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 Paragraphs have been renumbered or withdrawn, as needed.

Page Control Chart		
TC	**Text**	**Exhibit**
3, 4	2-3 through 2-6 3-1 through 3-38 3-51 through 3-58 3-83 through 3-104 3-107, 3-108 3-113, 3-114 3-121 through 3-132 3-137, 3-138 3-141 through 3-150 3-153 through 3-166 3-169, 3-170 4-1 through 4-52 5-3 through 5-6 5-11 through 5-16 5-19 through 5-28 5-45 through 5-48 5-73 through 5-78 5-91 through 5-94 5-103, 5-104 6-3 through 6-16 6-19 through 6-44 6-45	3, page 1, 2 page 3

Table of Contents

Page No.

Part 3 Cost Share (Continued)

Section 8 View/Print Forms and Letters

122 View/Print Forms 3-167
123 View Print Form Results 3-169
124-129 Reserved

Part 4 Performance and Payment

Section 1 Certification

130 Search Agreements for Certify and Pay 4-1
131 Certify and Pay Search Results 4-3
132 Agreement Summary Page 4-4
133 Practice Summary Page 4-6
134 Create New Producer Certification – Component Rate Practice Page 4-7
135 Producer Certification Confirm – Component Rate Practice 4-11
136 TSP Certification 4-13
137 TSP Certification Confirmation 4-17
138-140 Reserved

Section 2 Record and Pay

141 Search Agreements for Certify and Pay 4-21
142 Certify and Pay Search Results 4-22
143 Certify and Pay Main Page 4-25
144 Record and Pay Main – Confirmation 4-27
145, 146 (Withdrawn—Amend. 2) .....
147-151 Reserved

Section 3 View & Print Existing Certifications

152 Existing Certifications 4-37
153 View Existing Certifications from Search Results 4-41
154-159 Reserved

Section 4 Retry Payment

160 Retry Payment Results 4-49
161 Retry Payment 4-50
162 Retry Payment Confirmation 4-52
163-168 Reserved

Table of Contents

Page No.

Part 5 Agreement Maintenance

Section 1 Revise Agreement

169 Search Agreements for Revision 5-1
170 Revise Agreement Search Results 5-3
171 Revise Contract 5-5
172 Agreements Signup – Applicant Information Page 5-7
173 Agreements Signup - Add Contributors 5-9
174 Agreement Approval Data 5-10
175 Agreement Signup – Add Practices 5-12
176 Agreement Signup – Add Practice Components 5-13
177 Agreement Signup – Component Rate Practice Approval 5-16
178 Application Signup – Component Rate Practice Approval Confirmation 5-19
179 Agreement Approval – Assign Disaster ID 5-12
180 Agreement Approval – Fund Selection (Revision) 5-22
181 Agreement Approval Contract Summary 5-23
182 Agreement Approval Revision Complete 5-24
183-190 (Reserved

Section 2 Agreement in Process

191 Edit Contract 5-29
192 Agreement Maintenance – Cancel Revision 5-31
193 Agreement Maintenance – Cancellation (Revision) 5-33
194 Agreement Maintenance – Cancel Reinstate 5-34
195 Agreement Maintenance – Cancellation (Reinstate) 5-35
196-200 Reserved)

Section 3 Terminate/Reinstate Agreement

201 Terminate Contract 5-39
202 Agreement Maintenance – Terminate Agreement Reason 5-41
203 Agreement Maintenance – Terminate Agreement Confirmation 5-43
204 Agreement Maintenance – Terminate Complete 5-44
205 Agreement Maintenance: Agreement Approval 5-45
206 Agreement Maintenance: Agreement Approval Confirmation 5-47
207 Agreement Maintenance: Terminate Final 5-48
208 Agreement Maintenance - COC/CED Approval Complete 5-49
209 Re-instating Agreements 5-50
210 Agreement Maintenance – Reinstate Agreement Complete 5-51
211-215 (Reserved

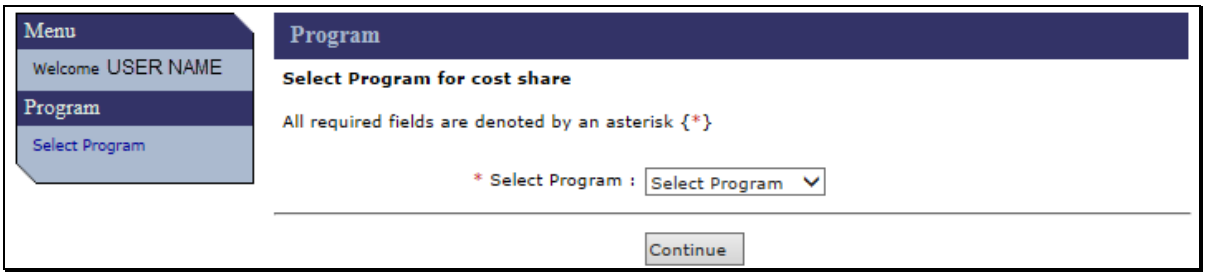
22 Cost Share Program Selection

A Overview

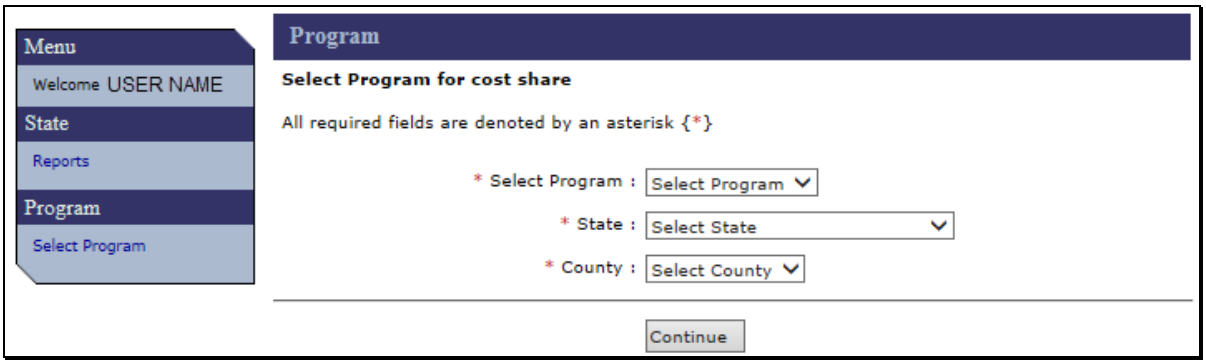
The Cost Share Program Selection page is used to navigate between the different cost share programs.

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.



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.



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.

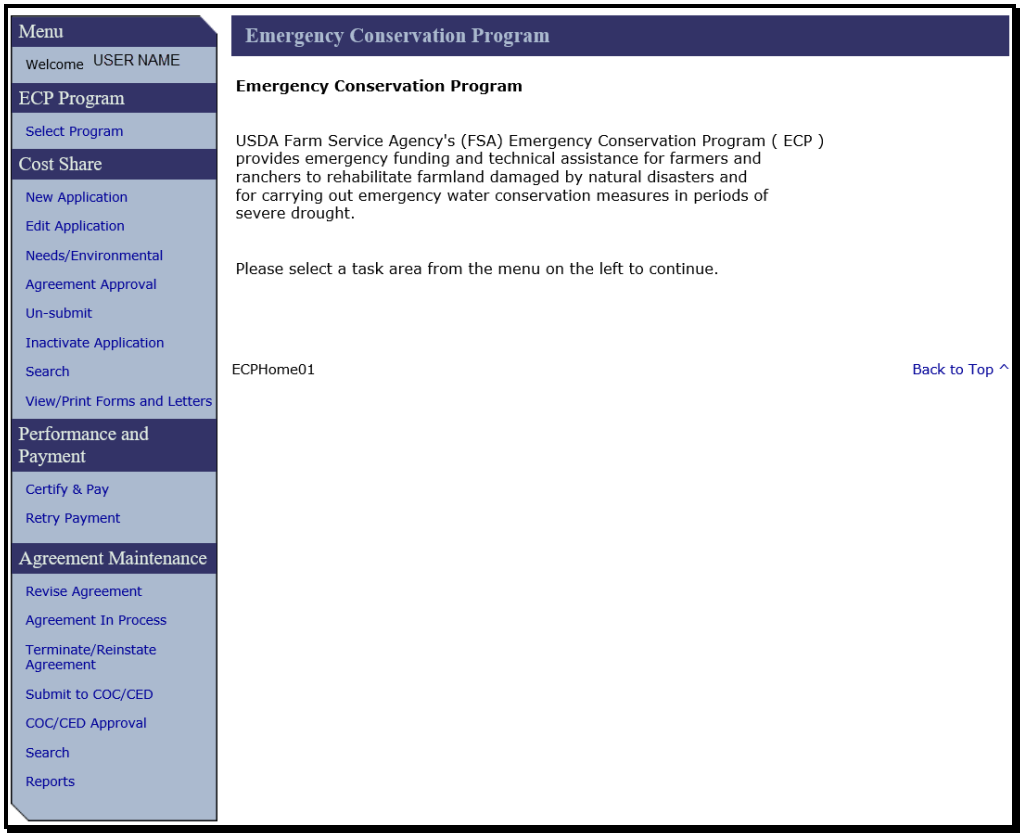
23 ECP Home Page

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.
*--



--*

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: • 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/ Reinstate 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

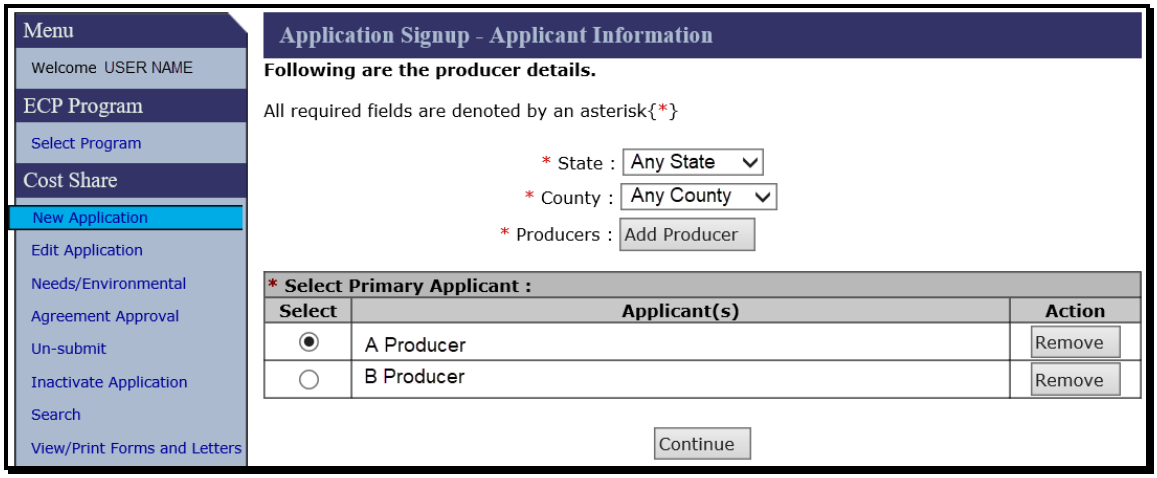
A Overview

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.

*--



--*

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	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. 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.
Select	Designate a producer as primary applicant. Under the "Select" column, CLICK the "**radio button**" for the primary applicant.
Remove	Removes a producer. **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.
Continue	The Application Signup – Add Contributors Page will be displayed. See paragraph 31.

31 Application Signup – Add Contributors – Field Selection

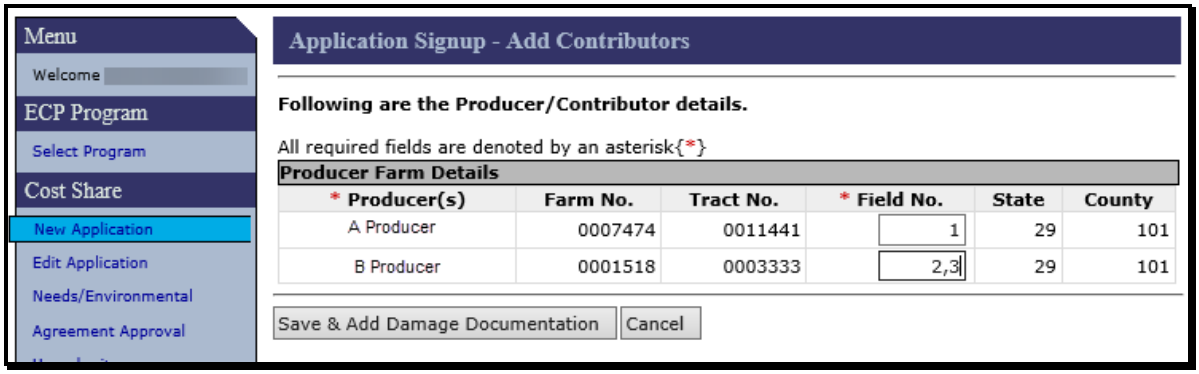
A Overview

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.

*--



--*

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

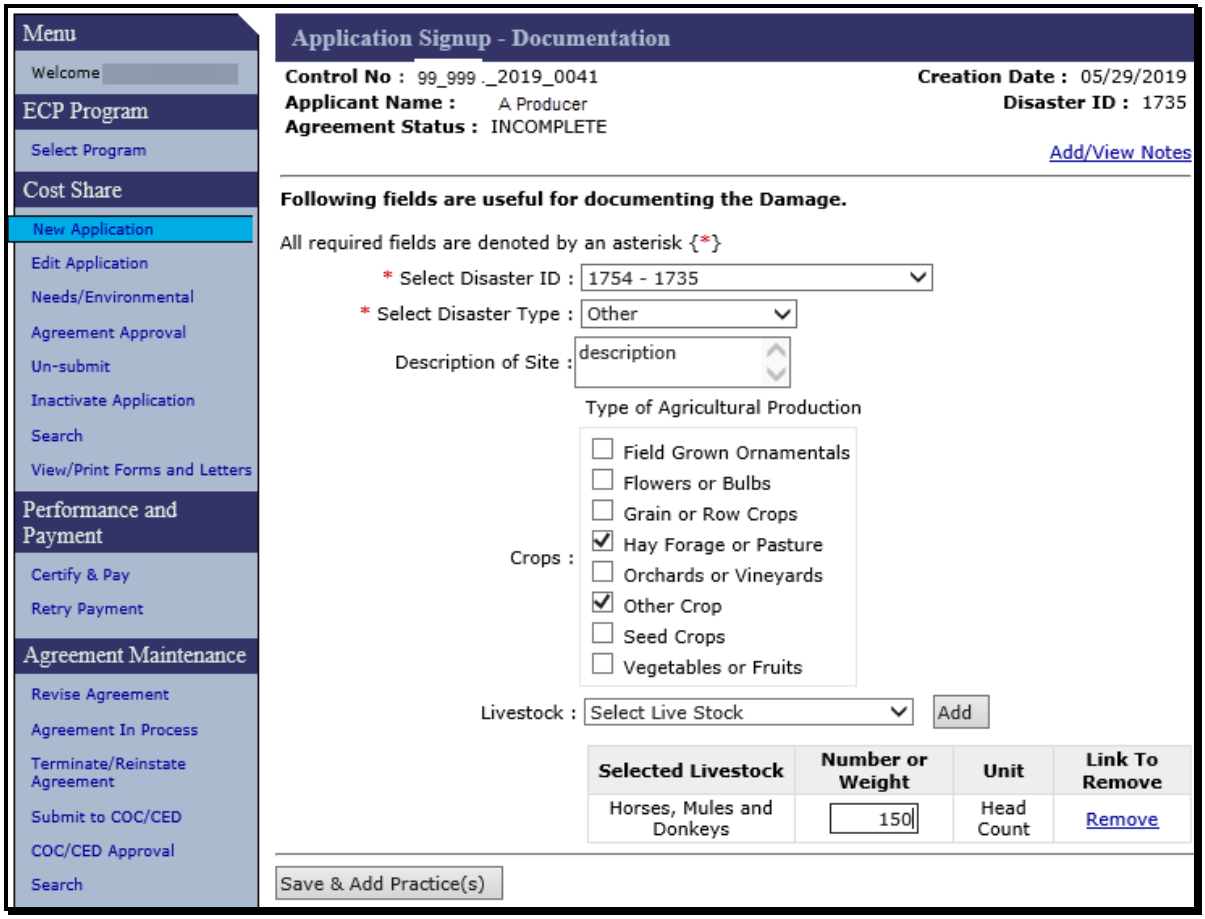
A Overview

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.

