduced amount. See paragraph 61.

If a rate is not found for components already selected, an error message will be displayed alerting the user to make changes in the Program Provisioning software **before** proceeding.

61 Application Signup – Needs Determination – Step 1

A Overview

If users click the “Needs Determination” link in the “Process” column of the Practice Summary box, the Application Signup - Needs Determination – Step 1 Page will be displayed for entry of practice extents, component extents, and technical practice extents.

B Example of Application Signup – Needs Determination Page

Following is an example of the Application Signup – Needs Determination – Step 1 Page.

*--

Menu

- Welcome
- ECP Program**
- Select Program
- Cost Share**
- New Application
- Edit Application
- Needs/Environmental**
- Agreement Approval
- Un-submit
- Inactivate Application
- Search
- View/Print Forms and Letters
- Performance and Payment**
- Certify & Pay
- Retry Payment
- Agreement Maintenance**
- Revise Agreement
- Agreement In Process
- Terminate/Reinstate Agreement
- Submit to COC/CED
- COC/CED Approval
- Search
- Reports

Application Signup - Needs Determination

Control No : 99_999_2019_0041

Applicant Name : A. Producer

Agreement Status : COMPLETE

Creation Date : 05/29/2019

Disaster ID : 1735

[Add/View Notes](#)

Following data need to be filled out for Needs Determination.

All required fields are denoted by an asterisk{*}

Practice Extents

Practice Control Number	Disaster Type	Extent Requested	* Extent Needed
01-EC3	Other	20.00	<input type="text" value="20.00"/>

(Note:If component is not listed add using County Component table)

Component Extents

Component Code	Component Unit	Technical Practices	Extent Requested	* Extent Needed	* Management Activity
14MOEC1C-Dozer Work	Hour	500	10.00	<input type="text" value="10.00"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Filter Components By Technical Practice :

Add Another Component :

Technical Practice Extents

Technical Practices	TechPractice Unit	* Cost Shared?	* Units Planned
500-Obstruction Removal	Acre	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="10"/>

Add Another Technical Practice :

--*

61 Application Signup – Needs Determination – Step 1 (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Needs Determination – Step 1 Page.

Field/Link	Description/Action
Practice Extents	
Extent Needed	Enter the needed extent for the previously selected practice. Note: Enter the extent needed as determined by NRCS, USFS, or other technical service provider. Unit of measure will be based on how the unit of measure was set up in the Program Provisioning software.
Component Extents	
Extent Needed	Enter the needed extent for the previously selected components.
Management Activity	The correct radio button for ECP is always “No” since Management Activity does not apply to ECP.
Filter Components By Technical Practice	Users will use this drop-down menu only if additional components will be added to the application during the needs determination process. This typically occurs if the TSP determines a component not requested is needed to effectively implement the requested practice. A list of technical practices is displayed in the “Select Technical Practice” drop-down menu. When a specific technical practice is selected by clicking on that technical practice from within the list, the available components in the drop-down list for component selection under “Add Another Component” (immediately below) are limited to just those components associated with the selected technical practice. If no technical practice filter is set, all available components associated to the practice for the county that are loaded in the Program Provisioning software will be displayed in the “Add Another Component” selection drop-down.

61 Application Signup – Needs Determination – Step 1 (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Link	Description/Action
Component Extents (Continued)	
Add Another Component	<p>Selecting a component from the “Select Components” drop-down list allows the user to add the component under the component extents as a selected component for the application. To complete selection of the component and add it as a selected component CLICK “Add”.</p> <p>Note: After adding a component in most cases the user must add the numerical code for the technical practice in the “Technical Practices” data field for the added component. If the user is unsure of the numerical technical practice number to use, refer to the “Filter Components By Technical Practice” data field for assistance. If a filter was used when selecting the component to be added the technical practice will still be displayed. If no filter was used when selecting the component, clicking the drop-down arrow for the “Filter Components By Technical Practice” data field may be helpful as it will display the entire list of associated technical practices with both the numerical code and the technical practice name.</p>
Technical Practice Extents	
Cost Shared?	Select either the “Yes” or “No” radio button as appropriate to indicate if the technical practice is eligible for cost share.
Units Planned	<p>Enter the units planned for each technical practice listed.</p> <p>Note: It is not expected that the units planned for the technical practice will always match the extent needed for the associated component or the sum of the associated components (if multiple components are associated with the technical practice). This is because the:</p> <ul style="list-style-type: none"> • unit of measure for the technical practice may be different than the unit of measure for the component • number of components and technical practices may not be a one-to-one match.
Add Another Technical Practice	If the information provided by the TSP indicates additional technical practices are to be included, those additional technical practices can be added using the “Select Technical Practice” drop-down list. Select a technical practice from the list by clicking on the desired technical practice and then CLICK “Add” on the right end of the data field.
Continue to Next Step	Select after user has entered all applicable information.
Cancel	All needs determination information entered for that practice control number will be lost.

62 Application Signup – Needs Determination – Step 2

A Overview

If users click the “Continue to Next Step” button, the Application Signup - Needs Determination – Step 2 Page will be displayed. The page will now contain data fields for entry of conservation plan information.

B Example of Application Signup – Needs Determination – Step 2 Page

Following is an example of the Application Signup – Needs Determination – Step 2 Page.

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C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Needs Determination – Step 2 Page.

Field/Link	Description/Action
Conservation Plan	CLICK “radio button” for applicable conservation plan. Note: Selecting “Other Plan” is acceptable
Date Referred	Enter the date FSA-848 is referred to NRCS, USFS, or technical service provider.

62 Application Signup – Needs Determination – Step 2 (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Link	Description/Action
Referral Date Expiration	Pre-populated with a date that is a month from the “Date Referred” entry. User may change the pre-populated date if necessary.
Needs Statement	Enter any important notes on what is needed.
Date received	Enter date of FSA onsite inspection or date technical provider provided FSA with FSA-848, Page 1.
Name	Enter the name of the person performing the needs determination.
Affiliation	From the drop-down list, select the affiliation of the technical provider, such as FSA or NRCS.
Signature Date	Enter date the person certifying the extents needed signed FSA-848, block 16. This date cannot be before the date referred.
Save	If partial information is entered, users can click “Save” and finish entering the information later. If information is not saved or submitted, all needs determination information for that practice control number will be lost and the status for the needs determination will remain, “Incomplete”.
Submit	Select after all applicable information has been entered and the user is returned to the Needs Determination/Environmental Compliance page.
Back	Returns user to Application Signup – Needs Determination – Step 1 Page.
Cancel	Returns user to the Needs Determination/Environmental Compliance Page.

63 Environmental Compliance Check

A Overview

The Environmental Compliance Check Page allows users to enter environmental compliance data for a practice. To display the Environmental Compliance Check Page, CLICK the “Environmental Compliance” link displayed under the Practice Summary box Process column on the Needs Determination/Environmental Compliance Page according to subparagraph 60 B.

If Environmental Compliance information was previously entered, but the application has since been un-submitted, Environmental Compliance status of the application will be “Incomplete”, but the previous information will be copied and prefilled on this page.

B Example of Environmental Compliance Check Page

Following is an example of the Environmental Compliance Check page.

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63 Environmental Compliance Check (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Environmental Compliance Check Page.

Field/Link	Description/Action	
FSA-850 or CPA-52 completed and all supporting documents gathered	CLICK “Yes” or “No” radio button. Note: A completed FSA-850 is required for all ECP projects before C/S is approved, even those only involving debris removal when the debris results from a Presidential declared disaster.	
Date FSA-850 or CPA-52 completed (MM/DD/YYYY)	If “Yes” radio button was clicked, enter date.	
The Practice is environmentally	IF practice is:	THEN:
	environmentally compliant,	CHECK (✓) “Compliant”.
	not environmentally compliant	do not enter a check in the box next to “Compliant”.
	Notes: Practice must be compliant to be approved. Users will have the ability to later edit this entry.	
Reason	Free form entry. Reason is required if non-compliant.	
Save	Select when user has completed all required information. The Needs Determination/Environmental Compliance Page will be redisplayed with the message “Environmental Compliance saved”.	
Cancel	Returns user to the Needs Determination/Environmental Compliance Page. If user selects Cancel, or if the environmental compliance information is not saved, all information will be lost, and the status will remain, “Incomplete”.	

64-78 (Reserved)

Section 4 Agreement Approval

79 Agreement Approval – Search Results

A Overview

To enter approval information, CLICK “**Agreement Approval**” from the left navigation menu. All “Complete” applications available for possible approval will be displayed on the Agreement Approval – Search Results Page.

Only those applications having at least one practice with both needs determination and environmental compliance information completed will be in the list of applications available for approval. Agreement approval can only take place if information has been entered for needs determination and the practice has been deemed environmentally compliant.

Notes: See paragraph 88 for information on disapproving agreements.

To verify or update Environmental Compliance and/or Needs Determination information, select the desired application by clicking the Control Number of the application and the “Practice Summary” will be displayed. In the “Practice Summary” box, under the:

- “Process” column, links are provided to access and edit environmental compliance and/or needs determination information
- “Status” column user can view the EC status and the ND status of either “Complete” or “Incomplete” for specific individual practices.

B Example of Agreement Approval – Search Results Page

Following is an example of the Agreement Approval – Search Results Page.

Note: Additional page numbers will be displayed at the top and bottom of the page when all search results do not fit on a single page.

79 Agreement Approval – Search Results (Continued)

B Example of Agreement Approval – Search Results Page (Continued)

*--

Agreement Approval							
Application results							
Control Number	Primary Applicant	Application Status	Disaster ID	State County	Date Created	Agreement Approval	Print FSA848A Form
99_999_2017_0060	D Producer	COMPLETE	2017 Tornado Midwest	Missouri - Johnson	04/17/2017	Go To Approval	PDF
99_999_2017_0082	C Producer	COMPLETE	2017 Tornado Midwest	Missouri - Johnson	06/16/2017	Go To Approval	PDF
99_999_2017_0084	E Producer	COMPLETE	2014 Midwest Flooding ECP	Missouri - Johnson	06/22/2017	Go To Approval	PDF
99_999_2019_0041	A Producer	COMPLETE	1754	Missouri - Johnson	05/29/2019	Go To Approval	PDF

Practice Summary			
Practice Control Number	Practice Status	Process	Status
99_999_2019-0041-01-EC3	PENDING_APPROVAL	Environmental Compliance Needs Determination	EC_COMPLETE_ELIGIBLE ND_COMPLETE_NEEDED

--*

C Fields, Descriptions, and Actions

The following table provides the field, descriptions, and actions for the Agreement Approval – Search Results Page.

Field/Link	Description/Action
Control Number	Click this option and the Practice Summary box will be displayed.
Go to Approval	Click to approve some, or all the practices for the selected control number. The Agreement Approval – Assign ID Page will be displayed. Note: Practices approved will be determined by the addition of approval information according to paragraph 82.
PDF	Print FSA-848A. Note: Practices Approved and Components Approved will be blank on the form because the agreement has not yet been approved.

79 Agreement Approval – Search Results (Continued)

C Fields, Descriptions, and Action (Continued)

Field/Link		Description/Action
Process		<p>Click “Needs Determination” or “Environmental Compliance” to edit previously entered information.</p> <p>Note: Ensure that the status for at least 1 practice on the application is “Complete” for both needs determination and environmental compliance.</p>
Back to Main Menu		<p>The Application Signup Page will be displayed. The Application Signup Page is a blank page that instructs the user to use the left navigation menu to select a task.</p>

80 Agreement Approval – Assign ID

A Overview

After the user clicks “Go to Approval” from the Agreement Approval – Search Results Page, the Agreement Approval - Assign ID Page will be displayed. This page is used to assign or change a disaster ID and type.

B Example of Agreement Approval – Assign ID Page

Following is an example of the Agreement Approval – Assign ID Page.

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C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval – Assign ID Page.

Field/Link	Description/Action
Select Disaster ID	Disaster ID is pre-populated either based upon the ID selected during the “New Application” process or based upon available disaster ID’s if “ID Not Assigned” was entered during the “New Application” process. Disaster ID may be edited by selecting from the drop-down list of available disaster ID’s. *--Example: In this example, user selected “1754-1735”.--*
Select Disaster Type	Disaster type is pre-populated based upon the disaster type selected during the “New Application” process but may be edited by selecting from the drop-down list if needed. Example: In this example, user selected “Tornado”.
Continue	After the user has entered all applicable information, CLICK “Continue”. The Agreement Approval – Approval Data Page will be displayed.
Back	User is returned to “Agreement Approval – Search Results” Page.

81 Agreement Approval – Approval Data

A Overview

After selecting “Continue” on the Agreement Approval – Assign ID Page, the Agreement Approval – Approval Data Page will be displayed.

Note: If new or retired rates exist for the practices included in the application, a message will be displayed alerting user to verify in the Program Provisioning software before proceeding.

B Examples of Agreement Approval - Approval Data Page

Following is an example of the Agreement Approval – Approval Data Page if approval information has not been previously entered for any practices.

*--

Practice Summary		
Practice Control Number	Process State	Approval Data
99_999 -2019-0041-01-EC3	EnvironmentCompliance-Eligible NeedsDetermination-Complete-Needed	Add

--*

Note: If the “Add” link is not present in the approval data column for a practice, this is an indication that environmental compliance information and/or needs determination information has not been submitted for that practice. Saving needs determination information instead of submitting the information does not result in the “Add” link for practice approval being populated on this page.

81 Agreement Approval – Approval Data (Continued)

B Examples of Agreement Approval - Approval Data Page (Continued)

Following is an example of the Agreement Approval – Approval Data Page if approval information exists for one or more practices.

*--

Practice Control Number	Process State	Approval Data
99-999-2019-0041-01-EC1	EnvironmentCompliance-Eligible NeedsDetermination-Complete-Needed	Edit Remove
99-999-2019-0041-02-EC1	EnvironmentCompliance-Eligible NeedsDetermination-Complete-Needed	Add
99-999-2019-0041-03-EC1	EnvironmentCompliance-Eligible NeedsDetermination-Complete-Needed	Add
99-999-2019-0041-01-EC3	EnvironmentCompliance-Eligible NeedsDetermination-Complete-Needed	Add

--*

Note: The “Continue” option becomes available as soon as Approval Data exists for at least one practice.

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval – Approval Data Page.

Field/Link	Description/Action
Add	<p>Selects the practice for approval. The Application Signup – Component Rate Practice Approval Page will be displayed.</p> <p>Note: The “Add” link will only be available for practices that have completed needs determination and environmental compliance information, and that have no existing approval information entered.</p>
Edit	<p>User will be able to edit the component rate practice approval data, including the following:</p> <ul style="list-style-type: none"> • practice begin and end dates • practice and component extents approved • shares.

81 Agreement Approval - Approval Data (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Link	Description/Action
Remove	<p>User will be able to remove the approval data for the practice.</p> <p>Note: The “Remove” link will only be available if approval information exists for that practice.</p>
Continue	<p>Select “Continue” to complete the approval information.</p> <p>Notes: The “Continue” option will only be available if approval information exists for one or more practices.</p> <p>If the user clicks “Continue” while some practices do not have approval data added, those practices without approval data will be disapproved during continuation of the approval process for other practices on the same application. See paragraph 91.</p>
Cancel	<p>Cancels the “Agreement Approval” and returns user to Agreement Approval – Assign ID Page.</p>
Disapprove All	<p>Disapproves all practices associated with the application.</p>

82 Application Signup – Component Rate Practice Approval

A Overview

After the user clicks “Add” on the Agreement Approval Page, the Application Signup – Component Rate Practice Approval Page will be displayed.

Note: Pages will vary depending on a practice rate versus component rate practice.

B Example of Application Signup – Component Rate Practice Approval Page

Following is an example of the Application Signup – Component Rate Practice Approval Page.

*--

Application Signup - Component Rate Practice Approval									
Control No : 99_999 _2019_0041					Creation Date : 05/29/2019				
Applicant Name : A Producer					Disaster ID : 1735				
Agreement Status : COMPLETE									
Following fields need to be filled out for component rate practice approval.									
All required fields are denoted by an asterisk {*}									
Selected Practice : 01-EC3									
* Practice Begin Date(MM/DD/YYYY) : <input type="text" value="05/29/2019"/>									
* Practice End Date(MM/DD/YYYY) : <input type="text" value="11/29/2019"/>									
Practice Extents									
Extent Requested		Extent Needed		* Extent Approved					
20.00		20.00		<input type="text" value="20.00"/>					
Components									
Component Code	Technical Practice	Avg Actual Cost (\$)	Regular CostShare (%)	LIM-RES SOC-DIS BEG-FMR CostShare (%)	Extent Requested	Extent Needed	* Extent Approved	Component Unit	
14MOEC1C-Dozer Work	500	\$ 127.00	75.00 %	90.00 %	10.00	10.00	<input type="text" value="10.00"/>	Hour	
		Producer	LIM-RES SOC-DIS BEG-FMR			* Percent Share(%)			
		A Producer	Yes					<input type="text" value="50.00"/>	
		B Producer	Yes					<input type="text" value="50.00"/>	
<input type="button" value="Continue to Next Step"/>					<input type="button" value="Cancel"/>				

--*

82 Application Signup – Component Rate Practice Approval (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Component Rate Practice Approval Page.

Field/Link	Description/Action
Practice Begin Date	Enter the date practice is to begin that is the approval date. Users can use the calendar icon to pre-fill the entry.
Practice End Date	<p>Is prepopulated with an editable date 6 months after the practice begin date. Practice end date is ≤ 6 months of practice begin date.</p> <p>Note: See paragraph 171 for instructions to extend a Practice End Date after the application has been approved.</p>
Practice Extents	
Extent Approved	Extent approved is prepopulated from the “New Application” or “Edit Application” option, extent requested, but can be edited. Re-entering extent approved encourages the county user to fully evaluate the extent requested, extent needed, and extent approved before approving these values since they may vary.
Components	
Extent Approved	<p>Enter the component extent approved for each technical practice.</p> <p>Note: Extent approved cannot be greater than extent needed.</p> <p>Users cannot remove practices or components within the practice approval process; however, users can enter zero in the Extent Approved field. Extent Approved cannot be reduced to zero for all components associated with the practice or the following error message will be displayed:</p> <div data-bbox="581 1318 1338 1465" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="background-color: #4a5568; color: white; padding: 2px;">Application Signup - Component Rate Practice Approval</p> <p style="color: red; margin: 0;">Errors</p> <ul style="list-style-type: none"> Total Approved Amount for practice cannot be zero Obligation Amount cannot be zero </div>
Percent Share (%)	<p>Enter the percent share for each contributor.</p> <p>Note: The sum of the percent shares for all producers must equal 100 percent.</p>
Continue to Next Step	When all required information has been entered, CLICK “ Continue to Next Step ”.
Cancel	Users can also click “ Cancel ”, but all approval information added for the selected practice will be lost. After clicking “Cancel” the Application Signup page will be displayed. The Application Signup page is a blank page that instructs the user to use the left navigation menu to select a task.

83 Application Signup – Component Rate Practice Approval Summary

A Overview

After “Continue to Next Step” is selected from the Application Signup – Component Rate Practice Approval Page, the Approval Signup - Component Rate Practice Approval Summary Page will be displayed. This page provides:

- requested, needed, and approved extent for the practices and components
- selected contributors, estimated contributions, and the approved C/S.

B Example of Application Signup – Component Rate Practice Approval Summary Page

Following is an example of the Application Signup – Component Rate Practice Approval Summary Page.

*--

--*

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Component Rate Practice Approval Summary Page.

Field/Link	Description/Action
Continue to Next Step	CSS automatically calculates approved C/S. After user has verified the information, CLICK “Continue to Next Step”. The Agreement Approval page will be displayed. See paragraph 84 for additional information.
Back	User is returned to the Application Signup – Component Rate Practice Approval page.
Cancel	Users can also click “Cancel”, but all approval information added for the selected practice will be lost.

84 Agreement Approval – Fund Selection

A Overview

After the user clicks “Continue to Next Step” on the Application Signup – Component Rate Practice Approval Summary Page, the Agreement Approval – Fund Selection Page will be displayed.

B Example of Agreement Approval – Fund Selection Page

Following is an example of the Agreement Approval – Fund Selection Page.

*--

Menu

Welcome [User]

ECP Program

Select Program

Cost Share

New Application

Edit Application

Needs/Environmental

Agreement Approval

Un-submit

Inactivate Application

Search

View/Print Forms and Letters

Performance and Payment

Certify & Pay

Retry Payment

Agreement Maintenance

Revise Agreement

Agreement In Process

Terminate/Reinstate Agreement

Submit to COC/CED

Agreement Approval

Control No : 99_999 _2019_0041

Creation Date : 05/29/2019

Applicant Name : A Producer

Disaster ID : 1735

Agreement Status : COMPLETE [Add/View Notes](#)

Below is the list of practices associated with the application.

All required fields are denoted by an asterisk{*}

Lack Of Funds Letter

Practice control Number	Process State	Requested Costshare (\$)	Approved Costshare (\$)	* Fund-Available Amount(\$)
99_999 - 2019-0041-01-EC3	EnvironmentCompliance-Eligible NeedsDetermination-Complete-Needed	\$1144.00	\$ 1144.00	4040-368340.00 ▼

COC/CED Willing to Approve Date(MM/DD/YYYY):

[if saving and continuing later]

* COC/CED Approval Date of FSA 848A (MM/DD/YYYY):

[if continuing now]

Save
Continue
Back
Print FSA848A PDF

--*

84 Agreement Approval – Fund Selection (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval – Fund Selection Page.

Field/Link	Description/Action
Practice Summary	
Fund-Available Amount(s)	<p>From the drop-down list, select the program accounting code associated to the selected disaster ID and the amount available at time of this approval. In the example, subparagraph B, the user has selected Fund 4042.</p> <p>Note: If no funds are available to select, or insufficient funds are available, CLICK “Lack Of Funds Letter” to generate a lack of funds letter.</p>
COC Willing to Approve Date (mm/dd/yyyy)	<p>Enter date, if funds are not available or if insufficient funds are available and CLICK “Save” to continue later.</p> <p>Notes: Date cannot be after the approval date.</p> <p>Users can click “Calendar icon” to fill this entry.</p>
COC Approval Date (mm/dd/yyyy)	<p>Enter date, if funds are available.</p> <p>Notes: Users can click “Calendar icon” to fill this entry.</p> <p>Additional approval date fields are displayed on this page for STC and National Office program manager when approval thresholds are exceeded:</p> <ul style="list-style-type: none"> • Enter STC’s signature date, if approved C/S amount is more than \$50,000 • Enter National Office program manager’s signature date, if approved C/S amount is more than \$100,000. <p>When multiple practices exist on the application, any practices that do not have approval information will be automatically disapproved at the end of this process. See paragraph 91.</p>
Save	Information is saved.
Continue	When all applicable information is entered, and funds are available, CLICK “ Continue ”.
Back	User is returned to the Agreement Approval – Approval Data Page.
Print FSA-848A PDF	<p>User is able to print FSA-848A, Cost-Share Agreement.</p> <p>Note: Printing FSA-848A does not approve the agreement.</p>

85 Agreement Approval - Confirmation

A Overview

After clicking “**Continue**” on the Agreement Approval – Fund Selection Page, the following Agreement Approval - Confirmation Page will be displayed. The Agreement Approval – Confirmation Page provides a summary of:

- all approved practices
- all disapproved practices
- C/S information.

Note: Practices that do **not** have approval information will automatically be disapproved. See paragraph 91.

B Example of Agreement Approval – Confirmation Page

Following is an example of the Agreement Approval - Confirmation Page.

*--

Menu		Agreement Approval			
Welcome		Control No : 99_999_2019_0041	Creation Date : 05/29/2019		
ECP Program		Applicant Name : A Producer	Disaster ID : 1735		
Select Program		Agreement Status : COMPLETE	Add/View Notes		
Cost Share		Below is the list of practices and their cost share information of an application.			
New Application		Approved Practices			
Edit Application		Practice Control Number	Process State	Requested Costshare (\$)	Approved Costshare (\$)
Needs/Environmental		99_999_2019-U041-U1-EC3	EnvironmentCompliance-Eligible NeedsDetermination-Complete-Needed	\$1144.00	\$1144.00
Agreement Approval					4040-368340.00
Un-submit		COC/CED Approval Date of FSA 848A (MM/DD/YYYY): <u>05/29/2019</u>			
Inactivate Application		<input type="button" value="Continue"/> <input type="button" value="Back"/>			
Search					
View/Print Forms and Letters					
Performance and					

--*

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval Page.

Field/Link	Description/Action
Continue	Select “ Continue ” after reviewing all information and verifying that the information is correct.
Back	User is returned to the Agreement Approval – Fund Selection Page.

86 Agreement Approval – Eligibility Information

A Overview

After “Continue” is selected from the Agreement Approval – Confirmation page, the Agreement Approval - Eligibility Information Page will be displayed.

B Example of Agreement Approval – Eligibility Information Page

Following is an example of the Agreement Approval – Eligibility Information Page.

*--

Agreement Approval - Eligibility Information

Control No : 99_999_2019_0041 Creation Date : 05/29/2019
 Applicant Name : A Producer Disaster ID : 1735
 Agreement Status : COMPLETE [Add/View Notes](#)

Below is the eligibility information of an application.

Question	*Yes/No	Reason
Are the Land Eligibility requirements met as defined in 1-ECP Part 5 Section 2?	<input checked="" type="radio"/> Yes <input type="radio"/> No(Must provide reason)	
Are the Person Eligibility requirements met as defined in 1-ECP Part 5 Section 1?	<input checked="" type="radio"/> Yes <input type="radio"/> No(Must provide reason)	

Eligibility Flags		
Name	Type	Eligible
B Producer	00	Yes
A Producer	00	Yes

Approve Disapprove All Back

--*

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval – Eligibility Information Page.

Field/Link	Description/Action
Are the Person Eligibility requirements met as defined in 1-ECP, Part 5, Section 1?	CLICK the “Yes” or “No” radio button.
Reason	If “No” is selected an explanation is required in the “Reason” block.
Are the Land Eligibility requirements met as defined in 1-ECP, Part 5, Section 2?	CLICK the “Yes” or “No” radio button.
Reason	If “No” is selected an explanation is required in the “Reason” block.

86 Agreement Approval – Eligibility Information (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Link	Description/Action	
Approve	Select “ Approve ” after reviewing all information.	
	IF... the user answered “no” to either program eligibility question	THEN... the user will not be allowed to proceed and “Approve” will not be available. “Disapprove All” and “Add/Remove Producer” will be available.
	and/or CSS returned “No” for the eligibility flags	The user can also correct eligibility and try “approving” again.
	the user answered “Yes” to both program eligibility questions and CSS returned “Yes” for the eligibility flags	“Approve” will be available. Note: “Add/Remove Producer” will also be available.
Disapprove All	If user clicks “ Disapprove All ”, the Agreement Disapproval Information Page will be displayed. See paragraph 88 for additional information.	
Back	User is returned to the Agreement Approval – Confirmation Page.	
Add/Remove Producer	Used to add or remove a producer. If only one producer is associated with the application and that producer will be replaced, users must first add a new producer and then remove the unwanted producer. Note: If more than one producer is associated with the application and the user does not need to add producers, then click the “ radio button ” next to the producer to be removed and CLICK “ Remove ”.	

87 Agreement Approval – Eligibility Success

A Overview

After selecting “Approve” on the Agreement Approval – Eligibility Information Page, the Agreement Approval – Eligibility Success Page will be displayed.

Funds will now be obligated, and the user is encouraged to view the Conservation Fund Ledger System.

Users shall generate and mail the approval letter along with a copy of the COC/CED signed FSA-848A for producer signature.

Notes: The approved application now becomes an agreement and the control number is now referred to as an agreement number instead of an application control number.

Producers are now approved participants.

B Example of Agreement Approval – Eligibility Success Page

Following is an example of the Agreement Approval – Eligibility Success Page.

*--

The screenshot shows a web interface with a left-hand menu and a main content area. The menu includes 'Welcome', 'ECP Program', 'Select Program', 'Cost Share', 'New Application', and 'Edit Application'. The main content area has a title 'Agreement Approval-Eligibility Success' and displays the following information: Control No : 99_999_2019_0041, Applicant Name : A Producer, Agreement Status : CONTRACT_APPROVED, Creation Date : 05/29/2019, and Disaster ID : 1735. A message states 'Agreement Approval and Obligation Successful' with a link to 'Add/View Notes'. At the bottom, there are two buttons: 'Print FSA848A PDF' and 'Approval Letter'.

When there is an advance payment requested for the EC3 practice the Agreement Approval – Eligibility Success page will be displayed with the message ‘Advance Payment submitted successfully for practice EC3 for contributor ...’

The screenshot shows a web interface with a title 'Agreement Approval-Eligibility Success'. A message states 'Advance Payment submitted successfully for practice EC3 for contributor Mary Farmer'. Below this, the following information is displayed: Control No : 29_101_2019_0047, Applicant Name : [redacted], Agreement Status : PARTIALLY_EARNED, Creation Date : 06/19/2019, and Disaster ID : 1735. A message states 'Agreement Approval and Obligation Successful' with a link to 'Add/View Notes'. At the bottom, there are two buttons: 'Print FSA848A PDF' and 'Approval Letter'.

--*

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval – Eligibility Success Page.

Field/Link	Description/Action
Print FSA-848A PDF	Print A-848A, Cost-Share Agreement.
Approval Letter	Print approval letter.

88 Agreement Disapproval Information

A Overview

The Agreement Disapproval Information Page will be displayed after “Disapprove All” is selected from the Agreement Approval – Eligibility Information Page according to paragraph 86 or the Agreement Approval Page according to paragraph 81.

Agreement disapproval can only take place if information has been entered for needs determination and the practice has been deemed environmentally compliant.

B Example of Agreement Disapproval Information Page

Following is an example of the Agreement Disapproval Information Page.

*--

Agreement Disapproval Information

Control No : 99_999_2017_0071 **Creation Date :** 05/08/2017
Applicant Name : A Producer **Disaster ID :** 1694
Agreement Status : COMPLETE

Below is the list of practices associated with the application.
 All required fields are denoted by an asterisk{*}

Practice control Number	Process State	* Disapproval Reasons
99_999_2017-0071-01-EC1	EnvironmentCompliance-Eligible NeedsDetermination-Complete-Needed	Practice or Program Requirements not met

* Please enter appeals language as per 1-APP par. 14:

test

Continue Back

--*

88 Agreement Disapproval Information (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Disapproval Information Page.

Field/Link	Description/Action
Disapproval Reasons	Select from the drop-down one of the following reasons for disapproving: <ul style="list-style-type: none"> • Lack of Funds • Practice or Program Requirements not met • Low Priority.
Please enter appeals language as per 1-APP par. 14:	Required free form text box. Enter applicable appeal language according to 1-APP, paragraph 14.
Continue	Agreement Disapproval Confirmation Page will be displayed.
Back	User is returned to the Agreement Approval – Approval Data Page. See paragraph 81.

89 Agreement Disapproval Confirmation

A Overview

The Agreement Disapproval Confirmation Page will be displayed after clicking “Continue” on the Agreement Disapproval Information Page.

B Example of Agreement Disapproval Confirmation Page

Following is an example of the Agreement Disapproval Confirmation Page.

*--

Disapproved Practice Summary		
Practice control Number	Process State	* Disapproval Reasons
99_999 -2017-0071-01-EC1	EnvironmentCompliance-Eligible NeedsDetermination-Complete-Needed	Practice or Program Requirements not met

1-APP par. 14: test

Above practices will be disapproved. Do you wish to disapprove?

Yes No

--*

Note: Text typed in the appeals language box on the Agreement Disapproval Information Page will be displayed between the “Disapproved Practice Summary” box and the approval/disapproval options.

C Action

If “Yes” is selected, the Agreement Disapproval Success Page will be displayed. See paragraph 90 for additional information.

If “No” is selected, the Agreement Approval – Approval Data Page will be displayed. See paragraph 81 for additional information.

90 Agreement Disapproval Success

A Overview

The Agreement Disapproval Success Page will be displayed after “Yes” is selected on the Agreement Disapproval Confirmation Page.

B Example of Agreement Disapproval Success Page

Following is an example of the Agreement Disapproval Success Page.

*--

Menu	Agreement Disapproval Success	
Welcome	Control No : 99_999_2017_0071	Creation Date : 05/08/2017
ECP Program	Applicant Name : A Producer	Disaster ID : 1694
Select Program	Agreement Status : DISAPPROVED	
Cost Share	Agreement Disapproval Successful	
New Application		
Edit Application	<input type="button" value="Disapproval Letter"/>	

--*

C Action

CLICK “**Disapproval Letter**” to generate the disapproval letter.

91 Agreement Approval - Partial Disapproval

A Overview

When an agreement contains multiple practices, some of which will be approved and some of which will be disapproved, the software simultaneously approves and disapproves the respective practices. To accomplish this simultaneous approval and disapproval the user must enter approval information for the practice(s) that will be approved on the Agreement Approval – Approval Data Page (see paragraph 81), while leaving the approval data blank for the practice(s) that will be disapproved.

When the user CLICKS “Continue” on the Application Signup – Component Rate Practice Approval Summary Page (see paragraph 84) with approval information entered for some, but not all practices on the agreement an alternate version of the Agreement Approval – Fund Selection Page is displayed. This alternate version of the page is the Agreement Approval - Partial Disapproval Page.

B Example of Agreement Approval – Partial Disapproval Page

Following is an example of the Agreement Approval – Partial Disapproval Page.