*--



--*

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

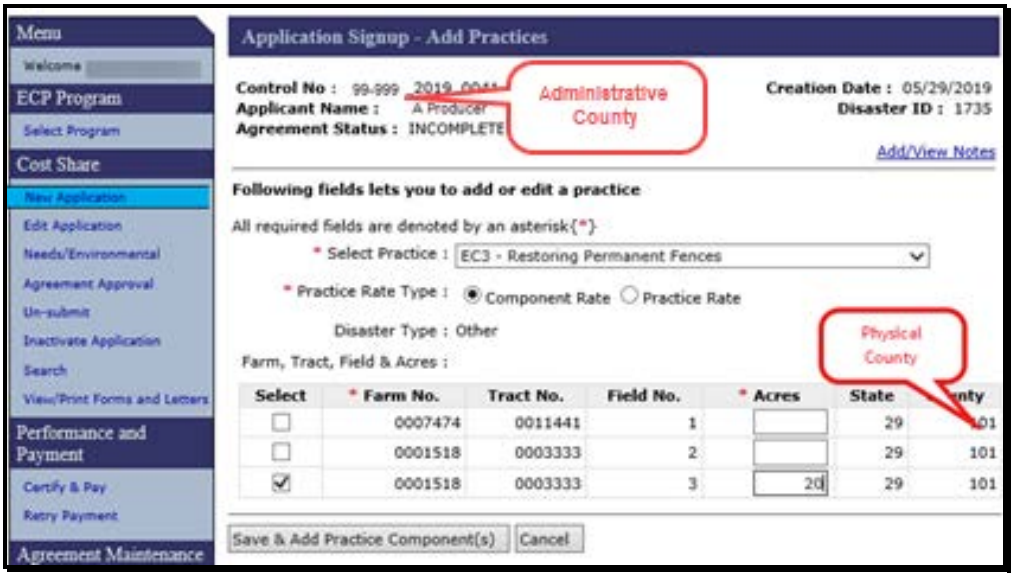
Following is an example of the Application Signup – Add Practices Page.

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.

*--



--*

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	From the drop-down list, select the practice requested by applicant. If practice is **not** listed, exit the application and contact the State Office. **Note:** State Office specialists may need to verify county eligibility with National Office program manager.
Practice Rate Type	CLICK "**radio button**", as applicable, whether using a component rate or practice rate, according to the County's Program Provisioning information. Calculate C/S based on either of the following, as applicable: • rates entered for each component in the Program Provisioning software (component rate) • rate entered for the practice in the Program Provisioning software (practice rate). **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.
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	CHECK (✓) applicable farm/tract/field and enter the total number of acres affected for that practice. Total practice acres **cannot** exceed the total farmland acres on the tract.
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.

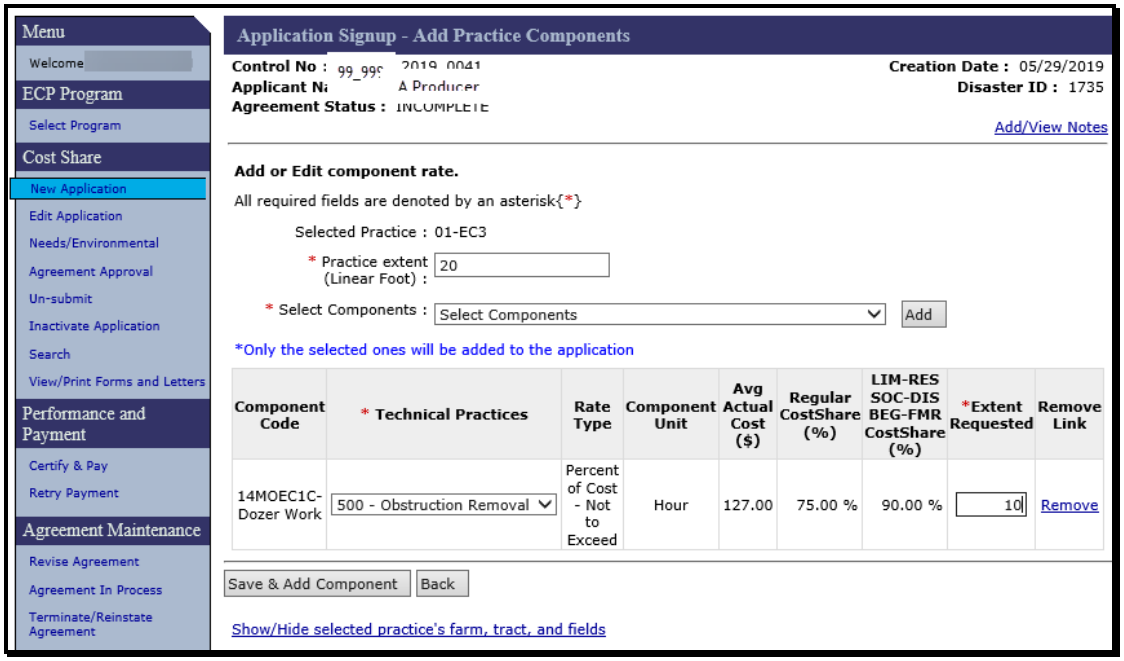
34 Application Signup - Add Practice Components

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.
*--



--*

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	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. **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.
Add	Adds the currently selected component from the drop-down list into the list of selected components in the table below. **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.
Technical Practices	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. **Note:** State Office specialists may need to verify county eligibility with National Office program manager.
Extent Requested	Enter the extent requested for each component/technical practice selected. Users can remove selected components. 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.
Remove	Allows users to remove a selected component.
Save & Add Component	Saves the selected components displayed in the table to the application and continues to the Application Signup – Add Contributors page. **Note:** Does not add a currently displayed component in the "Select Component" data field to the application.
Back	Returns user to the previous page "Application Signup – Add Practices".
Show/Hide selected practice's farm, tract, and fields	Displays or Hides the Farm No, Tract No, Field No, Acres and State/County.

35 Application Signup - Add Contributors - Share Designation

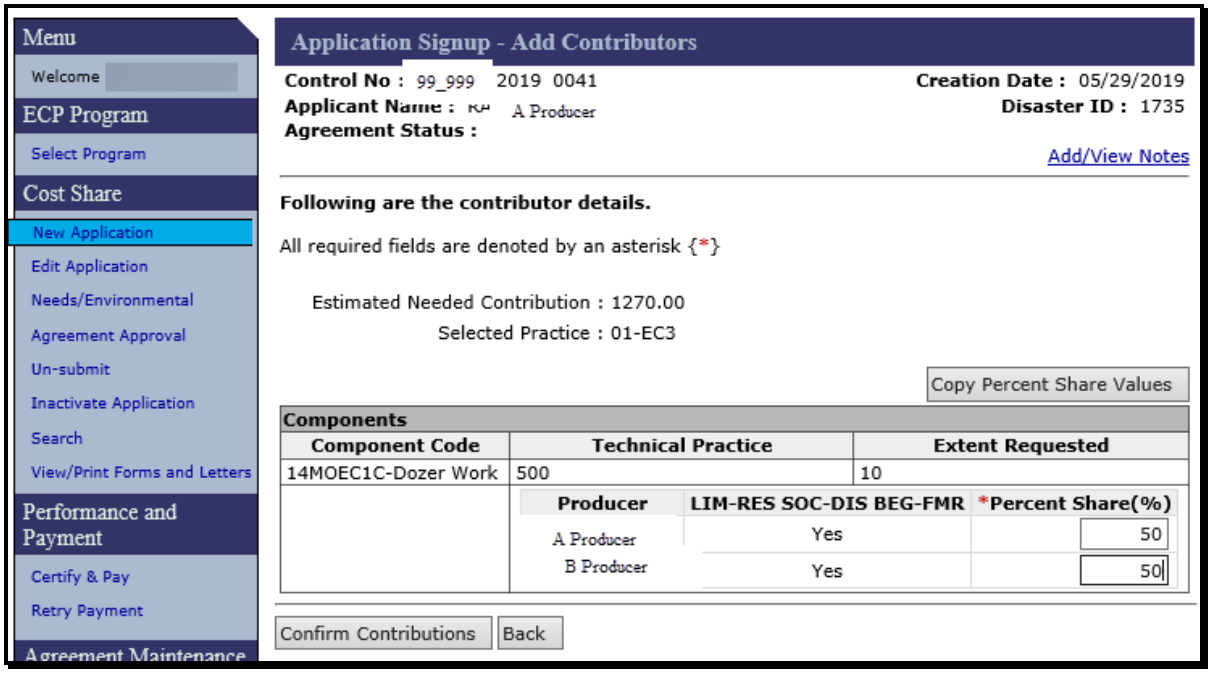
A Overview

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.

*--



--*

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.

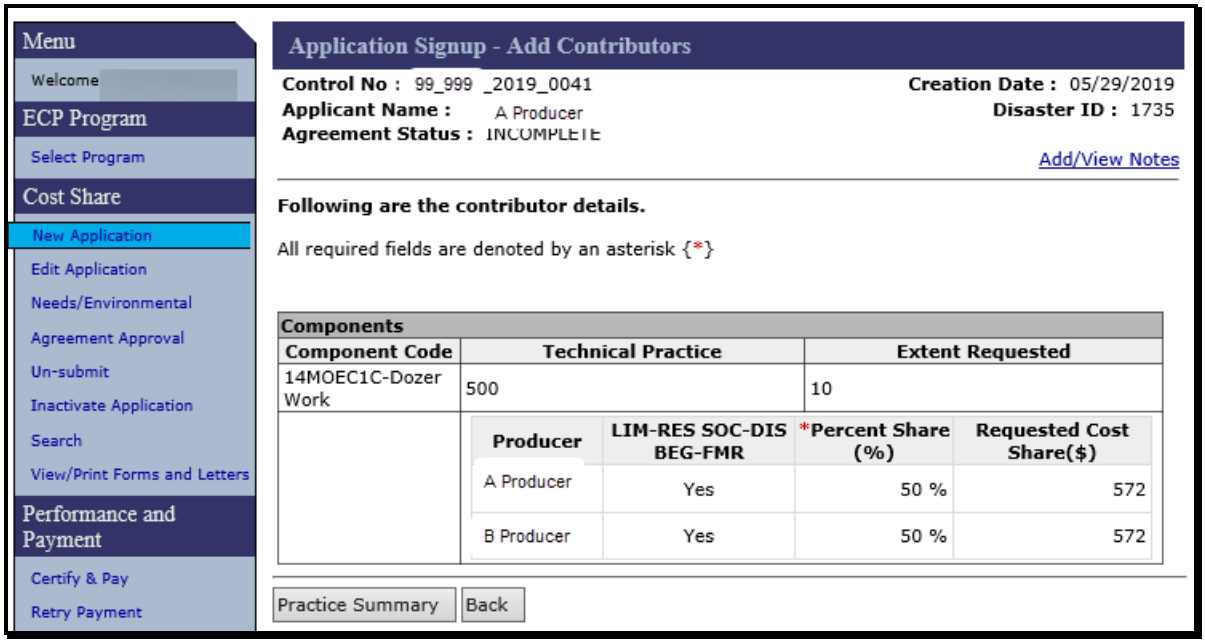
Field/Link	Description/Action
Copy Percent Share Values	When a practice has multiple components and there are multiple producers associated with the application, this button can be used to assign the same shares to all components without having to enter shares multiple times. After entering the estimated 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. **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.
Percent Share (%)	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. **Note:** The sum of the "Estimated Percent Share (%)" fields for all contributors **must** total 100 percent.
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.

*--



--*

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.

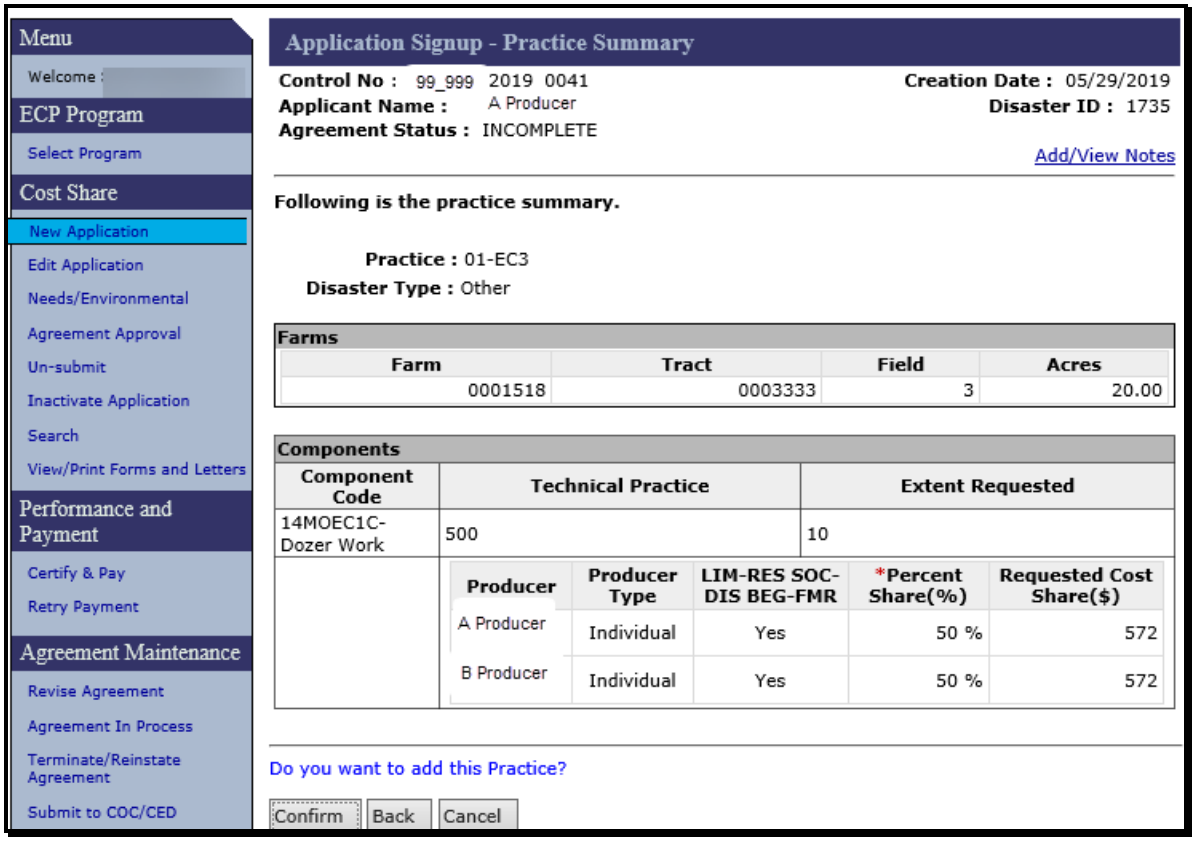
CSS automatically calculates requested cost share based on the component and practice rate information entered in the Program Provisioning software.