*--

Menu

Welcome

ECP Program

Select Program

Cost Share

New Application

Edit Application

Needs/Environmental

Agreement Approval

Un-submit

Inactivate Application

Search

View/Print Forms and Letters

Performance and Payment

Certify & Pay

Retry Payment

Agreement Maintenance

Revise Agreement

Agreement In Process

Terminate/Reinstate Agreement

Submit to COC/CED

COC/CED Approval

Search

Reports

Agreement Approval

Control No : 99_999_2014_1063
Creation Date : 07/17/2014

Applicant Name : A Producer
Disaster ID : 1694

Status : COMPLETE [Add/View Notes](#)

Below is the list of practices associated with the application.

All required fields are denoted by an asterisk{*}

Lack Of Funds Letter

Practice Summary				
Practice control Number	Process State	Requested Costshare(\$)	Approved Costshare (\$)	* Fund-Available Amount(\$)
99-999-2014-0163-01-EC2	EnvironmentCompliance-Eligible NeedsDetermination-Complete-Needed	\$878.00	\$ 878.00	4040-59914.00 ▾

Disapproved Practice Summary		
Practice control Number	Process State	* Disapproval Reasons
99-999-2014-0163-01-EC3	EnvironmentCompliance-Incomplete NeedsDetermination-Incomplete	Practice or Program Requirements not met ▾

Explanation of reason for disapproval and applicable appeal rights are typed here

* Please enter appeals language as per 1-APP par. 14:

COC/CED Willing to Approve Date(MM/DD/YYYY):

[if saving and continuing later]

* COC/CED Approval Date of FSA 848A (MM/DD/YYYY):

[if continuing now]

Save
Continue
Back
Print FSA848A PDF

--*

91 Agreement Approval - Partial Disapproval (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval – Partial Disapproval Page.

Field/Link	Description/Action
Practice Summary (Approved Practices)	
Fund- Available Amount(s)	<p>From the drop-down list, select the program accounting code associated to the selected disaster ID and the amount available at time of this approval for the practice(s) that are being approved. In the subparagraph B example, the user has selected Fund 4040.</p> <p>Note: If no funds are available to select, or if insufficient funds are available, CLICK “Lack Of Funds Letter” to generate a lack of funds letter.</p>
Disapproved Practice Summary	
Disapproval Reasons	<p>For the practices that will be disapproved select from drop-down one of the following reasons for disapproving:</p> <ul style="list-style-type: none"> • Lack of Funds • Practice or Program Requirements not met • Low Priority.
Lack of Funds Letter	Used to generate a lack of funds letter for practices that the county committee is willing to approve, but funds are not currently available.
Please enter appeals language as per 1-APP par. 14:	Required free form text box. Enter applicable appeal language according to 1-APP, paragraph 14 for the disapproved practices.
COC Willing to Approve Date (mm/dd/yyyy)	<p>Enter date, if funds are not available or if insufficient funds are available for the approved practices and CLICK “Save” to continue later.</p> <p>Notes: Follow paragraph 93 to generate disapproval letter for practices being disapproved before entering willing to approve date for practices that COC is willing to approve, but sufficient funds are not available.</p> <p>Date cannot be after the approval date.</p> <p>Users can click “Calendar icon” to fill this entry.</p>

91 Agreement Approval - Partial Disapproval (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Link	Description/Action	
General Page		
COC Approval Date (mm/dd/yyyy)	If funds are available for the practices being approved, do the following.	If funds are not available for the practices being approved, do the following.
	<ul style="list-style-type: none"> • Enter approval date in the “COC/CED Approval Date of FSA- 848A” data field and CLICK “Continue”. • Go to Subparagraph D. <p>Notes: Users can click “Calendar icon” to fill</p> <p>Additional approval date fields are displayed on this page for STC and National Office program manager when approval thresholds are exceeded:</p> <p>Enter STC’s signature date, if approved C/S amount is more than \$50,000.</p> <p>Enter National Office program manager’s signature date, if approved C/S amount is more than \$100,000.</p>	<ul style="list-style-type: none"> • Enter the date of disapproval in the “COC/CED Approval Date of FSA-848A” data field and CLICK “Continue” to create the link to the disapproval letter. • Go to paragraph 93.

91 Agreement Approval - Partial Disapproval (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Link	Description/Action
General Page	
Save	<p>Information is saved.</p> <p>Notes: User must select disapproval reason and enter appeals language for the practice(s) being disapproved and must enter the COC/CED Willing to Approve Date before saving.</p> <p>Although disapproval reason and appeals language are required when saving the data, the user will not be able to generate a disapproval letter when using the “Save” option. See paragraph 93 for instructions to generate disapproval letter for practices being disapproved.</p>
Continue	<p>After entering “COC/CED Approval Date of FSA-848A” CLICK “Continue” to go to the Agreement Approval – Partial Disapproval Summary Page.</p>
Back	<p>User is returned to the Agreement Approval – Approval Data Page.</p>
Print FSA-848A PDF	<p>User is able to print FSA-848A, Cost-Share Agreement.</p> <p>Note: Printing FSA-848A does not approve the agreement.</p>

92 Agreement Approval - Partial Disapproval Summary

A Overview

After the user clicks “Continue” on the Agreement Approval - Partial Disapproval Page the Agreement Approval – Partial Disapproval Summary Page is displayed. This page is used to generate the disapproval letter for practices being disapproved before continuing to approve the remaining practices

B Example of Agreement Approval - Partial Disapproval Summary Page

Following is an example of the Agreement Approval - Partial Disapproval Summary Page.

*--

Agreement Approval

Control No : 99_999_2014_0163 Creation Date : 07/17/2014
 Applicant Name : A Producer Disaster ID : 1694
 Status : COMPLETE [Add/View Notes](#)

Below is the list of practices and their cost share information of an application.

Approved Practices				
Practice Control Number	Process State	Requested Costshare (\$)	Approved Costshare (\$)	Fund-Available Amount(\$)
99-999-2014-0163-01-EC2	EnvironmentCompliance-Eligible NeedsDetermination-Complete-Needed	\$878.00	\$878.00	4040- 59914.00

Disapproved Practices		
Practice Control Number	Process State	Disapproval Reasons
99-999-2014-0163-01-EC3	EnvironmentCompliance-Incomplete NeedsDetermination-Incomplete	Practice or Program Requirements not met

1-APP par. 14: Practice or Program Requirements not met
COC/CED Approval Date of FSA 848A (MM/DD/YYYY): 11/22/2017

Continue Back Disapproval Letter

--*

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval – Partial Disapproval Summary Page.

Field/Link	Description/Action
Continue	CLICK “Continue” and the Agreement Approval – Eligibility Information Page will be displayed. See paragraph 86. Note: Print disapproval letter for the disapproved practices before clicking “Continue”.
Back	CLICK “Back” to return to the Agreement Approval - Partial Disapproval Page.
Disapproval Letter	CLICK “Disapproval Letter” to generate the disapproval letter for the practice(s) being disapproved. After printing the disapproval letter CLICK “Continue”.

93 **Generating Disapproval Letter When Funds Are Not Available**

A Overview

When some, but not all, practices on an agreement are being disapproved and funds are not available for the practices that are being approved, the user must enter a COC/CED **disapproval date** in the “COC/CED Approval Date of FSA-848A” data field on the Agreement Approval - Partial Disapproval Page to enable the user to generate the disapproval letter for practices being disapproved. After the disapproval date is entered and the user CLICKS “Continue” on the Agreement Approval - Partial Disapproval Page, the Agreement Approval – Partial Disapproval Summary Page is displayed. The link used to generate the disapproval letter for practices being disapproved is contained on this page.

After generating the disapproval letter the user must return to the Agreement Approval - Partial Disapproval Page to remove the enter “COC/CED Willing to Approve Date” and save the willing to approve information.

B Example of Agreement Approval - Partial Disapproval Summary Page – When Funds Are Not Available

Following is an example of the Agreement Approval - Partial Disapproval Summary Page when funds **are not** available.

*--

Menu		Agreement Approval		
Welcome		Control No : 99_999 _2014_0163	Creation Date : 07/17/2014	
ECP Program		Applicant Name : A Producer	Disaster ID : 1694	
Select Program		Status : COMPLETE	Add/View Notes	
Cost Share		Below is the list of practices and their cost share information of an application.		
New Application		Approved Practices		
Edit Application		Practice Control Number	Process State	Requested Costshare (\$)
Needs/Environmental			Approved Costshare (\$)	Fund-Available Amount(\$)
Agreement Approval		99_999 -2014-0163-01-EC2	EnvironmentCompliance-Eligible NeedsDetermination-Complete-Needed	\$878.00 \$878.00 4050- 0.00
Un-submit		Disapproved Practices		
Inactivate Application		Practice Control Number	Process State	Disapproval Reasons
Search		99_999 -2014-0163-01-EC3	EnvironmentCompliance-Incomplete NeedsDetermination-Incomplete	Practice or Program Requirements not met
View/Print Forms and Letters		1-APP par. 14: Practice or Program Requirements not met		
Performance and Payment		COC/CED Approval Date of FSA 848A (MM/DD/YYYY): <u>11/22/2017</u>		
Certify & Pay		<input type="button" value="Continue"/> <input type="button" value="Back"/> <input type="button" value="Disapproval Letter"/>		
Retry Payments				

--*

93 **Generating Disapproval Letter When Funds Are Not Available (Continued)**

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval – Partial Disapproval Summary Page when funds are not available.

Field/Link	Description/Action
Continue	<p>Click “Continue” and the Agreement Approval – Eligibility Information Page will be displayed.</p> <p>Note: Because funds are not available for the approved practices “Continue” should not be used on the Agreement Approval – Partial Disapproval Summary Page. Entry of COC/CED Approval Date on the previous Agreement Approval – Partial Disapproval Page signifies the disapproval date for the Disapproved practice(s).</p>
Back	<p>CLICK “Back” to return to the Agreement Approval - Partial Disapproval Page.</p>
Disapproval Letter	<p>CLICK “Disapproval Letter” to generate the disapproval letter for the practice(s) being disapproved.</p> <p>Note: After printing the disapproval letter CLICK “Back” to return to the Agreement Approval – Partial Disapproval Page. Enter “COC/CED Willing to Approve Date” on the Agreement Approval – Partial Disapproval Page and CLICK “Save”.</p>

94-96 (Reserved)

Section 5 Un-submit Application

97 Un-Submit Application

A Overview

Applications with a status of “Complete” can be un-submitted. To un-submit a completed, submitted application CLICK “Un-submit” from the left navigation menu.

B Example of Un-Submit Application Page

Following is an example of the Un-Submit Application Page. Notice the “Application Status” for all applications is “Complete”.

Note: Additional page numbers may be displayed at the top and bottom of the page when all search results do not fit on a single page.

*--

Menu		Un-Submit Application						
Welcome []		Application results						
ECP Program		<u>Control Number</u>	<u>Primary Applicant</u>	<u>Application Status</u>	<u>Disaster ID</u>	<u>State County</u>	<u>Date Created</u>	<u>Un-Submit</u>
Select Program		99_999_2014_0239	A PRODUCER	COMPLETE	2014 Midwest Flooding ECP	99 Johnson	09/11/2014	Un-Submit
Cost Share		99_999_2017_0040	B PRODUCER	COMPLETE		99 Johnson	03/02/2017	Un-Submit
New Application		99_999_2017_0058	C PRODUCER	COMPLETE	2017 Tornadoes Midwest	99 Johnson	04/10/2017	Un-Submit
Edit Application		99_999_2017_0060	D PRODUCER	COMPLETE	2017 Tornadoes Midwest	99 Johnson	04/17/2017	Un-Submit
Needs/Environmental								
Agreement Approval								
Un-submit								
Inactivate Application								
Search		Back To Main Menu						

--*

C Action

Locate the desired application and CLICK “Un-Submit”. The Application Signup – Un-submit Page will be displayed.

98 Application Signup – Un-submit

A Overview

The Application Signup – Un-submit Page will be displayed after “Un-Submit” is selected from the Un-Submit Application Page. Use this option before agreement approval to return a “Complete” status application to a status of “Incomplete” to allow edits of practice and component data, including removal of unwanted or incorrect practices and/or components.

B Example of the Application Signup – Un-submit Page

Following is an example of the Application Signup – Un-submit Page.

*--

Menu	Application Signup - Unsubmit	
Welcome []	Control No : 99_999_2014_0239	Creation Date : 09/11/2014
ECP Program	Applicant Name : A PRODUCER	Disaster ID : 1694
Select Program	Status : COMPLETE	Add/View Notes
Cost Share	This Application will be un-submitted, Signature date and Submitted dates are erased.	
New Application	Please confirm Un-submit.	
Edit Application	<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>	
Needs/Environmental		
Agreement Approval		
Un-submit		
Inactivate Application		
Search		

--*

98 Application Signup – Un-submit (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Un-submit Page.

Field/Link	Description/Action
Confirm	<p>Press confirm to un-submit the application.</p> <p>After the application is un-submitted, it will no longer be available using the “Un-submit” option but will be available under the “Edit Application” option. Using the “Edit Application” option, users should access the application, edit the application as needed, and then re-submit the application.</p> <p>Notes: Un-submitting a completed, submitted application will remove the signature date that was entered. A signature date will have to be entered before submitting the application.</p> <p>Un-submitting an application that has existing needs determination and/or environmental compliance information changes the status of needs determination and/or environmental compliance to “incomplete”.</p>
Cancel	Returns users to the Un-Submit Application page. See paragraph 97.

99-104 (Reserved)

Section 6 Inactivate Application

105 Inactivate Application

A Overview

The “inactivate” function is available for all applications that have not yet been approved. To inactivate an application, CLICK “**Inactivate**” from the left navigation menu. The Inactivate Application Page will be displayed. Use this option when a producer requests to withdraw their application before application approval or disapproval. If a producer requests to withdraw an application after approval use the “Terminate” option according to paragraph 201.

B Example of Inactivate Application Page

Following is an example of the Inactivate Application page.

Note: Additional page numbers may be displayed at the top and bottom of the page when all search results do not fit on a single page.

*--

Menu		Inactivate Application						
Welcome		1 2 Next>						
ECP Program		Application results						
Select Program		<u>Control Number</u>	<u>Primary Applicant</u>	<u>Application Status</u>	<u>Disaster ID</u>	<u>State County</u>	<u>Date Created</u>	<u>Inactivate Application</u>
Cost Share		99_999_2014_0239	A PRODUCER	COMPLETE	2014 Midwest Flooding ECP	99 - Jonnson	09/11/2014	Inactivate Application
New Application		99_999_014_0250	B PRODUCER	INCOMPLETE	2014 Midwest Flooding ECP	99 - Junnison	09/24/2014	Inactivate Application
Edit Application		99_999_2014_0255	C PRODUCER	INCOMPLETE		99 Jonnson	09/25/2014	Inactivate Application
Needs/Environmental Agreement Approval		99_999_2017_0001	D PRODUCER	INCOMPLETE	2014 Midwest Flooding	99 - Junnison	01/10/2017	Inactivate Application
Un-submit								
Inactivate Application								
Search								
View/Print Forms and Letters								

--*

C Action

Locate the desired application and CLICK “**Inactivate Application**”

106 Application Signup - Inactivate

A Overview

After clicking the “**Inactivate Application**” link on the Inactivate Application page, the Application Signup - Inactivate Page will be displayed.

B Example of Application Signup – Inactivate Page

Following is an example of the Application Signup – Inactivate Page.

*--

--*

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup - Inactivate Page.

Field/Link	Description/Action
Select Inactivation Reason	Select from the drop-down menu one of the following reasons the application is being inactivated: <ul style="list-style-type: none"> • R1 – Producer no longer interested • R2 – Producer not environmentally compliant • R3 – Practice not needed.
Confirm	Click “ Confirm ” to confirm the inactivation request. The Application Signup – Inactivate Confirmation Page will be displayed.
Cancel	Cancel returns user to the list of agreements available for inactivation.

107 Application Signup – Inactivate Confirmation

A Overview

After “Confirm” is selected on the Application Signup – Inactivate Page, the Application Signup – Inactivate Confirmation Page will be displayed.

Note: On the Inactivate Confirmation Page, there is no limit on inactivating completed applications with needs determination and/or environmental compliance information entered.

B Example of Application Signup – Inactivate Confirmation Page

Following is an example of the Application Signup – Inactivate Confirmation Page.

*--

--*

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Inactivate Confirmation Page.

Field/Link	Description/Action
Yes	Click “Yes” to confirm inactivation request. The Inactivate Application Page will be displayed with the message “Inactivate Application has been successfully saved.” After the application is inactivated, it will no longer be available for use and will no longer be displayed in any application search results.
No	Click “No” to cancel and return to the list of agreements available for inactivation.

108-113 (Reserved)

Section 7 Application Search

114 Application Search Criteria

A Overview

To search for an existing application, from the ECP Home Page click “Search” located under the Cost Share header in the left navigation menu.

Note: The Application Search should not be confused with the Agreement Search that is also found on the left navigation menu but is located under the Agreement Maintenance header (See paragraph 236). Although the two searches are similar in their functionality, the Application Search results include both applications and agreements while the Agreement Search results only include agreements. Agreement records contained in the Application Search results often do not contain many of the process links that are present in the Agreement Search results for that same record.

B Example of Search Criteria Page

Following is an example of the Search Criteria Page.

The screenshot displays the 'Search Criteria' page. On the left is a navigation menu with the following items: Menu, Welcome USER NAME, ECP Program, Select Program, Cost Share, New Application, Edit Application, Needs/Environmental, Agreement Approval, Un-submit, Inactivate Application, Search (highlighted in blue), View/Print Forms and Letters, and Performance and Payment. The main content area is titled 'Search Criteria' and contains the instruction: 'Choose from the options below to get the list of assistance requests.' The search criteria include:

- * State : Missouri (dropdown)
- * County : Johnson (dropdown)
- Disaster ID : Select DisasterID (dropdown)
- Disaster Types : Select DisasterType (dropdown)
- Application Control Number : (text input)
- Producer Name : (text input) with a 'Find Producer' button
- Fiscal Year : Select Year (dropdown)
- Application Status : Select Application Status (dropdown)
- Practice Status : Select Practice Status (dropdown)

 At the bottom of the search criteria section are 'Search' and 'Clear' buttons.

114 Application Search Criteria (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Search Criteria Page.

Field/Link	Description	Action
State	Drop-down list containing only the currently selected state.	Select the desired state. State and National Office users are limited to the State selected during program selection (paragraph 22).
County	Drop-down list containing only the currently selected county	Select the desired county. State and National Office users are limited to the county selected during program selection (paragraph 22).
Disaster ID	Drop-down list containing all disaster ID's associated with the State and county and an additional option of "ID Not Assigned". Defaults to "Select DisasterID".	<p>Select the applicable disaster ID to limit search results to a specific disaster ID, if desired. Disaster ID is not required.</p> <p>Selecting a disaster ID limits search results to only those applications/agreements associated with the specified disaster ID.</p> <p>If no disaster ID is specified search results will display all applications/agreements meeting the other selected search criteria, meaning that applications/ agreements associated with multiple different disaster ID's may display in the search results.</p>
Disaster Types	<p>Drop-down list containing all available disaster types for the selected Disaster ID. Defaults to "Select Disaster Type". Available disaster types include:</p> <ul style="list-style-type: none"> • Drought • Earthquake • Flood • High Winds • Hurricane/Typhoon • Ice Storm • Landslide • Other • Sever Snowstorm • Tidal Wave • Tornado • Volcanic Eruption • Wildfire. <p>Note: If no specific disaster ID is selected, all disaster types display in the drop-down.</p>	<p>Select the applicable disaster type if desired. Disaster Type is not required.</p> <p>Selecting a disaster type limits search results to only those applications/ agreements associated with the specified disaster type.</p> <p>If no disaster type is specified search results will display all applications/ agreements meeting the other selected search criteria, meaning that applications/ agreements associated with multiple different disaster types may display in the search results.</p>

114 Application Search Criteria (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Link	Description	Action
Application Control Number	Free form data field for entering a specific application control number when known.	<p>Type the application control number of the desired application/agreement.</p> <p>It is not necessary to type the full 13-digit application control number – the last four numerical digits of the control number (and alphabetical suffix, if applicable) are usually sufficient.</p> <p>It is not necessary to type underscores or dashes in the Application Control Number. The search ignores special characters such as underscores.</p> <p>When searching by application control number do not enter search criteria in other search fields except the required state and county fields and optional fiscal year field (if desired). Entry of additional search criteria may unintentionally exclude the desired application/agreement</p> <p>Typing the last six numerical digits of the application control number will limit the search to the desired fiscal year without entering anything in the Fiscal Year search criteria</p> <p>Example: Typing 170001 as the Application Control Number in the search screen will return the same results as typing 01_053_2017_0001. The same search results could also be achieved by typing 0001 as the Application Control Number and selecting 2017 from the drop-down menu for Fiscal Year.</p>

114 Application Search Criteria (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Link	Description	Action
<p>Producer Name</p>	<p>Used to search by name of a known producer who is associated with the desired application/agreement.</p>	<p>CLICK “Find Producer” to open a new window to conduct a SCIMS Customer Search (see 11-CM). From within the SCIMS Customer Search page type the producer’s last name or business name.</p> <p>Use of the customer’s first name in combination with the last name for individuals further refines and limits the search results</p> <p>Example: Typing the last name of “Smith” in the SCIMS Customer Search returns all producers in the county with the last name of Smith. Adding the first name of “John” in the SCIMS Customer Search limits search results to only producers with first and last name of “John Smith”.</p>
<p>Fiscal Year</p>	<p>Drop-down menu that allows the user to select the four-digit Fiscal Year in which an application was created as search criteria.</p>	<p>Select the desired Fiscal Year in which the application was created.</p> <p>Use of this search criteria in combination with the four-digit application control number (and alphabetical suffix, if applicable) limits the search results to a specific application/agreement</p>

114 Application Search Criteria (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Link	Description	Action
Application Status	<p>Drop-down list of specific application statuses available for use as search criteria. Defaults to “Select Application Status”. Selectable application statuses include:</p> <ul style="list-style-type: none"> • Approved • Cancelled • Complete • Disapproved • Finalized • Incomplete • Paid • Partially Earned. <p>Note: If a specific application status from the above list is not designated as search criteria all application statuses will display in the search results, including application statuses associated with agreements, which are not listed in this drop-down menu.</p>	<p>Select the desired application status to limit search results to only applications/agreements having that specific status.</p> <p>Example: Selecting “Partially Earned” as search criteria returns search results containing agreements that have received a payment, but not all practices have been marked as “Practice complete”.</p>
Practice Status	<p>Drop-down list of specific practice statuses available for use as search criteria. Defaults to “Select Practice Status”. Selectable practice statuses include:</p> <ul style="list-style-type: none"> • Approved • Cancelled • Disapproved • Inactive • Incomplete • Paid • Partially Earned • Payment Failed • Pending Approval • Pending Certification. 	<p>Select the desired practice status to limit search results to only applications/agreements containing a practice having that specific status.</p> <p>Example: Selecting “Payment Failed” as practice status search criteria returns search results containing applications where a payment has been attempted through *--Certify and Pay, but--* the payment was not successfully issued.</p>
Search	<p>Retrieves information based on the search criteria selected/ entered. The Search Results page will be displayed.</p>	<p>Click “Search” to conduct the search according to the selected criteria.</p>
Clear	<p>Resets all data entry search criteria fields.</p>	<p>Click “Clear” to remove all previously selected search criteria.</p> <p>Note: State and county are not removed as search criteria when clicking “Clear”.</p>

115 Application Search Results

A Overview

The Search Results Page will be displayed based on the search criteria selected/entered according to paragraph 114.

B Example of Application Search Results Page

Following is an example of the Application Search Results Page.

*--

Menu		Search Results							
Welcome		Below is a list of assistance requests for the criteria you selected.							
ECP Program		New Search							
Select Program		Your request: State=Missouri, County=Johnson, Fiscal Year=2017							
Cost Share		1 2 3 Next> >>							
New Application		Cost Share Application search results							
Edit Application		<u>Control Number</u>	<u>Primary Applicant</u>	<u>Application Status</u>	<u>Disaster ID</u>	<u>State County</u>	<u>Date Created</u>	<u>Show/Hide Practice Summary</u>	<u>Edit Application</u>
Needs/Environmental		99_999 2017_0001	A Producer	INCOMPLETE	2014 Midwest Flooding ECP	Missouri - Johnson	01/10/2017	Show	Edit
Agreement Approval		99_999 2017_0002	B Producer	COMPLETE	2012 Midwest Drought ECP	Missouri - Johnson	01/24/2017	Show	Go To Approval
Un-submit		99_999 2017_0003	C Producer	PARTIALLY_EARNED	2012 Midwest Drought ECP	Missouri - Johnson	01/24/2017	Hide	
Inactivate Application		Practice Summary							
Search		<u>Practice Control Number</u>	<u>Practice Status</u>	<u>Action(s)</u>		<u>Process Status</u>			
View/Print Forms and Letters		99_999 2017-0003-01-EC7	PARTIALLY_EARNED	AgreementMaintenance ProducerCertification TSPCertification		EC_COMPLETE_UNNEEDED ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION_PARTIAL TC_TSP_CERTIFICATION_PARTIAL			
Performance and Payment									
Certify & Pay									
Retry Payment									
Agreement Maintenance									
Revise Agreement									

--*

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Search Results Page.

Field/Link	Description/Action
Cost Share Application Search Results	
New Search	Returns the user to the Search Criteria Page. Previous search criteria are retained. User must revise the search criteria as necessary to change the results of the next search.

115 Application Search Results (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Link	Description/Action
Cost Share Application Search Results	
Show/Hide Practice Summary Column	<p>After clicking “Search” all records in the search results are displayed as collapsed with the “Show” link available.</p> <p>When “Show” is selected, the record is expanded and the Practice Summary for the selected Control Number is displayed as depicted by Application Control Number 29_101_2017_0003 above. Depending upon the application status, links to specific processes may display within the Practice Summary. See paragraph 116 for a list of the process links that are available within the Practice Summary for each possible application status.</p>
Show/Hide Practice Summary Column (continued)	<p>When “Hide” is selected, the record is collapsed, and the Practice Summary is removed from the user’s view.</p>
Edit Application Column	<p>Depending upon the application status, links to specific processes may display within the Edit Application column. See paragraph 117 for a list of the process links that are available within the Edit Application column for each possible application status.</p>

116 Application Search Results Practice Summary

A Overview

The Application Search Results Practice Summary will be displayed for a record when the user clicks “**Show**” in the “Show/Hide Practice Summary Column. Available process links (if any) vary according to Application Status. Clicking the process link under the “Action” column heading takes the user directly to the specific process.

B Example of Application Search Results Practice Summary

Following is an example of the Practice Summary for a specific application/agreement.

29_101_2010_0010	D Producer	CONTRACT_APPROVED	2017 Tornados Midwest	Missouri - Johnson	10/26/2017	Hide
Practice Summary						
Practice Control Number	Practice Status	Action(s)		Process Status		
29-101-2018-0018-01-EC2	APPROVED	AgreementMaintenance ProducerCertification TSPCertification		EC_COMPLETE_ELIGIBLE ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION_INCOMPLETE TC_TSP_CERTIFICATION_INCOMPLETE		

C Application Statuses, Status Descriptions, Process Links, and Actions

The following table provides the application statuses, descriptions of the application statuses, process links, and actions for the Application Search Results Practice Summary.

Application Status	Application Status Description	Process Link	Action
Active Revise	Agreement in the process of being replaced by a revised agreement.	None	No action is permitted on an Active Revise status agreement unless its partner agreement is cancelled. See Paragraph 191.
Active Terminate	Parent agreement where the termination of its successor agreement has been started, but not completed.	None	No action is permitted on Active Terminate status agreements.

116 Application Search Results Practice Summary (Continued)

C Application Statuses, Status Descriptions, Process Links, and Actions (Continued)

Application Status	Application Status Description	Process Link	Action
Approved	Agreement has been approved but no payments have been issued under the agreement.	Agreement Maintenance	Takes the user to the Revise Contract Page. See paragraph 171.
		Producer Certification	Takes the user to the *--Practice Summary Page. See paragraph 133.--*
		Retry Payment	Takes the user to the Retry Payment Page. See paragraph 161.
		TSP Certification	Takes the user to the *--Practice Summary Page. See paragraph 133.--*
Cancelled	Status is not used.	N/A	N/A
Complete	Practices and components have been added to the application, but the application has not yet been approved. Environmental Compliance and Needs determination information may or may not be completed.	Environmental Compliance	Takes the user to the Environmental Compliance Check page. See paragraph 63.
		Needs Determination	Takes the user to the Application Signup – Needs Determination – Step 1 Page. See paragraph 61.
Disapproved	All practices on the application have been disapproved.	None	No action is permitted on “Disapproved” status applications.

116 Application Search Results Practice Summary (Continued)

C Application Statuses, Status Descriptions, Process Links, and Actions (Continued)

Application Status	Application Status Description	Process Link	Action
Finalized	<p>Agreement has been replaced with a successor agreement through the “Finalize and Copy” process.</p> <p>Note: “Finalize and Copy” process is no longer available, but agreements with a status of “Finalized” may still exist. The current equivalent status of “Finalized” is “Revise Ended”.</p>	None	<p>No action is permitted on “Finalized” status agreements from within the Application Search Results. The Terminate Link is available through Agreement Search Results. See paragraph 238.</p>
Incomplete	<p>Application does not have producer signature date and submitted date entered.</p> <p>Note: If no practices have been added to the application the Practice Summary is not displayed when the user clicks “Show” for the record on the Search Results Page.</p>	Edit	<p>Takes the user to the Application Signup – Add Practices Page where the user can edit information for the specific practice or add additional practices or delete existing practices.</p>
Paid	<p>Payments have been issued under the agreement and all practices have been marked as “Practice Complete”.</p>	Agreement Maintenance	<p>Takes the user to the Revise Contract Page. See paragraph 171.</p>
		Producer Certification	<p>Takes the user to the *--Producer Practice Summary Page. See paragraph 133.</p>
		TSP Certification	<p>Takes the user to the Practice Summary Page. See paragraph 133.--*</p>

116 Application Search Results Practice Summary (Continued)

C Application Statuses, Status Descriptions, Process Links, and Actions (Continued)

Application Status	Application Status Description	Process Link	Action
Partially Earned	Payments have been issued under the agreement but not all practices have been marked as “Practice Complete”.	Agreement Maintenance	Takes the user to the Revise Contract Page. See paragraph 171.
		Producer Certification	Takes the user to the *-Practice Summary Page. See paragraph 133.
		TSP Certification	Takes the user to the Practice Summary Page. See paragraph 133.--*
Revise COC	<p>Successor agreement of a revision that has been submitted to COC/CED for approval but has not yet been approved.</p> <p>Note: The Revise COC status also applies to a previously terminated agreement that is in the process of being reinstated and has been submitted to the COC/CED for approval of the reinstatement.</p>	None	No action is permitted from within the Application Search Results Page for a “Revise COC” status agreement. See paragraph 225.

116 Application Search Results Practice Summary (Continued)

C Application Statuses, Status Descriptions, Process Links, and Actions (Continued)

Application Status	Application Status Description	Process Link	Action
Revise Complete	<p>Successor agreement of a revision that has been designated “Revise Complete” but has not yet been submitted to COC/CED for approval.</p> <p>Note: The “Revise Complete” status also applies to a previously terminated agreement that is in the process of being reinstated but has not yet been submitted to the COC/CED for approval of the reinstatement.</p>	None	No action is permitted from within the Application Search Results Page for a “Revise Complete” status agreement. See paragraph 180 for agreements being revised. See paragraph 209 for agreements being reinstated.
Revise Ended	Agreement that has been replaced with a successor contract through “Revise Agreement” process.	None	No action is permitted on “Revise Ended” status agreements.
Revise In Process	<p>Successor agreement of a revision that has not yet been designated “Revise Complete”.</p> <p>or</p> <p>Previously terminated agreement in the process of being re-instated but not yet designated as submitted to the COC/CED for approval.</p>	None	No action is permitted from within the Application Search Results Page for a “Revise In Process” status agreement. See paragraph 191.
Terminate COC	Agreement in the process of being terminated that has not yet received a “Terminate COC/CED Approval Date”.	None	No action is permitted from within the Application Search Results Page for a “Terminate COC” status agreement. See paragraph 205.

116 Application Search Results Practice Summary (Continued)

C Application Statuses, Status Descriptions, Process Links, and Actions (Continued)

Application Status	Application Status Description	Process Link	Action
Terminate Contract	Agreement that has been terminated.	None	No action is permitted on "Terminate Contract" status applications.
Terminate Ended	Parent of a terminated successor agreement. "Terminate Ended" status is given to the parent after the successor agreement is terminated.	None	No action is permitted on "Terminate Ended" status agreements.

117 Application Search Results - Edit Application Column

A Overview

The “Edit Application” column on the Application Search Results Page contains process links for applications. Available process links (if any) vary according to Application Status. Clicking the process link under the “Edit Application” column takes the user directly to the specific process.

Note: Many of the application statuses that are displayed in the application search results represent agreements (approved applications). The “Edit Application” column of the application search results will never contain a process link for an agreement.

B Example of Application Search Results – Edit Application Column

Following is an example of the “Edit Application” column on the Application Search Results Page.

*--

Menu		Search Results							
Welcome		Below is a list of assistance requests for the criteria you selected.							
ECP Program		New Search							
Select Program		Your request: State=Missouri, County=Johnson, Fiscal Year=2017							
Cost Share		1 2 3 Next> >>							
New Application		Cost Share Application search results							
Edit Application		Control Number	Primary Applicant	Application Status	Disaster ID	State County	Date Created	Show/Hide Practice Summary	Edit Application
Needs/Environmental		99_999_2017_0001	A Producer	INCOMPLETE	2014 Midwest Flooding ECP	Missouri - Johnson	01/10/2017	Show	Edit
Agreement Approval		99_999_2017_0002	B Producer	COMPLETE	2012 Midwest Drought ECP	Missouri - Johnson	01/24/2017	Show	Go To Approval
Un-submit		99_999_2017_0003	C Producer	PARTIALLY_EARNED	2012 Midwest Drought ECP	Missouri - Johnson	01/24/2017	Show	
Inactivate Application									
Search									
View/Print Forms and Letters									
Performance and Payment									
Certify & Pay									

--*

117 Application Search Results Edit Application Column Links (Continued)

C Practice Statuses, Status Descriptions, Process Links, and Actions

The following table provides the application statuses, status descriptions, process links, and actions for the Edit Application column of the Application Search Results.

Application Status	Status Description	Process Link	Action
Complete	Practices and components have been added to the application, but the application has not yet been approved. Environmental Compliance and Needs determination information may or may not be completed.	Go to Approval	The Agreement Approval – Assign ID page is displayed. See paragraph 80 for additional information.
Incomplete	Application does not have producer signature date and submitted date entered.	Edit	The Application Signup – Applicant Information page is displayed. See paragraph 30 for additional information.
All Other Statuses (Approved, Disapproved, Paid, etc.)	All other statuses are associated with agreements, not applications.	None	Not applicable.

118 Application Search by Practice Status

A Overview

The Application Search process provides the user with the ability to search by Practice Status. Searching by Practice Status allows the user to locate applications that need specific actions. Links to the processes to complete those actions exist within the search results.

B Example of Application Search Results – Approved Practice Status

Following is an example of the application search results using a practice status of “Approved” as search criteria. “Show” has been clicked in the “Show/Hide Practice Summary” column for all records to be displayed with a practice summary containing the applicable process links.

*--

Menu	Search Results							
Welcome	Below is a list of assistance requests for the criteria you selected.							
ECP Program	New Search							
Select Program	Your request: State=Missouri, County=Johnson, Fiscal Year=2017, Practice Status=APPROVED							
Cost Share	Cost Share Application search results							
New Application	<u>Control Number</u>	<u>Primary Applicant</u>	<u>Application Status</u>	<u>Disaster ID</u>	<u>State County</u>	<u>Date Created</u>	<u>Show/Hide Practice Summary</u>	<u>Edit Application</u>
Edit Application	99_999_2017_0014	A Producer	REVISE_ENDED	2012 Midwest Drought ECP	Missouri - Johnson	02/01/2017	Hide	
Needs/Environmental Agreement Approval	Practice Summary							
Un-submit		<u>Practice Control Number</u>	<u>Practice Status</u>	<u>Action (s)</u>	<u>Process Status</u>			
Inactivate Application		29-101-2017-0014-01-EC6	APPROVED		EC_COMPLETE_UNNEEDED ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION_INCOMPLETE TC_TSP_CERTIFICATION_INCOMPLETE			
Search	99_999_2017_0030	B Producer	ACTIVE_REWISE	2014 Midwest Flooding ECP	Missouri - Johnson	02/16/2017	Hide	
View/Print Forms and Letters	Practice Summary							
Performance and Payment		<u>Practice Control Number</u>	<u>Practice Status</u>	<u>Action (s)</u>	<u>Process Status</u>			
Certify & Pay		29-101-2017-0030-01-EC1	APPROVED		EC_COMPLETE_UNNEEDED ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION_INCOMPLETE TC_TSP_CERTIFICATION_INCOMPLETE			
Retry Payment								
Agreement Maintenance								
Revise Agreement								
Agreement In Process								

--*

118 Application Search by Practice Status (Continued)

C Explanation of Application Search Results – Approved Practice Status

When using search criteria of “Approved” for Practice Status the Application Search Results:

- may display multiple application statuses

Note: Practices with a status of Approved may be associated with any application status except application statuses of Complete, Disapproved, Finalized, Incomplete, and Paid.

- will only contain process links when associated with application statuses of Contract Approved or Partially Earned

Note: Process links associated with the Approved status practice will always be:

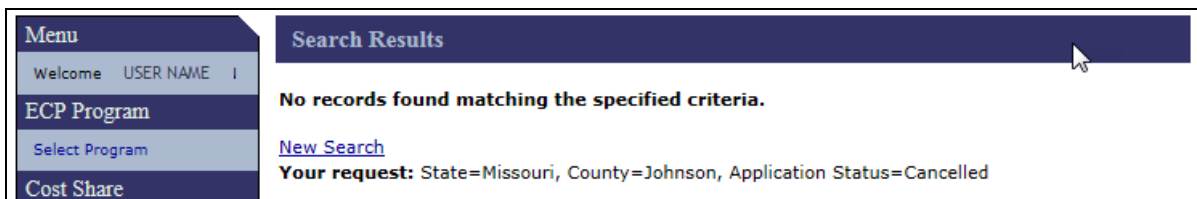
- Agreement Maintenance – paragraph 171
- *--Producer Certification – paragraph 133
- TSP Certification – paragraph 133.--*

- practice statuses other than Approved may also display in the Practice Summary of the search results when applications having more than one practice are included in the search results. All practices associated with the application display when the practice summary is opened.

The primary benefit of using Practice Status of Approved as search criteria is to exclude unapproved applications, disapproved applications, finalized agreements, and paid agreements from the search results list. This may significantly reduce the number of results returned.

D Example of Application Search Results – Cancelled Practice Status

Following is an example of the Application Search Results using an Application Status of Cancelled as search criteria.



118 Application Search by Practice Status (Continued)

E Explanation of Application Search Results – Cancelled Practice Status

When using search criteria of “Cancelled” for Practice Status the Application search results will always be blank because the Practice Status of Cancelled is not used in CSS.

There is no benefit to using the Practice Status of Cancelled as search criteria.

F Example of Application Search Results – Disapproved Practice Status

Following is an example of the Application Search Results using an Application Status of Disapproved as search criteria.

*--

Menu	Search Results							
Welcome [User]	Below is a list of assistance requests for the criteria you selected.							
ECP Program	New Search							
Select Program	Your request: State=Missouri, County=Johnson, Fiscal Year=2017, Application Status=Disapproved							
Cost Share	Cost Share Application search results							
New Application	<u>Control Number</u>	<u>Primary Applicant</u>	<u>Application Status</u>	<u>Disaster ID</u>	<u>State County</u>	<u>Date Created</u>	<u>Show/Hide Practice Summary</u>	<u>Edit Application</u>
Edit Application	99_999_2017_0042	A Producer	DISAPPROVED	2014 Midwest Flooding ECP	Missouri - Johnson	03/02/2017	Hide	
Needs/Environmental Agreement Approval	Practice Summary							
Un-submit	Practice Control Number		Practice Status	Action (s)		Process Status		
Inactivate Application	29-101-2017-0042-01-EC1		DISAPPROVED			EC_COMPLETE_UNNEEDED ND_COMPLETE_NEEDED		
Search	99_999_2017_0069	B Producer	DISAPPROVED	2017 Tornadoes Midwest	Missouri - Johnson	05/02/2017	Hide	
View/Print Forms and Letters	Practice Summary							
Performance and Payment	Practice Control Number		Practice Status	Action (s)		Process Status		
Certify & Pay	29-101-2017-0069-01-EC1		DISAPPROVED			EC_COMPLETE_UNNEEDED ND_COMPLETE_NEEDED		
Retry Payment	99_999_2017_0070	C Producer	DISAPPROVED	2012 Midwest Drought ECP	Missouri - Johnson	05/04/2017	Hide	
Agreement Maintenance	Practice Summary							
Revise Agreement	Practice Control Number		Practice Status	Action (s)		Process Status		
Agreement In Process	29-101-2017-0070-01-EC6		DISAPPROVED			EC_COMPLETE_UNNEEDED ND_COMPLETE_NEEDED		
Terminate/Reinstate Agreement								
Submit to COC/CED								
COC/CED Approval								

--*

118 Application Search by Practice Status (Continued)

G Explanation of Application Search Results – Disapproved Practice Status

When using search criteria of “Disapproved” for Practice Status the Application Search Results:

- will never contain process links for practices with a status of Disapproved
- may display multiple application statuses. Practices with a status of Disapproved may be associated with any application status except application statuses of Finalized and Incomplete

Notes: When “Disapprove All” is used to disapprove an application all practices associated with the application receive a status of disapproved. Therefore, applications with a status of Disapproved will only contain practices with a status of Disapproved.

When some, but not all, practices are approved on an application (see paragraph 91), the disapproved practices continue to be associated with the application making it possible for disapproved practices to be associated with a variety of different application/agreement statuses.

- practice statuses other than Disapproved may also display in the search results when applications having more than one practice are included in the search results.

The primary benefit of using Practice Status of Disapproved as search criteria is to locate applications and agreements where at least one practice has been disapproved. If the user wishes to locate only applications where all practices on the application have been disapproved the user should search by the Application Status of Disapproved.

H Example of Application Search Results – Inactive Practice Status

Following is an example of the Application Search Results using Practice Status of Inactive as search criteria.



118 Application Search by Practice Status (Continued)

I Explanation of Application Search Results – Inactive Practice Status

When using search criteria of “Inactive” for Practice Status the Application search results will always be blank because the Practice Status of Inactive is not used in CSS.

There is no benefit to using the Practice Status of Inactive as search criteria.

J Example of Application Search Results – Incomplete Practice Status

Following is an example of the Application Search Results using an Application Status of Incomplete as search criteria.

Menu

- Welcome USER NAME
- ECP Program**
 - Select Program
- Cost Share**
 - New Application
 - Edit Application
 - Needs/Environmental Agreement Approval
 - Un-submit
 - Inactivate Application
 - Search**
 - View/Print Forms and Letters
- Performance and Payment

Search Results

Below is a list of assistance requests for the criteria you selected.

[New Search](#)

Your request: State=Missouri, County=Johnson, Fiscal Year=2017, Application Status=Incomplete

Cost Share Application search results

Control Number	Primary Applicant	Application Status	Disaster ID	State County	Date Created	Show/Hide Practice Summary	Edit Application
29_101_2017_0001	A Producer	INCOMPLETE	2014 Midwest Flooding ECP	Missouri - Johnson	01/10/2017	Hide	Edit

Practice Summary

Practice Control Number	Practice Status	Action(s)	Process Status
29-101-2017-0001-01-EC1	INCOMPLETE	Edit	
29-101-2017-0001-01-EC2	INCOMPLETE	Edit	

K Explanation of Application Search Results – Incomplete Practice Status

When using search criteria of “Incomplete” for Practice Status the Application Search Results will:

- only contain applications with an Application Status of Incomplete
- never contain applications that contain practices with a Practice Status of anything other than Incomplete

118 Application Search by Practice Status (Continued)

K Explanation of Application Search Results – Incomplete Practice Status, Continued

- always contain a practice process link of “Edit” for the practices displayed in the Practice Summary
- always display an application process link of “Edit” in the Edit Application column.

Note: Clicking the “Edit” process link in the Practice Summary takes the user directly to the Application Signup – Add Practices page (see Paragraph 33) where the user can directly edit the specific selected practice. Clicking the “Edit” process link in the Edit Application column takes the user to the Application Signup – Applicant Information page (see Paragraph 30) where the user can edit the application from the start of the application process.

The primary benefit of using Practice Status of Incomplete as search criteria is to locate applications where practices have been added to the application, but the application has not been designated as complete by entering signature date and submitted date on the Application Signup – Additional Information page (see paragraph 38).

Note: Searching by Application Status of Incomplete may return more results than searching by Practice Status of Incomplete. Searching by Application Status of Incomplete will return applications with no practices added, while searching by Practice Status of Incomplete will only returns applications with at least one practice added.

L Example of Application Search Results – Paid Practice Status

Following is an example of the Application Search Results using a Practice Status of Paid as search criteria.

_

Menu	Search Results															
Welcome	Below is a list of assistance requests for the criteria you selected.															
ECP Program	New Search Your request: State=Missouri, County=Johnson, Fiscal Year=2017, Practice Status=PAID															
Cost Share	Cost Share Application search results															
New Application	Control Number	Primary Applicant	Application Status	Disaster ID	State County	Date Created	Show/Hide Practice Summary	Edit Application								
Edit Application	99_999_2017_0031	D Producer	ACTIVE_REVISE	2014 Midwest Flooding ECP	Missouri - Johnson	02/16/2017	Hide									
Needs/Environmental	Practice Summary <table border="1"> <thead> <tr> <th>Practice Control Number</th> <th>Practice Status</th> <th>Action (s)</th> <th>Process Status</th> </tr> </thead> <tbody> <tr> <td>29-101-2017-0031-01-EC1</td> <td>PAID</td> <td></td> <td>EC_COMPLETE_UNNEEDED ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION_FINAL TC_TSP_CERTIFICATION_FINAL</td> </tr> </tbody> </table>								Practice Control Number	Practice Status	Action (s)	Process Status	29-101-2017-0031-01-EC1	PAID		EC_COMPLETE_UNNEEDED ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION_FINAL TC_TSP_CERTIFICATION_FINAL
Practice Control Number	Practice Status	Action (s)	Process Status													
29-101-2017-0031-01-EC1	PAID		EC_COMPLETE_UNNEEDED ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION_FINAL TC_TSP_CERTIFICATION_FINAL													
Agreement Approval	99_999_2017_0031A	D Producer	REVISE_IN_PROCESS	2014 Midwest Flooding ECP	Missouri - Johnson	03/16/2017	Hide									
Un-submit	Practice Summary <table border="1"> <thead> <tr> <th>Practice Control Number</th> <th>Practice Status</th> <th>Action (s)</th> <th>Process Status</th> </tr> </thead> <tbody> <tr> <td>29-101-2017-0031-01-EC1</td> <td>PAID</td> <td></td> <td>EC_COMPLETE_UNNEEDED ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION_FINAL TC_TSP_CERTIFICATION_FINAL</td> </tr> </tbody> </table>								Practice Control Number	Practice Status	Action (s)	Process Status	29-101-2017-0031-01-EC1	PAID		EC_COMPLETE_UNNEEDED ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION_FINAL TC_TSP_CERTIFICATION_FINAL
Practice Control Number	Practice Status	Action (s)	Process Status													
29-101-2017-0031-01-EC1	PAID		EC_COMPLETE_UNNEEDED ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION_FINAL TC_TSP_CERTIFICATION_FINAL													
Inactivate Application																
Search																
View/Print Forms and Letters																
Performance and Payment																
Certify & Pay																
Retry Payment																
Agreement Maintenance																
Revise Agreement																
Agreement In Process																

--*

118 Application Search by Practice Status (Continued)

M Explanation of Application Search Results – Paid Practice Status

When using search criteria of “Paid” for Practice Status the Application Search Results:

- may display multiple application statuses except the statuses of Complete, Contract Approved, Disapproved, Finalized, and Incomplete
- may contain practices with a Practice Status of something other than Paid when multiple practices are included on a single application
- will contain process links in the Practice Summary for the practices with a Practice Status of Paid, if the Application Status is either Paid or Partially Earned.

Note: Process links associated with the Paid status practice will always be:

- Agreement Maintenance – paragraph 171
- *--Producer Certification – paragraph 133
- TSP Certification – paragraph 133.--*

The primary benefit of using Practice Status of Paid as search criteria is to locate applications where a payment has been issued for one or more practices and at least one of the practices on which payment is issued has been designated as “Practice complete” according to paragraph 131.

N Example of Application Search Results – Partially Earned Practice Status

Following is an example of the Application Search Results using a Practice Status of Partially Earned as search criteria.

*--

Control Number	Primary Applicant	Application Status	Disaster ID	State County	Date Created	Show/Hide Practice Summary	Edit Application
99_999_2017_0003	A Producer	PARTIALLY_EARNED	2012 Midwest Drought ECP	Missouri - Johnson	01/24/2017	Hide	
Practice Summary							
Practice Control Number	Practice Status	Action(s)	Process Status				
29-101-2017-0003-01-EC7	PARTIALLY_EARNED	AgreementMaintenance ProducerCertification TSPCertification	EC_COMPLETE_UNNEEDED ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION_PARTIAL TC_TSP_CERTIFICATION_PARTIAL				

--*

118 Application Search by Practice Status (Continued)

O Explanation of Application Search Results – Partially Earned Practice Status

When using search criteria of “Partially Earned” for Practice Status the Application Search Results:

- may display multiple application statuses except the statuses of Complete, Contract Approved, Disapproved, Finalized, and Paid
- may contain practices with a Practice Status of something other than Partially Earned when multiple practices are included on a single application
- will contain process links in the Practice Summary for the practices with a Practice Status of Partially Earned if the Application Status is Partially Earned.

Note: Process links associated with the Partially Earned status practice will always be:

- Agreement Maintenance – paragraph 171
- *--Producer Certification – paragraph 133
- TSP Certification – paragraph 133.--*

The primary benefit of using Practice Status of Partially Earned as search criteria is to locate applications where a payment has been issued for one or more practices, but the practice has not been designated as “Practice complete” according to paragraph 131.

P Example of Application Search Results – Payment Failed Practice Status

Following is an example of the Application Search Results using a Practice Status of Payment Failed as search criteria.

Menu Welcome USER NAME ECP Program Select Program Cost Share New Application Edit Application Needs/Environmental Agreement Approval Un-submit Inactivate Application Search View/Print Forms and Letters Performance and Payment	Search Results Below is a list of assistance requests for the criteria you selected. New Search Your request: State=Missouri, County=Johnson, Practice Status=PAYMENT_FAILED																								
Cost Share Application search results																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-decoration: underline;">Control Number</th> <th style="text-decoration: underline;">Primary Applicant</th> <th style="text-decoration: underline;">Application Status</th> <th style="text-decoration: underline;">Disaster ID</th> <th style="text-decoration: underline;">State County</th> <th style="text-decoration: underline;">Date Created</th> <th style="text-decoration: underline;">Show/Hide Practice Summary</th> <th style="text-decoration: underline;">Edit Application</th> </tr> </thead> <tbody> <tr> <td>29_101_2013_0014</td> <td>B Producer</td> <td>PAID</td> <td>2012 Midwest Drought ECP</td> <td>Missouri - Johnson</td> <td>10/31/2012</td> <td>Hide</td> <td></td> </tr> </tbody> </table>	Control Number	Primary Applicant	Application Status	Disaster ID	State County	Date Created	Show/Hide Practice Summary	Edit Application	29_101_2013_0014	B Producer	PAID	2012 Midwest Drought ECP	Missouri - Johnson	10/31/2012	Hide		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-decoration: underline;">Practice Control Number</th> <th style="text-decoration: underline;">Practice Status</th> <th style="text-decoration: underline;">Action(s)</th> <th style="text-decoration: underline;">Process Status</th> </tr> </thead> <tbody> <tr> <td>29-101-2013-0014-01-EC6</td> <td style="background-color: yellow;">PAYMENT_FAILED</td> <td>RetryPayment</td> <td>EC_COMPLETE_ELIGIBLE ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION_FINAL TC_TSP_CERTIFICATION_FINAL</td> </tr> </tbody> </table>	Practice Control Number	Practice Status	Action(s)	Process Status	29-101-2013-0014-01-EC6	PAYMENT_FAILED	RetryPayment	EC_COMPLETE_ELIGIBLE ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION_FINAL TC_TSP_CERTIFICATION_FINAL
Control Number	Primary Applicant	Application Status	Disaster ID	State County	Date Created	Show/Hide Practice Summary	Edit Application																		
29_101_2013_0014	B Producer	PAID	2012 Midwest Drought ECP	Missouri - Johnson	10/31/2012	Hide																			
Practice Control Number	Practice Status	Action(s)	Process Status																						
29-101-2013-0014-01-EC6	PAYMENT_FAILED	RetryPayment	EC_COMPLETE_ELIGIBLE ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION_FINAL TC_TSP_CERTIFICATION_FINAL																						

118 Application Search by Practice Status (Continued)

Q Explanation of Application Search Results – Payment Failed Practice Status

When using search criteria of “Payment Failed” for Practice Status the Application Search Results:

- may display multiple application statuses except the statuses of Complete, Disapproved, Finalized, and Paid
- may contain practices with a Practice Status of something other than Payment Failed when multiple practices are included on a single application
- will contain a Retry Payment process link in the Practice Summary for the practices with a Practice Status of Payment Failed. See paragraph 160.

The primary benefit of using Practice Status of Payment Failed as search criteria is to locate applications where a payment has been attempted but was not fully successful for one or more producers.

R Example of Application Search Results – Pending Approval Practice Status

Following is an example of the Application Search Results using a Practice Status of Pending Approval as search criteria.

*--

The screenshot shows a web application interface. On the left is a navigation menu with categories: Menu, ECP Program, Cost Share, Performance and Payment, and Certify & Pay. The main content area is titled 'Search Results' and contains the following text: 'Below is a list of assistance requests for the criteria you selected.', 'New Search', and 'Your request: State=Missouri, County=Johnson, Fiscal Year=2017, Practice Status=PENDING_APPROVAL'. Below this is a table titled 'Cost Share Application search results' with columns: Control Number, Primary Applicant, Application Status, Disaster ID, State County, Date Created, Show/Hide Practice Summary, and Edit Application. The table contains one row with the following data: Control Number: 99_999_2017_0002, Primary Applicant: F Producer, Application Status: COMPLETE, Disaster ID: 2012 Midwest Drought ECP, State County: Missouri - Johnson, Date Created: 01/24/2017, Show/Hide Practice Summary: Hide, Edit Application: Go To Approval. Below the table is a 'Practice Summary' section with columns: Practice Control Number, Practice Status, Action(s), and Process Status. The data in this section is: Practice Control Number: 29-101-2017-0002-01-EC1, Practice Status: PENDING_APPROVAL, Action(s): EnvironmentalCompliance NeedsDetermination, Process Status: EC_COMPLETE_UNNEEDED ND_INCOMPLETE.

Control Number	Primary Applicant	Application Status	Disaster ID	State County	Date Created	Show/Hide Practice Summary	Edit Application
99_999_2017_0002	F Producer	COMPLETE	2012 Midwest Drought ECP	Missouri - Johnson	01/24/2017	Hide	Go To Approval

Practice Control Number	Practice Status	Action(s)	Process Status
29-101-2017-0002-01-EC1	PENDING_APPROVAL	EnvironmentalCompliance NeedsDetermination	EC_COMPLETE_UNNEEDED ND_INCOMPLETE

--*

118 Application Search by Practice Status (Continued)

S Explanation of Application Search Results – Pending Approval Practice Status

When using search criteria of “Pending Approval” for Practice Status the Application Search Results will:

- display only applications with a status of “Complete”
- usually display only practices with a Practice Status of Pending Approval but may also include practices with a Practice Status of Disapproved when a COC/CED Willing to Approve Date has been entered for approved practices and a disapproval letter has been generated for other (disapproved) practices on the application (see Subparagraph 91 F)
- contain Environmental Compliance and Needs Determination process links in the Practice Summary for practices with a status of Pending Approval. See Part 3, Section 3 for additional information on entering Environmental Compliance and Needs determination information
- contain a “Go To Approval” link in the Edit Application column for the application. See paragraph 80 for additional information.

The primary benefit of using Practice Status of Pending Approval as search criteria is to locate applications that have producer signature and submitted dates, but the application has not yet been approved.

T Example of Application Search Results – Pending Certification Practice Status

Following is an example of the Application Search Results using a Practice Status of Pending Certification as search criteria.

*--

Menu	Search Results							
Welcome SU!	Below is a list of assistance requests for the criteria you selected.							
ECP Program	New Search							
Select Program	Your request: State=Missouri, County=Johnson, Fiscal Year=2014, Practice Status=PENDING_CERTIFICATION							
Cost Share	Cost Share Application search results							
New Application	Control Number	Primary Applicant	Application Status	Disaster ID	State County	Date Created	Show/Hide Practice Summary	Edit Application
Edit Application	29_101_2014_0152	A Producer	CONTRACT_APPROVED	2014 Midwest Flooding ECP	Missouri - Johnson	07/02/2014	Hide	
Needs/Environmental	Practice Summary							
Agreement Approval	Practice Control Number	Practice Status	Action(s)		Process Status			
Un-submit	29-101-2014-0152-01-EC2	PENDING_CERTIFICATION	AgreementMaintenance ProducerCertification TSPCertification		EC_COMPLETE_UNNEEDED ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION_INCOMPLETE TC_TSP_CERTIFICATION_INCOMPLETE			
Inactivate Application								
Search								
View/Print Forms and Letters								
Performance and Payment								
Certify & Pay								

--*

118 Application Search by Practice Status (Continued)**U Explanation of Application Search Results – Pending Certification Practice Status**

When using search criteria of “Pending Certification” for Practice Status the Application Search Results:

- will display applications with multiple practice statuses. Application statuses of Complete, Disapproved, Finalized, Incomplete, and Paid will not be included in the search results
- may contain practices with a Practice Status of something other than Pending Certification when multiple practices are included on a single application.

Note: Process links associated with the Pending Certification status practice will always be:

- Agreement Maintenance – paragraph 171
- *--Producer Certification – paragraph 133
- TSP Certification – paragraph 133.--*

The primary benefit of using Practice Status of Pending Certification as search criteria is to locate agreements that have both Producer Certification and TSP Certification complete, but *--the agreement has not yet been processed for payment through Certify and Pay. See--* paragraph 143.

119-121 (Reserved)

Section 8 View/Print Forms and Letters

122 View/Print Forms

A Overview

To view and print an existing application or agreement, from the ECP Home Page CLICK “View/Print Forms and Letters” from the left navigation menu.

B Example of View Print Forms Page

Following is an example of the View Print Forms Page with default search criteria settings.

The screenshot displays the 'View Print Forms' page. On the left is a navigation menu with the following items: Menu, Welcome USER NAME, ECP Program, Select Program, Cost Share, New Application, Edit Application, Needs/Environmental, Agreement Approval, Un-submit, Inactivate Application, Search, and View/Print Forms and Letters (highlighted in blue). The main content area is titled 'View Print Forms' and contains the instruction: 'Choose from the options below to get the list of assistance requests.' Below this are several search criteria fields: '* State : Missouri', '* County : Johnson', 'Disaster ID : Select DisasterID', 'Disaster Types : Select DisasterType', 'Application/Agreement Number :', 'Producer Name :' (with a 'Find Producer' button), 'Fiscal Year : Select Year', and 'Cost Share Status : Select Cost Share Status'. At the bottom of the search area are 'Search' and 'Clear' buttons.

122 View/Print Forms (Continued)

C Fields, Descriptions, and Actions (Continued)

The following table provides the fields, descriptions, and actions for the View Print Forms Page.

Field/Link	Description/Action
State	Drop-down list of the states associated to the user. Select desired state. State and National users are limited to the state selected during program selection.
County	Drop-down list of the counties associated to the user. Select desired county. State and National users are limited to the county selected during program selection.
Disaster ID	Select Disaster ID from the drop-down list to limit search results to a single Disaster ID, if desired. Leave as “Select Disaster ID” to include all available Disaster ID’s as potential search results.
Disaster Types	Select Disaster Type from the drop-down list to limit search results to a single Disaster Type, if desired. Leave as “Select Disaster Type” to include all available Disaster Types as potential search results.
Application/Agreement Number	Enter application/agreement number to search for a specific application/agreement, if desired. Leave blank to include all agreement numbers as potential search results. See subparagraph 114 C for search tips when using agreement number (application control number) as search criteria.
Find Producer	CLICK “ Find Producer ” to open a new window to conduct a SCIMS Customer Search (see 11-CM).
Fiscal Year	Select the Fiscal Year from the drop-down list, to limit search results to a single Fiscal Year if desired. Leave as “Select Year” to include all available Fiscal Years as potential search results.
Cost Share Status	Select Cost Share Status from the drop-down list to limit search results to a single Cost Share (Application or Agreement) Status, if desired. Leave as “Select Cost Share Status” to include all available Cost Share Statuses as potential search results.
Search	Retrieves information based on the search criteria selected/entered. The View Print Form Results Page will be displayed.
Clear	Resets search criteria to default values.

123 View Print Form Results

A Overview

The View Print Form Results page will be displayed based on the search criteria selected/entered according to paragraph 122.

B Example of View Print Form Results Page

Following is an example of the View Print Form Results Page.

*--

View Print Form Results									
Menu Welcome ECP Program Select Program Cost Share New Application Edit Application Needs/Environmental Agreement Approval Un-submit Inactivate Application Search View/Print Forms and Letters Performance and Payment Certify & Pay	View Print Form Results								
	Below is a list of agreements for the criteria you selected. View/Print Search Your request: State=Missouri, County=Johnson, Fiscal Year=2017								
	View Print Forms results 1 2 3 Next> >>								
	Control Number	Applicant Name	Application Status	Disaster ID	State County	Date Created	Approval Date	Forms	Letters
	29_101_2017_0001	A Producer	INCOMPLETE	2014 Midwest Flooding ECP	Missouri - Johnson	01/10/2017		FSA848	
	29_101_2017_0002	A Producer	COMPLETE	2012 Midwest Drought ECP	Missouri - Johnson	01/24/2017		FSA848	Generate Referral Letter Lack of Funds Letter
	29_101_2017_0003	B Producer	PARTIALLY_EARNED	2012 Midwest Drought ECP	Missouri - Johnson	01/24/2017	01/31/2017	FSA848 FSA848A FSA848B View Certifications	Approval Letter

--*

123 View Print Form Results (Continued)

C Action

The following table provides the letters and/or forms that are available to view and print.

Note: The letters and forms available for selection is dependent on the stage of the application or agreement and its status.

Letter/ Form	Description	Statuses Necessary to Print
Approval	Letter to the Producer stating their request for Cost-Sharing for the indicated practice(s) has been approved.	Application approved
Disapproval Letter	Letter to the Producer stating their request for Cost-Sharing for the indicated practice(s) has been disapproved.	One or more practice(s) has been disapproved
Lack of Funds	Letter to the Producer stating while their Cost-Sharing application has been tentatively approved, at this time the demand for the indicated practice has exceeded available Funds	Completed application signed and submitted by the producer.
Referral Letter	Letter to the Producer stating their application has been referred to the Technical Service Provider for a needs determination.	Completed application signed and submitted by the producer.
FSA-848A	Form FSA-848, Cost-Share Application	Application started with producer assigned and farm(s), tract(s), and field(s) selected
FSA-848A	Form FSA-848A, Cost-Share Agreement	Application approved
FSA- 848AB	Form FSA-848B, Cost-Share Certifications and Payments	Application approved

124-129 (Reserved)

Part 4 Performance and Payment

Section 1 Certification

*--130 Search Agreements for Certify and Pay

A Overview

Producer and TSP certification data must be entered for each approved practice on C/S agreement. After an application has been approved and the producer has completed work on practices or components on the agreement, user will enter producer and TSP certification data.

To enter producer and TSP certification data for existing approved agreements, from the ECP Home Page, CLICK “**Certify & Pay**” from the left navigation menu. The Search Agreements for Certify & Pay Page will be displayed.

B Example of Search Agreements for Certify and Pay Page

Following is an example of the Search Agreements for Certify & Pay Page.

The screenshot shows a web interface for searching agreements. On the left is a vertical menu with the following items: Menu, Welcome, ECP Program, Select Program, Cost Share, New Application, Edit Application, Needs/Environmental, Agreement Approval, and Un-submit. The main content area has a dark blue header with the text 'Search Agreements for Certify & Pay' and a sub-header 'Choose from the options below to get the list of assistance requests.' Below this are several input fields: '* State : Missouri' (dropdown), '* County : Johnson' (dropdown), 'Agreement Number :' (text box), 'Producer Name :' (text box) with a 'Find Producer' button to its right, and 'Fiscal Year : Select Year' (dropdown). At the bottom of the form are 'Search' and 'Clear' buttons.

--*

***--130 Search Agreements for Certify and Pay (Continued)**

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Certification Search Agreements for Certify & Pay Results Page.

Field	Description/Action
State	Drop-down list of the States associated to the user. Select desired State. State and National users are limited to the State selected during program selection.
County	Drop-down list of the counties associated to the user. Select desired county. State and National users are limited to the county selected during program selection.
Agreement Number	Enter agreement number to search for a specific agreement, if desired. Leave blank to include all agreement numbers as potential search results. See subparagraph 114 C for search tips when using agreement number (application control number) as search criteria.
Producer Name	CLICK “Find Producer” to open a new window to conduct a SCIMS Customer Search (11-CM).
Fiscal Year	Select the fiscal year from the drop-down list, to limit search results to a single fiscal year if desired. Leave as “Select Year” to include all available fiscal years as potential search results.
Search	Retrieves information based on the search criteria selected/entered. The Certification Search Results Page will be displayed.
Clear	Resets search criteria to default values.

--*

***--131 Certify and Pay Search Results**

A Overview

After “Search” is selected on the Search Agreements for Certify & Pay Page, the Certify & Pay Search Results Page will be displayed. Depending on the search criteria entered one or more search results may be listed. CLICK on the Agreement Number of the desired record to open the Agreement Summary containing links to the practices.

B Example of Certify & Pay Search Results Page

The following is an example of the Certify & Pay Search Results Page.

Notes: In the “Agreement Status” column, only approved, paid, and partially earned agreements will be displayed in the list of agreements available for producer certification and/or TSP certification data.

Additional page numbers may be displayed at the top and bottom of the page when all search results do not fit on a single page.