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.

*--



--*

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. ***--**

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	Deletes the practice. **Caution:** Practice is immediately deleted. User is not given an opportunity to confirm selected practice is the correct one to be deleted.
Edit	Modify practice or component information.
Add Another Practice	Allows user to add another practice.
***--**Continue to Next Step	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.**--***
Print FSA-848A PDF	Provides the ability to print the FSA-848. **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.

37 Application Signup - Practice Summary - Finalize (Continued)

*--D Example of Advance Payment Page

The following is an example of the Advance Payment Page.

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?	• 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.

--*

38 Application Signup - Additional Information - Eligibility

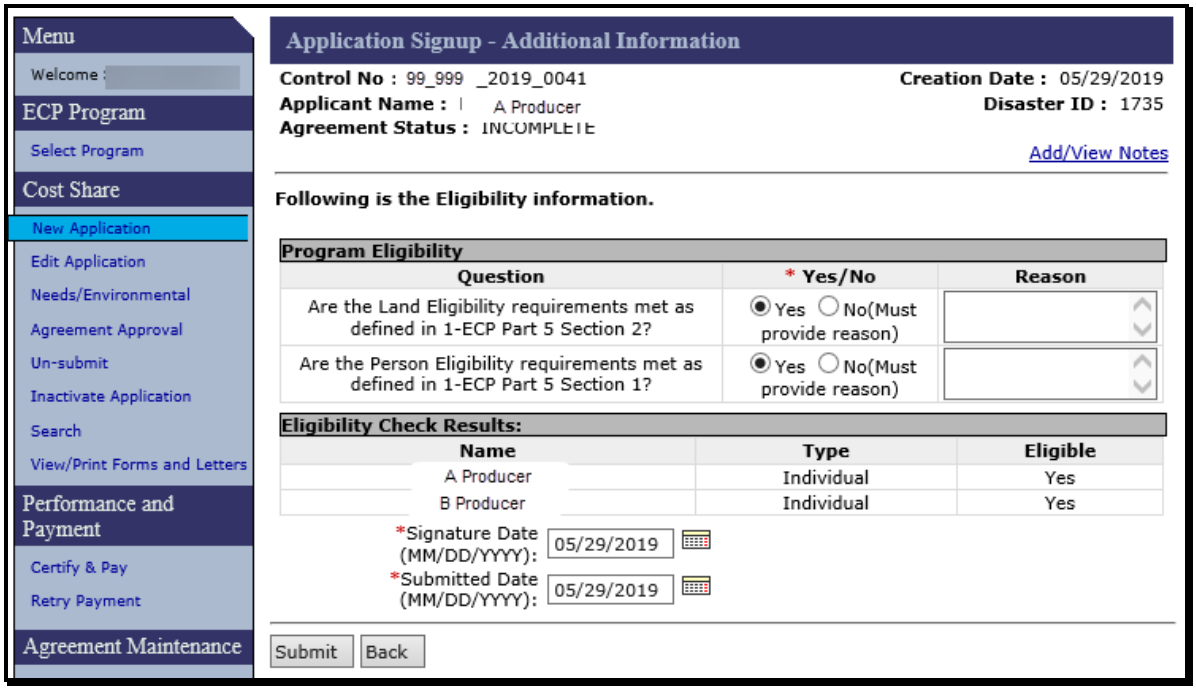
A Overview

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.

*--



--*

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	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. **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).

38 Application Signup - Additional Information – Eligibility (Continued)

C Fields, Descriptions, and Actions (Continued)

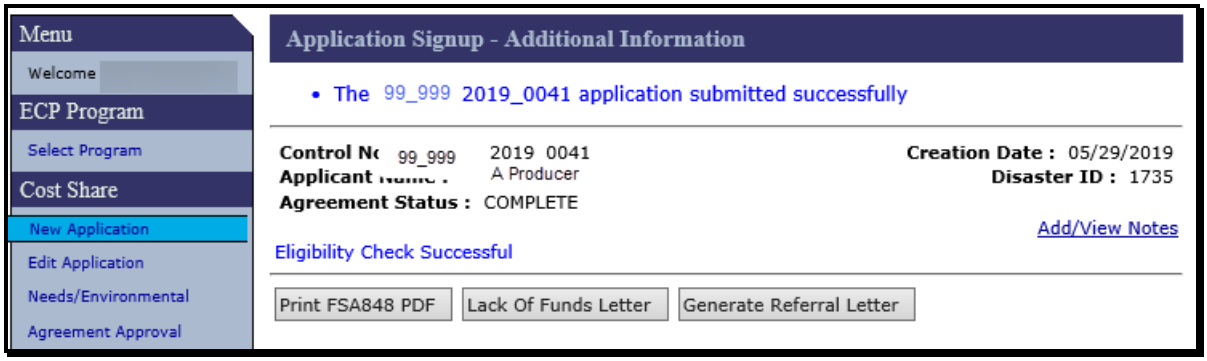
Field/Link	Description/Action
Reason	Enter reason for ineligibility when “No” is selected.
Signature Date (mm/dd/yyyy)	Enter date the applicants signed FSA-848.
Submitted Date (mm/dd/yyyy)	Enter date FSA-848 was submitted to an FSA Service Center.
Submit	Submits the Application. The Application Signup – 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.

*--



--*

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)

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.

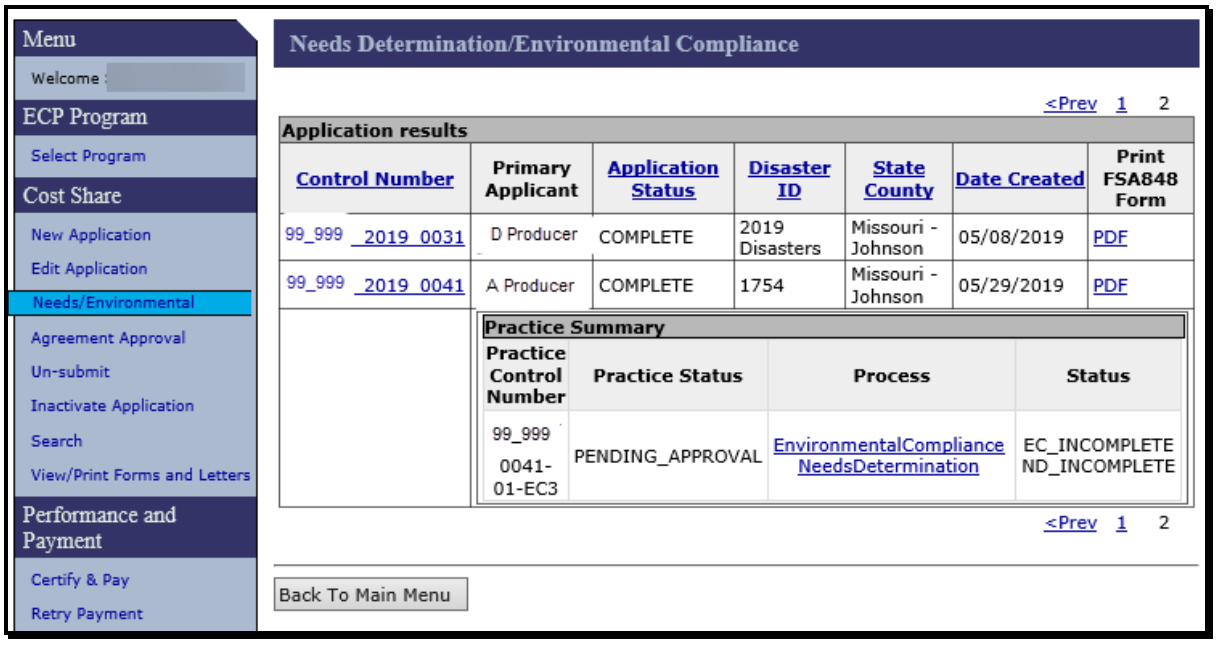
Notes: Only applications that have been successfully submitted according to paragraph 38 will have "Complete" status.

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.

*--



--*

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.

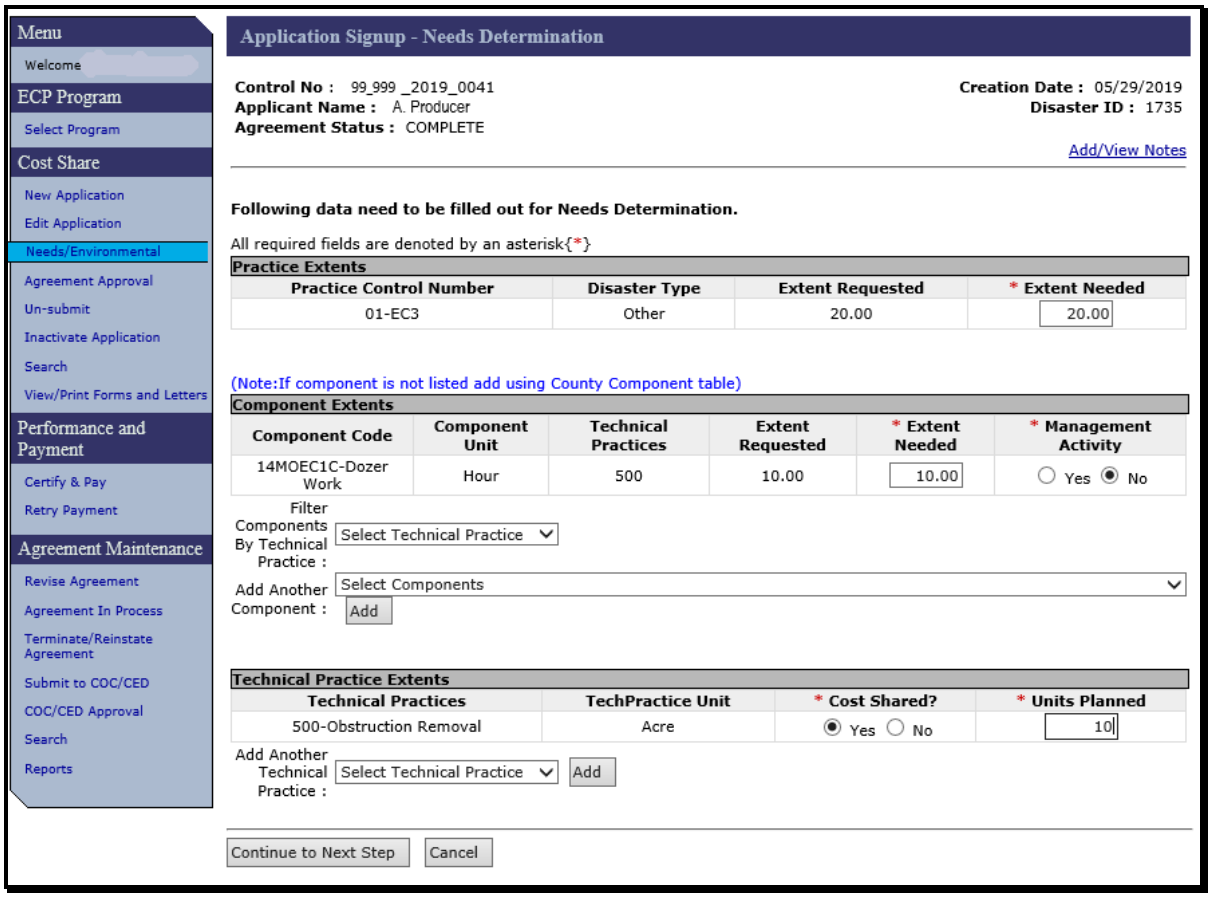
61 Application Signup – Needs Determination – Step 1

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.
*--



--*

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	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**". **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.
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	Enter the units planned for each technical practice listed. **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: • 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.

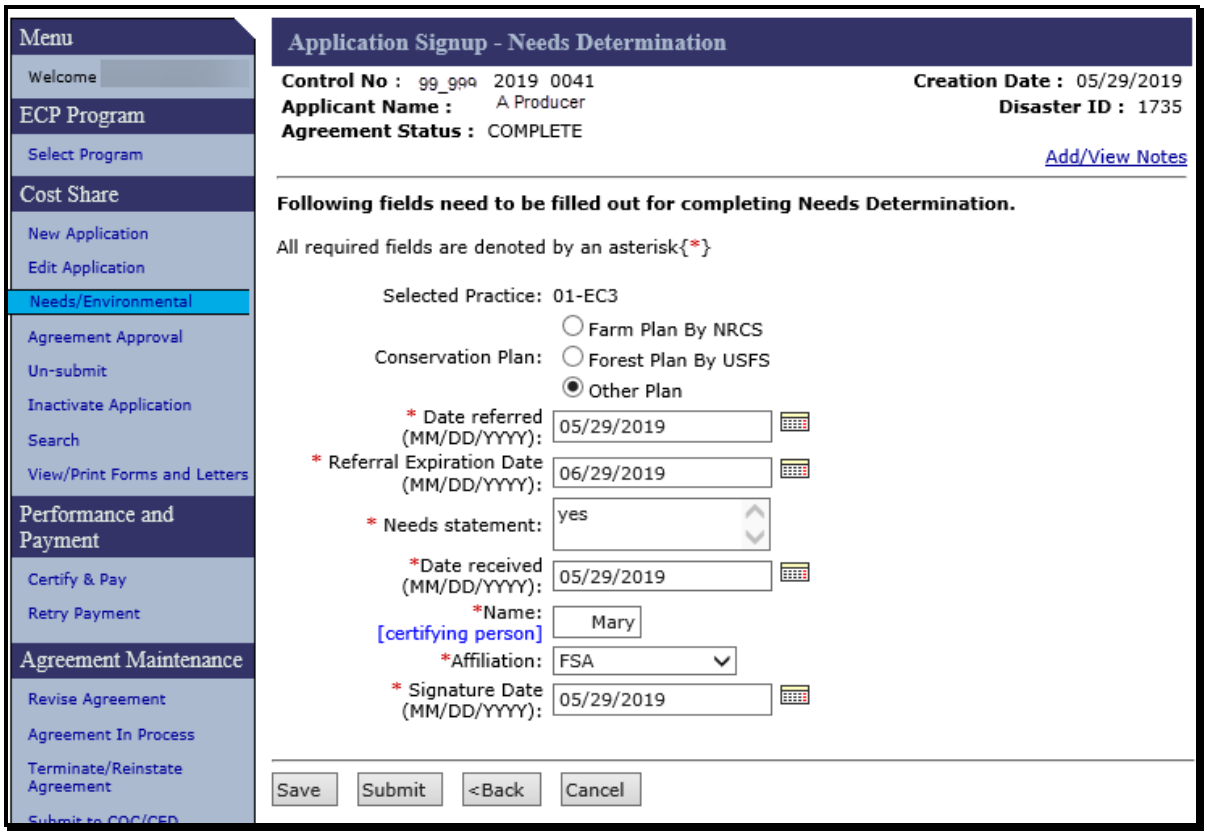
62 Application Signup – Needs Determination – Step 2