Certify & Pay Search Results							
Agreement results							
Agreement Number	Applicant Name	Agreement Status	Disaster ID	State County	Date Revision Began	Approval Date	Forms
99_999_2019_0041	A Producer	CONTRACT_APPROVED	1754	Missouri - Johnson	05/29/2019	05/29/2019	FSA848B

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Certify & Pay Search Results Page.

Field	Description/Action
Agreement Number	Click the agreement control number link for the agreement on which performance is to be certified. A “Practice Summary” box will be displayed.
FSA848B	Click “FSA848B” to generate FSA-848B, Cost-Share Performance Certification and Payment, for printing.

--*

***--132 Agreement Summary Page**

A Overview

The Agreement Summary Page will be displayed after “Agreement Number” is selected on the Certify and Pay Search Results Page.

B Example of Agreement Summary Page

The following is an example of the Agreement Summary Page.

Menu

Welcome §

ECP Program

Select Program

Cost Share

New Application

Edit Application

Needs/Environmental

Agreement Approval

Un-submit

Inactivate Application

Search

View/Print Forms and Letters

Performance and Payment

Certify & Pay

Agreement Summary

Control No : 99_999 _2019_0041 **Creation Date :** 05/29/2019

Applicant N: A Producer **Disaster ID :** 1735

Agreement Status : CONTRACT_APPROVED [Add/View Notes](#)

-Select a Practice Code to access the Practice Summary.

Practice	Practice Status	Practice End Date	Practice Extent Approved	Cost-Share Approved (\$)	Practice Complete	Total Installation Cost (\$)	Acres Served
01-EC3 Restoring Permanent Fences	APPROVED	11/29/2019	20.00	1144.00	N	0.00	0.00

--*

*--132 Agreement Summary Page (Continued)

B Example of Agreement Summary Page (Continued)

If practice EC3 is included on the agreement and an advance is requested the practice status will be shown as 'Approved' with additional information of 'Advanced Payment Issued'. If no advance payment is requested and for practices other than EC3, status will be shown as 'Approved' with additional information of 'No Advanced Payment'.

Agreement Summary

Control No : 29_101_2019_0047

Applicant Name : LEE ROY JONES

Agreement Status : PARTIALLY_EARNED

Creation Date : 06/19/2019

Disaster ID : 1735

[Add/View Notes](#)

-Select a Practice Code to access the Practice Summary.

Practice	Practice Status	Practice End Date	Practice Extent Approved	Cost-Share Approved (\$)	Practice Complete	Total Installation Cost (\$)	Acres Served
01-EC3	APPROVED						
Restoring Permanent Fences	Advanced Payment Issued	12/19/2019	5.00	94.00	N	0.00	0.00
01-EC2	APPROVED						
Grading, Shaping, leveling or Similar Measures	No Advanced Payment	12/19/2019	7.50	21.00	N	0.00	0.00

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Summary Page.

Field	Description/Action
Practice	Click " Practice " to access the Practice Summary Page where users can enter the producer and TSP certifications or submit a practice for payment.
Back	Certify and Pay Search Results Page will be displayed.

--*

***--133 Practice Summary Page**

A Overview

The Practice Summary Page will be displayed after the practice is selected on the Agreement Summary Page.

B Example of the Practice Summary Page

The following is an example of the Practice Summary Page.

Note: If only the “Add Certification” button is displayed, then no certifications have been entered on the specific practice that was selected.

The screenshot shows a web interface for a Practice Summary. On the left is a vertical menu with options like 'Welcome', 'ECP Program', 'Cost Share', and 'Performance and Payment'. The main content area is titled 'Practice Summary' and displays metadata: Control No (99_999_2019_0041), Applicant Name (A Producer), Agreement Status (CONTRACT_APPROVED), and Creation Date (05/29/2019). Below this, it shows 'Selected Practice: 01-EC3 Restoring Permanent Fences' and an 'Add Certification' button, which is highlighted with a red arrow. A table below the button has columns for Certification Number, Program Year, Producer Signature Date, TSP Signature Date, Producer Actual Cost Certified (\$), Certification Links, and Payment Status. The table shows a total of 0.00 for the practice. At the bottom, there are 'Back' and 'Request Payment' buttons, and a note: '* - These fields will be used when software is enhanced in the future.'

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Practice Summary Page.

Field	Description/Action
Add Certification	Click “Add Certification” to enter a new certification for the practice that was selected. The Create New Producer Certification – Component Rate Practice Page will be displayed.
Back	The Agreement Summary Page will be displayed.
Request Payment	The Record and Pay Page will be displayed only if the producer and TSP certifications have both been entered.

--*

***--134 Create New Producer Certification – Component Rate Practice Page**

A Overview

The Create New Producer Certification – Component Rate Practice Page will be displayed after “Add Certification” is selected on the Practice Summary Page.

B Example of Create New Producer Certification - Component Rate Practice Page

The following is an example of the Create New Producer Certification - Component Rate Practice Page.

Menu

Welcome :

ECP Program

Select Program

Cost Share

New Application

Edit Application

Needs/Environmental

Agreement Approval

Un-submit

Inactivate Application

Search

View/Print Forms and Letters

Performance and Payment

Certify & Pay

Retry Payment

Agreement Maintenance

Revise Agreement

Agreement In Process

Terminate/Reinstate Agreement

Submit to COC/CED

COC/CED Approval

Search

Reports

Create New Producer Certification - Component Rate Practice

Control No : 99_999_2019_0041
Applicant Name : A Producer
Agreement Status : CONTRACT_APPROVED

Creation Date : 05/29/2019
Disaster ID : 1735

[Add/View Notes](#)

All required fields are denoted by an asterisk{*}

Selected Practice: 01-EC3

Components							
Name	Extent Requested	Technical Practice	Avg Actual Cost (\$)	Max CostShare % Regular	Max Costshare % LIM-RES SOC-DIS BEG-FMR	Extent Needed	Extent Approved
14MOEC1C	10.00	500	\$ 127.00	75.00%	90.00%	10.00	10.00

Name	LIM-RES SOC-DIS BEG-FMR	Percent Share (%)	Approved Amount (\$)	* Current Actual Cost (\$)	Prior Costs (\$)	* Current Extent Performed	Prior Extent Performed
A Producer	Yes	50.00%	572.00	<input type="text" value="250"/>	0	<input type="text" value="3"/>	0
B Producer	Yes	50.00%	572.00	<input type="text" value="250"/>	0	<input type="text" value="3"/>	0

* Practice complete? : Yes No

Components complete :

* Date receipts and documentation received (MM/DD/YYYY):

* Producer Signature Date (MM/DD/YYYY):

--*

*--134 Create New Producer Certification – Component Rate Practice Page (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Create New Producer Certification – Component Rate Practice Page.

Field/Link	Description/Action
Current Actual Cost (\$)	Enter actual cost for the producer’s share. Calculated by multiplying the amount of eligible costs from the producer’s receipts times the producer’s share.
Current Extent Performed	<p>Enter current extent performed for the producer’s share.</p> <p>Current Extent Performed is not prepopulated from Agreement Approval. Re-entering extent performed encourages the county user to fully evaluate the extent requested, extent needed, extent approved, and extent performed before approving.</p> <p>Notes: Cost and extent can be edited any time before payments are disbursed through the Certify & Pay option.</p> <p>After a payment has been disbursed, any adjustment to cost or extent must be done by completing a new certification. This will require generating a new FSA-848B and obtaining new signatures. Extent adjustments after payment disbursement could result in a receivable or an overpayment.</p> <p>When changes are made to producer certified extents, users must verify that TSP certifications are correct and modify TSP certifications if necessary.</p> <p>If the practice is not complete, additional certifications can be processed at a later time.</p> <p>The sum of the Current Extent Performed by all producers cannot exceed the extent approved. If Prior Extent Performed data exists, the sum of the Current Extent Performed by all producers plus the Prior Extent Performed by all producers cannot exceed the extent approved.</p>

--*

*--134 Create New Producer Certification – Component Rate Practice (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Link	Description/Action
Practice Complete?	<p>Click:</p> <ul style="list-style-type: none"> • “Yes” if certification for all components on the selected practice is certified completely and if no other payment is to be issued <p>Notes: If “Yes” is selected indicating that the practice is complete the system will automatically de-obligate any unused funds.</p> <p>“Total installation cost” and “Acre served” data fields are added to the page and will be displayed.</p> <ul style="list-style-type: none"> • “No” if partial certification.
Total Installation Cost	<p>Only applicable if the “Practice complete?” question has been answered “Yes”. Enter the total cost incurred to install the practice.</p> <p>Note: Total installation cost is not used in the calculation. It is used for reporting.</p>
Acre Served	<p>Only applicable if the “Practice complete?” question has been answered “Yes”. Enter the acres served by the conservation practice.</p>
Components Complete	<p>Select the components that are complete by clicking on the completed component in the list to highlight the completed component.</p> <p>If all components are complete click on the first component in the list, click and hold shift and click the last component in the list and all components will be highlighted.</p> <p>To select multiple components individually, click and hold the control (ctrl) key while clicking on the individual completed components.</p> <p>To de-select a component that was erroneously highlighted click and hold the control key and click on the highlighted component.</p>
Dates Receipts and documentation received	<p>Enter date receipts and documentation are received from the producer.</p> <p>Note: When applicable, the prompt payment interest date will be calculated by the software by adding 30 calendar days to the later of the date documents are received or the producer signature date.</p>
FSA_848B PDF	<p>Before producer signature date is entered, CLICK “FSA_848B PDF” to print FSA-848B.</p>

--*

*--134 Create New Producer Certification – Component Rate Practice (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Link	Description/Action
Producer Signature Date	After the producer’s signature is obtained on the printed form, re-access the certification and enter the producer signature date. Note: When applicable, the prompt payment interest date will be calculated by adding 30 calendar days to the later of the date documents are received or the producer signature date.
Save	The information entered can be saved if a producer signature has not been entered. Note: If the information for producer certification is not saved, all producer certification data for that practice control number will be lost. Practice Status and the Producer Certification process status will remain as they were prior to initiation of the certification.
Continue to Next Step	The Producer Certification Confirm – Component Rate Practice Page will be displayed. See paragraph 135 for additional information.
Cancel	The Certification Search Results Page will be displayed. See paragraph 132 for additional information.

--*

***--135 Producer Certification Confirm – Component Rate Practice**

A Overview

After “**Continue to Next Step**” is selected on the Producer Certification - Component Rate Practice Page, the Producer Certification Confirm - Component Rate Practice Page will be displayed.

B Example of Producer Certification Confirm - Component Rate Practice Page

The following is an example of the Producer Certification Confirm - Component Rate Practice Page.

Menu		Producer Certification Confirm - Component Rate Practice							
Welcome		Control No : 99_999_2019_0041		Creation Date : 05/29/2019					
ECP Program		Applicant Name : A Producer		Disaster ID : 1735					
Select Program		Agreement Status : CONTRACI_APPROVED		Add/View Notes					
Cost Share		Selected Practice: 01-EC3							
New Application		Components							
Edit Application		Name	Extent Requested	Technical Practice	Avg Actual Cost (\$)	Max CostShare % Regular	Max Costshare % LIM-RES SOC-DIS BEG-FMR	Extent Needed	Extent Approved
Needs/Environmental		14MOEC1C	10.00	500	\$ 127.00	75.00%	90.00%	10.00	10.00
Agreement Approval		Name	LIM-RES SOC-DIS BEG-FMR	Percent Share (%)	Approved Amount (\$)	Current Actual Cost (\$)	Prior Costs (\$)	Current Extent Performed	Prior Extent Performed
Un-submit		A Producer	Yes	50.00%	572.00	250	0	3	0
Inactivate Application		B Producer	Yes	50.00%	572.00	250	0	3	0
Search		Practice complete?: <u>No</u>							
View/Print Forms and Letters		Components complete: <u>14MOEC1C</u>							
Performance and Payment		Date receipts and documentation received (MM/DD/YYYY): <u>06/05/2019</u>							
Certify & Pay		Producer Signature Date (MM/DD/YYYY): <u>06/05/2019</u>							
Retry Payment		<input type="button" value="Submit"/> <input type="button" value="Cancel"/>							
Agreement Maintenance									
Revise Agreement									
Agreement In Process									
Terminate/Reinstate Agreement									
Submit to COC/CED									
COC/CED Approval									
Search									
Reports									

--*

***--135 Producer Certification Confirm – Component Rate Practice (Continued)**

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Producer Certification Confirm – Component Rate Practice Page.

Field/Link	Description/Action
Prior Costs (\$)	Calculated by the system. Prior Costs will not be populated until the payment has been submitted through Certify and Pay.
Prior Extent Performed	Calculated by the system. Prior Extent Performed will not be populated until the payment has been submitted through Certify and Pay.
Submit	The Certification Search Results Page will be displayed with the message, "Certification data submitted successfully."
Cancel	User is returned to Certification Search Results Page.

--*

*--136 TSP Certification

A Overview

The Create New TSP Certification – Component Rate Practice Page will be displayed after “TSP” is selected on the Practice Summary Page.

Note: The link to select TSP will not be displayed until a producer certification has been completed. On the following screen the “Producer Status” is “Complete” because a certification has been submitted successfully.

Menu Welcome ECP Program Select Program Cost Share New Application Edit Application Needs/Environmental Agreement Approval Un-submit Inactivate Application Search View/Print Forms and Letters Performance and Payment Certify & Pay Retry Payment	Practice Summary																								
	<p> Control No 99_999 _2019_0041 Creation Date : 05/29/2019 Applicant N A Producer Disaster ID : 1735 Agreement Status : CONTRACT_APPROVED </p> <p style="text-align: right;">Add/View Notes</p> <p>Selected Practice: 01-EC3 Restoring Permanent Fences</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>*Certification Number</th> <th>*Program Year</th> <th>Producer Signature Date</th> <th>TSP Signature Date</th> <th>Producer Actual Cost Certified (\$)</th> <th colspan="2">Certification Links</th> <th>Payment Status</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>06/05/2019</td> <td></td> <td>500.00</td> <td>Producer Complete</td> <td>TSP Incomplete</td> <td>Not Sent</td> </tr> <tr> <td colspan="4">Total Certifications for the Practice</td> <td>500.00</td> <td colspan="2"></td> <td></td> </tr> </tbody> </table> <p> <input type="button" value="Back"/> <input type="button" value="Request Payment"/> </p>	*Certification Number	*Program Year	Producer Signature Date	TSP Signature Date	Producer Actual Cost Certified (\$)	Certification Links		Payment Status			06/05/2019		500.00	Producer Complete	TSP Incomplete	Not Sent	Total Certifications for the Practice				500.00			
*Certification Number	*Program Year	Producer Signature Date	TSP Signature Date	Producer Actual Cost Certified (\$)	Certification Links		Payment Status																		
		06/05/2019		500.00	Producer Complete	TSP Incomplete	Not Sent																		
Total Certifications for the Practice				500.00																					

--*

*--136 TSP Certification (Continued)

B Example of Create New TSP Certification – Component Rate Practice Page

The following is an example of the Create New TSP Certification – Component Rate Practice Page.

Menu

Welcome [User]

ECP Program

Select Program

Cost Share

New Application

Edit Application

Needs/Environmental

Agreement Approval

Un-submit

Inactivate Application

Search

View/Print Forms and Letters

Performance and Payment

Certify & Pay

Retry Payment

Agreement Maintenance

Revise Agreement

Agreement In Process

Terminate/Reinstate Agreement

Submit to COC/CED

COC/CED Approval

Search

Reports

Create New TSP Certification - Component Rate Practice

Control No : 99_999_2019_0041

Applicant Name : A Producer

Agreement Status : CONTRACT_APPROVED

Creation Date : 05/29/2019

Disaster ID : 1735

[Add/View Notes](#)

Following are the component, practice details for TSP certification.
All required fields are denoted by an asterisk{*}

Selected Practice: 01-EC3

Practice Extents				
Extent Requested	Extent Needed	Extent Approved	* Current Extent Performed	Prior Extent Performed
20.00	20.00	20.00	6	0

Component Extents						
Name	Technical Practice	Extent Requested	Extent Needed	Extent Approved	* Current Extent Performed	Prior Extent Performed
14MOEC1C	500	10.00	10.00	10.00	6	0

Technical Practice Extents				
Name	Cost Shared	Units Planned	* Current Units Applied	Prior Units Applied
500	Yes	10.00	6	0

* Self certifying performance without FSA, NRCS or other Technical Service Provider certification?: Yes No

* Person who certified performance:

* Affiliation:

* Performance report:

* Date Referred to TSP (MM/DD/YYYY):

* Certification Referral Expiration Date (MM/DD/YYYY):

* Date Received from TSP (MM/DD/YYYY):

FSA_848B PDF

* TSP/Self Certification Date (MM/DD/YYYY):

--*

*--136 TSP Certification (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Create New TSP Certification – Component Rate Practice Page.

Field/Link	Description/Action
Practice Extents	
Current Extent Performed	Enter the current practice extent performed.
Component Extents	
Current Extent Performed	Enter the current component extent performed.
Technical Practice Extents	
Current Units Applied	Enter the current units applied.
Self-certifying performance without FSA, NRCS or other Technical Service Provider certification?	<p>Click the “No” radio button if FSA, NRCS or other TSP is certifying performance. Click the “Yes” radio button if the producer is self-certifying performance. If “Yes” is selected, the only data fields that are required are:</p> <ul style="list-style-type: none"> • “Person who certified performance” – a list of the producers on the agreement is provided and the user must check the box next to the name of the producer who is certifying performance • “Performance Report” – enter a text description of the performance report • TSP/Self Certification Date.
Person who certified performance	Enter the name.
Affiliation	Select the affiliation of the person who certified performance.
Performance Report	Enter any information that is relevant to the installation of the practice.
Date Referred to TSP	Enter the date referred.
Certification Referral Expiration Date	Auto-populated to a date 1 month after the certification date referred. The date may be changed.
Date received	<p>Enter the date received.</p> <p>Note: Before TSP or self-certification signature date is entered, the user will CLICK “FSA_848B PDF” and obtain a signature on the printed form. User must CLICK “Save” before printing FSA-848B to populate the TSP certification data entered in the system on the printed form.</p>
FSA_848B PDF	Click to print FSA-848B to obtain a signature.
TSP/Self Certification Date	Enter the TSP or self-certification date. A calendar option is also provided.
Save	<p>The information entered can be saved if a TSP signature has not been entered.</p> <p>Note: If the information for TSP certification is not submitted (with certification date) or saved (when not yet certified) all TSP certification data for that practice control number will be lost. The TSP Certification process status will remain “Incomplete”.</p>
Continue to Next Step	The TSP Certification Confirmation Page will be displayed.
Cancel	Returns user to Agreement Summary Page. If TSP/Self Certification date has been entered it is removed.

--*

*--136 TSP Certification (Continued)

D Certification Sequence – TSP Certified vs. Self-certified

TSP Certified	Self-certified
Initial Step – Before entering extents	
<ul style="list-style-type: none"> • Answer self-certifying question as “No”. • In the “Affiliation” data field enter the name of the agency that will perform the TSP certification or “Other” if an independent TSP will perform the certification. • Enter date referred to TSP. • “Save” and print FSA-848B. • Refer the FSA-848B to TSP. 	<ul style="list-style-type: none"> • Answer self-certifying question as “Yes”. <p>Note: All subsequent data fields will disappear except:</p> <ul style="list-style-type: none"> • Person Who Certified Performance • Performance Certification • TSP/Self Certification Date.
Entering Performance	
<ul style="list-style-type: none"> • Enter the current practice extent performed as provided by TSP. • Enter the current component extent performed as provided by TSP. • Enter technical practice current units applied as provided by TSP. • Enter the name of the person who certified performance. • Enter text description of performance certification as provided by TSP. • Enter date FSA-848B was received back from TSP. • Enter TSP certification date. • Continue to Next Step. • Confirm accuracy of data and submit TSP certification (see paragraph 137). 	<ul style="list-style-type: none"> • Enter the current practice extent performed as provided by producer. • Enter the current component extent performed as provided by producer. • Enter technical practice current units applied as provided by producer. • Select the producer who certified performance. • Enter text description of performance certification as provided by producer. • Enter self-certification date. • Continue to Next Step. • Confirm accuracy of data and submit TSP certification (see paragraph 137).

--*

*--137 TSP Certification Confirmation

A Overview

After “Continue to Next Step” is selected on the TSP Certification Page, the TSP Certification Confirmation Page will be displayed.

B Example of TSP Certification Confirmation Page

Following is an example of the TSP Certification Confirmation Page.

Menu

Welcome

ECP Program

Select Program

Cost Share

New Application

Edit Application

Needs/Environmental

Agreement Approval

Un-submit

Inactivate Application

Search

View/Print Forms and Letters

Performance and Payment

Certify & Pay

Retry Payment

Agreement Maintenance

Revise Agreement

Agreement In Process

Terminate/Reinstate Agreement

Submit to COC/CED

COC/CED Approval

Search

Reports

TSP Certification Confirmation

Control No 99_999 2019 0041 **Creation Date** : 05/29/2019

Applicant A Producer **Disaster ID** : 1735

Agreement Status : CONTRACT_APPROVED [Add/View Notes](#)

Following are the component, practice details for TSP certification.
Selected Practice: 01-EC3

Practice Extents				
Extent Requested	Extent Needed	Extent Approved	Current Extent Performed	Prior Extent Performed
20.00	20.00	20.00	6	0

Component Extents						
Name	Technical Practice	Extent Requested	Extent Needed	Extent Approved	Current Extent Performed	Prior Extent Performed
14MOEC1C	500	10.00	10.00	10.00	6	0

Technical Practice Extents				
Name	Cost Shared	Units Planned	Current Units Applied	Prior Units Applied
500	Yes	10.00	6	0

Self certifying performance without FSA, NRCS or other Technical Service Provider certification? No

Person who certified performance: me

Affiliation: Other

Performance report: practice performed

Date Referred to TSP (MM/DD/YYYY): 06/05/2019

Certification Referral Expiration Date (MM/DD/YYYY): 07/05/2019

Date Received from TSP (MM/DD/YYYY): 06/05/2019

TSP/Self Certification Date (MM/DD/YYYY): 06/05/2019

--*

*--137 TSP Certification Confirmation (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the TSP Certification Confirmation Page.

Field/Link	Description/Action
Submit	The Certification Search Results Page will be displayed with the message "Certification saved".
Cancel	The Certification Search Results Page will be displayed. TSP/Self Certification Date information is removed.

D Example of Agreement Summary Page After a TSP Certification Was Loaded Successfully

The following is an example of the Agreement Summary Page after a TSP Certification was loaded successfully.

The screenshot displays the 'Agreement Summary' page. On the left is a navigation menu with options like 'Welcome', 'ECP Program', 'Cost Share', 'Performance and Payment', and 'Agreement Maintenance'. The main content area shows a confirmation message: '• Certification saved.' Below this, key information is listed: Control No: 99_999 2019 0041, Applicant Name: A Producer, Agreement Status: CONTRACT_APPROVED, Creation Date: 05/29/2019, and Disaster ID: 1735. A table below the text provides details for a specific practice:

Practice	Practice Status	Practice End Date	Practice Extent Approved	Cost-Share Approved (\$)	Practice Complete	Total Installation Cost (\$)	Acres Served
01-EC3 Restoring Permanent Fences	PENDING_CERTIFICATION	11/29/2019	20.00	1144.00	N	0.00	0.00

Note: The Practice Status will be "Pending Certification" when both the Producer and TSP Certifications have been submitted and the payment will be eligible to submit to Certify and Pay.--*

138-140 (Reserved)

***--Section 2 Certify and Pay**

141 Search Agreements for Certify and Pay

A Overview

Payment data can only be submitted if **both** producer and TSP certification data (including partial certifications) has been entered for at least one practice on the agreement. To certify and pay an approved agreement, **CLICK “Certify & Pay”** from the left navigation menu.

B Example of Search Agreements for Certify and Pay Page

The following is an example of the Search Agreements for Certify and Pay Page.

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Search Agreements for Certify and Pay Page.

Field	Description/Action
State	Drop-down list of the States associated to the user. Select desired State. State and National Office users are limited to the State selected during program selection.
County	Drop-down list of the counties associated to the user. Select desired county. State and National Office users are limited to the county selected during program selection.
Agreement Number	Enter agreement number to search for a specific agreement, if desired. Leave blank to include all agreement numbers as potential search results. See subparagraph 114 C for search tips when using agreement number (application control number) as search criteria.
Producer Name	CLICK “Find Producer” to open a new window to conduct a SCIMS customer search (see 11-CM).
Fiscal Year	Select the fiscal year from the drop-down list, to limit search results to a single fiscal year, if desired. Leave as “Select Year” to include all available fiscal years as potential search results.
Search	Retrieves information based on the search criteria selected/entered. The Certify and Pay Search Results Page will be displayed.
Clear	Resets search criteria to default values.

--*

***--142 Certify and Pay Search Results**

A Overview

After “Search” is selected on the Search Agreements for Certify and Pay Page, the Certify and Pay Results Page will be displayed. Depending on the search criteria entered one or more search results may be listed.

B Example of Certify and Pay Search Results Page

The following is an example of the Certify and Pay Search Results Page.

Menu		Certify & Pay Search Results							
Welcome		Agreement results							
ECP Program		Agreement Number	Applicant Name	Agreement Status	Disaster ID	State County	Date Revision Began	Approval Date	Forms
Select Program		99_999_2019_0041	A Producer	CONTRACT_APPROVED	1754	Missouri - Johnson	05/29/2019	05/29/2019	FSA648B
Cost Share									
New Application									
Edit Application									

Search the agreement number of the desired record to open the Agreement Summary Page then select the practice number for which a payment will be requested.

Menu		Agreement Summary							
Welcome		Control No : 99_999 2019 0041 Creation Date : 05/29/2019 Applicant Name : A Producer Disaster ID : 1735 Agreement Status : CONTRACT_APPROVED Add/View Notes							
ECP Program		-Select a Practice Code to access the Practice Summary.							
Select Program		Practice	Practice Status	Practice End Date	Practice Extent Approved	Cost-Share Approved (\$)	Practice Complete	Total Installation Cost (\$)	Acres Served
Cost Share		01-EC3	PENDING_CERTIFICATION	11/29/2019	20.00	1144.00	N	0.00	0.00
New Application		Restoring Permanent Fences							
Edit Application		<input type="button" value="Back"/>							
Needs/Environmental									
Agreement Approval									
Un-submit									
Inactivate Application									
Search									
View/Print Forms and Letters									
Performance and Payment									
Certify & Pay									
Retry Payment									
Agreement Maintenance									

--*

*--142 Certify and Pay Search Results (Continued)

C Example of the Practice Summary Request Payment Page

The following is an example of the Practice Summary Request Payment Page.

*Certification Number	*Program Year	Producer Signature Date	TSP Signature Date	Producer Actual Cost Certified (\$)	Certification Links	Payment Status
		06/05/2019	06/05/2019	500.00	Producer Complete TSP Complete	Not Sent
Total Certifications for the Practice				500.00		

D Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Record and Pay Search Results Page.

Field	Description/Action
Certification Number	Reserved for future use.
Program Year	Reserved for future use.
Producer Signature Date	Date the producer signed the producer certification.
TSP Signature Date	Date the TSP signed the TSP certification.
Producer Actual Cost Certified	The current actual costs associated to this specific certification.
Producer Under Certification Links Header	The Create New Producer Certification – Component Rate Practice Page will be displayed. Information previously entered for this certification will be populated in the record and can be edited, if necessary, before requesting payment. See paragraph 134 for additional information.

--*

*--142 Certify and Pay Search Results (Continued)

D Fields, Descriptions, and Actions (Continued)

Field	Description/Action
TSP Under Certification Links Header	The Create New TSP Certification – Component Rate Practice Page will be displayed. Information previously entered for this certification will be populated in the record and can be edited, if necessary, before requesting payment. See paragraph 136 for additional information.
Payment Status	“Not Sent” payment status indicates that the payment amount that results from this certification has not been sent to NPS for processing. No additional certifications (producer or TSP) can be created for this practice until this payment request is processed through the Certify and Paym Main Menu.
Total Certifications for the Practice	Cumulative actual costs for all certification associated to the selected practice.
Back	Agreement Summary Page will be displayed.
Request Payment	<p>Certify and Pay Main Page will be displayed.</p> <p>Notes: A pending certification status needs to have a requested payment before an additional certification can be recorded for the practice.</p> <p>If the status of the certification is “Not Sent”, then the user is able to modify either the producer or the TSP certification before it is submitted for payment.</p>

--*

***--143 Certify and Pay Main Page**

A Overview

After clicking “**Certify & Pay**” on the Practice Summary Page, the Certify and Pay Main Page will be displayed.

Note: Both the producer certification and TSP certification must be complete before attempting to certify and pay. If either the producer certification status or TSP certification status is incomplete the error message, “Producer Certification and TSP Certification must be completed for a practice before payment. Verify certification is complete for the practice(s) before submitting for payments(s)”, will be displayed. When this error message is displayed the user’s only option is to “Cancel” out of the Certify and Pay process.

B Example of Certify and Pay Main Page

The following is an example of the Certify and Pay Main Page.

--*

*--143 Certify and Pay Main Page (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Certify and Pay Main Page.

Field	Description/Action
Select	<p>Check the box next to the practice to be paid. After “Submit” is pressed, the Certify and Pay Main – Confirmation Page will be displayed. See paragraph 146 for additional information.</p> <p>Notes: Review the amount that is displayed under the “Current Cost Share Earned” column. This is the amount that will be paid to the producer(s).</p> <p>Any payments made to entities may round up or down based on the calculated amount due for each member.</p> <p>If the Current Cost Share Earned amount is negative, then a receivable will be created if the previous payment was certified and signed in NPS. If the previous payment was not certified and signed in NPS, then the payment amount in NPS will be adjusted according to the negative Current Cost Share Earned amount.</p> <p>If the Current Cost Share Earned amount is incorrect, then return to Producer Certification and correct any issues before proceeding.</p> <p>If multiple practices are listed on the Certify and Pay Main Page, then the user may select one, several, or all practices listed on the page to submit one or multiple payment request(s) at a single time.</p>
FSA-848B PDF	Click to print the FSA-848B to obtain a signature if signature has not previously been obtained.
View	The Certify and Pay – Component Rate Practice Page will be displayed for viewing only.
COF Signature Date	Enter the County Office signature date. COF Signature Date is required before clicking “Submit”.
CCC 770 Completion Date	Enter the date CCC-770 was completed, if applicable. This is an optional field.
Submit	The Certify and Pay Main - Confirmation Page will be displayed. See paragraph 144 for additional information.
Cancel	The Certify and Pay Search Results Page will be displayed.

--*

***--144 Certify and Pay Main – Confirmation**

A Overview

The Certify and Pay Main – Confirmation Page will be displayed after a practice is selected for payment and “Submit” is selected on the Certify and Pay Main Page according to paragraph 143. This page is the final opportunity to confirm that the payment data is correct.

B Example of Certify and Pay Main - Confirmation Page

The following is an example of the Certifyand Pay Main - Confirmation Page.

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Certify and Pay Main – Confirmation Page.

Field/Link	Description/Action
View	The Certify and Pay - Component Rate Practice Page will be displayed for viewing only.
Confirm	The Certify and Pay Main Page will be displayed with payment success and/or failure results.
Cancel	The Certify and Pay Main Page will be displayed.

145, 146 (Withdrawn—Amend. 2)

147-151 (Reserved)

Section 3 View & Print Existing Certifications

152 Existing Certifications

A Overview

*--To view or print certification data, click the practice identifier of the desired practice on the Agreement Summary Page (see paragraph 132). After selecting the desired practice, the Practice Summary Page will be displayed for that practice.

B Example of Agreement Summary Page

The following is an example of the Agreement Summary Page.

The screenshot shows a web application interface. On the left is a vertical menu with categories: Menu, ECP Program, Cost Share, Performance and Payment, and Agreement Maintenance. The main content area is titled 'Agreement Summary' and displays metadata: Control No: 99_999_2018_0069, Applicant Name: A PRODUCER, Agreement Status: PARTIALLY_EARNED, Creation Date: 03/14/2018, and Disaster ID: 1729. Below this is a table with columns: Practice, Practice Status, Practice End Date, Practice Extent Approved, Cost-Share Approved (\$), Practice Complete, Total Installation Cost (\$), and Acres Served. Two rows are visible: one for '01-EC1' (Removing Debris From Farmland) with a red arrow pointing to the identifier, and one for '01-EC2' (Grading, Shaping, leveling or Similar Measures). A 'Back' button is at the bottom left of the table area.

Practice	Practice Status	Practice End Date	Practice Extent Approved	Cost-Share Approved (\$)	Practice Complete	Total Installation Cost (\$)	Acres Served
01-EC1	PARTIALLY_EARNED	09/14/2018	5.00	68.00	N	0.00	0.00
01-EC2	APPROVED	09/14/2018	5.00	92.00	N	0.00	0.00

C Fields, Descriptions, and Actions

The following table provides fields, descriptions, and actions on the Agreement Summary Page.

Field/Link	Description/Action
Practice Identifier	The Practice Summary Page for the selected practice will be displayed.
Back	The Certify and Pay Search Results Page will be displayed.

--*

152 Existing Certifications (Continued)

*--D Example of Practice Summary Page

The following is an example of the Practice Summary Page.