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.
*--



--*

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

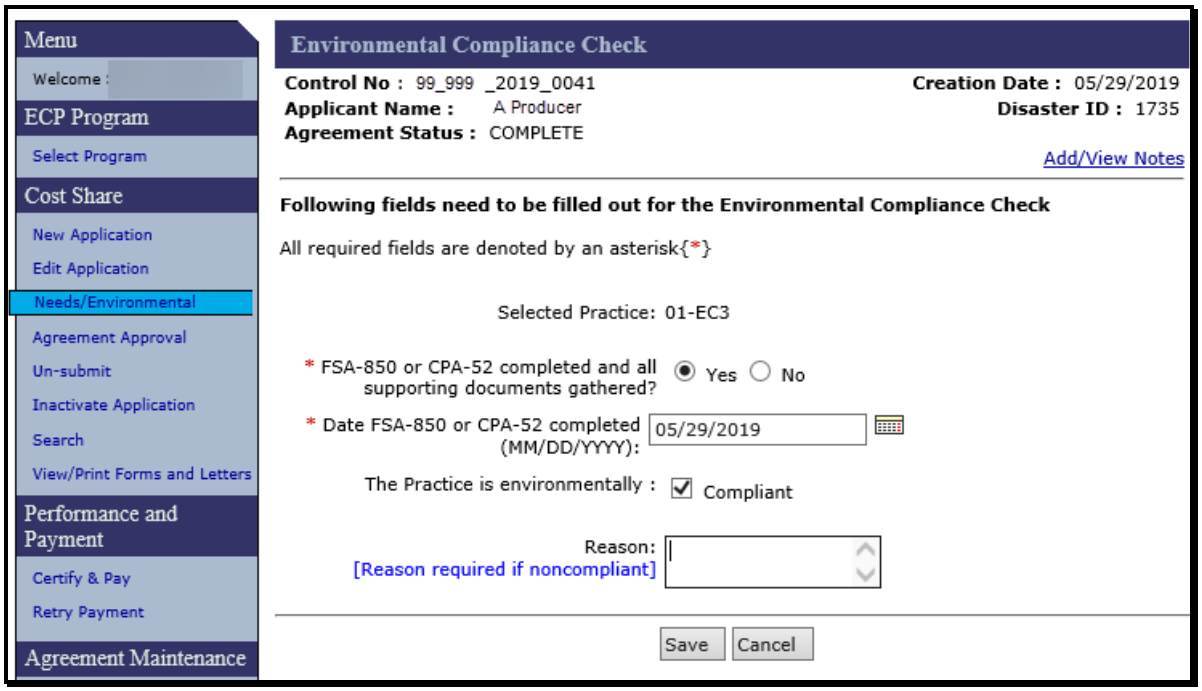
The Environmental Compliance Check Page allows users to enter environmental compliance data for a practice. To display the Environmental Compliance Check Page, CLICK the "**Environmental Compliance**" link displayed under the Practice Summary box Process column on the Needs Determination/Environmental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

*--



--*

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

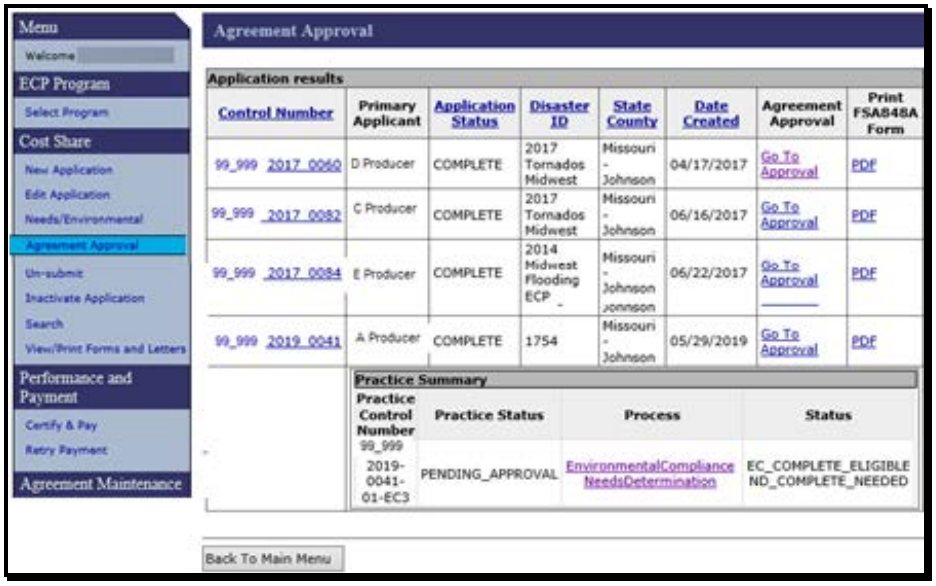
Following is an example of the Agreement Approval – Search Results Page.

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)

*--



--*

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		Click "**Needs Determination**" or "**Environmental Compliance**" to edit previously entered information. **Note:** Ensure that the status for at least 1 practice on the application is "Complete" for both needs determination and environmental compliance.
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.

80 Agreement Approval – Assign ID

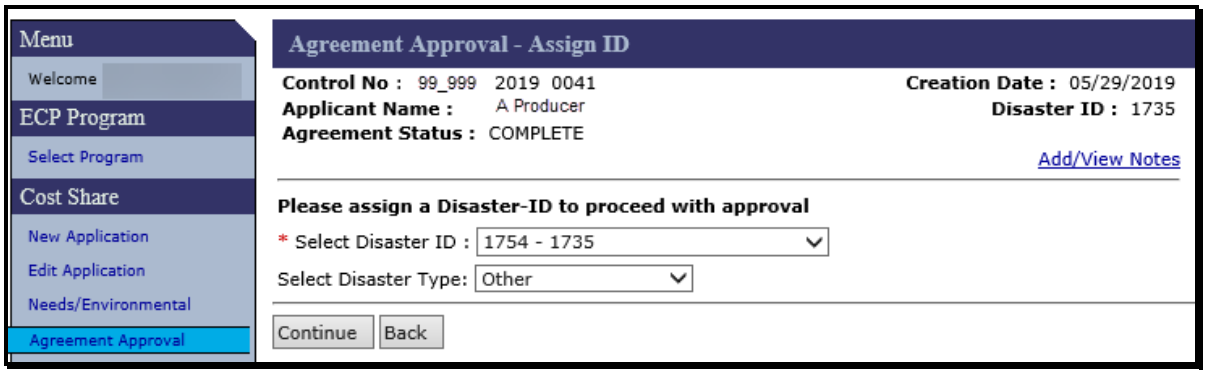
A Overview

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.

***--**



--*

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.

*--

--*

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.

*--

--*

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	Selects the practice for approval. The Application Signup – Component Rate Practice Approval Page will be displayed. **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.
Edit	User will be able to edit the component rate practice approval data, including the following: • 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	User will be able to remove the approval data for the practice. **Note:** The "Remove" link will only be available if approval information exists for that practice**.**
Continue	Select "**Continue**" to complete the approval information. **Notes:** The "Continue" option will only be available if approval information exists for one or more practices. 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.
Cancel	Cancels the "Agreement Approval" and returns user to Agreement Approval – Assign ID Page.
Disapprove All	Disapproves all practices associated with the application.

82 Application Signup – Component Rate Practice Approval

A Overview

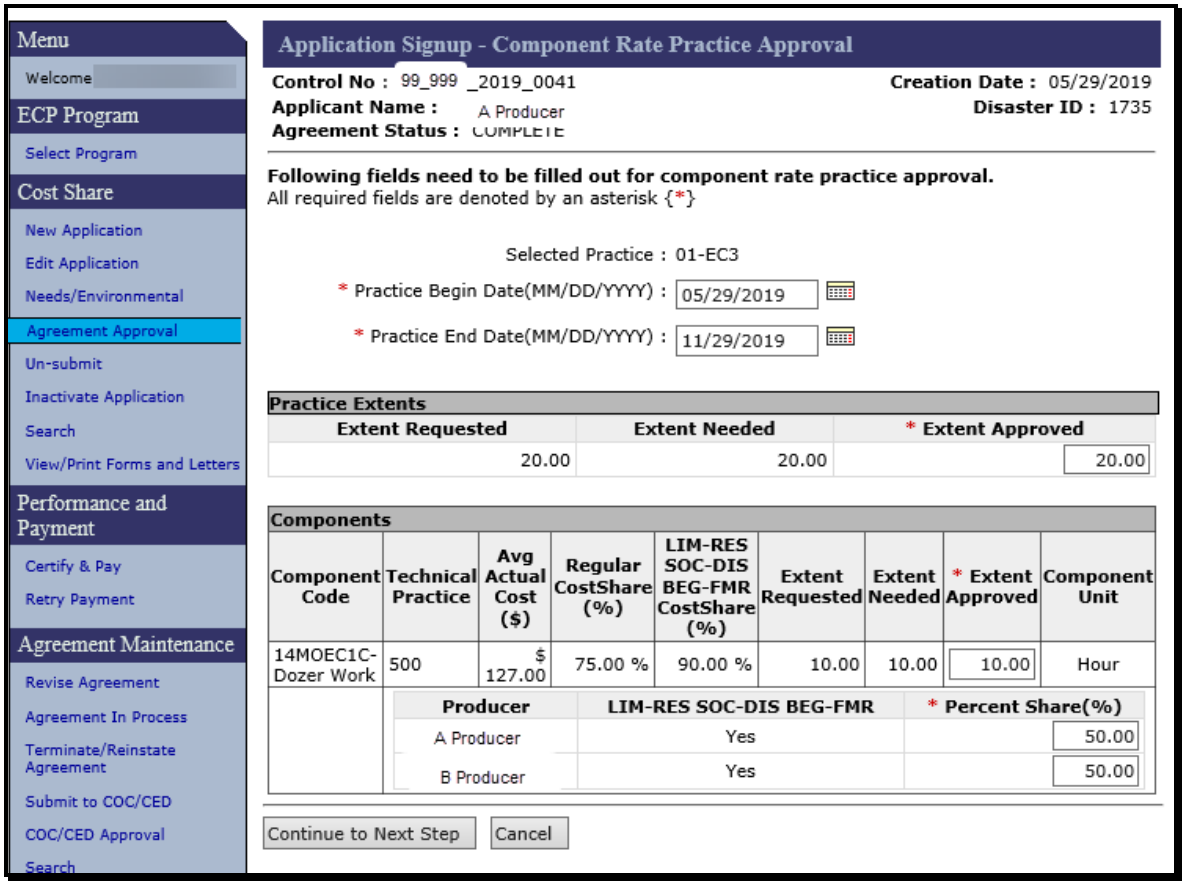
After the user clicks "**Add**" on the Agreement Approval Page, the Application Signup – Component Rate Practice Approval Page will be displayed.

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.

*--

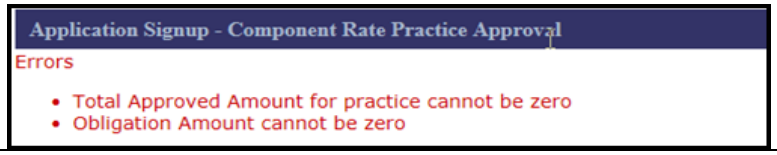


--*

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	Is prepopulated with an editable date 6 months after the practice begin date. Practice end date is ≤ 6 months of practice begin date. **Note:** See paragraph 171 for instructions to extend a Practice End Date after the application has been approved.
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	Enter the component extent approved for each technical practice. **Note:** Extent approved **cannot** be greater than extent needed. 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: 
Percent Share (%)	Enter the percent share for each contributor. **Note:** The sum of the percent shares for all producers must equal 100 percent.
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

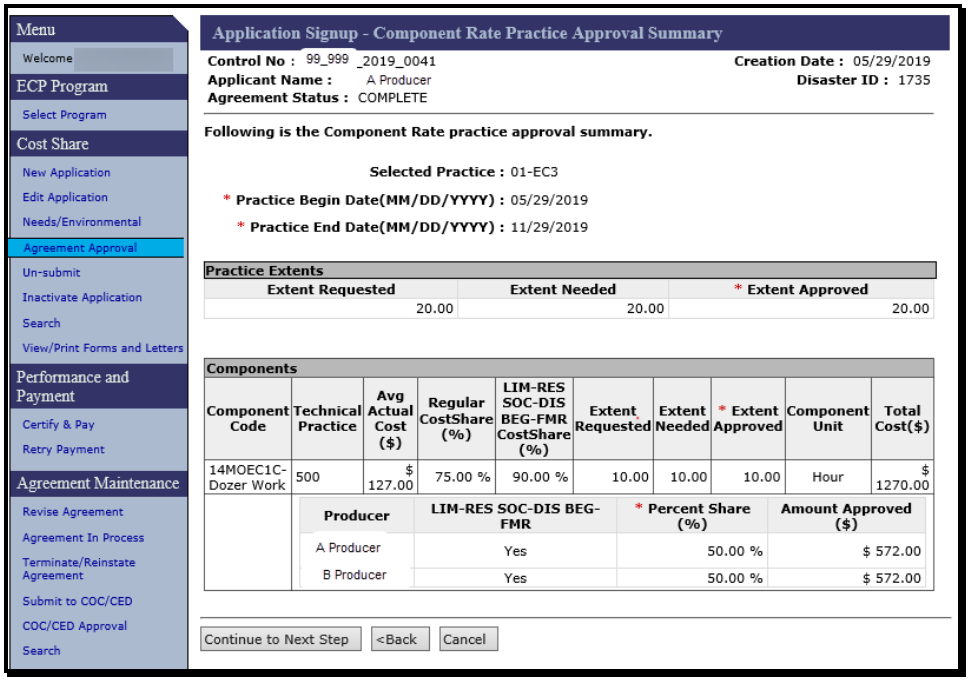
After "Continue to Next Step" is selected from the Application Signup – Component Rate Practice Approval Page, the Approval Signup - Component Rate Practice Approval Summary Page will be displayed. This page provides:

- 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

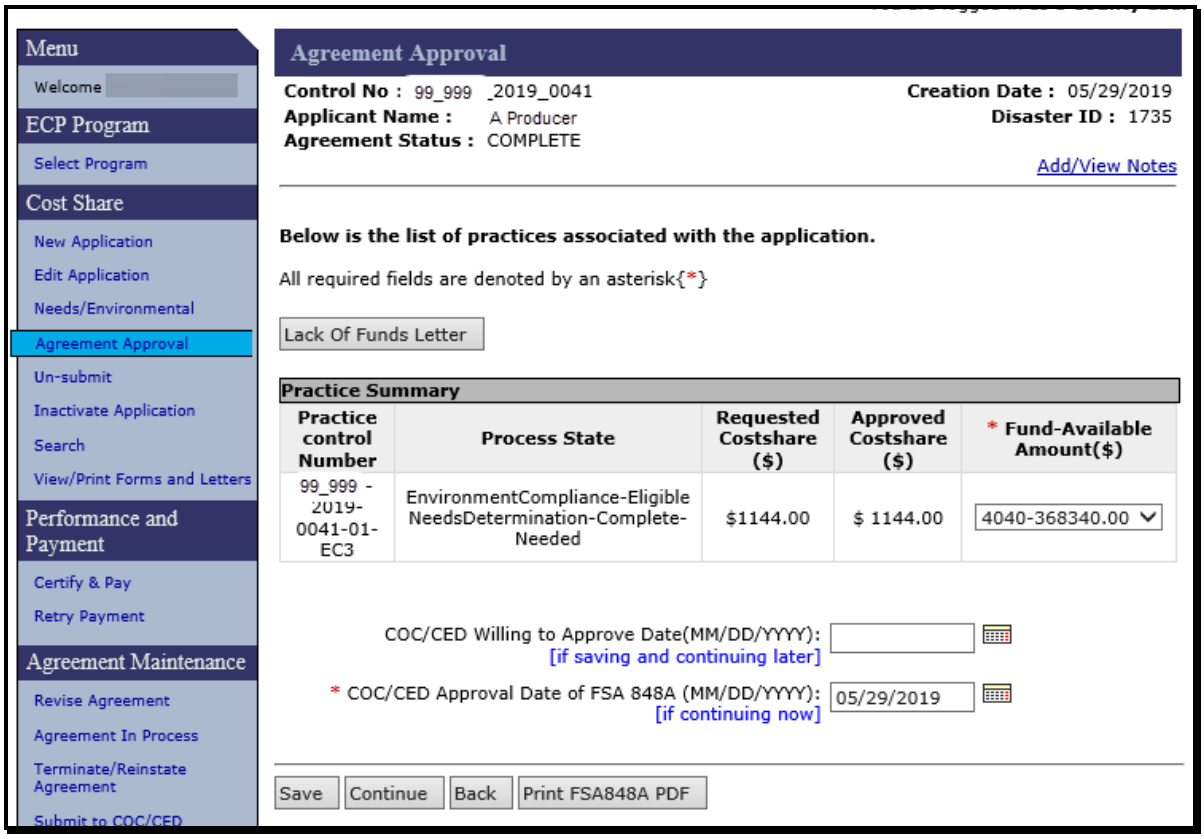
A Overview

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.

*--



--*

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)	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. **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.
COC Willing to Approve Date (mm/dd/yyyy)	Enter date, if funds are **not** available or if insufficient funds are available and CLICK "**Save**" to continue later. **Notes:** Date **cannot** be after the approval date. Users can click "**Calendar icon**" to fill this entry.
COC Approval Date (mm/dd/yyyy)	Enter date, if funds are available. **Notes:** Users can click "**Calendar icon**" to fill this entry. Additional approval date fields are displayed on this page for STC and National Office program manager when approval thresholds are exceeded: • 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. 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.
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	User is able to print FSA-848A, Cost-Share Agreement. **Note:** Printing FSA-848A does not approve the agreement.

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:

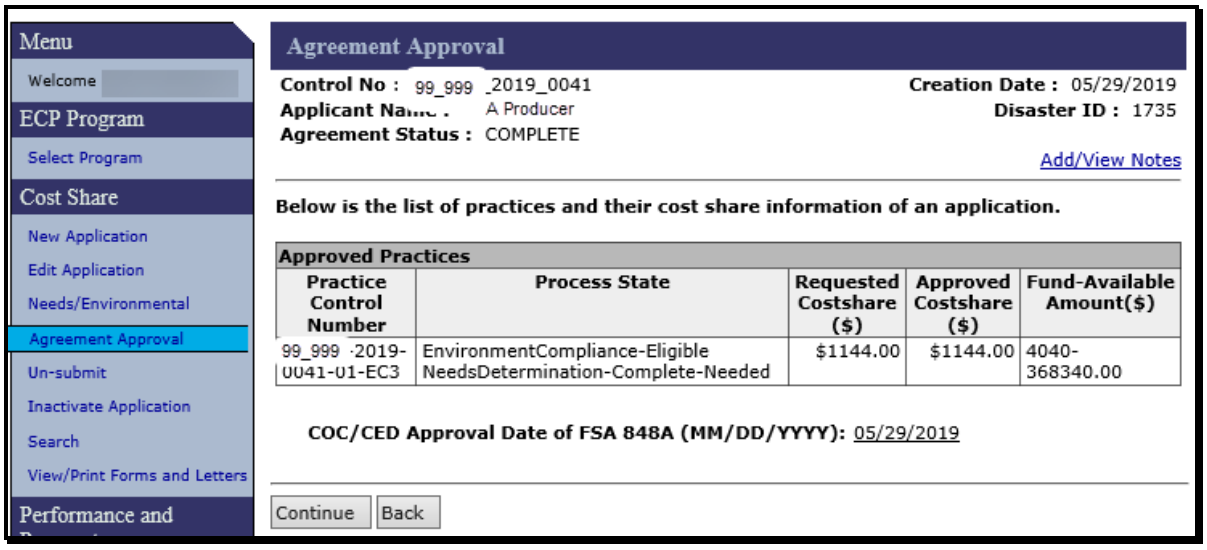
- all approved practices
- all disapproved practices
- C/S information.

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.

*--



--*

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.

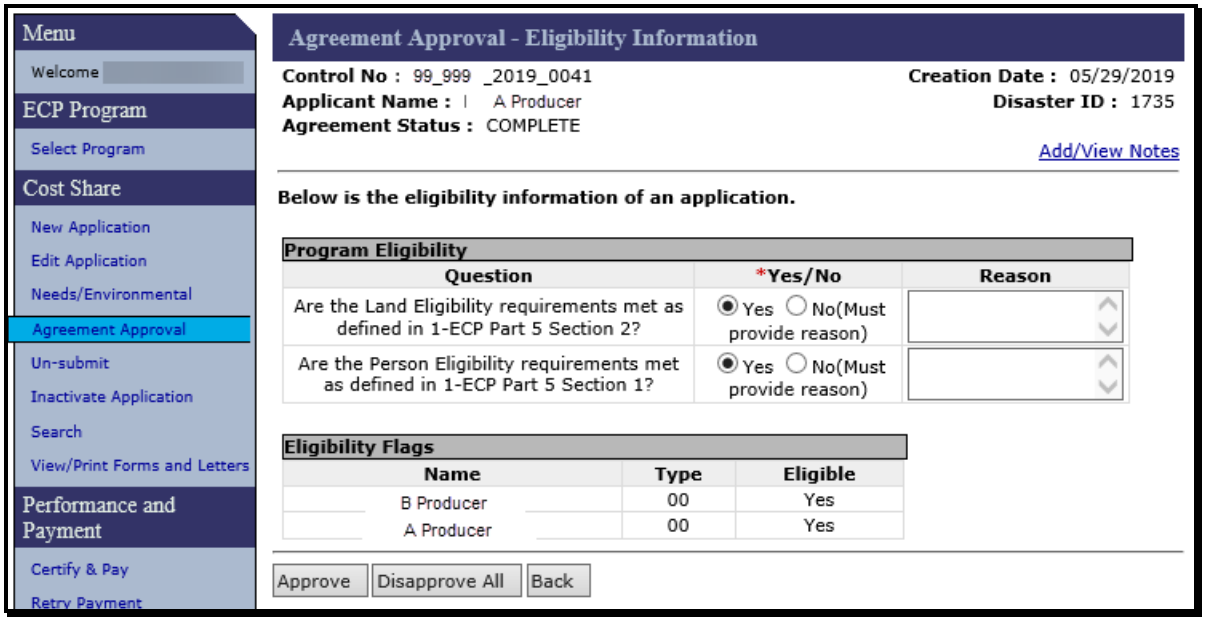
86 Agreement Approval – Eligibility Information

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.
*--



--*

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)

<table>
<tr><th>Field/Link</th><th colspan="2">Description/Action</th></tr>
<tr><td rowspan="5">Approve</td><td colspan="2">Select “Approve” after reviewing all information.</td></tr>
<tr><td>IF…</td><td>THEN…</td></tr>
<tr><td>the user answered “no” to either program eligibility question</td><td rowspan="2">the user will not be allowed to proceed and “Approve” will not be available.

“Disapprove All” and “Add/Remove Producer” will be available.

The user can also correct eligibility and try “approving” again.</td></tr>
<tr><td>and/or CSS returned “No” for the eligibility flags</td></tr>
<tr><td>the user answered “Yes” to both program eligibility questions

and CSS returned “Yes” for the eligibility flags</td><td>“Approve” will be available.

Note: “Add/Remove Producer” will also be available.</td></tr>
<tr><td>Disapprove All</td><td colspan="2">If user clicks “Disapprove All”, the Agreement Disapproval Information Page will be displayed. See paragraph 88 for additional information.</td></tr>
<tr><td>Back</td><td colspan="2">User is returned to the Agreement Approval – Confirmation Page.</td></tr>
<tr><td>Add/Remove Producer</td><td colspan="2">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”.</td></tr>
</table>

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.
***--**

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 ...’

--*

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

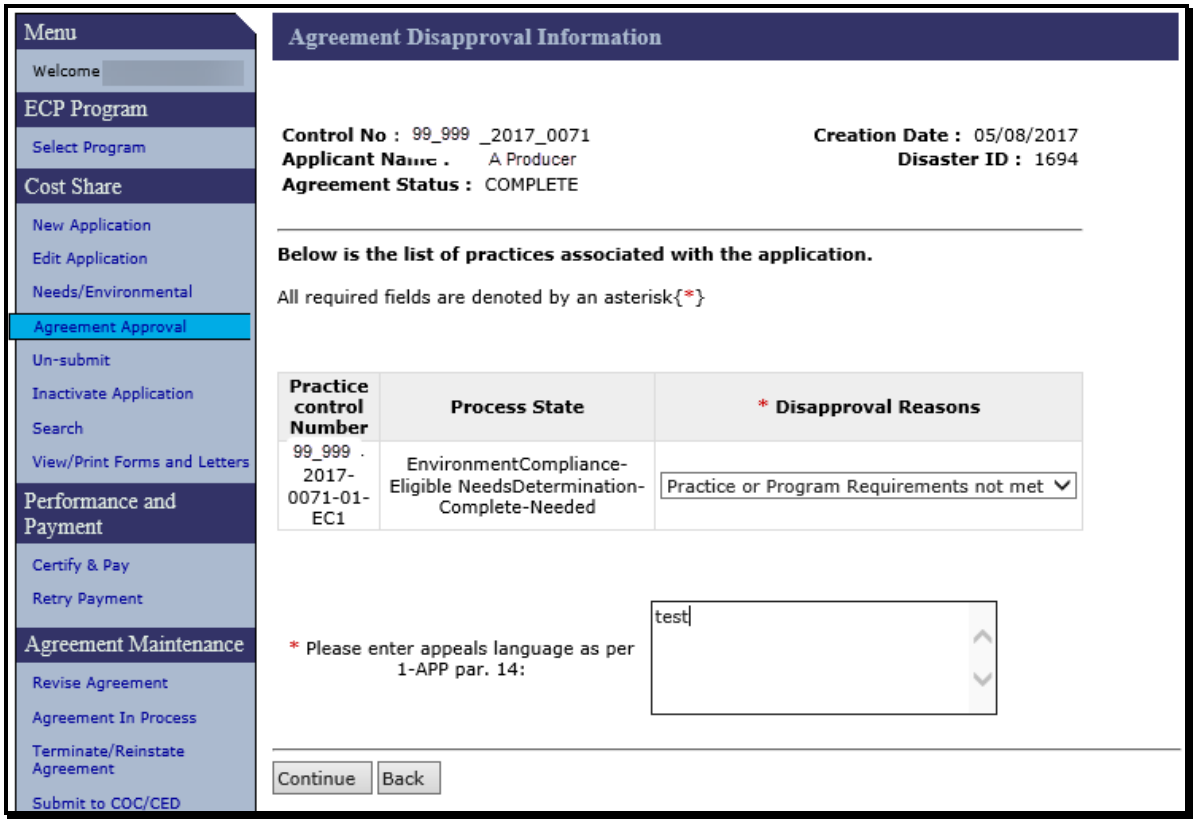
The Agreement Disapproval Information Page will be displayed after "Disapprove All" is selected from the Agreement Approval – Eligibility Information Page according to paragraph 86 or the Agreement Approval Page according to paragraph 81.

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.

*--



--*

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: • 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

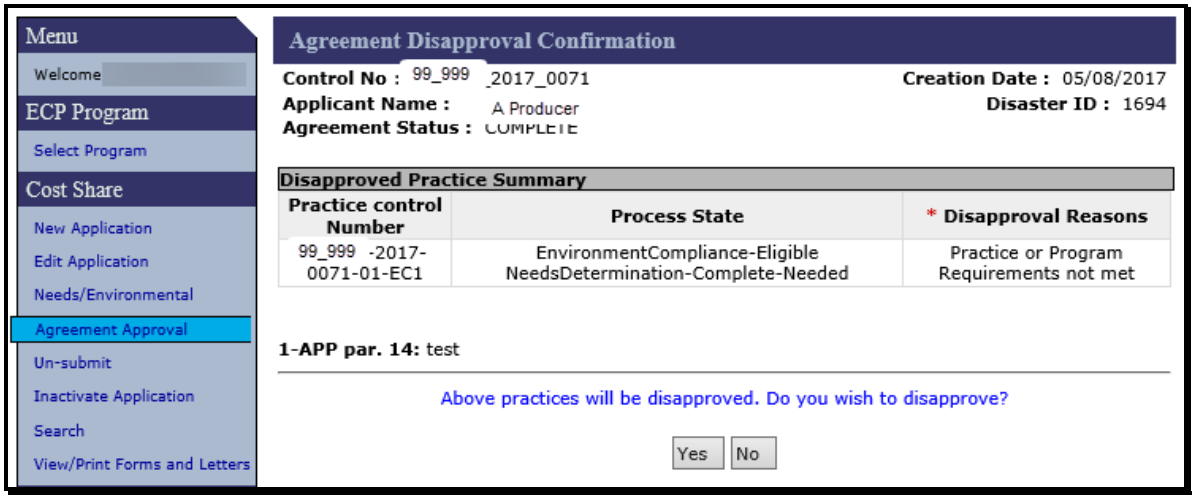
A Overview

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.

*--



--*

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.

*--

--*

C Action

CLICK "**Disapproval Letter**" to generate the disapproval letter.

91 Agreement Approval - Partial Disapproval

A Overview

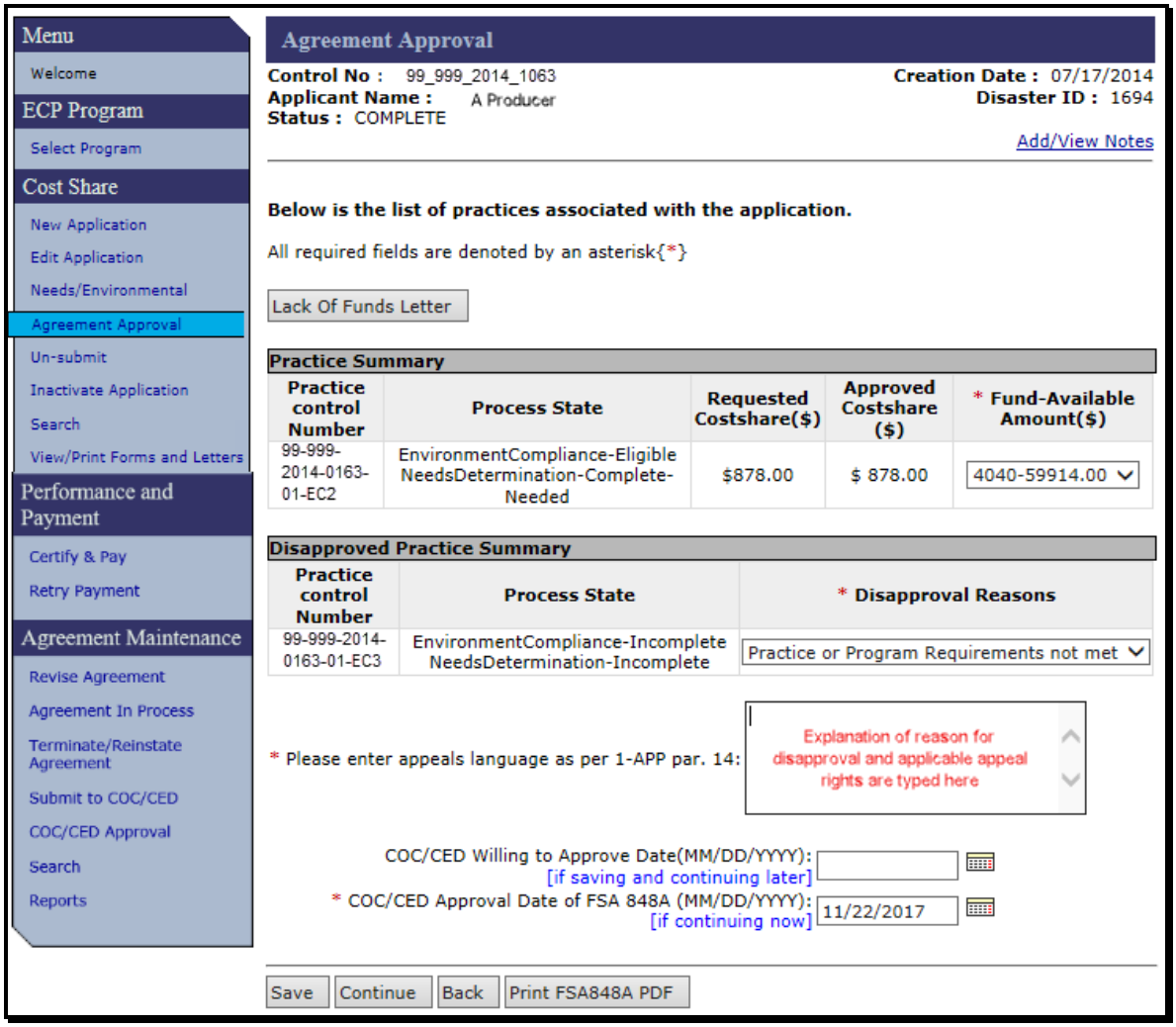
When an agreement contains multiple practices, some of which will be approved and some of which will be disapproved, the software simultaneously approves and disapproves the respective practices. To accomplish this simultaneous approval and disapproval the user must enter approval information for the 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.