Menu		Practice Summary					
Welcome		Control No : 99_999_2018_0069			Creation Date : 03/14/2018		
ECP Program		Applicant Name : A PRODUCER			Disaster ID : 1729		
Select Program		Agreement Status : PARTIALLY_EARNED			Add/View Notes		
Cost Share		Selected Practice: 01-EC1 Removing Debris From Farmland					
New Application		<input type="button" value="Add Certification"/>					
Edit Application							
Needs/Environmental							
Agreement Approval							
Un-submit							
Inactivate Application							
Search							
View/Print Forms and Letters							
Performance and Payment							
Certify & Pay							
Retry Payment							
Agreement Maintenance							
		<input type="button" value="Back"/> <input type="button" value="Request Payment"/>					

*Certification Number	*Program Year	Producer Signature Date	TSP Signature Date	Producer Actual Cost Certified (\$)	Certification Links	Payment Status
		03/14/2018	03/14/2018	100.00	Producer TSP	Paid
		06/12/2019	06/12/2019	50.00	Producer TSP	Paid
Total Certifications for the Practice				150.00		

E Fields, Descriptions, and Actions

Field/Link	Description/Action
Add Certification	Create New Producer Certification -Component Rate Practice Page will be displayed. Not used for viewing existing certifications.
Producer	The View Producer Certification – Component Rate Practice Page will be displayed with the certification for the producer signature date identified in the specific row of the table. See subparagraphs F and G.
TSP	The View TSP Certification – Component Rate Practice Page will be displayed with the certification for the TSP signature date identified in the specific row of the table. See subparagraphs F and G.
Back	Returns to the Agreement Summary Page.
Request Payment	The Certify and Pay Main Menu will be displayed. Note: Only certifications with a payment status of “Not Sent” or “Payment Failed” will be available for payment on the Certify and Pay Main Menu.

--*

152 Existing Certifications (Continued)

*--F Example of View Producer Certification – Component Rate Practice Page

The following is an example of the View Producer Certification – Component Rate Practice Page.

Menu

Welcome

ECP Program

Select Program

Cost Share

New Application

Edit Application

Needs/Environmental

Agreement Approval

Un-submit

Inactivate Application

Search

View/Print Forms and Letters

Performance and Payment

Certify & Pay

Retry Payment

Agreement Maintenance

Revise Agreement

Agreement In Process

Terminate/Reinstate Agreement

Submit to COC/CED

COC/CED Approval

Search

Reports

View Producer Certification - Component Rate Practice

Control No : 99_999_2018_0069

Applicant Name : A PRODUCER

Agreement Status : PARTIALLY_EARNED

Creation Date : 03/14/2018

Disaster ID : 1729

Add/View Notes

Selected Practice: 01-EC1

Components								
Name	Extent Requested	Technical Practice	Avg Actual Cost (\$)	Max CostShare % Regular	Max Costshare % LIM-RES SOC-DIS BEG-FMR	Extent Needed	Extent Approved	
14MOEC1B	3.00	500	\$ 30.00	75.00%	90.00%	3.00	3.00	
	Name	Limited Resource	Percent Share (%)	Approved Amount (\$)	Current Actual Cost (\$)	Prior Costs (\$)	Current Extent Performed	Prior Extent Performed
	A PRODUCER	No	100.00%	68.00	100.00	0.00	3.00	0.00

Practice complete?: Yes

Total installation cost: 100.00

Acres served: 3.00

Date receipts and documentation received (MM/DD/YYYY): 03/14/2018

Producer Signature Date (MM/DD/YYYY): 03/14/2018

FSA_848B PDF

Back

G Fields, Descriptions, and Actions

The following table provides fields, descriptions, and actions on the View Producer Certification – Component Rate Practice Page.

Link	Action
FSA_848B PDF	<p>CLICK “FSA_848B PDF” to open or save FSA-848B, Cost Share Performance Certification and Payment.</p> <p>Note: After the user opens the certification, the “Print” option will be available.</p>
Back	Returns to the Practice Summary Page.

--*

152 Existing Certifications (Continued)

*--H Example of View TSP Certification – Component Rate Practice Page

The following is an example of the View TSP Certification – Component Rate Practice Page.

Menu

Welcome

ECP Program

Select Program

Cost Share

New Application

Edit Application

Needs/Environmental

Agreement Approval

Un-submit

Inactivate Application

Search

View/Print Forms and Letters

Performance and Payment

Certify & Pay

Retry Payment

Agreement Maintenance

Revise Agreement

Agreement In Process

Terminate/Reinstate Agreement

Submit to COC/CED

COC/CED Approval

Search

Reports

View TSP Certification - Component Rate Practice

Control No : 99_999_2018_0069 **Creation Date :** 03/14/2018
Applicant Name : A PRODUCER **Disaster ID :** 1729
Agreement Status : PARTIALLY_EARNED

[Add/View Notes](#)

Selected Practice: 01-EC1

Practice Extents				
Extent Requested	Extent Needed	Extent Approved	Current Extent Performed	Prior Extent Performed
5.00	5.00	5.00	5.00	0.00

Component Extents						
Name	Technical Practice	Extent Requested	Extent Needed	Extent Approved	Current Extent Performed	Prior Extent Performed
14MOEC1B	500	3.00	3.00	3.00	3.00	0.00

Technical Practice Extents				
Name	Cost Shared	Units Planned	Current Units Applied	Prior Units Applied
500	Yes	3.00	3.00	0.00

Self certifying performance without FSA, NRCS or other Technical Service Provider certification?
No

Person who certified performance: gus

Affiliation: NRCS

Performance report: looks good

Date Referred to TSP: 03/14/2018

Certification Referral Expiration Date: 04/14/2018

Date Received from TSP: 03/14/2018

TSP/Self Certification Date: 03/14/2018

I Fields, Descriptions, and Actions

The following table provides fields, descriptions, and actions on the View TSP Certification – Component Rate Practice Page.

Field/Link	Description/Action
FSA_848B PDF	CLICK “FSA_848B PDF to open or save FSA-848B, Cost-Share Performance Certification and Payment. Note: After the user opens the certification, the “Print Option will be available.
Back	Returns to the Practice Summary Page.

--*

***--153 View Existing Certifications from Search Results**

A Overview

Producer certification data for agreements with agreement statuses of “Partially Earned” and “Paid” can be viewed directly from the Agreement Search Results Page. After searching for an agreement according to paragraph 236 a “View Certifications” link will be displayed in, the “Forms” column of the Agreement Search Results Page.

B Example of Agreement Search Results Page

Following is an example of the Agreement Search Results Page.

The screenshot shows a web interface for 'Agreement Search Results'. On the left is a 'Menu' with options like 'Welcome USER NAME', 'ECP Program', 'Select Program', 'Cost Share', 'New Application', 'Edit Application', 'Needs/Environmental', 'Agreement Approval', 'Un-submit', 'Inactivate Application', 'Search', and 'View/Print Forms and Letters'. The main content area displays search results for 'Cost Share Agreement search results' with the criteria 'State=Missouri, County=Johnson'. A table lists two results:

Control Number	Applicant Name	Agreement Status	Disaster ID	State County	Date Created	Approval Date	Links	Forms	Letters
29_101_2017_0049	F PRODUCER	PARTIALLY_EARNED	2014 Midwest Flooding ECP	Missouri - Johnson	03/16/2017	03/16/2017	Revise Terminate View Certifications	FSA848 FSA848A FSA848B View Certifications	Approval Letter
29_101_2017_0050	G PRODUCER	DISAPPROVED	2014 Midwest Flooding ECP	Missouri - Johnson	03/21/2017			FSA848	Disapproval Letter

A red arrow points to the 'View Certifications' link in the 'Links' column of the first row.

C Fields, Descriptions, and Actions

For the purpose of this paragraph only the “View Certifications” link will be explained. See subparagraph 236 C for explanation of other links on the Agreement Search Results Page.

Link	Action
View Certifications	CLICK “View Certifications” to display the View Existing Certifications Page.

--*

***--153 View Existing Certifications from Search Results (Continued)**

D Example of View Existing Certifications Page

The following is an example of the View Existing Certifications Page.

View Existing Certifications

Control No : 29_101_2017_0049 **Creation Date :** 12/14/2018
Applicant Name : F PRODUCER **Disaster ID :** 1733
Agreement Status : PAID

[Add/View Notes](#)

Following table lists all practices on the contract for producer certification

Certification Summary		
COF Signature Date	Certification	Links
12/14/2018	Partial	PDF

E Fields, Descriptions, and Actions

For the purpose of this paragraph only the “View Certifications” link will be explained. See Subparagraph 236 C for explanation of other links on the Agreement Search Results page.

Link	Action
COF Signature Date	Click the date to open the Practice Summary for the agreement. Statuses of the Producer and TSP certifications will be displayed in the Practice Summary.
PDF	CLICK “PDF” to generate a PDF copy of form FSA-848B for viewing or printing.
Cancel	CLICK “Cancel” to return to the Agreement Search Results Page.

*--153 View Existing Certifications from Search Results (Continued)

F Example of View Existing Certifications Practice Summary

Following is an example of the View Existing Certifications Practice Summary Page. The practice summary portion of the page is view only.

View Existing Certifications

Control No : 29_101_2017_0049 **Creation Date :** 12/14/2018
Applicant Name : F PRODUCER **Disaster ID :** 1733
Agreement Status : PAID [Add/View Notes](#)

Following table lists all practices on the contract for producer certification

Certification Summary			
COF Signature Date	Certification	Links	
12/14/2018	Partial	PDF	
Practice Summary			
Practice Control Number	Practice Status	Cost Share Earned (\$)	Status
29-101-2017-0049-01-EC3	PAID	15649.00	ProducerCertification_Final TSPCertification_Final

--*

154-159 (Reserved)

Section 4 Retry Payment

160 Retry Payment Results

A Overview

*--If a payment failed during Certify & Pay (Section 2), users can attempt to process the payment again. To retry a payment, from the ECP Home Page, CLICK “**Retry Payment**” from the left navigation menu. The Retry Payment Results Page will be displayed. CLICK the Agreement Number to open the Practice Summary

B Example of Retry Payment Results Page

Following is an example of the Retry Payment Results Page.

Agreement results						
Agreement Number	Applicant Name	Agreement Status	Disaster ID	State County	Date Revision Began	Approval Date
29_101_2013_0014	A Producer	PAID	2012 Midwest Drought ECP	Missouri - Johnson	10/31/2012	10/31/2012
29_101_2013_0027B	B Producer	CONTRACT_APPROVED	2012 Midwest Drought ECP	Missouri - Johnson	05/04/2017	05/04/2017
29_101_2014_0166A	C Producer	CONTRACT_APPROVED	2014 Midwest Flooding ECP	Missouri - Johnson	03/11/2015	03/11/2015
29_101_2017_0052	D Producer	PAID	2014 Midwest Flooding ECP	Missouri - Johnson	03/22/2017	03/22/2017

Practice Summary			
Practice Control Number	Practice Status	Process	Process Status
29-101-2017-0052-01-EC2	PAYMENT_FAILED	RetryPayment	ProducerCertification_Final TSPCertification_Final

--*

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Retry Payment Results Page.

Field	Description/Action
Agreement Results	
Agreement Number	CLICK the agreement control number link for the agreement. A Practice Summary box will be displayed. In the example in subparagraph B the user clicked the Agreement Number for 29_101_2017_0052 to display the Practice Summary for that agreement.
Practice Summary	
Retry Payment	The Retry Payment page will be displayed. See paragraph 161 for additional information.

161 **Retry Payment**

A Overview

After Retry Payment is selected on the Retry Payment Results page, the Retry Payment page will be displayed.

B Example of Retry Payment Page

Following is an example of the Retry Payment Page.

*--

--*

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Retry Payment Page.

Field/Link	Description/Action
Do Not Retry	Marks a payment failure for removal from the retry list, if applicable. Activates the alternate version of the Retry Payment Page shown in subparagraph D.
Retry Payment	The payment process will be attempted again. The Retry Payment Confirmation Page will be displayed. See paragraph 162 for additional information.
Cancel	The Retry Payments Results Page will be displayed.

161 Retry Payment (Continued)

D Example of Retry Payment Page – Alternate Version

Following is an example of the alternate version of the Retry Payment Page that is displayed after the user CLICKS “Do Not Retry” on the original version of the page.

*--

--*

E Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the alternate version of the Retry Payment Page.

Field/Link	Description/Action
Reinstatement	Enables the Retry Payment option. Returns the user to the original version of the Retry Payments Page.
Mark Valid Failures	Payment failures will be permanently removed from the retry list.
Cancel	The Retry Payments Results Page will be displayed.

162 **Retry Payment Confirmation**

A Overview

After Retry Payment is selected on the Retry Payment Page (Subparagraph B), the Retry Payment Confirmation Page will be displayed.

B Example of Retry Payment Confirmation Page

Following is an example of the Retry Payment Confirmation Page.

*--

--*

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Retry Payment Confirmation Page.

Field/Link	Description/Action
Confirm	The Retry Payment Results Page is displayed with a success or failure message.
Back	The Retry Payment Page is displayed.
Cancel	The Retry Payment Results Page is displayed.

163-168 (Reserved)

Part 5 Agreement Maintenance

Section 1 Revise Agreement

169 Search Agreements for Revision

A Overview

Agreement maintenance:

- may affect the amount that was initially approved, but **not** current performance; therefore, no money will be issued or collected
- is **only** valid after approval, but **before** final payments.
- will result in new a system-generated suffix that corresponds to the original agreement number as well as any new agreements that are created

To revise an existing agreement, from the ECP Home Page, CLICK “**Revise Agreement**” from the left navigation menu. The Search Agreements for Revision Page will be displayed.

B Example of Search Agreements for Revision Page

Following is an example of the Search Agreements for Revision Page.

The screenshot shows a web application interface for searching agreements. On the left is a vertical navigation menu with the following items: Menu, Welcome USER NAME, ECP Program (with sub-item Select Program), Cost Share (with sub-items: New Application, Edit Application, Needs/Environmental, Agreement Approval, Un-submit, Inactivate Application, Search, and View/Print Forms and Letters). The main content area is titled 'Search Agreements for Revision' and includes the instruction 'Choose from the options below to get the list of assistance requests.' Below this are several search criteria:

- * State : Missouri (dropdown)
- * County : Johnson (dropdown)
- Disaster ID : Select DisasterID (dropdown)
- Disaster Types : Select DisasterType (dropdown)
- Agreement Number : [text input]
- Producer Name : [text input] with a 'Find Producer' button to its right.
- Fiscal Year : Select Year (dropdown)
- Agreement Status : Select Contract Status (dropdown)

 At the bottom of the search area are two buttons: 'Search' and 'Clear'.

169 Search Agreements for Revision (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Search Agreements for Revision Page.

Field/Link	Description/Action
State	Drop-down list of the States associated to the user. Select desired State. State and National users are limited to the State selected during program selection.
County	Drop-down list of the counties associated to the user. Select desired county. State and National users are limited to the county selected during program selection.
Disaster ID	Select Disaster ID from the drop-down list to limit search results to a single Disaster ID, if desired. Leave as "Select Disaster ID" to include all available Disaster IDs as potential search results.
Disaster Types	Select Disaster Type from the drop-down list to limit search results to a single Disaster Type, if desired. Leave as "Select Disaster Type" to include all available Disaster Types as potential search results.
Agreement Number	Enter Agreement Number to limit the search results to a specific agreement number, if desired. It is not necessary to type the full 13-digit control number. See Subparagraph 114 C for search tips when using agreement number (application control number) as search criteria.
Producer Name	CLICK " Find Producer " to open a new window to conduct a SCIMS Customer Search (see 11-CM). See Subparagraph 114 C for search tips when using producer name as search criteria.
Fiscal Year	Select the desired Fiscal Year in which the application was created if desired. Use of this search criteria in combination with the four-digit application control number (and alphabetical suffix, if applicable) limits the search results to a specific agreement.
Agreement Status	Select the desired application status to limit search results to only agreements having that specific status, if desired.
Search	Retrieves information based on the search criteria selected/entered. The Revise Agreement Search Results page will be displayed.
Clear	CLICK " Clear " to remove all previously selected search criteria. Note: State and county are not removed as search criteria when clicking "Clear".

170 Revise Agreement Search Results

A Overview

After “Search” is selected on the Search Agreements for Revision Page, the Revise Agreement Search Results Page will be displayed. Use this option to make common revisions such as changes in participant shares, increases and decreases in the approved practice and/or component extents, etc.

B Example of Revise Agreement Search Results Page

The following is an example of the Revise Agreement Search Results Page.

Note: Additional page numbers may be displayed at the top and bottom of the page when all search results do not fit on a single page.

*--

The screenshot shows a web interface for 'Revise Agreement Search Results'. On the left is a vertical menu with categories: 'Menu', 'ECP Program', 'Cost Share', and 'Performance and Payment'. The main content area displays search results for a 'Cost Share Agreement' based on criteria: State=Missouri, County=Johnson, Control Number=0098, Fiscal Year=2017. A table lists search results with columns: Control Number, Applicant Name, Agreement Status, Disaster ID, State, County, Date Created, Approval Date, Links, Forms, and Letters. One result is shown for Control Number 29_101_2017_0098, Applicant A Producer, Agreement Status CONTRACT_APPROVED, Disaster ID 2014 Midwest Flooding ECP, State Missouri, County Johnson, Date Created 07/31/2017, and Approval Date 07/31/2017. Below the table is a 'Practice Summary' section with a table for Practice Control Number (29-101-2017-0098-01-EC1), Practice Status (APPROVED), and Process Status (EC_COMPLETE_UNNEEDED ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION_INCOMPLETE TC_TSP_CERTIFICATION_INCOMPLETE).

--*

C Fields, Descriptions, and Actions

The following table provides the field descriptions and actions for the Search Results Page.

Field/Link	Description/Action
Control Number	Click the agreement control number link for the agreement. A “Practice Summary” box will be displayed for the selected record. In subparagraph B the user has clicked Control Number 29_101_2017_0098 so the Practice Summary is displayed for that record. To close the Practice Summary, click the agreement control number link again.
Revise	The Revise Contract Page will be displayed. See paragraph 171 for additional information.

170 Revise Agreement Search Results (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Link	Description/Action
Terminate	The Terminate Contract Page will be displayed. See paragraph 201 for additional information. Note: Terminations may initiate receivables.
Edit	The Agreements Signup – Applicant Information Page will be displayed. See paragraph 172 for additional information.
FSA-848A	Generates Form FSA-848, Cost-Share Request.
FSA-848A	Generates Form FSA-848A, Cost-Share Agreement.
FSA-848AB	Generates Form FSA-848B, Cost-Share Performance Certification and Payment.
Approval Letter	Generates approval letter.

171 **Revise Contract**

A Overview

After Revise is selected from the Links column on the Revise Agreement Search Results Page, the Revise Contract Page is displayed for the selected record. Revisions may be required because of changes in shares, changes in approved practice extents, extension of practice expiration dates, etc. This page is used to enter the reason for the revision and a description of the revised agreement to be created.

B Example of Revise Contract Page

Following is an example of the Revise Contract page.

*--

Menu	Revise Contract				
Welcome <input type="text"/>					
ECP Program	Control No : 29_101 2017_0098			Creation Date : 07/31/2017	
Select Program	Applicant Name : A Producer			Disaster ID : 1694	
	Status : CONTRACT_APPROVED			Add/View Notes	
Cost Share	Below is the list of practices and their cost share information of an application.				
New Application	Practices Summary				
Edit Application	Practice Control Number	Program Code	Practice Code	Prgram Accounting Code - Funds Available	Total CostShare Approved Amount (\$)
Needs/Environmental	29-101-2017-0098-01-EC1	ECP	EC1	4040-59914.00	169.00
Agreement Approval					0
Un-submit					
Inactivate Application					
Search	* Revision Reason : <input type="text" value="Other"/>				
View/Print Forms and Letters	* Agreement Description : <input type="text" value="modify"/> <input type="button" value="x"/>				
Performance and Payment					
Certify & Pay	<input type="button" value="Continue"/>	<input type="button" value="Cancel"/>			

--*

171 Revise Contract (Continued)

C Fields, Descriptions, and Actions

Field/Link	Description/Action
Revision Reason	Select from the drop-down menu one of the following reasons the agreement is being revised: <ul style="list-style-type: none"> • Acreage due to CLU certification • Reconstitution • Participant and/or Shares • Acres transferred to EWRP, WRP, EWP • Contract Extension • Mid-Contract Management • Due to Conservation Plan • Due to Incorrect Data Entry • Due to Inheritance • Other.
Agreement Description	Enter a description of the agreement.
Continue	The Agreements Signup – Applicant Information Page will be displayed. See paragraph 172 for additional information.
Cancel	The Revise Agreements Search Results Page will be displayed.

172 Agreements Signup – Applicant Information Page

A Overview

After user clicks “Continue” from the Revise Contract Page, the Agreements Signup - Applicant Information Page will be displayed.

B Example of Agreements Signup – Applicant Information Page

Following is an example of the Agreements Signup – Applicant Information Page.

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreements Signup – Applicant Information Page

Field/Link	Description/Action
State	The State is defaulted according to the selected parent agreement and can't be changed.
County	The county is defaulted according to the selected parent agreement and can't be changed.

172 Agreements Signup – Applicant Information Page (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Link	Description/Action
Add Producer	<p>CLICK “Add Producer”. The SCIMS Customer Search Page will be displayed. The SCIMS Customer Search Page provides users with a method of searching SCIMS to find the applicable producer. After selecting the producer type, the producer can be selected by name, tax ID, or other. See 1-CM for additional information on SCIMS.</p> <p>After user clicks an applicant’s link from the SCIMS search results, the Agreements Signup - Applicant Information Page will be redisplayed with the selected applicant’s information added.</p>
Select	Designate a producer as primary applicant. Under “Select”, CLICK the “ radio button ” for the primary applicant.
Remove	Removes a producer.
Continue	The Agreements Signup – Add Contributors Page will be displayed. See paragraph 173.

173 Agreements Signup - Add Contributors

A Overview

The Agreements Signup - Add Contributors page will be displayed after “Continue” is selected from the Agreements Signup – Applicant Information Page.

B Example of Agreements Signup – Add Contributors Page

Following is an example of the Agreements Signup – Add Contributors Page.

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreements Signup – Add Contributors Page.

Field/Link	Description/Action
Field No.	Used to complete either of the following actions: <ul style="list-style-type: none"> • revise existing field numbers • add new field numbers to new farm/tract combinations that are displayed after adding a new producer.
Save & Go To Contract Summary	The Agreement Approval Page is displayed.
Back	User is returned to Agreements Signup – Applicant Information Page. See paragraph 172.

174 Agreement Approval Data

A Overview

The Agreement Approval Data Page will be displayed after “Save & Go To Contract Summary” is selected from the Agreements Signup – Add Contributors Page.

B Example of Agreement Approval Data Page

Following is an example of the Agreement Approval Data Page.

Menu	Agreement Approval							
Welcome USER NAME	Control No : 29_101 2017_0098A	Creation Date : 11/28/2017						
ECP Program	Applicant Name : A Producer	Disaster ID : 1694						
Select Program	Status : REVISE_IN_PROCESS	Add/View Notes						
Cost Share	Below is the list of practices associated with an application.							
New Application	Practice Summary							
Edit Application	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Practice Control Number</th> <th style="width: 60%;">Process State</th> <th style="width: 20%;">Approval Data</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">29-101-2017-0098-01-EC1</td> <td style="padding: 2px;">EnvironmentCompliance-UnNeeded NeedsDetermination-Complete-Needed ProducerCertification_Incomplete TSPCertification_Incomplete</td> <td style="padding: 2px; text-align: center;">Edit</td> </tr> </tbody> </table>		Practice Control Number	Process State	Approval Data	29-101-2017-0098-01-EC1	EnvironmentCompliance-UnNeeded NeedsDetermination-Complete-Needed ProducerCertification_Incomplete TSPCertification_Incomplete	Edit
Practice Control Number	Process State	Approval Data						
29-101-2017-0098-01-EC1	EnvironmentCompliance-UnNeeded NeedsDetermination-Complete-Needed ProducerCertification_Incomplete TSPCertification_Incomplete	Edit						
Needs/Environmental	<div style="text-align: right;"> <input type="button" value="Continue"/> <input type="button" value="Cancel"/> </div>							
Agreement Approval								
Un-submit								
Inactivate Application								
Search								
View/Print Forms and Letters								
Performance and Payment								

174 Agreement Approval Data (Continued)

B Example of Agreement Approval Data Page (Continued)

Note: If a new field number was added to the application using the “Field No.” column on the previous (Agreement Signup – Add Contributors) page in paragraph 173, the user will receive an error message stating “The farms below are not associated to any other practice” as follows.

*--

The screenshot shows a web application interface. On the left is a vertical menu with options like 'Welcome', 'ECP Program', 'Cost Share', 'Performance and Payment', and 'Certify & Pay'. The main content area is titled 'Agreement Approval' and displays application details: Control No: 01_053_2017_0004A, Applicant Name: D PRODUCER, Status: REVISE_IN_PROCESS, Creation Date: 06/12/2017, and Disaster ID: 1502. Below this, it states 'Below is the list of practices associated with an application.' and shows a 'Practice Summary' table with columns for Practice Control Number, Process State, and Approval Data. The table contains one entry with a red 'Edit' link. Below the table, a red message reads 'The farms below are not associated to any other practice' above a table with columns for Farm, Tract, and Field. The Farm table shows Farm ID 0001572, Tract ID 0000686, and Field ID 20. At the bottom are 'Continue' and 'Cancel' buttons.

--*

If the user receives this message the user must either:

- CLICK “**Edit**” to associate the added field to a practice (paragraph 175)
- CLICK “**Cancel**”, reselect the application being revised, and remove the added field if the field was added in error.

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval Data Page.

Field/Link	Description/Action
Add/View Notes	Provides the ability to Add/View notes.
Edit	The Application Signup – Add Practices Page will be displayed.
Continue	The Agreement Approval – Assign Disaster ID Page will be displayed. See paragraph 179 for additional information.
Cancel	A blank “Cancel” Page will be displayed with a message advising the user to select a function from the left menu to continue.

175 Agreement Signup – Add Practices

A Overview

The Agreement Signup – Add Practices Page will be displayed after “**Edit**” is selected from the Agreement Approval Data Page.

***--Note:** Even though the user navigates through the Add Practices Page during the revision process, policy doesn't permit addition of a practice to an approved agreement and software enforces this limitation.--*

B Example of Agreement Signup – Add Practices Page

The following is an example of the Agreement Signup – Add Practices Page.

*--

--*

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Signup – Add Practices Page.

Field/Link	Description/Action
Add/View Notes	CLICK “ Add/View Notes ” to insert notes and/or comments on each page.
Select Practice	From the drop-down list, select the practice.
Acres	Revise the acres, if applicable. Select newly added fields and add practice acres information if applicable.
Save & Add Practice Component(s)	Click “ Save & Add Practice Component(s) ” and Agreement Signup – Add Practice Components Page will be displayed.
Cancel	The Agreement Approval Data Page will be displayed.

176 Agreement Signup – Add Practice Components

A Overview

The Agreement Signup – Add Practice Components Page will be displayed after **Save & Add Practice Components** is selected from the Agreement Signup – Add Practices Page.

B Example of Agreement Signup – Add Practice Components Page

The following is an example of the Agreement Signup – Add Practice Components Page.

*--

Menu

Welcome

ECP Program

Select Program

Cost Share

New Application

Edit Application

Needs/Environmental

Agreement Approval

Un-submit

Inactivate Application

Search

View/Print Forms and Letters

Performance and Payment

Certify & Pay

Retry Payment

Agreement Maintenance

Revise Agreement

Agreement In Process

Terminate/Reinstate Agreement

Submit to COC/CED

COC/CED Approval

Agreement Signup - Add Practice Components

Control No : 29_101_2017_0098A
Creation Date : 11/28/2017

Applicant Name : A Producer
Disaster ID : 1694

Status : REVISE_IN_PROCESS [Add/View Notes](#)

Add or Edit components.

All required fields are denoted by an asterisk{*}

Selected Practice: 01-EC1

* Practice extent(Acre): 2.00

* Select Components :

*Only the selected ones will be added to the application

Component Name	Component Unit	*Technical Practices	Rate Type	Avg Actual Cost (\$)	Regular CostShare (%)	Limited resource CostShare (%)	*Extent Approved	Remove Link
Nothing found to display.								
Component Name	Component Unit	Technical Practices	Rate Type	Avg Actual Cost(\$)	Regular CostShare (%)	Limited resource CostShare (%)	Extent Approved	
14MOEC1A	EMITS	500	Percent of Cost - Not to Exceed	20.00	75.00 %	50.00 %	5.00	
14EC1F	EMITS	500	Percent of Cost - Not to Exceed	25.00	75.00 %	90.00 %	5.00	

--*

176 Agreement Signup – Add Practice Components (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Add Practice Components Page.

Field/Link	Description/Action
Select Components	<p>Provides the ability to:</p> <ul style="list-style-type: none"> • Add components by selecting from a drop-down list of available components that may be associated with the practice • remove newly added components (prior to save & continue) • add extents for newly added components • add technical practices for newly added components. <p>Notes: See subparagraph D for an example of a component added during the revision.</p> <p>Existing components cannot be removed; however, Extent Approved can be changed to zero on the Agreement Signup – Component Rate Practice Approval Page.</p>
Add	<p>After selecting a component to be added, CLICK “Add” to populate the newly selected component in the list of components that are included for the practice. See subparagraph D.</p>
Save & Continue	<p>The Agreement Signup – Component Rate Practice Approval Page will be displayed.</p>
Back	<p>The Application Signup – Add Practices Page will be displayed.</p>

176 Agreement Signup – Add Practice Components (Continued)

D Example of Redisplayed Agreement Signup – Add Practice Components Page

The following is an example of the Redisplayed Agreement Signup – Add Practice Components Page after the user has selected the additional component “14MOEC1D” and CLICKED “Add” on the original version of the page shown in subparagraph B.

*--

--*

E Fields, Descriptions, and Actions

The following table provides the additional fields, descriptions, and actions for the redisplayed Application Signup – Add Practice Components Page after a component has been added on the original version of the page that was shown in subparagraph B.

Field/Link	Description/Action
Technical Practices	User must select a technical practice for the added component from a drop-down list of Technical Practices associated with the component.
Extent Approved	User must enter the amount of the component being added as an approved component.
Remove	The newly added component is removed from the revised agreement. Note: The component must be removed before clicking “Save and Continue”. After the user clicks Save and Continue the component will no longer be able to be removed.

177 Agreement Signup – Component Rate Practice Approval

A Overview

The Agreement Signup – Component Rate Practice Approval Page will be displayed after “Save & Continue” is selected from Agreement Signup – Add Practice Components Page.

B Example of Agreement Signup – Component Rate Practice Approval Page

The following is an example of the Agreement Signup – Component Rate Practice Approval Page.

*--

Agreement Signup - Component Rate Practice Approval								
Menu Welcome ECP Program Select Program Cost Share New Application Edit Application Needs/Environmental Agreement Approval Un-submit Inactivate Application Search View/Print Forms and Letters Performance and Payment Certify & Pay Retry Payment Agreement Maintenance Revise Agreement Agreement In Process Terminate/Reinstate Agreement Submit to COC/CED COC/CED Approval	Control No : 29_101_2017_0098A				Creation Date : 11/28/2017			
	Applicant Name : A Producer				Disaster ID : 1694			
	Status : REVISE_IN_PROCESS							
	Following fields need to be filled out for Component Rate practice approval.							
	All required fields are denoted by an asterisk{*}							
	Selected Practice : 01-EC1							
	Practice Begin Date(MM/DD/YYYY) : <input type="text" value="07/31/2017"/>							
	Practice End Date(MM/DD/YYYY) : <input type="text" value="01/31/2018"/>							
	Practice Extents							
	Extent Requested		Extent Needed		Extent Approved			
2.00		2.00		2.00				
Components								
Name	Extent Requested	Technical Practice	Avg Actual Cost Per Unit(\$)	Max Cost/Share Regular(%)	Max Cost Share Limited Resource (%)	Extent Needed	Extent Approved	
14MOEC1A	5.00	500	\$ 20.00	75.00 %	50.00 %	5.00	5.00	
		Name		Limited Resource		Percent Share(%)		
		A Producer		No		100.00		
14MOEC1D	0.00	500	\$ 117.00	75.00 %	90.00 %	0.00	4.00	
		Name		Limited Resource		Percent Share(%)		
		A Producer		No		100.00		
14EC1F	5.00	500	\$ 25.00	75.00 %	90.00 %	5.00	5.00	
		Name		Limited Resource		Percent Share(%)		
		A Producer		No		100.00		
Continue to Next Step				Cancel				
Show/Hide selected practice's farm, tract, and fields								
Farm No. Tract No. Field No. Acres State County								
0005699		0010419		1 2.00		29 101		

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177 Agreement Signup – Component Rate Practice Approval (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Signup – Component Rate Practice Approval Page.