*--



--*

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)	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. **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.
Disapproved Practice Summary	
Disapproval Reasons	For the practices that will be disapproved select from drop-down one of the following reasons for disapproving: • 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)	Enter date, if funds are not available or if insufficient funds are available for the approved practices and CLICK "Save" to continue later. **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. Date cannot be after the approval date. Users can click "Calendar icon" to fill this entry.

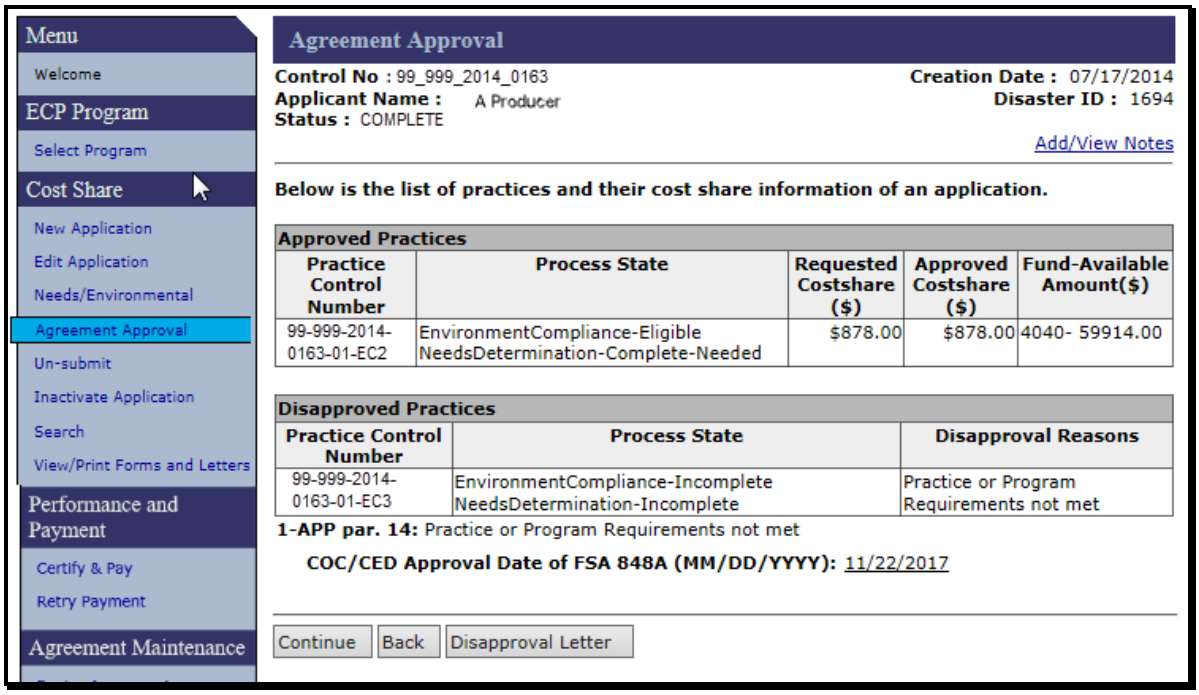
92 Agreement Approval - Partial Disapproval Summary

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.
*--



--*

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

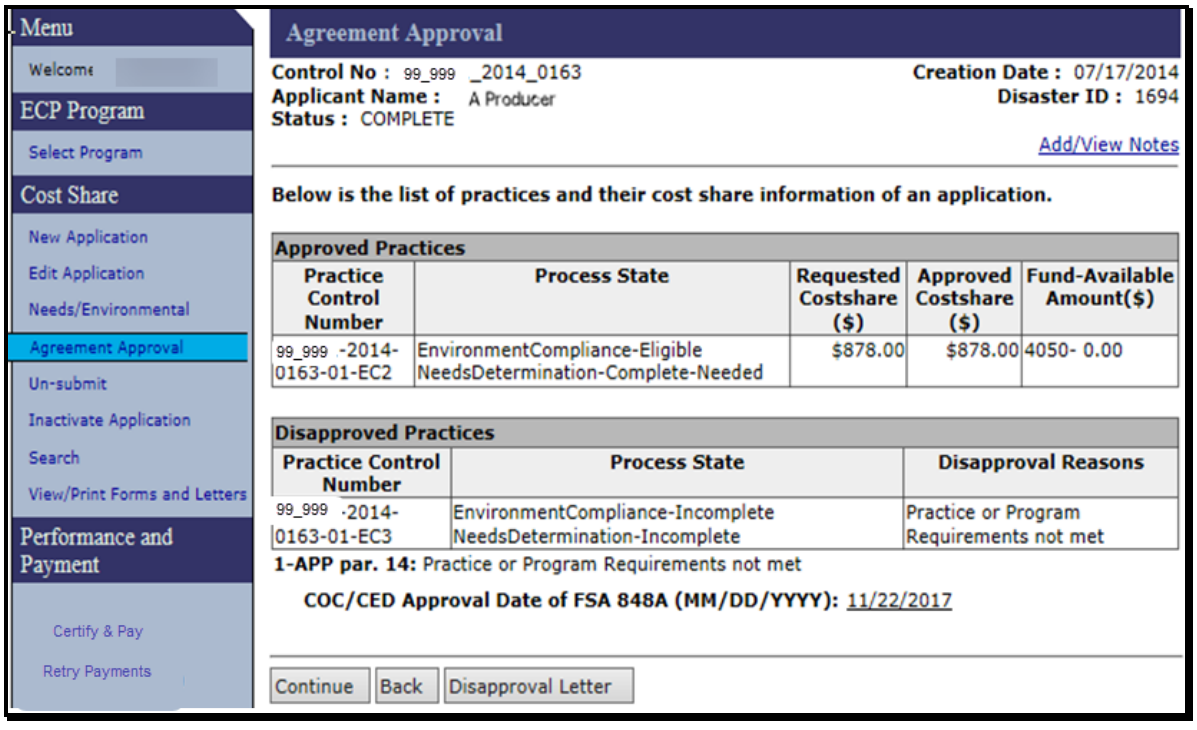
When some, but not all, practices on an agreement are being disapproved and funds are not available for the practices that are being approved, the user must enter a COC/CED **disapproval date** in the "**COC/CED Approval Date of FSA-848A**" data field on the Agreement Approval - Partial Disapproval Page 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.

*--



--*

Section 5 Un-submit Application

97 Un-Submit Application

A Overview

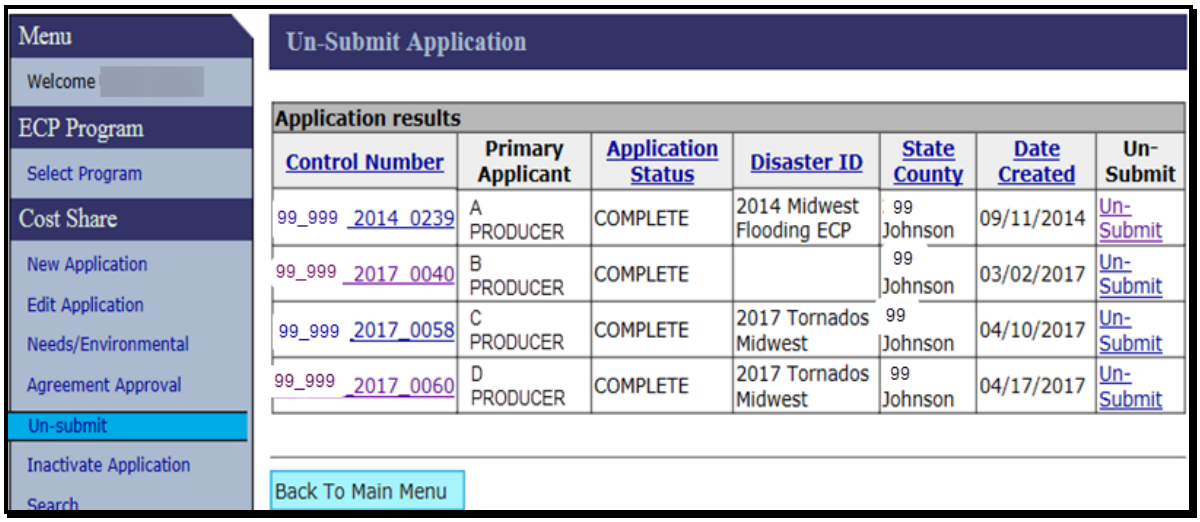
Applications with a status of "Complete" can be un-submitted. To un-submit a completed, submitted application CLICK "**Un-submit**" from the left navigation menu.

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.

*--



--*

C Action

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

98 Application Signup – Un-submit

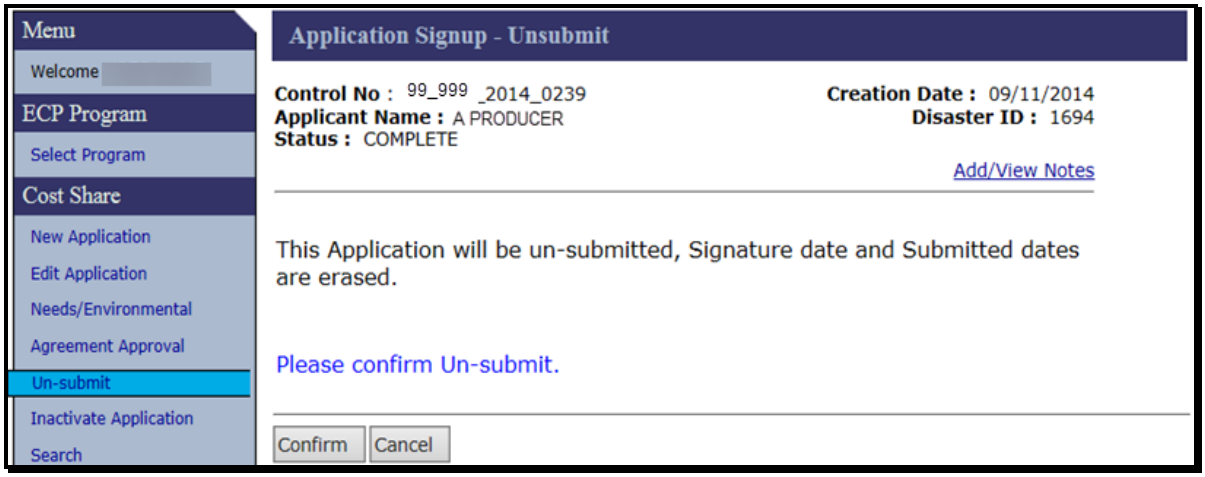
A Overview

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.

*--



--*

Section 6 Inactivate Application

105 Inactivate Application

A Overview

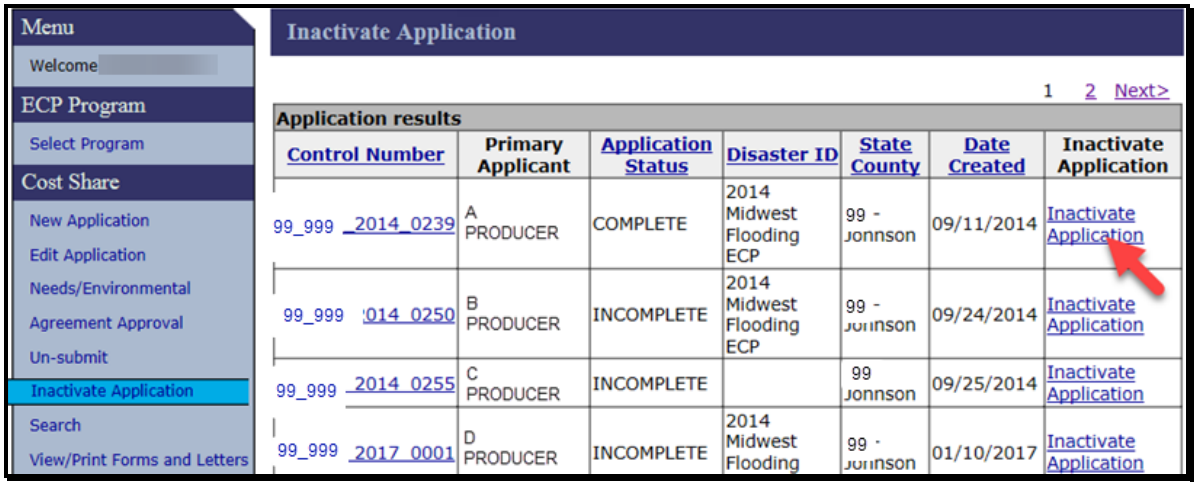
The “inactivate” function is available for all applications that have not yet been approved. To inactivate an application, CLICK “**Inactivate**” from the left navigation menu. The Inactivate Application Page will be displayed. Use this option when a producer requests to withdraw their application before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

*--



--*

C Action

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

106 Application Signup - Inactivate

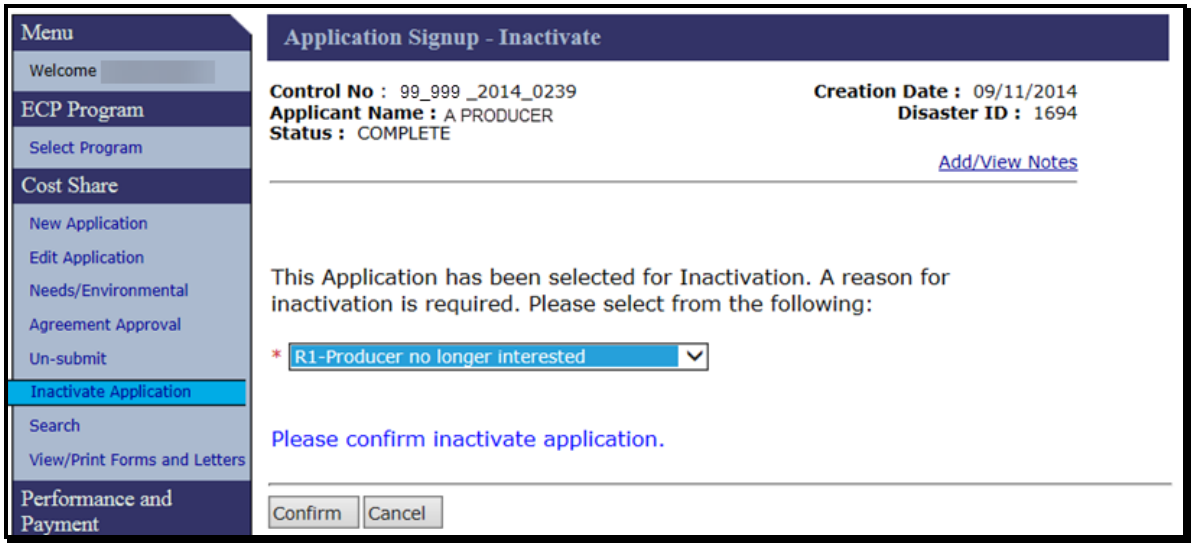
A Overview

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: • 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)

114 Application Search Criteria (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Link	Description	Action
Application Status	Drop-down list of specific application statuses available for use as search criteria. Defaults to "Select Application Status". Selectable application statuses include: • Approved • Cancelled • Complete • Disapproved • Finalized • Incomplete • Paid • Partially Earned. **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.	Select the desired application status to limit search results to only applications/agreements having that specific status. **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".
Practice Status	Drop-down list of specific practice statuses available for use as search criteria. Defaults to "Select Practice Status". Selectable practice statuses include: • Approved • Cancelled • Disapproved • Inactive • Incomplete • Paid • Partially Earned • Payment Failed • Pending Approval • Pending Certification.	Select the desired practice status to limit search results to only applications/agreements containing a practice having that specific status. **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.
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.
Clear	Resets all data entry search criteria fields.	Click "**Clear**" to remove all previously selected search criteria. **Note:** State and county are not removed as search criteria when clicking "Clear".

115 Application Search Results

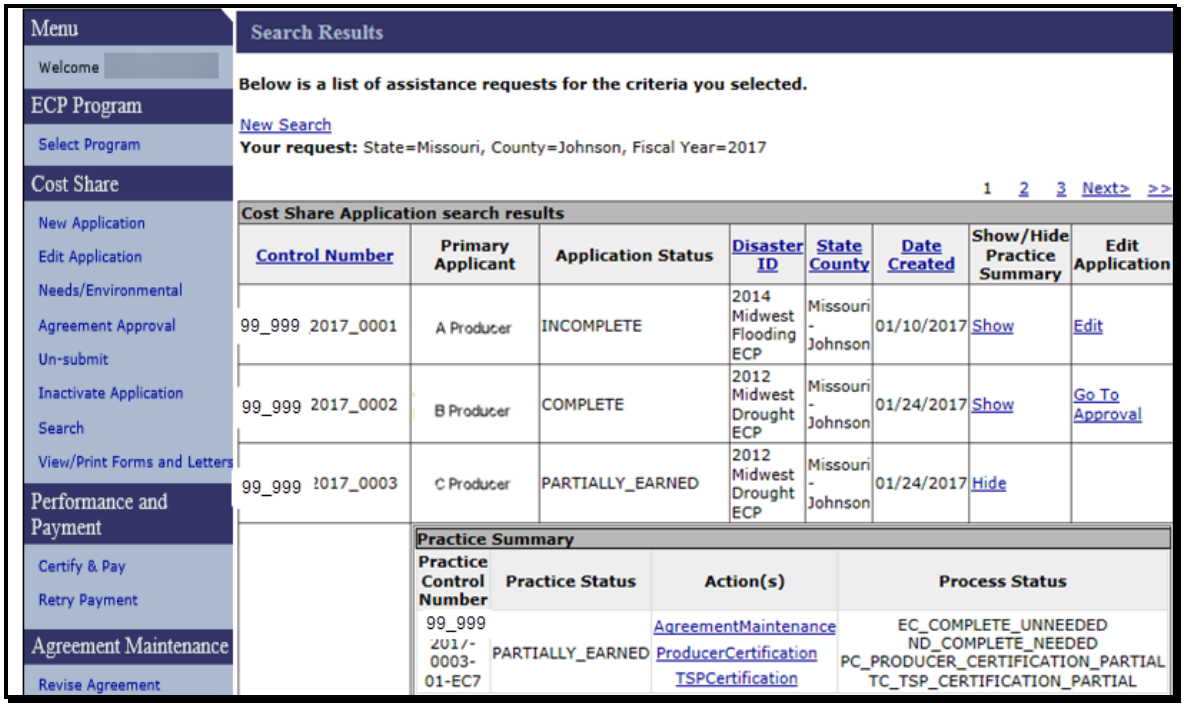
A Overview

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.

*--



--*

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.

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	Agreement has been replaced with a successor agreement through the "Finalize and Copy" process. **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".	None	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.
Incomplete	Application does not have producer signature date and submitted date entered. **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.	Edit	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.
Paid	Payments have been issued under the agreement and 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 ***--**Producer Practice Summary Page. See paragraph 133.
		TSP Certification	Takes the user to the Practice Summary Page. See paragraph 133.**--***

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	Successor agreement of a revision that has been submitted to COC/CED for approval but has not yet been approved. **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.	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	Successor agreement of a revision that has been designated "Revise Complete" but has not yet been submitted to COC/CED for approval. **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.	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	Successor agreement of a revision that has not yet been designated "Revise Complete". **or** Previously terminated agreement in the process of being re-instated but not yet designated as submitted to the COC/CED for approval.	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

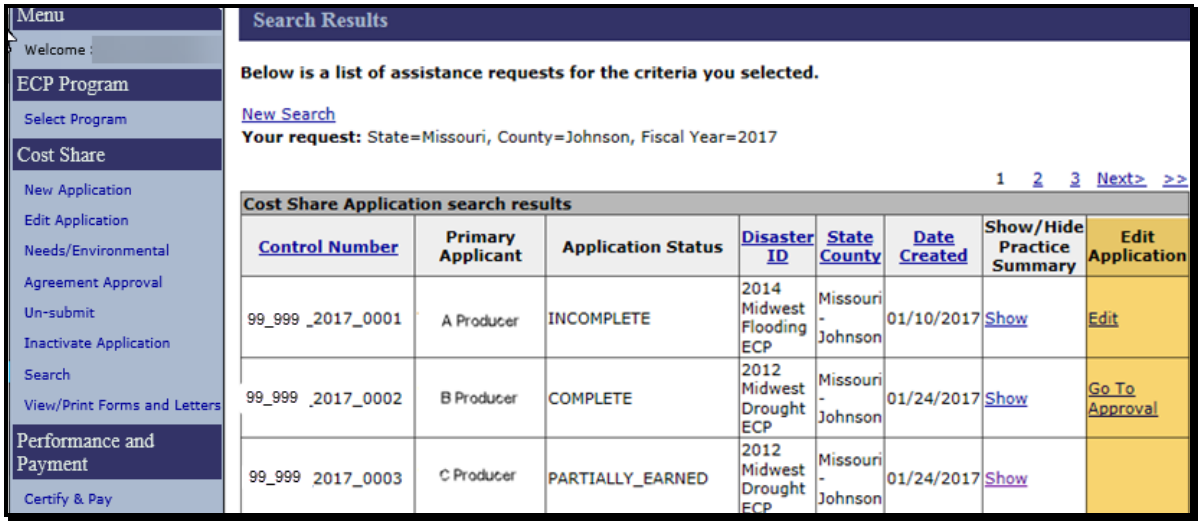
The “Edit Application” column on the Application Search Results Page contains process links for applications. Available process links (if any) vary according to Application Status. Clicking the process link under the “Edit Application” column takes the user directly to the specific process.

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.

*--



--*

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

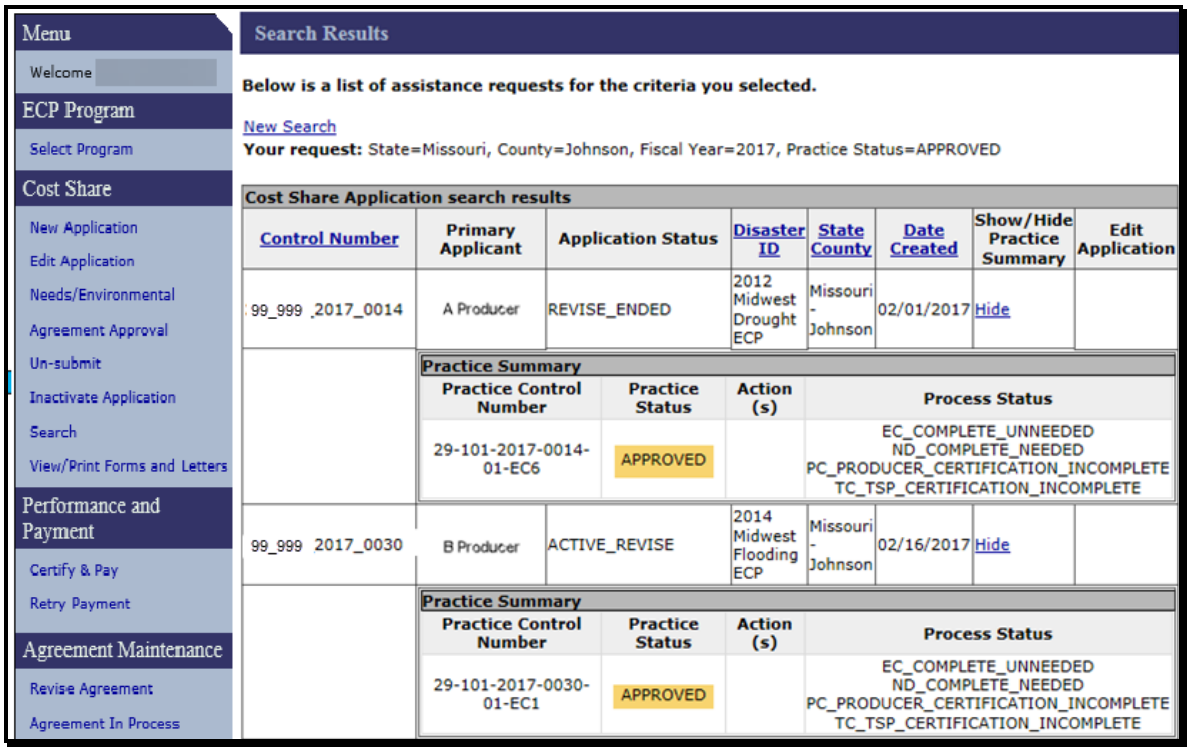
A Overview

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.

*--



--*

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:

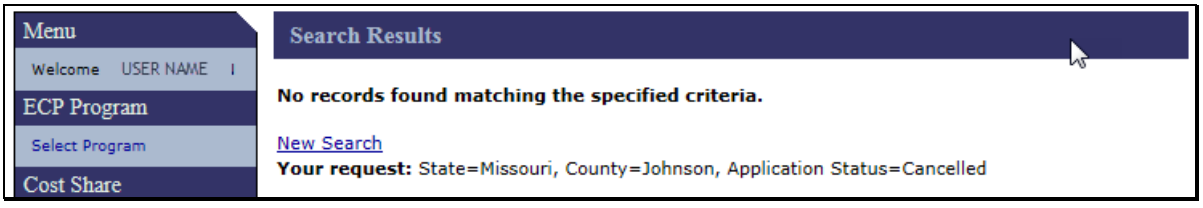
  - Agreement Maintenance – paragraph 171
  - ***--**Producer Certification – paragraph 133
  - TSP Certification – paragraph 133.**--***

- 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

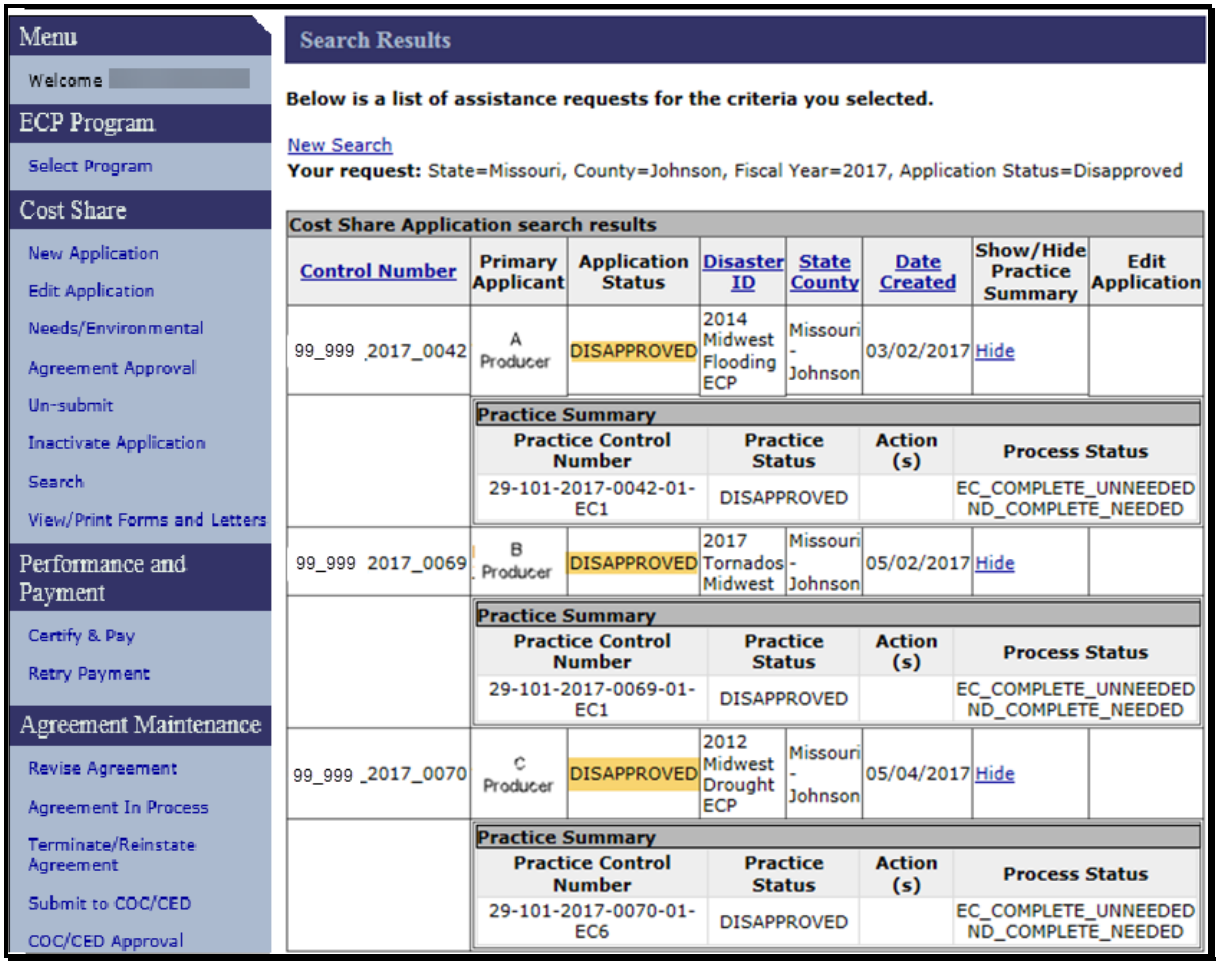
When using search criteria of "Cancelled" for Practice Status the Application search results will always be blank because the Practice Status of Cancelled is not used in CSS.

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.

*--



--*

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.