Field/Link	Description/Action
Practice Begin Date	Modify the practice begin date, if applicable.
Practice End Date	<p>Modify the practice end date, if applicable.</p> <p>Note: To extend the practice end date the user must:</p> <ul style="list-style-type: none"> • select “Contract Extension” as the Revision Reason, enter an agreement description and CLICK “Continue” on the Revise Contract Page (paragraph 171) • follow the steps in paragraphs 172 through 176 and if no changes other than the practice end date is being made, CLICK: <ul style="list-style-type: none"> • “Continue” on the Agreements Signup -Applicant Information Page (paragraph 172) • “Save & Go To Contract Summary” on Agreements the Signup – Add Contributors Page (paragraph 173) • “Edit” on Agreement Approval page (paragraph 174) • “Save & Add Practice Component(s)” on Agreement Signup – Add Practices page (paragraph 175) • “Save & Continue” on Agreement Signup – Add Practice Components Page (paragraph 176) • enter the desired extended completion date on this page and CLICK “Continue to Next Step” • continue processing the revision all the way through COC approval of the revised agreement.
Practice Extents	
Extent Approved	<p>Modify the practice extent approved, if applicable.</p> <p>Note: If the extent is increased, funds must be available to obligate the new amount for approval purposes, but no money will be collected or distributed during this step.</p>

177 Agreement Signup – Component Rate Practice Approval (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Link	Description/Action
Components	
Extent Approved	Modify the component extent approved, if applicable. Note: If the extent is increased, funds must be available to obligate the new amount for approval purposes, but no money will be collected or distributed during this step.
Percent Share (%)	Modify the producer share(s) if applicable. Note: The sum of the percent shares for all producers must equal 100 percent. When only one producer is associated with the agreement the share for that producer must be 100 percent.
Continue to Next Step	The Agreement Signup – Component Rate Practice Approval Confirmation Page will be displayed.
Cancel	The Application Signup page will be displayed. The Application Signup Page is a blank page that instructs the user to use the left navigation menu to select a task. Added components are retained.
Show/Hide selected practice’s farm, tract, and fields	CLICK “ Show/Hide selected practice’s farm, tract, and fields ” to either show or hide a list of the farm, tract, and field numbers and acres associated with the practice. Default display is to hide this information. In the screen shot above the user has clicked this link so the information is displayed.

178 Application Signup – Component Rate Practice Approval Confirmation

A Overview

The Application Signup – Component Rate Practice Approval Confirmation Page will be displayed after “Continue to Next Step” is selected from the Agreement Signup – Component Rate Practice Approval Page.

B Example of Application Signup – Component Rate Practice Approval Confirmation Page

The following is an example of the Application Signup – Component Rate Practice Approval Confirmation Page.

*--

Menu	Application Signup - Component Rate Practice Approval Confirmation								
Welcome	Control No : 29_101 2017_0098A			Creation Date : 11/28/2017					
ECP Program	Applicant Name : A Producer			Disaster ID : 1694					
Select Program	Status : REVISE_IN_PROCESS								
Cost Share	Following is the Component Rate practice approval summary.								
New Application	Selected Practice : 01-EC1								
Edit Application	Practice Begin Date : 07/31/2017								
Needs/Environmental	Practice End Date : 01/31/2018								
Agreement Approval	Practice Extents								
Un-submit	Extent Requested	Extent Needed	Extent Approved						
Inactivate Application	2.00	2.00	2.00						
Search	Components								
View/Print Forms and Letters	Name	Extent Requested	Technical Practice	Avg Actual Cost Per Unit (\$)	Max Cost/Share Regular (%)	Max Cost Share Limited Resource (%)	Extent Needed	Extent Approved	Total Cost (\$)
Performance and Payment	14MOEC1A	5.00	500	\$ 20.00	75.00 %	50.00 %	5.00	5.00	\$ 100.00
Certify & Pay	Name		Limited Resource		Percent Share(%)		Amount Approved(\$)		
Retry Payment	A Producer		No		100.00 %		\$ 75.00		
Agreement Maintenance	14MOEC1D	0.00	500	\$ 117.00	75.00 %	90.00 %	0.00	4.00	\$ 468.00
Revise Agreement	Name		Limited Resource		Percent Share(%)		Amount Approved(\$)		
Agreement In Process	A Producer		No		100.00 %		\$ 351.00		
Terminate/Reinstate Agreement	14EC1F	5.00	500	\$ 25.00	75.00 %	90.00 %	5.00	5.00	\$ 125.00
Submit to COC/CED	Name		Limited Resource		Percent Share(%)		Amount Approved(\$)		
COC/CED Approval	A Producer		No		100.00 %		\$ 94.00		
	Continue to Next Step		Cancel						

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178 Application Signup – Component Rate Practice Approval Confirmation (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Component Rate Practice Approval Confirmation Page.

Field/Link	Description/Action
Continue to Next Step	The Agreement Approval Page will be displayed. See paragraph 174 for additional information.
Cancel	The Application Signup Page will be displayed. The Application Signup Page is a blank page that instructs the user to use the left navigation menu to select a task.

179 Agreement Approval – Assign Disaster ID

A Overview

The Agreement Approval - Assign Disaster ID Page will be displayed after “Continue” is selected from the Agreement Approval Page in paragraph 174.

B Example of Agreement Approval – Assign Disaster ID Page

The following is an example of the Agreement Approval – Assign Disaster ID Page.

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval – Assign Disaster ID Page.

Field/Link	Description/Action
Select Disaster ID	From the drop-down list, select applicable disaster ID. Note: The disaster ID can only be edited if payments have not been issued.
Select Disaster Type	From the drop-down list, select applicable disaster type.
Description of Site	Enter or edit the description of the site.
Continue	Edits will be saved and the Agreement Approval – Fund Selection (Revision) Page will be displayed. See paragraph 180.
Back	Edits will be discarded, and the Agreement Approval Data Page will be displayed. See paragraph 174.

180 Agreement Approval – Fund Selection (Revision)

A Overview

The Agreement Approval – Fund Selection (Revision) Page will be displayed after “Continue” is selected from the Agreement Approval - Assign disaster ID Page.

B Example of Agreement Approval Page – Fund Selection (Revision)

Following is an example of the Agreement Approval – Fund Selection (Revision) Page.
*--

The screenshot shows a web application interface for 'Agreement Approval'. On the left is a vertical menu with options like 'Welcome', 'ECP Program', 'Cost Share', 'Performance and Payment', and 'Certify & Pay'. The main content area displays application details: Control No: 29_101 2017 0098A, Applicant Name: A Producer, Status: REVISE_IN_PROCESS, Creation Date: 11/28/2017, and Disaster ID: 1694. Below this, it states 'Below is the list of practices associated with the application.' and includes a 'Lack Of Funds Letter' button. A table titled 'Practice Summary' lists one practice with details on its state, requested costshare, approved costshare, and fund availability. A warning message is displayed below the table, and 'Save & Continue' and 'Back' buttons are at the bottom.

Practice control Number	Process State	Requested Costshare (\$)	Approve Cost Share	* Fund-Available Amount(\$)
29-101-2017-0098-01-EC1	EnvironmentCompliance-UnNeeded NeedsDetermination-Complete-Needed ProducerCertification_Incomplete TSPCertification_Incomplete	\$169.00	\$520.00	4040-59914.00

--*

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval – Fund Selection (Revision) Page.

Field/Link	Description/Action
Lack of Funds Letter	Generates a lack of funds letter to be sent to the producers.
Fund-Available Amount (\$)	The program accounting code will be prefilled; however, it can be edited if the disaster ID was changed. If funds are not available, click “ Lack of Funds Letter ” to generate a letter for producers.
Save & Continue	The Agreement Approval Contract Summary Page will be displayed. See paragraph 181.
Back	The Agreement Approval - Assign Disaster ID Page will be displayed.

181 Agreement Approval Contract Summary

A Overview

The Agreement Approval Contract Summary Page will be displayed after “Save & Continue” is selected on the Agreement Approval – Fund Selection (Revision) Page.

B Example of Agreement Approval Contract Summary Page

The following is an example of the Agreement Approval Contract Summary Page that displays after the user CLICKS “Save & Continue” on the Agreement Approval Page.

*--

Menu		Agreement Approval			
Welcome					
ECP Program		Control No : 29_101_2017_0098A		Creation Date : 11/28/2017	
Select Program		Applicant Name : A Producer		Disaster ID : 1694	
Cost Share		Status : REVISE_IN_PROCESS		Add/View Notes	
New Application		Below is the list of practices and their cost share information of an application.			
Edit Application		Approved Practices			
Needs/Environmental		Practice Control Number	Process State	Requested Costshare (\$)	Approved Costshare (\$)
Agreement Approval		29-101-2017-0098-01-EC1	EnvironmentCompliance-UnNeeded NeedsDetermination-Complete-Needed ProducerCertification_Incomplete TSPCertification_Incomplete	\$169.00	\$520.00
Un-submit					4040-59914.00
Inactivate Application					
Search					
View/Print Forms and Letters					
Performance and Payment					
Certify & Pay		<input type="button" value="ReviseComplete"/> <input type="button" value="Back"/>			

--*

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval Contract Summary Page.

Field/Link	Description/Action
ReviseComplete	CLICK “ReviseComplete” and the Agreement Approval Contract Summary Page will be redisplayed with the message “Revision is Complete”. See paragraph 182.
Back	The original version of the Agreement Approval Contract Summary Page shown in subparagraph B will be displayed. Agreement approval is not processed.

182 Agreement Approval Revision Complete

A Overview

The Agreement Approval Revision Complete Page will be displayed after “**Revise Complete**” is selected from Agreement Approval Contract Summary Page.

B Example of Agreement Approval Revision Complete Page

Following is an example of the Agreement Approval Revision Complete Page.



C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval Revision Complete Page.

Field/Link	Description/Action
Exit	The Search Agreements for Revision Page will be displayed. See paragraph 169 for additional information. Note: The agreement can now be found in the list of agreements that is displayed when either “ Agreement in Process ” or “ Submit to COC/CED ” is selected from the left navigation bar under the Agreement Maintenance header.
Continue to Submit To COC/CED	Agreement is submitted to COC/CED for approval. The Agreement Maintenance –Submit to COC/CED Page will be displayed. See paragraph 217.
Back	The Agreement Approval Contract Summary Page will be displayed.

183-190 (Reserved)

Section 2 Agreement in Process

191 Edit Contract

A Overview

An agreement in process is to an agreement where a revision has been started, but the revised agreement (sometimes referred to as the successor agreement) has **not** yet been submitted to COC/CED. To edit an agreement in process, from the ECP Home Page, CLICK **“Agreement in Process”** from the left navigation menu. The Edit Contract Page will be displayed.

The Edit Contract Page contains a list of all agreements where a revision has been started, but the revision has not been designated “Revise Complete” on the Agreement Approval Contract Summary Page according to paragraph 181. Agreements being revised where the revision has been designated “Revise Complete on the Agreement Approval Contract Summary Page are also displayed in this list, but with a different agreement status of “REVISE_COMPLETE”.

The agreement being revised (sometimes referred to as the predecessor agreement) will be displayed with a status of “Active_Revise”. Its partner contract for the incomplete revision is displayed with the same agreement number and the next available suffix. The status of the incomplete revision will be “Revise_In_Process”.

Contracts are added to the list of agreements in process as soon as the user adds a reason for revision and a description of the agreement on the “Revise Contract” Page and clicks **“Continue”** as shown in paragraph 171.

Note: Terminated agreements in the process of being reinstated are also processed through the Revise Agreement process after the user answers “Yes” to the question “Do you wish to reinstate this agreement?” on the Agreement Maintenance - Reinstatement Agreement Page. See Paragraph 209. Agreements that are being reinstated do not have a partner contract on the Edit Contract Page.

191 Edit Contract (Continued)

B Example of Edit Contract Page

Following is an example of the Edit Contract Page.

Menu		Edit Contract							
Welcome USER NAME		<Prev 1 2							
ECP Program		Agreement results							
Select Program		<u>Agreement Number</u>	<u>Applicant Name</u>	<u>Agreement Status</u>	<u>Disaster ID</u>	<u>State County</u>	<u>Date Revision Began</u>	<u>Approval Date</u>	<u>Links</u>
Cost Share		29_101_2013_0017A	A Producer	REVISE_IN_PROCESS	2014 Midwest Flooding ECP	Missouri - Johnson	03/16/2017		Edit Cancel- Reinstate
New Application		29_101_2017_0037	B Producer	ACTIVE_REVISE	2014 Midwest Flooding ECP	Missouri - Johnson	11/16/2017	11/16/2017	PDF
Edit Application		29_101_2017_0067	C Producer	ACTIVE_REVISE	2014 Midwest Flooding ECP	Missouri - Johnson	05/01/2017	05/01/2017	PDF
Needs/Environmental		29_101_2017_0067A	D Producer	REVISE_IN_PROCESS	2014 Midwest Flooding ECP	Missouri - Johnson	05/08/2017		Edit Cancel- Revision
Agreement Approval		29_101_2017_0098	E Producer	ACTIVE_REVISE	2014 Midwest Flooding ECP	Missouri - Johnson	07/31/2017	07/31/2017	PDF
Un-submit		29_101_2017_0098A	F Producer	REVISE_COMPLETE	2014 Midwest Flooding ECP	Missouri - Johnson	11/28/2017		Edit Cancel- Revision
Revise Agreement									
Agreement In Process									
Terminate/Reinstate Agreement									
Submit to COC/CED									
COC/CED Approval									
Search									
Reports									

191 Edit Contract (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Edit Contract Page.

Field/Link	Description/Action	
PDF	Generates a PDF copy of FSA-848B for the contract being revised.	
	IF:	THEN:
	<ul style="list-style-type: none"> • no payments have been issued on the agreement 	<ul style="list-style-type: none"> • the FSA-848B will be displayed with approved practices in item 9.
	<ul style="list-style-type: none"> • only one payment has been issued on the agreement 	<ul style="list-style-type: none"> • payment information for the practice(s) and component(s) associated with the payment will be displayed in items 9, 12, 13 and 17.
<ul style="list-style-type: none"> • more than one payment has been issued on the agreement 	<ul style="list-style-type: none"> • only payment information for the practice(s) and component(s) associated with the last payment will be displayed in items 12, 13, and 17. 	
Edit	CLICK “Edit” and the Agreement Signup – Applicant Information Page will be displayed. Follow instructions in Part 5, Section 1, beginning with paragraph 172 to complete the revision.	
Cancel-Revision	Discards the current revision and returns the previous agreement to its prior status. The Agreement Maintenance – Cancel Revision Page will be displayed. See paragraph 192.	
Cancel-Reinstate	Discards the current reinstatement. Agreement returns to its status of “Terminate Contract”. The Agreement Maintenance – Cancel Reinstate Page will be displayed. See paragraph 194.	
Back to Main Menu	The Application Signup Page will be displayed. The Application Signup Page is a blank page that instructs the user to use the left navigation menu to select a task.	

192 Agreement Maintenance – Cancel Revision

A Overview

The Cancel-Revision link is available when the user selects the agreement being revised from the applicable process under the Agreement Maintenance header in the left navigation menu. The Cancel Revision link moves with the agreement as the agreement progresses through the Agreement in Process, Submit to COC/CED, and COC/CED Approval processes. Although the agreement being revised can be located using the Application Search or Agreement Search processes, the Cancel-Revision link is not available from the search results. The following table describes where to find the Cancel Revision Link:

Agreement Status	Agreement Status Trigger	Access Cancel Revision Process
Revise in Process	User CLICKS “ Revise ” in the Links Column from Revise Agreement search results (Paragraph 170).	CLICK “ Agreement In Process ” from left navigation menu, then; CLICK “ Cancel Revision ” in the Link column.
Revise Complete	User clicks “ Revise Complete ” on the Agreement Approval Contract Summary Page (paragraph 181).	CLICK “ Submit to COC/CED ” from left navigation menu, then; CLICK “ Cancel Revision ” in the Link column.
Revise COC	User clicks “ Submit ” on the Agreement Maintenance – Submit to COC/CED Page (paragraph 217).	CLICK “ COC/CED Approval ” from left navigation menu, then; CLICK “ Cancel Revision ” in the Link column.

After Cancel-Revision is selected from the applicable page, the Agreement Maintenance – Cancel Revision Page will be displayed.

192 Agreement Maintenance – Cancel Revision (Continued)

B Example of Agreement Maintenance – Cancel Revision Page

Following is an example of the Agreement Maintenance – Cancel Revision Page.

C Fields, Descriptions, and Actions

The following table provides the field descriptions and actions for the Agreement Maintenance – Cancel Revision Page

Field/Link	Description/Action
Yes	Cancellation of the revision will be completed. The Agreement Maintenance – Cancellation Page will be displayed. See paragraph 193 for additional information.
Back	The Edit Contract Page will be displayed. Note: If the “ Cancel Revision ” link was accessed from the Submit to COC/CED or COC/CED Approval Pages, then “ Back ” will return the user to those pages.

193 Agreement Maintenance – Cancellation (Revision)

A Overview

After “Yes” is selected on the Agreement Maintenance – Cancel Revision Page, the Agreement Maintenance – Cancellation (Revision) Page will be displayed.

B Example of Agreement Maintenance – Cancellation (Revision) Page

Following is an example of the Agreement Maintenance – Cancellation (Revision) Page.



C Action

Click “Continue”. Depending on which page the user accessed the “Cancel Revision” link from, the Edit Contract, Submit to COC/CED, or COC/CED Approval Page will be displayed. User is returned to the page from which they accessed the “Cancel Revision” link after clicking “Continue”.

The revision that was cancelled and its partner “Active Revise” status contract will no longer be displayed in the list of Agreements in Process. The status of the contract that was being revised has been reverted to its previous status.

194 Agreement Maintenance – Cancel Reinstatement

A Overview

The Cancel-Reinstatement link is only available when the user selects the “Agreement in Process” link under the Agreement Maintenance header in the left navigation menu to display the Edit Contract Page. Although the agreement being reinstated can be located using the Application Search or Agreement Search processes, the Cancel-Reinstatement link is not available from the search results. After Cancel-Reinstatement is selected from the Edit Contract Page (see subparagraph 191 B), the Agreement Maintenance – Cancel Reinstatement page will be displayed.

Note: Agreements that are being reinstated may contain a “Cancel Revision” link instead of a “Cancel Reinstatement” link. Agreements without an alphabetical suffix in the agreement number will have a “Cancel Revision” link in the “Links” column, while agreements containing an alphabetical suffix in the agreement number will have a “Cancel Reinstatement” link in the “Links” column. Regardless of the specific link, the functionality for cancelling a reinstatement is the same.

B Example of Agreement Maintenance – Cancel Reinstatement Page

Following is an example of the Agreement Maintenance – Cancel Reinstatement Page.



C Fields, Descriptions, and Actions

The following table provides the field descriptions and actions for the Agreement Maintenance – Cancel Reinstatement Page

Field/Link	Description/Action
Yes	Cancellation of the reinstatement will be completed. The Agreement Maintenance – Cancellation Page will be displayed. See paragraph 195 for additional information.
Back	The Edit Contract Page will be displayed.

195 Agreement Maintenance – Cancellation (Reinstate)

A Overview

After “Yes” is selected on the Agreement Maintenance – Cancel Reinstate Page, the Agreement Maintenance – Cancellation (Reinstate) Page will be displayed.

B Example of Agreement Maintenance – Cancellation (Reinstate) Page

Following is an example of the Agreement Maintenance – Cancellation (Reinstate) Page.



C Action

Click “**Continue**”. The Edit Contract Page will be displayed.

The contract that was being reinstated will no longer be displayed in the list of Agreements in Process. The status of the contract that was being reinstated is returned to “Terminate Contract”.

196-200 (Reserved)

Section 3 Terminate/Reinstate Agreement

201 Terminate Contract

A Overview

To terminate and/or reinstate an approved agreement, from the ECP Home Page, CLICK “**Terminate/ Reinstate Contract**” on the left navigation menu. The Terminate Contract Page will be displayed.

B Example of Terminate Contract Page

Following is an example of the Terminate Contract Page.

Menu		Terminate Contract							
Welcome USER NAME		<< <Prev 8 9 10 11 12							
ECP Program		Agreement results							
Select Program		<u>Agreement Number</u>	<u>Applicant Name</u>	<u>Agreement Status</u>	<u>Disaster ID</u>	<u>State County</u>	<u>Date Revision Began</u>	<u>Approval Date</u>	<u>Links</u>
Cost Share		29_101_2017_0041A	A Producer	CONTRACT_APPROVED	2014 Midwest Flooding ECP	Missouri - Johnson	05/09/2017	05/09/2017	Terminate PDF
New Application		29_101_2017_0046A	B Producer	TERMINATE_CONTRACT	2014 Midwest Flooding ECP	Missouri - Johnson	03/22/2017	05/02/2017	Reinstate PDF
Edit Application		29_101_2017_0047	C Producer	CONTRACT_APPROVED	2014 Midwest Flooding ECP	Missouri - Johnson	05/04/2017	05/04/2017	Terminate PDF
Needs/Environmental									
Agreement Approval									
Un-submit									
Inactivate Application									
Search									
View/Print Forms and Letters									

Note: When “Terminate/Reinstate Agreement” is selected from the left navigation bar under the Agreement Maintenance header all active agreements (Contract Approved and Partially Earned contract statuses), all completed agreements (Paid and Finalized contract statuses), and all terminated agreements will be displayed. This may result in a list that is many pages long. When this is the case it may be difficult to determine which page of the list contains the desired agreement. The most efficient way to locate the desired agreement to be terminated or reinstated is to use the Agreement Search link, located at the bottom of the left navigation bar under the Agreement Maintenance header, and search by agreement number, according to paragraph 236. The applicable terminate or reinstate link will be available in the “Links” column of the search results.

201 Terminate Contract (Continued)

C Action

If “**Terminate**” is selected, the Agreement Maintenance – Terminate Agreement Page will be displayed. See paragraph 202 for additional information.

If “**Reinstate**” is selected, the Agreement Maintenance – Reinstate Agreement Page will be displayed. See paragraph 208 for additional information.

Note: If a termination of an agreement was started but the COC/CED Approval has not been entered, the user can access the agreement under COC/CED Approval according to Section 5.

202 Agreement Maintenance – Terminate Agreement Reason

A Overview

After clicking “**Terminate**” on the Terminate Contract Page, the Agreement Maintenance - Terminate Agreement Reason Page will be displayed.

B Example of Agreement Maintenance – Terminate Agreement Reason Page

Following is an example of the Agreement Maintenance – Terminate Agreement Reason Page.

The screenshot shows a web application interface for 'Agreement Maintenance - Terminate Agreement'. On the left is a 'Menu' with options like 'ECP Program', 'Cost Share', and 'Performance and Payment'. The main content area displays application details: Control No: 29_101_2017_0041A, Applicant Name: A Producer, Status: CONTRACT_APPROVED, and Creation Date: 05/09/2017. Below this is a 'Practices Summary' table with columns for Practice Control Number, Program Code, Practice Code, Total CostShare Approved Amount (\$), and CostShare Earned (\$). The table contains one row for practice 29-101-2017-0041-01-EC1. At the bottom, there is a dropdown menu for 'Termination Reason' set to 'Other' and 'Continue'/'Back' buttons.

Practice Control Number	Program Code	Practice Code	Total CostShare Approved Amount (\$)	CostShare Earned (\$)
29-101-2017-0041-01-EC1	ECP	EC1	\$95.00	\$

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Maintenance – Terminate Agreement Reason Page.

Field/Link	Description/Action
Termination Reason	<p>Select from the drop-down menu one of the following reasons the agreement is being terminated:</p> <ul style="list-style-type: none"> • Acreage due to CLU certification • Reconstitution • Participant and/or Shares • Acres transferred to EWRP, WRP, EWP • Contract Extension • Mid-Contract Management • Due to Conservation Plan • Due to Incorrect Data Entry • Due to Inheritance • Other.

202 Agreement Maintenance – Terminate Agreement Reason (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Link	Description/Action
Continue	The Agreement Maintenance – Terminate Agreement Confirmation Page will be displayed. See paragraph 203 for additional information.
Back	The Terminate Contract Page will be displayed.

203 Agreement Maintenance – Terminate Agreement Confirmation

A Overview

After clicking “**Continue**” on the Agreement Maintenance – Terminate Agreement Reason page, the Agreement Maintenance - Terminate Agreement Confirmation Page will be displayed.

B Example of Agreement Maintenance – Terminate Agreement Confirmation Page

Following is an example of the Agreement Maintenance – Terminate Agreement Confirmation Page.



C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Maintenance – Terminate Agreement Confirmation Page.

Field/Button	Description
Yes	The Agreement Maintenance – Terminate Complete page will be displayed. See paragraph 204 for additional information.
No	The Terminate Contract Page is displayed. See paragraph 201.

204 Agreement Maintenance – Terminate Complete

A Overview

After selecting “Yes” on the Agreement Maintenance –Terminate Agreement Confirmation Page, the Agreement Maintenance - Terminate Complete Page will be displayed.

B Example of Agreement Maintenance – Terminate Complete Page

Following is an example of the Agreement Maintenance – Terminate Complete Page.

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Maintenance – Terminate Complete Page

Field/Button	Description
Continue to COC/CED Approval	The Agreement Maintenance: Agreement Approval Page will be displayed. See paragraph 205 for additional information.
Cancel	The Terminate Contract Page will be displayed. See paragraph 201 for additional information. Note: The agreement being terminated will no longer display on the Terminate Contract Page. The contract being terminated can now be located by selecting “COC/CED Approval” under the Agreement Maintenance header in the left navigation bar, or by using the Agreement Search option.

205 Agreement Maintenance: Agreement Approval

A Overview

After clicking “Continue to COC/CED Approval” on the Agreement Maintenance Terminate Complete Page, the Agreement Maintenance: Agreement Approval Page will be displayed.

B Example of Agreement Maintenance: Agreement Approval Page

The following is an example of the Agreement Maintenance: Agreement Approval Page.
*--

Agreement Maintenance: Agreement Approval

Control No : 29_101_2017_0041A Creation Date : 05/09/2017
 Applicant Name : A Producer Disaster ID : 1694
 Status : TERMINATE_COC [Add/View Notes](#)

Below is the list of practices associated with the application.
 All required fields are denoted by an asterisk{*}

Practice Control Number	Process State	Requested Costshare (\$)	Approved Costshare (\$)	Fund-Available Amount (\$)
29-101-2017-0041-01-EC1	EnvironmentCompliance-UnNeeded NeedsDetermination-Complete-Needed ProducerCertification_Incomplete TSPCertification_Incomplete	\$1429.00	\$95.00	4040 - 59914.00

* COC/CED Willing to Approve Date (MM/DD/YYYY) :
 [if saving and continuing later]

* Terminate COC/CED Approval Date. (MM/DD/YYYY) :
 [if continuing now]

Save Continue Back

--*

205 Agreement Maintenance: Agreement Approval (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Maintenance: Agreement Approval Page.

Field/Link	Description/Action
COC/CED Willing to Approve Date	Software permits the user to enter a “COC/CED Willing to Approve Date” for terminations, but it is not necessary to do so. The agreement status does not change if the user enters and saves a “COC/CED Willing to Approve Date” and the agreement continues to be available under the COC/CED Approval link in the left navigation menu either way.
Terminate COC/CED Approval Date	Enter the date the COC/CED approves the termination.
Save	Stores the information entered on the page. Only applicable when the COC/CED Willing to Approve Date is entered.
Continue	Terminate COC /CED Approval Date must be entered before selecting “Continue”. After selecting “Continue” the Agreement Maintenance: Agreement Approval Confirmation Page will be displayed. See paragraph 206.
Back	The “Back” option is not enabled on this page.

206 Agreement Maintenance: Agreement Approval Confirmation

A Overview

After clicking “Continue” on the Agreement Maintenance: Agreement Approval Page, the Agreement Maintenance: Agreement Approval Confirmation Page will be displayed.

B Example of Agreement Maintenance: Agreement Approval Confirmation Page

The following is an example of the Agreement Maintenance: Agreement Approval Confirmation Page.

*--

Practice Control Number	Process State	Requested Costshare (\$)	Approved Costshare (\$)	Fund-Available Amount (\$)
29-101-2017-0041-01-EC1	EnvironmentCompliance-UnNeeded NeedsDetermination-Complete-Needed ProducerCertification_Incomplete TSPCertification_Incomplete	\$1429.00	\$95.00	4040-59914.00

--*

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Maintenance: Agreement Approval Confirmation Page.

Field/Link	Description/Action
Continue	The Agreement Maintenance: Terminate Final Page will be displayed. See paragraph 207 for more information.
Back	The Agreement Maintenance: Agreement Approval Page will be displayed. See paragraph 205.

207 Agreement Maintenance: Terminate Final

A Overview

After clicking “Continue” on the Agreement Maintenance: Agreement Approval Confirmation Page, the Agreement Maintenance: Terminate Final Page will be displayed.

B Example of Agreement Maintenance: Terminate Final Page

Following is an example of the Agreement Maintenance: Terminate Final Page.



C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Maintenance: Terminate Final Page.

Field/Link	Description/Action
Reject	Edit Contract Page will be displayed. Agreement status remains “Terminate COC” and the agreement continues to be available under the COC/CED Approval link under the Agreement Maintenance Header in the left navigation bar.
Approve	The Agreement Maintenance - COC/CED Approval Complete Page will be displayed. See paragraph 208 for additional information.
Back	The Agreement Maintenance: Agreement Approval Confirmation Page will be displayed.

Note: The message in blue font advises the user of the amount of funds that will be de-obligated when the termination is completed.

If prior payments have been issued a message notifying the user of amount(s) to be cancelled will be displayed, and upon completion of the termination receivables will be created for the cancelled amounts.

208 Agreement Maintenance - COC/CED Approval Complete

A Overview

After clicking “**Approve**” on the Agreement Maintenance: Terminate Final Page, the Agreement Maintenance - COC/CED Approval Complete Page will be displayed.

After a termination has been approved by COC, all funds associated with the agreement will be de-obligated. Receivables will be established if prior payments have been issued (signed in NPS).

B Example of Agreement Maintenance - COC/CED Approval Complete Page

Following is an example of the Agreement Maintenance - COC/CED Approval Complete Page.



C Action

Click Continue to be returned to the COC/CED Approval Page.

209 Re-instating Agreements

A Overview

After clicking “Reinstate” on the Terminate Contract Page, the Agreement Maintenance - Reinstate Agreement Page will be displayed.

B Example of Agreement Maintenance – Reinstate Agreement Page

Following is an example of the Agreement Maintenance – Reinstate Agreement Page.

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Maintenance – Reinstate Agreement Page.

Field/Button	Description/Action
Yes	The agreement status is changed to “Revise in Process”. The Agreement Maintenance – Reinstate Agreement Complete Page will be displayed. See paragraph 210 for additional information.
No	The agreement will remain in a terminated status. The Terminate Contract Page will be displayed. See paragraph 201 for additional information.

210 Agreement Maintenance – Reinstatement Agreement Complete

A Overview

After “Yes” is selected on the Agreement Maintenance – Reinstatement Agreement Page, the Agreement Maintenance – Reinstatement Agreement Complete Page will be displayed.

Note: The “Re-instate of agreement complete” message does not mean that the agreement has been returned to “Contract Approved” status. The agreement must be taken through the agreement revision process to facilitate COC/CED approval of the reinstatement. See Subparagraph C for additional required actions.

B Example of Agreement Maintenance – Reinstatement Agreement Complete Page

Following is an example of the Agreement Maintenance – Reinstatement Agreement Complete Page.



C Action

Selecting “Continue” returns the user to the Terminate Contract Page.

Important: Additional steps are needed to return the agreement to “Contract Approved” status. To complete the process, SELECT “Agreement in Process” in the left navigation menu under the “Agreement Maintenance” Header. The agreement being re-instated will display in the list of available agreements with a status of “Revise in Process”. See paragraph 191 for steps to access the agreement, navigate through the revision process, and enter COC/CED approval of the agreement reinstatement.

211-215 (Reserved)

Section 4 Submit to COC/CED

216 Submit to COC/CED

A Overview

To submit a revised agreement to COC/CED, from the ECP Home Page, CLICK “Submit to COC/CED” on the left navigation menu.

B Example of Submit to COC/CED Page

Following is an example of the Submit to COC/CED Page.

Note: Additional page numbers may be displayed at the top and bottom of the page when all search results do not fit on a single page.

Menu		Submit To COC/CED							
Welcome USER NAME		Agreement results							
ECP Program		<u>Agreement Number</u>	<u>Applicant Name</u>	<u>Agreement Status</u>	<u>Disaster ID</u>	<u>State County</u>	<u>Date Revision Began</u>	<u>Approval Date</u>	<u>Links</u>
Select Program		29_101_2013_0004	A Producer	REVISE_COMPLETE	2012 Midwest Drought ECP	Missouri - Johnson	10/29/2012	01/31/2017	Submit to COC/CED Cancel-Revision PDF
Cost Share		29_101_2014_0199C	B Producer	REVISE_COMPLETE	2014 Midwest Flooding ECP	Missouri - Johnson	04/04/2017		Submit to COC/CED Cancel-Revision PDF
New Application									
Edit Application									
Needs/Environmental									
Agreement Approval									
Un-submit									
Inactivate Application									
Search									
View/Print Forms and Letters									
Performance and Payment									
		Back To Main Menu							

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions on the Submit to COC/CED page.

Field/Button	Description/Action
Submit to COC/CED	The Agreement Maintenance – Submit to COC/CED Page will be displayed. See paragraph 217 for additional information.
Cancel-Revision	The Agreement Maintenance - Cancel Revision Page will be displayed. See paragraph 192.
PDF	Generates FSA-848B.
Back to Main Menu	The Application Signup Page will be displayed. The Application Signup Page is a blank page that instructs the user to use the left navigation menu to select a task.

217 Agreement Maintenance – Submit to COC/CED

A Overview

After Submit to COC/CED is selected from the Submit to COC/CED Page, the Agreement Maintenance - Submit to COC/CED Page will be displayed.

B Example of Agreement Maintenance - Submit to COC/CED Page

Following is an example of the Agreement Maintenance – Submit to COC/CED Page.

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Maintenance – Submit to COC/CED Page.

Field/Link	Description/Action
Yes/No	Select “Yes” to continue with submission to COC/CED. Select “No” to cancel submission to COC/CED.
Submit	When the user clicks “ Submit ”, if: <ul style="list-style-type: none"> • “Yes” was selected, the Agreement Maintenance – Submit to COC/CED Complete Page will be displayed <p>Note: See paragraph 218 for additional information.</p> <ul style="list-style-type: none"> • “No” was selected, the Submit to COC/CED Page will be displayed.
Cancel	The Submit to COC/CED Page will be displayed.

218 Agreement Maintenance – Submit to COC/CED Complete

A Overview

After “Yes” and “Submit” are selected on the Agreement Maintenance – Submit to COC/CED Page, the Agreement Maintenance – Submit to COC/CED Complete Page will be displayed.

B Example of Agreement Maintenance – Submit to COC/CED Complete Page

Following is an example of the Agreement Maintenance – Submit to COC/CED Complete Page.



C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Maintenance – Submit to COC/CED Complete Page.

Field/Link	Description/Action
Continue to COC/CED Approval	The Agreement Maintenance: Agreement Approval Page is displayed. See paragraph 227 for additional information.
Cancel	The Submit to COC/CED page will be displayed. Note: The agreement has been submitted and can be found under the “COC/CED Approval” link located under the Agreement Maintenance header in the left navigation bar.

219-224 (Reserved)

Section 5 COC/CED Approval

225 COC/CED Approval

A Overview

To record COC approval of revised agreements, from the ECP Home Page, CLICK “COC/CED Approval” on the left navigation menu.

B Example of COC/CED Approval Page

Following is an example of the COC/CED Approval page.

Note: Additional page numbers will be displayed at the top and bottom of the page when all search results do not fit on a single page.

Menu		COC/CED Approval							
Welcome USER NAME		Agreement results							
ECP Program		<u>Agreement Number</u>	<u>Applicant Name</u>	<u>Agreement Status</u>	<u>Disaster ID</u>	<u>State County</u>	<u>Date Revision Began</u>	<u>Approval Date</u>	<u>Links</u>
Select Program		29_101_2013_0001D	D Producer	REVISE_COC	2012 Midwest Drought ECP	Missouri - Johnson	03/03/2017		Approve- Terminate PDF Cancel- Termination
Cost Share		29_101_2013_0004	D Producer	REVISE_COC	2012 Midwest Drought ECP	Missouri - Johnson	10/29/2012	01/31/2017	Approve- Revise Cancel- Revision PDF
New Application									
Edit Application									
Needs/Environmental									
Agreement Approval									
Un-submit									
Inactivate Application									

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the COC/CED Approval Page.

Field/Link	Description/Action
Approve-Terminate	Applies to terminated agreements that have been submitted to COC/CED for final approval of termination. The Agreement Maintenance – Check ID Page will be displayed. See paragraph 226.
Approve-Revise	Applies to revised/reinstated agreements that have been submitted to COC/CED for approval. The Agreement Maintenance – Check ID Page will be displayed. See paragraph 226.
Cancel-Revision	Applies to revised agreements that have been submitted to COC/CED for approval. The Agreement Maintenance - Cancel Revision Page will be displayed. See paragraph 192.
Cancel-Termination	Applies to terminated agreements that have been submitted to COC/CED for final termination. The Agreement Maintenance - Cancel Termination Page will be displayed. See paragraph 231.
PDF	Generates FSA-848B.

226 Agreement Maintenance – Check ID

A Overview

The Agreement Maintenance – Check ID Page will be displayed when “**Approve-Revise**” or “**Approve Terminate**” is selected from the COC/CED Approval Page.

Note: Pages for agreement revisions and agreement termination are the same in paragraphs 226 through 228. The only difference being the status of the agreement being revised is “Revise COC” while the status of the agreement being terminated is “Terminate COC”. Examples used in the pages are for an agreement revision.

B Example of Agreement Maintenance – Check ID

Following is an example of the Agreement Maintenance – Check ID Page.



C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Maintenance – Check ID Page.

Field/Link	Description/Action
Continue	The Agreement Maintenance: Agreement Approval Page will be displayed. See paragraph 227 for additional information.
Back	The COC/CED Approval Page will be displayed.

227 Agreement Maintenance: Agreement Approval

A Overview

The Agreement Maintenance: Agreement Approval Page will be displayed when “Continue” is selected from the Agreement Maintenance – Check ID Page.

B Example of Agreement Maintenance: Agreement Approval Page

The following is an example of the Agreement Maintenance: Agreement Approval Page.
*--

<p>Menu</p> <p>Welcome </p> <p>ECP Program</p> <p>Select Program</p> <p>Cost Share</p> <p>New Application</p> <p>Edit Application</p> <p>Needs/Environmental</p> <p>Agreement Approval</p> <p>Un-submit</p> <p>Inactivate Application</p> <p>Search</p> <p>View/Print Forms and Letters</p> <p>Performance and Payment</p> <p>Certify & Pay</p> <p>Retry Payment</p> <p>Agreement Maintenance</p> <p>Revise Agreement</p> <p>Agreement In Process</p> <p>Terminate/Reinstate Agreement</p>	<p align="center">Agreement Maintenance:Agreement Approval</p>															
<p>Control No : 29_101_2013_0004 Creation Date : 10/29/2012</p> <p>Applicant Name : D Producer Disaster ID : 1623</p> <p>Status : REVISE_COC Add/View Notes</p>																
<p align="center">Below is the list of practices associated with the application.</p> <p>All required fields are denoted by an asterisk{*}</p>																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th align="left" colspan="5">Practice Summary</th> </tr> <tr> <th align="left">Practice Control Number</th> <th align="left">Process State</th> <th align="right">Requested Costshare (\$)</th> <th align="right">Approved Costshare (\$)</th> <th align="right">Fund-Available Amount (\$)</th> </tr> </thead> <tbody> <tr> <td>29-101-2013-0004-01-EC6</td> <td>EnvironmentCompliance-Eligible NeedsDetermination-Complete-Needed ProducerCertification_Incomplete TSPCertification_Incomplete</td> <td align="right">\$8568.00</td> <td align="right">\$8568.00</td> <td align="right">4042 - 49940.00</td> </tr> </tbody> </table>		Practice Summary					Practice Control Number	Process State	Requested Costshare (\$)	Approved Costshare (\$)	Fund-Available Amount (\$)	29-101-2013-0004-01-EC6	EnvironmentCompliance-Eligible NeedsDetermination-Complete-Needed ProducerCertification_Incomplete TSPCertification_Incomplete	\$8568.00	\$8568.00	4042 - 49940.00
Practice Summary																
Practice Control Number	Process State	Requested Costshare (\$)	Approved Costshare (\$)	Fund-Available Amount (\$)												
29-101-2013-0004-01-EC6	EnvironmentCompliance-Eligible NeedsDetermination-Complete-Needed ProducerCertification_Incomplete TSPCertification_Incomplete	\$8568.00	\$8568.00	4042 - 49940.00												
<p>* COC/CED Willing to Approve Date (MM/DD/YYYY) : <input type="text"/> </p> <p align="center">[if saving and continuing later]</p> <p>* Revised COC/CED Approval Date of FSA 848A (MM/DD/YYYY) : <input type="text" value="11/30/2017"/> </p> <p align="center">[if continuing now]</p>																
<p align="center"> <input type="button" value="Save"/> <input type="button" value="Continue"/> <input type="button" value="Back"/> </p>																

--*

227 Agreement Maintenance: Agreement Approval (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Maintenance: Agreement Approval Page.

Field/Link	Description/Action
COC/CED Willing to Approve Date (mm/dd/yyyy)	If the agreement is being saved and continued at a later date, enter the COC willing to approve date.
Revised COC/CED Approval Date of FSA-848A (mm/dd/yyyy)	Enter the date the COC/CED approves the agreement.
Save	Stores the information entered on the page. Only applicable when the COC/CED Willing to Approve Date is entered.
Continue	The Agreement Maintenance: Agreement Approval Confirmation Page will be displayed. See paragraph 228.
Back	The Agreement Maintenance – Check ID Page will be displayed.

228 Agreement Maintenance: Agreement Approval Confirmation

A Overview

The Agreement Maintenance: Agreement Approval Confirmation Page will be displayed when “Continue” is selected from the Agreement Maintenance: Agreement Approval Page.

B Example of Agreement Maintenance: Agreement Approval Confirmation Page

The following is an example of the Agreement Maintenance: Agreement Approval Confirmation Page.

*--

Menu		Agreement Maintenance:Agreement Approval																		
Welcome		Control No : 29_101_2013_0004		Creation Date : 10/29/2012																
ECP Program		Applicant Name : D Producer		Disaster ID : 1623																
Select Program		Status : REVISE_COC		Add/View Notes																
Cost Share		Below is the list of practices associated with the application.																		
New Application		<table border="1"> <thead> <tr> <th colspan="5">Practice Summary</th> </tr> <tr> <th>Practice Control Number</th> <th>Process State</th> <th>Requested Costshare (\$)</th> <th>Approved Costshare (\$)</th> <th>Fund-Available Amount (\$)</th> </tr> </thead> <tbody> <tr> <td>29-101-2013-0004-01-EC6</td> <td>EnvironmentCompliance-Eligible NeedsDetermination-Complete-Needed ProducerCertification_Incomplete TSPCertification_Incomplete</td> <td>\$8568.00</td> <td>\$8568.00</td> <td>4042-49940.00</td> </tr> </tbody> </table>				Practice Summary					Practice Control Number	Process State	Requested Costshare (\$)	Approved Costshare (\$)	Fund-Available Amount (\$)	29-101-2013-0004-01-EC6	EnvironmentCompliance-Eligible NeedsDetermination-Complete-Needed ProducerCertification_Incomplete TSPCertification_Incomplete	\$8568.00	\$8568.00	4042-49940.00
Practice Summary																				
Practice Control Number	Process State	Requested Costshare (\$)	Approved Costshare (\$)	Fund-Available Amount (\$)																
29-101-2013-0004-01-EC6	EnvironmentCompliance-Eligible NeedsDetermination-Complete-Needed ProducerCertification_Incomplete TSPCertification_Incomplete	\$8568.00	\$8568.00	4042-49940.00																
Edit Application		* Revised COC/CED Approval Date of FSA 848A(MM/DD/YYYY) : <u>11/30/2017</u>																		
Needs/Environmental																				
Agreement Approval																				
Un-submit																				
Inactivate Application																				
Search																				
View/Print Forms and Letters																				
Performance and Payment																				
Certify & Pay		<input type="button" value="Continue"/> <input type="button" value="Back"/>																		

--*

228 Agreement Maintenance: Agreement Approval Confirmation (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Maintenance: Agreement Approval Confirmation Page.

Field/Link	Description/Action
Continue	<p>After all information has been reviewed, CLICK “Continue”.</p> <ul style="list-style-type: none"> • For agreement revisions the Agreement Maintenance – Agreement Approval Eligibility Information Page will be displayed. See paragraph 229 for additional information. • For agreement terminations the Agreement Maintenance: Terminate Final Page will be displayed. See paragraph 207 for additional information.
Back	The Agreement Maintenance: Agreement Approval page will be displayed.

229 Agreement Maintenance – Agreement Approval Eligibility Information

A Overview

After Continue is selected on the Agreement Maintenance: Agreement Approval Confirmation Page, the Agreement Maintenance - Agreement Approval Eligibility Information Page is displayed.

B Example of Agreement Maintenance - Agreement Approval Eligibility Information Page

The following is an example of the Agreement Maintenance - Agreement Approval Eligibility Information Page.

*--

Menu	Agreement Maintenance - Agreement Approval Eligibility Information												
Welcome	<ul style="list-style-type: none"> EC6 Practice: Amount Obligated: 0 Approved Amount: 8568.00 Amount to be Obligated : 8568.00 												
ECP Program	<p>Control No : 29_101 2013 0004 Creation Date : 10/29/2012</p> <p>Applicant Name : D Producer Disaster ID : 1623</p> <p>Status : REVISE_COC Add/View Notes</p>												
Select Program	<p>Below is the eligibility information of an application.</p> <table border="1"> <thead> <tr> <th colspan="3">Program Eligibility</th> </tr> <tr> <th>Question</th> <th>*Yes/No</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td>Are the Person Eligibility requirements met as defined in 1-ECP Part 5 Section 1?</td> <td><input checked="" type="radio"/> Yes <input type="radio"/> No(Must provide reason)</td> <td><input type="text"/></td> </tr> <tr> <td>Are the Land Eligibility requirements met as defined in 1-ECP Part 5 Section 2?</td> <td><input checked="" type="radio"/> Yes <input type="radio"/> No(Must provide reason)</td> <td><input type="text"/></td> </tr> </tbody> </table>	Program Eligibility			Question	*Yes/No	Reason	Are the Person Eligibility requirements met as defined in 1-ECP Part 5 Section 1?	<input checked="" type="radio"/> Yes <input type="radio"/> No(Must provide reason)	<input type="text"/>	Are the Land Eligibility requirements met as defined in 1-ECP Part 5 Section 2?	<input checked="" type="radio"/> Yes <input type="radio"/> No(Must provide reason)	<input type="text"/>
Program Eligibility													
Question	*Yes/No	Reason											
Are the Person Eligibility requirements met as defined in 1-ECP Part 5 Section 1?	<input checked="" type="radio"/> Yes <input type="radio"/> No(Must provide reason)	<input type="text"/>											
Are the Land Eligibility requirements met as defined in 1-ECP Part 5 Section 2?	<input checked="" type="radio"/> Yes <input type="radio"/> No(Must provide reason)	<input type="text"/>											
Cost Share	<table border="1"> <thead> <tr> <th colspan="3">Eligibility Flags</th> </tr> <tr> <th>Name</th> <th>Type</th> <th>Eligible</th> </tr> </thead> <tbody> <tr> <td>D Producer</td> <td>07</td> <td>Yes</td> </tr> </tbody> </table>	Eligibility Flags			Name	Type	Eligible	D Producer	07	Yes			
Eligibility Flags													
Name	Type	Eligible											
D Producer	07	Yes											
New Application	<p>Reject Approve Back</p>												
Edit Application													
Needs/Environmental													
Agreement Approval													
Un-submit													
Inactivate Application													
Search													
View/Print Forms and Letters													
Performance and Payment													
Certify & Pay													

--*

229 Agreement Maintenance – Agreement Approval Eligibility Information (Continued)

C Action

The following table provides the actions for the Agreement Maintenance – Agreement Approval Eligibility Information Page.

IF...	THEN click...
an error message is displayed that states the producer is ineligible	<ul style="list-style-type: none"> • “Reject” to return to the COC/CED Approval Page • “Back” to return to the Agreement Maintenance: Agreement Approval Page.
the user answered “No” to either or both of the program eligibility questions	<ul style="list-style-type: none"> • “Reject” to return to the COC/CED Approval Page • “Back” to return to the Agreement Maintenance: Agreement Approval Page.
the user answered “Yes” to both of the program eligibility questions	<p>“Approve” to display the Agreement Maintenance – COC/CED Approval Complete Page.</p> <p>Note: See paragraph 230 for additional information.</p>

230 Agreement Maintenance – COC/CED Approval Complete

A Overview

After clicking “**Approve**” on the Agreement Maintenance – Agreement Approval Eligibility Information Page, the Agreement Maintenance – COC/CED Approval Complete Page will be displayed.

After a revision has been COC approved, a new obligation may or may not occur; however, no money will be collected or paid out at this time.

B Example of Agreement Maintenance – COC/CED Approval Complete Page

Following is an example of the Agreement Maintenance – COC/CED Approval Complete Page.

Menu	Agreement Maintenance - COC/CED Approval Complete	
Welcome USER NAME		
ECP Program		
Select Program		
Cost Share		
New Application		
Edit Application		
Needs/Environmental		
Agreement Approval		
Un-submit		
Inactivate Application		
Search		
View/Print Forms and Letters		
Performance and Payment		
	Control No : 29_101_2013_0004	Creation Date : 10/29/2012
	Applicant Name : D Producer	Disaster ID : 1623
	Status : CONTRACT_APPROVED	
	COC Approval is Complete	
	<input type="button" value="Continue"/>	

C Action

Click Continue. The COC/CED Approval Page will be displayed.

231 Agreement Maintenance – Cancel Termination

A Overview

After clicking “**Cancel Termination**” on the COC/CED Approval Page the Agreement Maintenance – Cancel Termination Page will be displayed.

Note: The Cancel Termination process link is only available when the user navigates to the application being terminated by selecting COC/CED Approval under the Agreement Maintenance header in the left navigation menu. Neither Agreement Search results nor Application search results include the Cancel Termination process link.

B Example of Agreement Maintenance – Cancel Termination Page

Following is an example of the Agreement Maintenance – Cancel Termination Page.



C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Maintenance – Cancel Termination Page.

Field/Link	Description/Action
Yes	The Agreement Maintenance – Cancellation (Termination) Page will be displayed. See paragraph 232 for additional information.
Back	The COC/CED Approval Page is displayed.

232 Agreement Maintenance – Cancellation (Termination)

A Overview

After clicking “Yes” on the Agreement Maintenance – Cancel Termination Page, the Agreement Maintenance – Cancellation (Termination) Page will be displayed.

B Example of Agreement Maintenance – COC/CED Cancellation (Termination) Page

Following is an example of the Agreement Maintenance – Cancellation (Termination) Page.



C Action

Click Continue. The COC/CED Approval Page will be displayed. See paragraph 225.

233-235 (Reserved)

Section 6 Agreement Search

236 Search Agreements

A Overview

To search agreements, from the ECP Home Page, CLICK “**Search**” under the Agreement Maintenance header on the left navigation menu. The Search Agreements Page will be displayed.

Note: The Agreement Search should not be confused with the Application Search that is also found on the left navigation menu but is located under the Cost Share header (paragraph 114). Although the two searches are similar in their functionality, the Agreement Search does not include applications in the search results. Additionally, records contained in the Agreement Search results often contain additional process links that are not present in the Application Search results.

B Example of Search Agreements Page

Following is an example of the Search Agreements Page.

The screenshot displays the 'Search Agreements' page. On the left is a navigation menu with the following items: Menu, Welcome USER NAME, ECP Program (with a sub-item 'Select Program'), Cost Share (with sub-items: New Application, Edit Application, Needs/Environmental, Agreement Approval, Un-submit, Inactivate Application, Search, and View/Print Forms and Letters). The main content area is titled 'Search Agreements' and contains the instruction: 'Choose from the options below to get the list of assistance requests.' Below this are several search filters: '* State : Missouri', '* County : Johnson', 'Disaster ID : Select DisasterID', 'Disaster Types : Select DisasterType', 'Agreement Number :', 'Producer Name :' (with a 'Find Producer' button), 'Fiscal Year : Select Year', and 'Agreement Status : Select Contract Status'. At the bottom of the search area are 'Search' and 'Clear' buttons.

236 Search Agreements (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Search Agreements Page.

Field/Link	Description	Action
State	Drop-down list containing only the currently selected State.	Select the desired State. State and National users are limited to the State selected during program selection (paragraph 22).
County	Drop-down list containing only the currently selected county.	Select the desired county. State and National users are limited to the county selected during program selection (paragraph 22).
Disaster ID	Drop-down list containing all disaster ID's associated with the State and county and an additional option of "ID Not Assigned". Defaults to "Select DisasterID".	<p>Select the applicable disaster ID to limit search results to a specific disaster ID, if desired. Disaster ID is not required.</p> <p>Notes: Selecting a disaster ID limits search results to only those agreements associated with the specified disaster ID.</p> <p>If no disaster ID is specified search results will be displayed with all agreements meeting the other selected search criteria, meaning that agreements associated with multiple different disaster ID's may be displayed in the search results.</p>
Disaster Types	<p>Drop-down list containing all available disaster types for the selected Disaster ID. Defaults to "Select Disaster Type". Available disaster types include:</p> <ul style="list-style-type: none"> • Drought • Earthquake • Flood • High Winds • Hurricane/Typhoon • Ice Storm • Landslide • Other • Severe Snowstorm • Tidal Wave • Tornado • Volcanic Eruption • Wildfire. <p>Note: If no specific disaster ID is selected, all disaster types will be displayed in the drop-down menu.</p>	<p>Select the applicable disaster type if desired. Disaster Type is not required.</p> <p>Notes: Selecting a disaster type limits search results to only those agreements associated with the specified disaster type.</p> <p>If no disaster type is specified search results will be displayed with all agreements meeting the other selected search criteria, meaning that agreements associated with multiple different disaster types may be displayed in the search results.</p>

236 Search Agreements (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Link	Description	Action
Agreement Number	Free form data field for entry of a specific agreement number when known.	<p>Type the agreement number of the desired agreement.</p> <p>Notes: It is not necessary to type the full 13-digit agreement number – the last four numerical digits of the agreement (and alphabetical suffix, if applicable) are usually sufficient.</p> <p>It is not necessary to type underscores or dashes in the agreement number. The search ignores special characters such as underscores.</p> <p>When searching by agreement number do not enter search criteria in other search fields except the required state and county fields and optional fiscal year field (if desired). Entry of additional search criteria may unintentionally exclude the desired agreement</p> <p>Typing the last six numerical digits of the agreement number will limit the search to the desired fiscal year without entering anything in the Fiscal Year search criteria</p> <p>Example: Typing 170001 as the agreement number in the search screen will return the same results as typing 01_053_2017_0001. The same search results could also be achieved by typing 0001 as the agreement number and selecting 2017 from the drop-down menu for Fiscal Year.</p>

236 Search Agreements (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Link	Description	Action
Producer Name	Used to search by name of a known producer who is associated with the desired agreement.	<p>CLICK “Find Producer” to open a new window to conduct a SCIMS Customer Search (11-CM).</p> <p>From within the SCIMS Customer Search Page type the producer’s last name or business name.</p> <p>Note: Use of the customer’s first name in combination with the last name for individuals further refines and limits the search results.</p> <p>Example: Typing the last name of “Smith” in the SCIMS Customer Search returns all producers in the county with the last name Smith. Adding the first name “John” in the SCIMS Customer Search limits search results to only producers with first and last name “John Smith”.</p>
Fiscal Year	Drop-down menu that allows the user to select the four-digit Fiscal Year in which a cost share application was created as search criteria.	<p>Select the desired Fiscal Year in which the cost share application was created.</p> <p>Use of this search criteria in combination with the four-digit application control number (and alphabetical suffix, if applicable) limits the search results to a specific agreement</p>

236 Search Agreements (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Link	Description	Action
Agreement Status	<p>Drop-down list of specific agreement statuses available for use as search criteria. Defaults to "Select Contract Status". Selectable agreement statuses include:</p> <ul style="list-style-type: none"> • Active Revise • Active Terminate • Approved • Cancelled • Disapproved • Finalized • Paid • Partially Earned • Revise COC • Revise Complete • Revise Ended • Revise In Process • Terminate COC • Terminate Contract • Terminate Ended. <p>Note: If a specific agreement status from the above list is not designated as search criteria all agreement statuses will be displayed in the search results.</p>	<p>Select the desired agreement status to limit search results to only agreements having that specific status, if desired.</p> <p>Note: See paragraph 238 for a description of Agreement Statuses and process links available in the Links column according to agreement status.</p>
Search	Retrieves information based on the search criteria selected/entered. The Search Results Page will be displayed.	CLICK " Search " to conduct the search according to the selected criteria. The Agreement Search Results Page will be displayed.
Clear	Resets all data entry search criteria fields.	<p>CLICK "Clear" to remove all previously selected search criteria.</p> <p>Note: State and county are not removed as search criteria when clicking "Clear".</p>

237 Agreement Search Results

A Overview

The Agreement Search Results Page will be displayed based on the search criteria selected/entered according to paragraph 236.

B Example of Agreement Search Results Page

The following is an example of the Agreement Search Results Page. In this example the user did not enter any additional search criteria other than the required criteria of State and county. The example shows only a portion of the search results.

*--

Agreement Search Results										
Below is a list of agreements for the criteria you selected.										
Next Search										
Your request: State=Missouri, County=Johnson										
<< <Prev 17 18 19 20 21 Next> >>										
Cost Share Agreement search results										
Control Number	Applicant Name	Agreement Status	Disaster ID	State	County	Date Created	Approval Date	Links	Forms	Letters
29_101_2017_0043	A PRODUCER	ACTIVE_REVISE	2014 Midwest Flooding ECP	Missouri	Johnson	03/02/2017	04/27/2017		FSAB48	
29_101_2017_0043A	B PRODUCER	REVISE_IN_PROCESS	2014 Midwest Flooding ECP	Missouri	Johnson	11/27/2017		Edit	FSAB48	
29_101_2017_0046	C PRODUCER	TERMINATE_ENDED	2014 Midwest Flooding ECP	Missouri	Johnson	03/16/2017	03/16/2017		FSAB48 FSAB48A FSAB48B	Approval Letter
29_101_2017_0046A	D PRODUCER	REVISE_IN_PROCESS	2014 Midwest Flooding ECP	Missouri	Johnson	03/22/2017	05/02/2017	Edit	FSAB48	
29_101_2017_0047	E PRODUCER	CONTRACT_APPROVED	2014 Midwest Flooding ECP	Missouri	Johnson	03/16/2017	05/04/2017	Revise Terminate	FSAB48 FSAB48A FSAB48B	Approval Letter
Practice Summary										
Practice Control Number		Practice Status		Process Status						
29-101-2017-0047-01-EC1		APPROVED		EC_COMPLETE_UNNEEDED ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION_INCOMPLETE TC_TSP_CERTIFICATION_INCOMPLETE						
29-101-2017-0047-01-EC3		APPROVED		EC_COMPLETE_UNNEEDED ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION_INCOMPLETE TC_TSP_CERTIFICATION_INCOMPLETE						
29_101_2017_0049	F PRODUCER	PARTIALLY_EARNED	2014 Midwest Flooding ECP	Missouri	Johnson	03/16/2017	03/16/2017	Revise Terminate	FSAB48 FSAB48A FSAB48B View Certifications	Approval Letter
29_101_2017_0050	G PRODUCER	DISAPPROVED	2014 Midwest Flooding ECP	Missouri	Johnson	03/21/2017			FSAB48	Approval Letter

--*

237 Agreement Search Results (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Search Results Page.

Field/Link	Description/Action
Control Number Column	
Control Number	Click the agreement control number link for the agreement. A “Practice Summary” box will be displayed. In this example the user has clicked the agreement control number link for agreement number 29_101_2017_0047. Clicking the agreement control number link again on a record with the Practice Summary displayed closes the Practice Summary.
Links Column	
Edit	The Agreements Signup – Applicant Information Page will be displayed. See paragraph 172.
Revise	The Revise Contract Page will be displayed. See paragraph 171 for additional information. See paragraph 239 for additional process links that may be available based upon the specific agreement status.
Terminate	The Terminate Contract Page will be displayed. See paragraph 201 for additional information. See paragraph 239 for additional process links that may be available based upon the specific agreement status. Note: Terminations may initiate receivables.
Forms Column	
FSA-848A	Generates FSA-848, Cost-Share Request.
FSA-848A	Generates FSA-848A, Cost-Share Agreement.
FSA-848AB	Generates FSA-848B, Cost-Share Performance Certification and Payment. When multiple certifications exist for the agreement FSA-848B for the most recent certification is generated.
View Certifications	Only applicable to agreements with a “Paid” or “Partially Earned” status. The View Existing Certifications Page will be displayed. * * *
Letters Column	
Approval Letter	Generates an approval letter listing the practices approved.
Disapproval Letter	Generates a disapproval letter listing the practices disapproved.

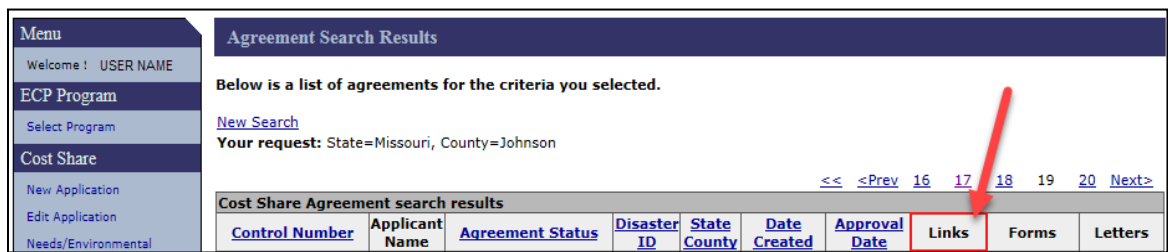
238 Agreement Search - Process Links by Agreement Status

A Overview

The available Process Links that display in the Links column of the Agreement Search Results vary according to the Agreement Status for the selected record. The table in subparagraph C provides a summary of the potential agreement statuses and the links available for each agreement status. Clicking the process link takes the user directly to the specific process.

B Example of Agreement Search Results Links Column

Following is an example of the Agreement Search Results column headings with the Links Column pointed out by the red arrow. Process links available in the Links column (if any) vary according to the Agreement Status shown for the record.



C Agreement Statuses, Status Descriptions, Process Links, and Actions

The following table provides the different agreement statuses, agreement status descriptions, available process links, and actions for the links that display in the Link column of the Agreement Search Results.

Agreement Status	Agreement Status Description	Process Link	Action
Active Revise	Agreement in the process of being replaced by a revised agreement.	None	No action is permitted on an Active Revise status agreement unless its partner agreement is cancelled. See paragraph 191.
Active Terminate	Parent agreement where the termination of its successor agreement has been started, but not completed.	None	No action is permitted on Active Terminate status applications.

238 Agreement Search - Process Links by Agreement Status (Continued)

C Agreement Statuses, Status Descriptions, Process Links, and Actions (Continued)

Agreement Status	Agreement Status Description	Process Link	Action
Approved	Agreement has been approved but no payments have been issued under the agreement.	Revise	Takes the user to the Revise Contract Page. See paragraph 171.
		Terminate	Takes the user to the Terminate Contract Page. See paragraph 201.
Cancelled	Status is not used.	N/A	N/A
Disapproved	<p>All practices on the application have been disapproved.</p> <p>Note: Disapproved applications are not technically agreements, but they display in Agreement Search results.</p>	None	No action is permitted on Disapproved status applications.
Finalized	<p>Agreement has been replaced with a successor contract through “Finalize and Copy” process.</p> <p>Note: Finalize and Copy process is no longer available, but agreements with a status of “Finalized” may still exist. The current equivalent status of “Finalized” is “Revise Ended”.</p>	Terminate	Takes the user to the Terminate Contract Page. See paragraph 201.
Paid	Payments have been issued under the agreement and all practices have been marked as “Practice Complete”.	Revise	Takes the user to the Revise Contract page. See paragraph 171.
		Terminate	Takes the user to the Terminate Contract Page. See paragraph 201.
Partially Earned	Payments have been issued under the agreement but not all practices have been marked as “Practice Complete”.	Revise	Takes the user to the Revise Contract Page. See paragraph 171.
		Terminate	Takes the user to the Terminate Contract Page. See paragraph 201.

238 Agreement Search - Process Links by Agreement Status (Continued)

C Agreement Statuses, Status Descriptions, Process Links, and Actions (Continued)

Agreement Status	Agreement Status Description	Process Link	Action
Revise COC	<p>Successor agreement of a revision that has been submitted to COC/CED for approval but has not yet been approved.</p> <p>Notes: The Revise COC status also applies to a previously terminated contract that is in the process of being reinstated and has been submitted to the COC/CED for approval of the reinstatement.</p> <p>To cancel a Revision, see paragraphs 225 and 192.</p>	Approve - Revise	Takes the user to the Agreement Maintenance – Check ID Page. See paragraph 226.
Revise Complete	<p>Successor agreement of a revision that has been designated “Revise Complete” but has not yet been submitted to COC/CED for approval.</p> <p>Note: The Revise Complete status also applies to a previously terminated contract that is in the process of being reinstated but has not yet been submitted to the COC/CED for approval of the reinstatement.</p>	Submit to COC/CED	Takes the user to the Agreement Maintenance – Submit to COC/CED Page. See paragraph 217.

238 Agreement Search - Process Links by Agreement Status (Continued)

C Agreement Statuses, Status Descriptions, Process Links, and Actions (Continued)

Application Status	Application Status Description	Process Link	Action
Revise Ended	Agreement that has been replaced with a successor contract through “Revise Agreement” process.	None	No action is permitted on Revise Ended status applications.
Revise In Process	<ul style="list-style-type: none"> • Successor agreement of a revision that has not yet been designated “Revise Complete”. • Previously terminated agreement in the process of being re-instated but not yet designated as submitted to the COC/CED for approval. 	Edit	Takes the user to the Agreements Signup – Applicant Information Page (paragraph 172).
Terminate COC	<p>Agreement in the process of being terminated that has not yet received a “Terminate COC/CED Approval Date”.</p> <p>Note: To cancel a termination see paragraphs 225 and 231.</p>	Approve – Terminate	Takes the user to the Agreement Maintenance – Check ID page. See paragraph 226.
Terminate Contract	Agreement that has been terminated.	Reinstate	Takes the user to the Agreement Maintenance – Reinstate Agreement page (paragraph 208).
Terminate Ended	Parent of a terminated successor agreement. Terminate ended status is given to the parent after the successor agreement is terminated.	None	No action is permitted on Terminate Ended status agreements.

239-243 (Reserved)

Section 7 Reports

244 Report Search Criteria

A Overview

Several standard reports are available for State and County Offices to use as tools for Cost Share. To access reports, from the ECP Home Page, CLICK “**Reports**” on the left navigation menu. The Report Search Criteria page is displayed.

B Example of Report Search Criteria

Following is an example of the County Office Report Search Criteria Page.

Menu

- Welcome
- National
 - Disaster ID
 - Project Area ID
 - Reports**
- Program
 - Select Program

Report Search Criteria

Program :

Report Name :

Report Format :

State :

County :

Following is an example of the State Office Report Search Criteria Page.

Menu

- Welcome STATE USER
- State
- Reports**
- Program
 - Select Program

Report Search Criteria

Program :

Report Name :

Report Format :

State :

County :

244 Report Search Criteria (Continued)

C County Office Report Descriptions

The following table provides the report and expected results for County Office reports.

Notes: Only one report can be created at a time.

Users can view and print the report in either PDF or CSV format. PDF format generates a static report that can only be printed or viewed. CSV format generates a report in an Excel spreadsheet permitting the user to sort and reformat the report in Excel.

Report	Result
FSA-848A – Practices Expiring within 30 Days	<p>Use this report to identify producers who need to be sent Practices Expiring in 30 days letters.</p> <p>Report displays all practices with a “Practice Completion Date” that falls within the next 30 calendar days. Agreements with multiple practices will have multiple rows displayed in the report if more than one practice associated with the agreement will expire in the next 30 days. Practice statuses in this report include Approved, and practices with performance reported (“Partially Earned” or “Pending Certification”).</p>
Status Management Report – CSS Applications/Agreements	<p>Use this report to proactively manage all applications and agreements regardless of status. Data displayed in the report will vary based upon the search criteria entered by the user. Potential uses include, but are not limited to:</p> <ul style="list-style-type: none"> • Creating a report of expiring practices with a longer lead time than the standard 30-day report • Creating an all-encompassing report displaying all applications and agreements created within a specific time frame • Creating a report displaying specific practice statuses – for example a report showing just practices with a status of “Partially Earned” could be used to assist the user in identifying practices that may be completed but the user failed to mark the “Practice complete?” question as “Yes” • Creating a report that shows all approved practices that have not received payment. Such a report would effectively fill the hole left by the existing “All FSA-848A Approved but Not Paid” and the “All FSA-848B – Partially Earned or Fully Paid”. Neither of these reports displays unpaid practices that exist on agreements where one or more other practices on the agreement has received a payment <p>The report is generated in CSV format making it easy to save the report as an Excel file so the user can sort the data according to any of the data elements in the report. Potential data elements that provide useful sort order include “Agreement/Application Status”, “Practice Status”, “Producer Name”, “Practice Code”, “Approved Date”, “Practice Expiration Date”, and “Creation Date”.</p>

244 Report Search Criteria (Continued)

C County Office Report Descriptions (Continued)

Report	Result
<p>FSA-848 LETTERS Practices Expiring in 30 Days Letter</p>	<p>Use this option to generate and print the Practices Expiring in 30 days letters.</p> <p>Generates one letter for each practice listed in the “FSA-848A – Practices Expiring within 30 Days” report. Letters are generated without regard to status.</p> <p>Note: Letters can only be generated in PDF format.</p>
<p>FSA-848 Pending Needs Determination</p>	<p>Use this report to identify completed applications that require needs determinations to be made and entered for one or more practices.</p> <p>Report lists all practices associated with applications having a status of “Complete” where one or more practices do not yet have needs determination information entered.</p> <p>The only practice status in the report is “Pending Approval”.</p> <p>All practices show as “Pending Approval” in the “Practice Status” column of the report. However, practices that do not yet have components assigned appear with no data in the “Requested Cost Share” column of the report. Needs determination information cannot be entered for practices with no components assigned (users can add associated components on the “Needs Determination” page if necessary). In contrast, non-cost-shared practices display with “0.00” in the “Requested Cost Share” column. Needs determination can be entered for any practice with components assigned, including non-cost-shared practices with components assigned.</p> <p>Applications with more than one associated practice may display more than one line of data in the report, as an entry is included in the report for every practice associated with the application that does not have needs determination data entered. If some of the practices associated with the application have needs determination data entered while others do not, only the practices without needs determination data display in the report.</p> <p>Data that will be displayed in this report is similar to the search results that will be displayed when the “Needs/Environmental” process link is selected from the left navigation bar. However, the data in this report is specific to only the needs determination for the practice. Therefore, if a practice has needs determination entered, but environmental compliance information has not been entered for the practice, that practice will not be displayed in this report, but environmental compliance information will need to be entered for the application before it can be approved.</p> <p>Note: For the application to have a status of “Complete”, at least one practice on the application must have components associated with it and the user must have answered the eligibility questions, entered the signature date and entered the submitted date for the application on the “Application Signup – Additional Information” Page in the “Edit Application” process.</p>

244 Report Search Criteria (Continued)

C County Office Report Descriptions (Continued)

Report	Result
<p>FSA-848A with Expiration Date Exceeded</p>	<p>Use this report to identify applications and agreements needing action because the completion date for the practice(s) included on the application or agreement has passed.</p> <p>Report contains all practices with expected Practice Completion Dates that have passed and that have not yet had the “Practice complete?” question that appears in the Producer Certification process answered with a “Yes”.</p> <p>Practice statuses included in the report include</p> <ul style="list-style-type: none"> • “Approved” (no performance reported) • “Partially Earned” (partial performance reported with a payment issued) • “Pending Approval” (approval data entered but no COC/CED approval date for the application) • “Pending Certification” (TSP and producer certification of performance, but no COF Signature Date entered for the payment) • “Payment Failed” (payment attempted but not successful).

244 Report Search Criteria (Continued)

C County Office Report Descriptions (Continued)

Report	Result
<p>All FSA-848 – Pending Approval</p>	<p>Use this report to identify applications and agreements where editing, revision, or termination actions have been conducted but those actions have not yet been approved by the COC.</p> <p>Report lists all unapproved applications and agreements that contain at least one practice.</p> <ul style="list-style-type: none"> • Applications that have been started but do not yet have a practice added do not display on this report. • Applications that have a practice added but do not yet have producer signature and submitted dates entered display with a status of “Incomplete”. • Applications that have producer signature and submitted dates entered but have not yet been approved display with a status of “Complete”. • Agreements that are in the process of being revised but the revised agreement has not yet been approved display with a status of: <ul style="list-style-type: none"> • “Revise in Process” before being designated revise complete on the Agreement Approval Page • “Revise Complete” after being designated revise complete but before being submitted to COC/CED • “Revise COC” after being submitted to COC/CED but before COC approval. • Agreements that are in the process of being terminated but the termination has not yet been approved display with a status of “Terminate COC”.
<p>All FSA-848A – Approved but Not Paid</p>	<p>Use this report to identify agreements that have been approved but no payment (partial or final) has been issued for any practice associated with the agreement.</p> <p>Report lists all cost share agreements (FSA-848A’s) with a breakdown by practice that have not had any payments issued for any of the practices on the agreement. Agreements containing multiple practices will display multiple rows in the report.</p> <p>Practices that have had performance certified (both producer certification and *-TSP certification) but have not paid through the certify and pay process--* display with a status of “Pending Certification”.</p> <p>Practices that have not had performance certified display with a status of “Approved”.</p>

244 Report Search Criteria (Continued)

C County Office Report Descriptions (Continued)

Report	Result
<p>All FSA-848B – Partially Earned or Fully Paid</p>	<p>Use this report to identify all agreements where one or more cost share payments have been issued.</p> <p>Report lists all agreements on which at least one CS payment (partial or final) has been issued.</p> <ul style="list-style-type: none"> • Practices that have been paid that had “Yes” designated for the “Practice complete?” question during the certification process display in the report with a status of “Paid”. • Practices that have been paid that had “No” designated for the “Practice complete?” question during the certification process display in the report with a status of “Partially Earned”. <p>Agreements containing multiple practices will be listed multiple times if a CS payment has been issued on more than one practice, one line for each practice. However, in some circumstances not all practices associated with the agreement will be listed on the report. This would be the case if some, but not all of the approved practices on the application have been paid. Practices on which no cost share has been paid will not display on this report.</p> <p>Note: The unpaid practices that do not show on this report will also not show in the “All FSA-848A – Approved but Not Paid” report, because that report does not show agreements where at least one practice has received a payment.</p>

244 Report Search Criteria (Continued)

C County Office Report Descriptions (Continued)

Report	Result
<p>ECP – Extent Needed Cost Share Summary</p>	<p>Use this report to determine the total cost share dollars needed for an ECP disaster event based upon the extents needed as determined by the TSP. The intent of the report is to provide a more accurate estimate of the total dollars needed than would be available using only the producers’ extents requested.</p> <p>Report lists all applications/agreements that have needs determination entered for one or more practices. Applications containing multiple practices may have multiple line entries in the report as there is a line entry for every practice that has needs determination information entered. In some cases, not all practices associated with an application will be listed in the report since only those practices with needs determination information entered are displayed.</p> <p>The report shows the estimated cost share dollars based upon the producers’ requests and the estimated cost share dollars based upon the TSPs’ needs determinations. Extent requested and extent needed shown in the report are at the practice level, so even though the extent requested and the extent needed may be the same, variations in the estimated cost share amounts may occur due to variations in the extents requested vs. extent needed for individual components associated with the practice.</p> <p>The report is subdivided by disaster ID codes and includes subtotals by disaster ID. Applications are listed in ascending order according to application control number.</p> <p>Note: State level users have access to this report but cannot access it directly from the “Reports” link in the left navigation menu immediately after signing into CSS. State users must first select “ECP” from the drop-down list of available programs and select a desired county from the drop-down list of available counties, and then CLICK “Continue”. From within the selected county dataset CLICK “Reports” from the left navigation menu and then select “ECP – Extent Needed Cost Share Summary” from the drop-down list of available reports. The State user must then select one or more counties for which they wish to run the report from the drop-down list of available counties.</p>

244 Report Search Criteria (Continued)

D State Office Report Descriptions

Reports available for State Office users are the same reports available to County Office users (subparagraph C) except for the following differences:

- only one report can be created at a time; however, State Offices have the ability to select more than one county that will be displayed on reports by using “**CTRL + CLICK**” to select multiple counties
- State users can view and print reports in CSV format only
- State users do not have the ability to run the “FSA-848 Letters Practices Expiring in 30 Days Letter” report.

245-250 (Reserved)

Part 6 Payments**Section 1 Program Payment Provisions****251 General Provisions****A Introduction**

This part contains the following:

- general provisions applicable to ECP payments
- provisions for processing ECP payments and overpayments.

B Obtaining FSA-325

FSA-325 shall be completed, according to 1-CM, by individuals or entities requesting payments **earned** by a producer who has died, disappeared, or been declared incompetent subsequent to applying for program benefits. Payments shall be issued to the individuals or entities requesting payment on an approved FSA-325 using the deceased, incompetent, or disappeared producer's ID number.

Note: If FSA-848A and FSA-848B has been filed by the producer, a revised FSA-848A and FSA-848B is **not** required when payments are issued under the deceased, incompetent, or disappeared producer's ID number.

C Administrative Offset

ECP payments are subject to administrative offsets.

D Bankruptcy

Bankruptcy status does **not** exclude a producer from requesting ECP benefits.

Contact the OGC Regional Attorney for guidance on issuing ECP payments on all bankruptcy cases.

251 General Provisions (Continued)**E Assignments**

County Offices shall process assignments and joint payments according to 63-FI.

F Payment Due Date

61-FI provides general guidance for determining payment due dates for various programs.

CSS calculates the payment due date as 30 days after the later of the “Date Documents are Received” or the “Producer Signature Date” as entered during the Producer Certification process (paragraph 132). If payment is not issued on or before the due date calculated by CSS, CSS will calculate prompt payment interest and include it in the payment that is generated.

Note: 61-FI defines the payment due date for cost share as “30 calendar days after the applicant provides required documentation. Required documentation includes payment eligibility documentation such as CCC-902 (if the producer is an entity or joint operation, all members must have filed the required payment eligibility documentation). If payment eligibility documentation is filed after the later of the “Date Documents are Received” and “Producer Signature Date” as entered during the producer certification process, the payment due date calculated by CSS will be incorrect and the prompt payment interest calculated by CSS will be incorrect. Contact your state office for guidance in correctly determining the payment due date and correctly issuing prompt payment interest in this scenario.

G Processing Payments

Payments shall be issued as soon as **all** of the following conditions exist:

- ECP payment software is available
- producer has provided all required program documentation
- FSA-848B, page 3, item 18, Performance Approval is approved
- program regulations are published.

251 General Provisions (Continued)

H Payments Less Than \$1

ECP payment processes will:

- issue payments that round to at least \$1
- **not** issue payments less than 50 cents.

I Funds Control Process

ECP payments use the Obligation Process through the e-Funds accounting process which controls funding allotments by program year, monitors program spending, and halts program disbursements when the funding allocation has been exhausted. The funding is reserved through the Obligation Process at the time the FSA-848B is approved.

The funds for ECP payments will be controlled at the National level. If adequate funding is not available, the payment will fail. The following error is an example of the message that *--will be displayed on the Certify and Pay Screen if a payment fails due to inadequate--* funding:

“fmd obligation service does not return obligation id. reason: Insufficient funds in allotment for requested amount \$5,625. Remaining balance for program xxx, state code xx, county code xxx is \$1,477.,paymentControlNumber:CR_128768]”

J Conservation Funds Ledger System

ECP allocations are recorded in the Conservation Funds Ledger System. If sufficient funds are not available, the payment request will fail. The following error is an example of the *--message that will be displayed on the Certify and Pay Screen if a payment fails because of--* inadequate funds in CFLS:

“Total Funds available is less than the approved cost share, Please allocate more funds in Ledger.”

251 General Provisions (Continued)**K e-Funds Access**

* * *

Allotments will be provided to each County Office through the funds control process. Specific allotments will be determined by the National Office. ECP obligations occur at contract approval. State Offices will have access to eFunds allocations to move available funds to County Offices. If additional funds are required, County Offices shall contact the appropriate State Office specialist. State Offices shall contact the National Office to request additional allotments by sending an e-mail with the program year and amount to **all** of the following:

- **gregory.edwards@usda.gov**
- **michele.proctor@usda.gov**
- **shanita.landon@usda.gov**.

L General Payment Policy

See 9-CM, Part 2 for general payment policy for the following:

- eligible ID types and business types
- payment eligibility
- payment limitation
- joint operations and entities
- general provisions for overpayments.

M Submitting Payment Problems

If there is an issue with an ECP payment, then State Office Specialists should update the applicable information to the payment problem SharePoint web site at **https://sharepoint.fsa.usda.net/mgr/dafp/PECD/Payment_Issues/default.aspx**.

N Providing State Office Access to the Payment Problem SharePoint Site

State Office Specialists should request access to the payment problem SharePoint web site by e-mailing a request to **tina.nemec@usda.gov**, and providing the specific program areas of responsibility.

252 Payment Limitation Provisions**A Payment Limitation Information for ECP Payments**

ECP payments are limited to a maximum payment limitation amount per disaster ID assigned by ECP-PM. The maximum payment limitation per disaster is:

- \$200,000 for any disaster ID's approved before December 20, 2018
- \$500,000 for any disaster ID's approved on or after December 20, 2018.

See 5-PL, for payment limitation amounts for a person or legal entity.

As each payment is processed through NPS, the available payment limitation for the person or legal entity will be reduced until:

- all ECP payments are issued for the person or legal entity
- the maximum payment limitation has been attributed to a person.

B Program Payment Information

Direct attribution provisions apply to ECP. CCC-902 is required for persons and legal entities requesting ECP benefits.

C Additional Information About Filing CCC-902

See 5-PL for additional information about filing CCC-902.

253 Payment Subsidiary Eligibility Provisions**A Introduction**

The payment process reads the web-based eligibility system, for the current fiscal year in which the payment is being issued for ECP to determine if a producer or member of a joint operation is eligible to be paid for that year. If the producer or member is ineligible to be paid, the payment will not be issued, and the producer or member will be displayed on the *--Certify and Pay Screen after the payment is submitted. See paragraph 146 for additional--* information.

Reminder: Eligibility determinations/certifications should accurately reflect COC determinations and producer certifications, as applicable.

253 Payment Subsidiary Eligibility Provisions (Continued)

B ECP Subsidiary Eligibility

The following table identifies web-based eligibility determinations applicable to ECP payments and how the system will use the web-based subsidiary eligibility data for payment processing.

If a producer has multiple invalid subsidiary eligibility conditions, only the highest priority *--ineligible condition will be displayed on the Certify and Pay Screen.--*

Eligibility Determination/Certification	Value	Eligible for ECP Payment	Exceptions
AD 1026	Certified	Yes	
	Not Filed	No	
	Good Faith Determination	Yes	
	COC Exemption	Yes	
	Awaiting Affiliate Certification	No	
	Affiliate Violation	No	
Conservation Compliance-Farm/Tract Eligibility	In Compliance	Yes	3/ A partial compliance value of "Yes" will result in an additional determination for the farm
	Partial Compliance	Yes 3/	
	In Violation	No	
	No Association	Yes	
	Past Association	No	
	Reinstated	Yes	
Controlled Substance	No Violation	Yes	
	Growing	*--Yes--*	
	Trafficking	No	
	Possession	No	
* * *	* * *	* * *	
	* * *	* * *	
Limited Resource Farmer or Rancher	Certification/COC Determination	Yes	
Beginning Farmer or Rancher	Certification/COC Determination	Yes	
Socially Disadvantaged Farmer or Rancher; Includes Racial or Ethnic but NOT Gender	Certification/COC Determination	Yes	

253 Payment Subsidiary Eligibility Provisions (Continued)

C AGI Requirement

Unless a certain apportionment specifically identifies AGI as a requirement, AGI provisions do not normally apply to ECP. See 5-PL.

254-259 (Reserved)

Section 2 Processing ECP Payments

260 ECP Payments

A Supporting Files for Integrated Payment Processing

The ECP payment process is a web-based integrated process that uses a wide range of information and other program determinations and values to determine whether a payment should be issued and the amount of gross payment, applicable reductions, and the net payment amount. For payments to be calculated correctly, all supporting files must be updated correctly, including **all** the following.

Type of Information	How Information Is Used for Payment Processing	Source
FSA-848B	<p>The information from the FSA-848B is used to compute the ECP cost share payment amount for the producer. All of the following must be completed before performance is recorded and payments are issued:</p> <ul style="list-style-type: none"> • FSA-848B, page 1, items 10 A through E “Certification by Participant” • FSA-848B, page 2, items 15 A through E, “Performance Certification” • FSA-848B, page 3, item 18, “Performance Approval”. 	Web-based Cost Share Contract System
Payment Eligibility Information	Used to determine whether the producer and/or member of a joint operation is eligible for payment for the fiscal year in which the payment is issued.	Web-based Eligibility System
General Name and Address Information	Used to determine the producer’s business type and general name and address information.	SCIMS
Entity and Joint Operation Information	<p>Used to determine the following for the year in which the payment is being issued:</p> <ul style="list-style-type: none"> • substantive change value • members and member’s share of the following: <ul style="list-style-type: none"> • entities • general partnerships • joint ventures. 	Business File
Combined Producer Information	Used to determine whether ECP producers or members of entities or joint operations are combined with other producers. This information is used to ensure the payment limitation is controlled properly.	Combined Producer System
Available Payment Limitation	Used to determine payment limitation availability.	Payment Limitation System
Financial Related Information	<ul style="list-style-type: none"> • Calculated payment information is provided to NPS. • Determined overpayment amount may be provided to NRRS. 	NPS or NRRS

260 ECP Payments (Continued)

B Prerequisites for Payments

Certain actions must be completed to ensure that the producer is eligible for payment. The following provides actions that must be completed to issue payments properly. COC, CED, or designee shall ensure that the actions are completed.

Step	Action
1	Ensure that FSA-848B has been approved and that the approval date has been recorded in the system according to paragraph 131, Producer Certification.
2	Ensure that CCC-901 is on file for the applicable year for producers seeking benefits.
3	Ensure that the applicable CCC-902 is on file according to 5-PL for the applicable year for producers and members of joint operations seeking benefits.
4	Ensure that all other eligibility determinations have been updated according to the determinations made by COC for producers and members of joint operations. See 5-PL.
5	Ensure that joint operation and entity ownership structure information is updated in Business File for the applicable year. See 3-PL (Rev. 1).
6	Ensure that the combined producer files are updated correctly for the applicable year. See 5-PL.
7	Ensure that all assignments and joint payees have been updated in Financial Services if CCC-36, CCC-37, or both were filed for ECP cost share.

260 ECP Payments (Continued)

C ID and Business Type Eligibility

The following table provides the ID numbers and business types that are eligible for ECP payments.

SCIMS Business Code	Business Type and/or Description
Social Security Numbers With the Following Business Types	
00	Individual
07	Trust-Revocable
22	LLC
Employer ID Numbers With the Following Business Types	
02	General Partnership
03	Joint Venture
04	Corporation
05	Limited Partnership
06	Estate
07	Trust-Revocable
10	Churches, Charities, and Non-Profit Organizations
17	Trust Irrevocable
18	Individual Operating as a Small Business
20	Indian Tribal Venture
22	LLC
Temporary ID Numbers With the Following Business Type	
15	Indians Represented by BIA

261 Payment Processing

A Computing Payment and Overpayment Amounts

The ECP payment process is an integrated process that reads a wide range of files to:

- determine whether a payment should be issued or if an overpayment has occurred
- calculate the following:
 - gross payment amount
 - reduction amounts
 - net payment amount
 - overpayment amount.

The following describes the high-level system processing sequence to calculate ECP payments for producers.

Step	Action
1	*--Payment is triggered according to subparagraph Certify and Pay action. See--* paragraph 143.
2	Determine whether there is an unsigned payment for the farm and producer in NPS, and if so, cancel the payment in NPS.
3	Determine the gross payment amount for the practice and producer according to subparagraph 261 C.
4	Determine whether the producer is an entity or joint operation, and if so, obtain member information from Business File, if applicable.
5	Determine whether the producer and/or members are eligible for payment.
6	Provide the following to direct attribution for each agreement and producer: <ul style="list-style-type: none"> • gross payment amount • program specific reductions • reason, if producer is ineligible because of subsidiary eligibility provisions.
7	Direct attribution will determine the following: <ul style="list-style-type: none"> • reduction amounts • payment limitation availability • net payment or overpayment amount • reasons for nonpayment or overpayment.
8	Determine whether CFLS and e-Funds are available for the payment.
9	Provide the payment amount to NPS, or automatically send the overpayment amount to NRRS.

261 Payment Processing (Continued)

B Triggering Payments

Payment will be triggered when the County Office user selects and submits payment on the *--Certify and Pay Page. See paragraph 143.--*

C Gross Payment Calculation

A producer qualifying for ECP assistance may receive financial assistance levels not to exceed 75 percent of the eligible cost of restoration measures. The gross payment for the producer is determined by comparing the financial assistance rate of 75 percent of the costs incurred to the not to exceed rate from program provisioning, unless the producer claims limited resource producer, beginning farmer or rancher, or socially disadvantaged farmer includes racial or ethnic but not gender status by filing CCC-860.

Note: See 1-CM for limited resource provisions.

The producer shall receive the lesser of either of these amounts.

- “Incurred cost” for the practice times 75 percent
- “Not to exceed” rate times extent performed.

The calculation results should be rounded to whole dollars.

Example: Producer A is an eligible participant and he incurs \$4,000 for a practice extent of 50 feet. The financial assistance rate is 75 percent, **not to exceed** \$40 per foot.

Producer A will receive a financial assistance payment of \$2,000 which is the lesser of:

- $.75 \times \$4,000$ (incurred cost) = \$3,000
- $\$40$ (not to exceed rate) \times 50 (extent performed) = \$2,000.

Note: Gross payment amounts will be determined by the program application and will then be processed through direct attribution where subsidiary eligibility and other reductions are applied.

261 Payment Processing (Continued)

D Correcting a Payment

--If payment is incorrect after the Certify and Pay process has been completed and-- submitted, **do not place the payment in hold for Cancel in NPS**. Adjust the payment through CSS by selecting the “Certification” option from the left navigation menu according to Part 4, Section 1.

IF the incorrect value is...	THEN...																																																																																																														
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261 Payment Processing (Continued)

D Correcting a Payment (Continued)

IF the incorrect value is...	THEN...	
Current Extent Performed	Step	Action
	1	*--Create a new (additional) Producer Certification by selecting “Add Certification” from the Certification Search Results with Practice Summary Page.
	2	Enter the amount of the corrected extent performed in the “Current Extent Performed” field on the Create New Producer Certification – Component Rate Practice Page.--* Example 1: The extent performed is 11. The user previously inaccurately entered 10 for the producer which resulted in an underpayment . Enter 1 for the producer to account for the difference: 11 (correct extent) minus 10 (extent previously entered) = 1. Example 2: The extent performed is 9. The user previously inaccurately entered 12 for the producer which resulted in an overpayment . Enter -3 for the producer to account for the difference: 9 (correct extent) minus 12 (extent previously entered) = -3.
	3	*--Complete Certify and Pay according to Part 4, Section 2. Either--* an additional payment of the difference will be sent to NPS or an overpayment will be sent to NRRS.
TSP Certification values	Step	Action
	1	*--Create a new TSP Certification by selecting “TSP” for the practice from the Practice Summary Page that is displayed by clicking on the selected Practice Number from the Agreement Summary Page.--*
	2	Enter the difference between what should be entered and what is actually entered into the Current Extent Performed field. Example 1: 12 is entered into Prior Extent Performed. The amount should be 13. Enter 1 into the Current Extent Performed field. Example 2: 15 is entered into Prior Extent Performed. The amount should be 10. Enter-5 into the Current Extent Performed field.
	3	*--Complete Certify and Pay according to Part 4, Section 2. An--* additional payment of the difference will be sent to NPS.

Note: In the case of an **Overpayment**, if ‘Yes’ is selected for the “Practice complete?” question the Total Installation costs entry will be displayed. Correct the total installation costs if necessary by entering the actual total installation costs incurred. Do not attempt to adjust the existing value by entering a negative amount in this data field.

261 Payment Processing (Continued)

E Sequestering ECP Payments

ECP payments are not sequestered.

262-267 (Reserved)

Section 3 Canceling ECP Payments

268 General Provisions for Canceling Payments

A Canceling Payments

After payment processing has been completed, County Offices shall review the NPS payment worklist to ensure that the correct payments have been generated. The user should complete the following if an error is determined:

- payment should **not** be signed in NPS
- condition causing the incorrect payment should be corrected according to subparagraph B.

Notes: User intervention is not allowed for the cancellation process.

If the:

- condition causing the incorrect payment is corrected, the system will automatically cancel the unsigned payment in NPS and recalculate the payment amount due
- payment amount is determined to be incorrect and the payment has been signed in the NPS System, the payment can no longer be canceled.

Note: The incorrect payment will be issued. After the incorrect payment is made *--the user must perform corrective actions in CSS. "Add Certification" is used to create a new certification using negative costs and extents to fix an incorrect certification before the payment is signed, or to create a receivable for an overpayment after the payment is signed. Once the condition causing the incorrect payment has been corrected in CSS, the system will determine if the producer has been overpaid or underpaid. During the next Certify and Pay action in CSS a receivable will be--* created if the producer has been overpaid, or an additional payment will be sent to NPS if the producer has been underpaid.

268 General Provisions for Canceling Payments (Continued)

B Example

Date Documentation Received in Producer Certification is not correct and, as a result, the PPI was not calculated correctly. The following table provides the steps to correct this error.

Step	Action
1	<p>Complete producer certification by entering negative “Current Actual Cost” amount and negative “Current Extent Performed” amount equal to the previously entered positive amounts. This will result in zeroing out prior actual cost and extent amounts.</p> <p>Note: Do not place a negative value in the “Total Installation Cost” field.</p> <div data-bbox="407 684 1073 1157"> </div>
2	<p>Complete “TSP Certification” by entering negative “Current Extent Performed” amounts and “Current Units Applied” amount equal to the previously entered positive amounts.</p> <p>*--</p> <div data-bbox="407 1310 1211 1871"> </div> <p style="text-align: right;">*--</p>

268 General Provisions for Canceling Payments (Continued)

B Example (Continued)

*--

Step	Action																								
3	<p>Complete Certify and Pay. The negative value on this screen should match the positive value of the payment in NPS. This will result in the payment being cancelled out when submit is pressed.</p> <div data-bbox="407 468 1339 1171" style="border: 1px solid black; padding: 5px;"> <p style="background-color: #4a5568; color: white; padding: 2px;">Certify and Pay Main - Confirmation</p> <p>Control No : 01_053_2016_0004 Creation Date : 05/02/2016 Applicant Name : Producer A Disaster ID : 1502 Status : PARTIALLY_EARNED Add/View Notes</p> <p>Following table lists all practices on the contract for payment.</p> <table border="1" data-bbox="418 741 1243 930"> <thead> <tr> <th colspan="8">Practices Summary</th> </tr> <tr> <th>Select</th> <th>Practice Control Number</th> <th>Practice Status</th> <th>Fund ID</th> <th>Certification Complete</th> <th>Current CostShare Earned.</th> <th>Prior CostShare Earned</th> <th>Payment Data</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>01-053-2016-0004-01-EF8</td> <td>Pending Certification</td> <td>3340</td> <td>No</td> <td style="border: 2px solid red;">-2100.00</td> <td style="border: 2px solid red;">2100.00</td> <td>View</td> </tr> </tbody> </table> <p>FSA_848B PDF</p> <p>* COF Signature Date (MM/DD/YYYY) : <input type="text" value="06/05/2019"/> <input type="button" value="Calendar"/></p> <p>CCC 770 Completion Date (MM/DD/YYYY): <input type="text"/> <input type="button" value="Calendar"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p> </div>	Practices Summary								Select	Practice Control Number	Practice Status	Fund ID	Certification Complete	Current CostShare Earned.	Prior CostShare Earned	Payment Data	<input type="checkbox"/>	01-053-2016-0004-01-EF8	Pending Certification	3340	No	-2100.00	2100.00	View
Practices Summary																									
Select	Practice Control Number	Practice Status	Fund ID	Certification Complete	Current CostShare Earned.	Prior CostShare Earned	Payment Data																		
<input type="checkbox"/>	01-053-2016-0004-01-EF8	Pending Certification	3340	No	-2100.00	2100.00	View																		

--*

After cancelling the incorrect payment by entering negative amounts to zero out the effective net payment, the correct payment shall be reissued according to the following table.

Step	Action
1	Complete a new Producer Certification with the correct amounts and dates.
2	Complete a new TSP Certification with the correct values.
3	*--Complete Certify and Pay to send a positive payment amount to NPS with the--* correct date.

269-274 (Reserved)

Section 4 Overpayments

275 General Provisions for Overpayments

A Introduction

Overpayments will be determined during the ECP payment calculation process.

Overpayments will be created if there is a decrease in the producer certification information of Current Actual Costs and/or Extents. After submitting the negative value on the *--Certify and Pay Screen the overpayment will immediately be transferred to NRRS.--*

Overpayments will be created if the agreement is terminated and there have been payments issued that have been certified and signed.

276 Collecting Overpayments

A Introduction

Overpayment amounts will be determined by practice and producer. Overpayments can occur for many reasons and County Offices are required to take necessary action to collect overpayments.

B Overpayments and Due Dates

The following table lists:

- situations that may cause an overpayment
- overpayment due dates.

Situation	Time of Determination	Overpayment Due Date
Payment was issued for the wrong agreement or producer.	Any time.	Immediately
The payment was issued and later something affecting the payment amount changes on FSA-848B.	After something affecting the payment amount is changed on FSA-848B.	Immediately
Producer received a payment and COC determines that the producer misrepresented their interest on FSA-848B.	After producer misrepresentation is determined.	Immediately
It is determined that the payment issued exceeds the producer's effective payment limitation amount.	After payment limitation exceeded.	Immediately
Producer's eligibility value changes that makes the producer ineligible for payment.	After an eligibility value changes that makes the producer ineligible for payment.	Immediately
FSA-848B was terminated after payments were issued to the producer.	Any time FSA-848B is terminated.	Immediately

277 Charging Interest**A Introduction**

Interest shall be charged on all ECP overpayments to producers who become ineligible after the producer's application was approved and the payment was issued.

B Ineligible Producers

A producer is considered ineligible if:

- COC determines that the producer:
 - erroneously or fraudulently represented any act affecting a determination
 - knowingly adopted a scheme or device that tends to defeat the purposes of the program
 - misrepresented their interest and subsequently received an ECP payment
- controlled substance provisions are **not** met

* * *

- practice was not properly performed and failed
- practice performed with material that was not approved on the FSA-848A

Interest for ineligible producers will be charged from the date of disbursement. The system will compute this interest when the overpayment is established in NRRS.

C When Not to Charge Interest

Interest will not be charged if the producer:

- is determined to be eligible
- returns the Treasury check without being cashed
- refunds the payment voluntarily.

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None.

Forms

The following table lists all forms referenced in this handbook.

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CCC-37	Joint Payment Authorization		260
CCC-901	Members Information 2009 and Subsequent Years		260
CCC-902	Farm Operating Plan for Payment Eligibility 2009 and Subsequent Program Years		251
FSA-325	Applications for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		251
FSA-848	Cost Share Request		Text
FSA-848A	Cost Share Agreement		Text
FSA-848B	Cost Share Performance Certification and Payment		Text
FSA-850	Environmental Evaluation Checklist		63

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM

Approved Abbreviation	Term	Reference
CD	Conservation Division	1, 2, 213
CFLS	Conservation Funds Ledger System	251, 261
C/S	Cost Share	Text
CSS	Cost Share Software	Text
CSV	Comma Separated Values	244
EC	Environmental compliance	79
ECP	Emergency Conservation Program	Text
ID	Identification	Text
ND	Needs determination	79
PDD	Program Delivery Division	1, 2
TSP	Technical Service Provider	Text
USFS	United States Forestry Service	61

Re delegations of Authority

None.

Definitions of Terms Used in This Handbook

Application

Application means an FSA-848 or FSA-848A that has not been approved by COC or CED.

Agreement

Agreement means an FSA-848A that has been approved by COC or CED.

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