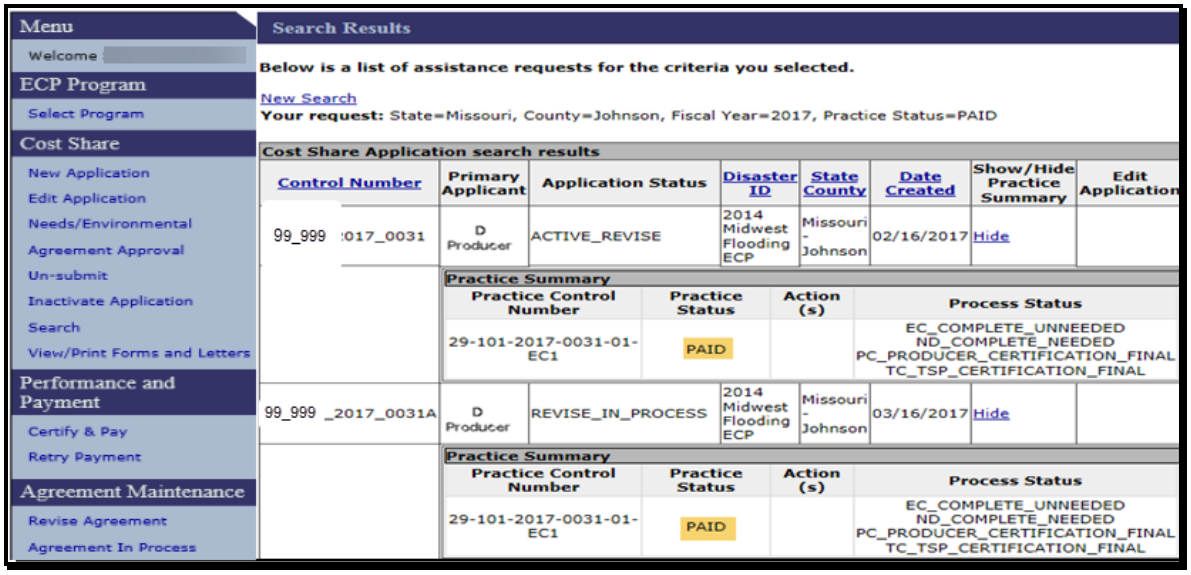
The primary benefit of using Practice Status of Incomplete as search criteria is to locate applications where practices have been added to the application, but the application has not been designated as complete by entering signature date and submitted date on the Application Signup – Additional Information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

*--



--*

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:

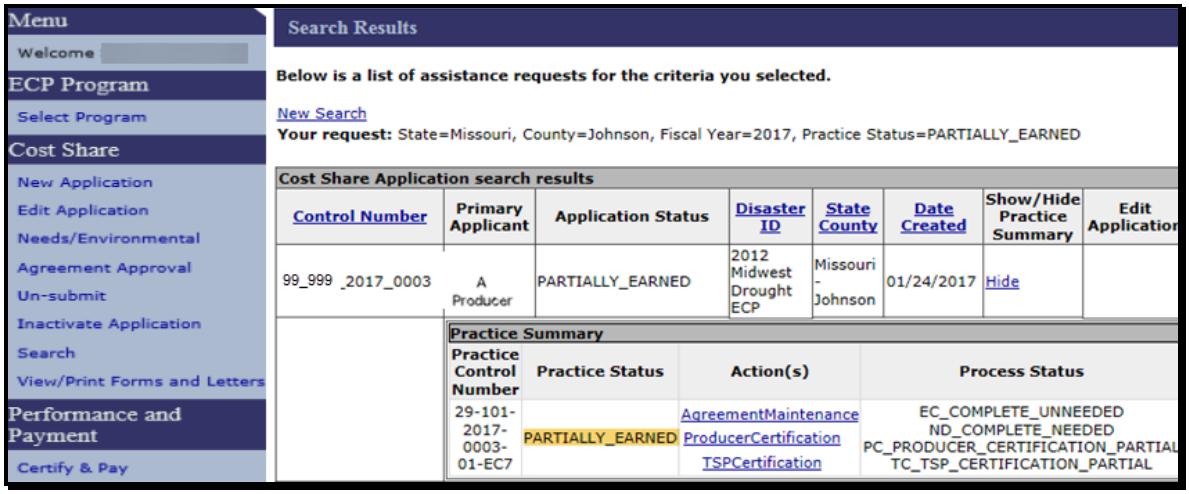
  - Agreement Maintenance – paragraph 171
  - *--Producer Certification – paragraph 133
  - TSP Certification – paragraph 133.--*

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.

*--



--*

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.

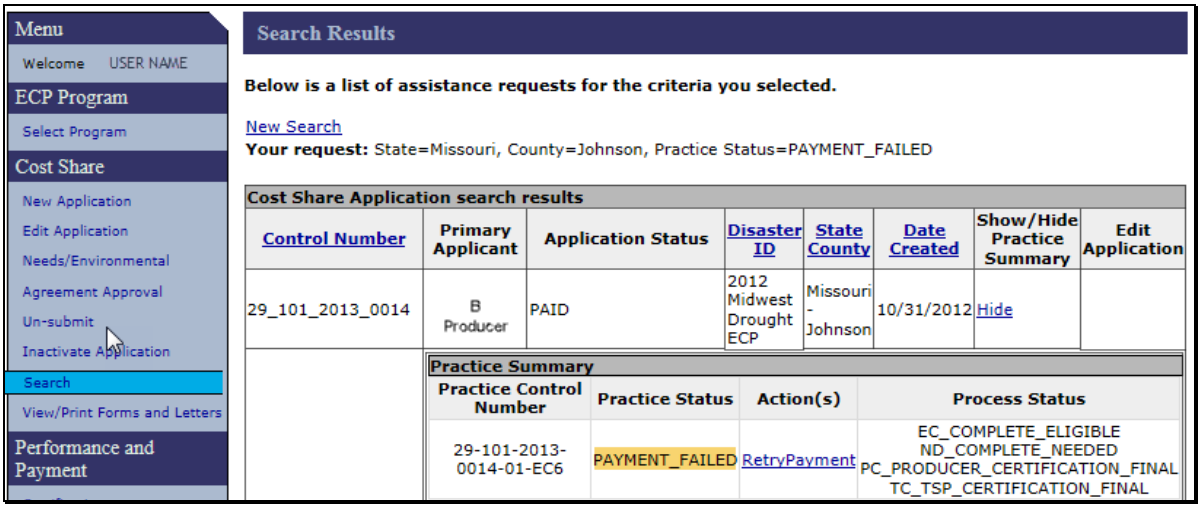
  Note: Process links associated with the Partially Earned status practice will always be:

  - 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.



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.

*--

--*

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:

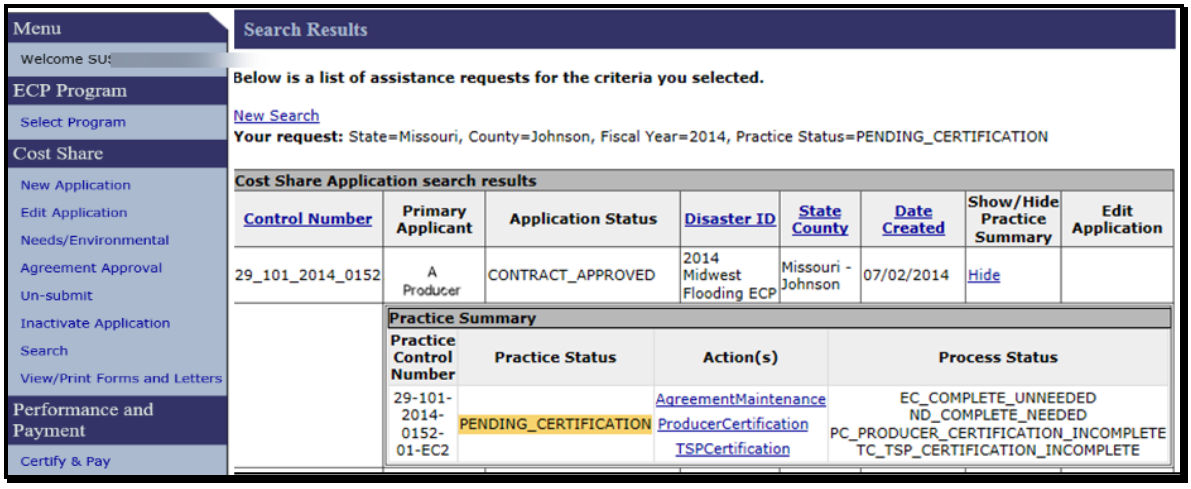
- display only applications with a status of "Complete"
- usually display only practices with a Practice Status of Pending Approval but may also include practices with a Practice Status of Disapproved when a COC/CED Willing to Approve Date has been entered for approved practices and a disapproval letter 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.

*--



--*

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)

123 View Print Form Results

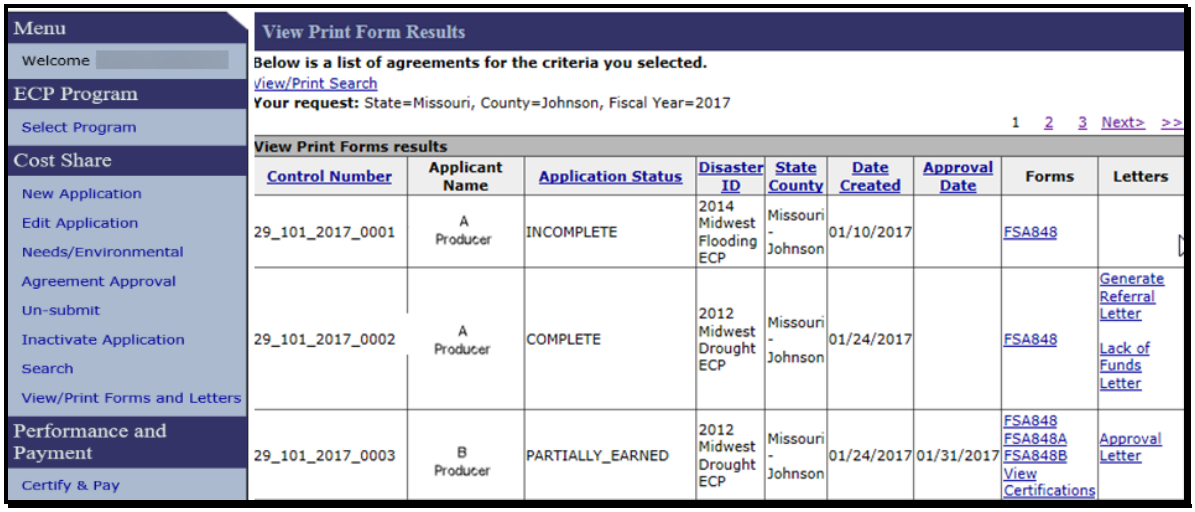
A Overview

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.

*--



--*

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

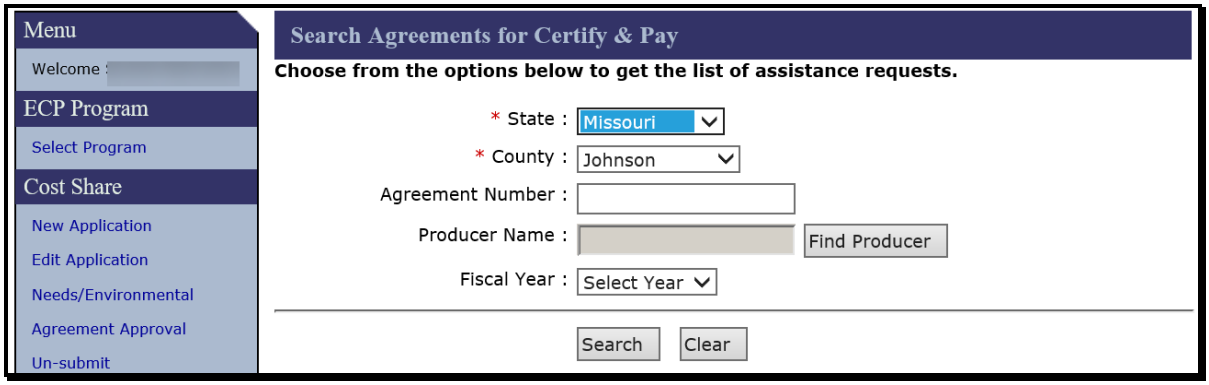
A Overview

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.



--*

***--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

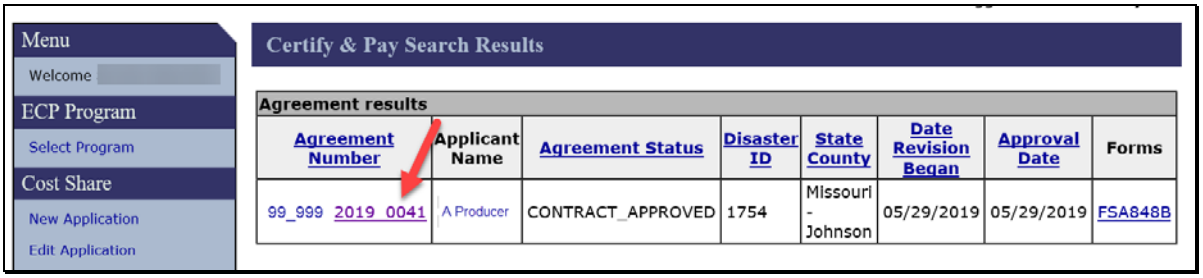
After "Search" is selected on the Search Agreements for Certify & Pay Page, the Certify & Pay Search Results Page will be displayed. Depending on the search criteria entered one or more search results may be listed. CLICK on the Agreement Number of the desired record to open the Agreement Summary containing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



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.

--*

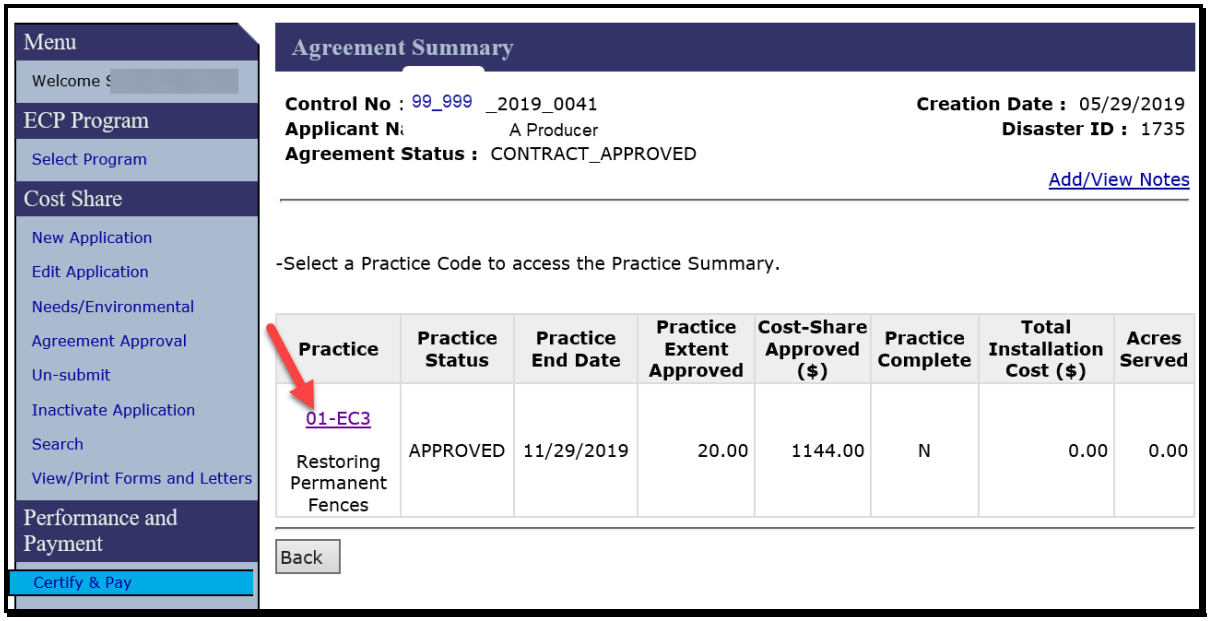
*--132 Agreement Summary Page

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.

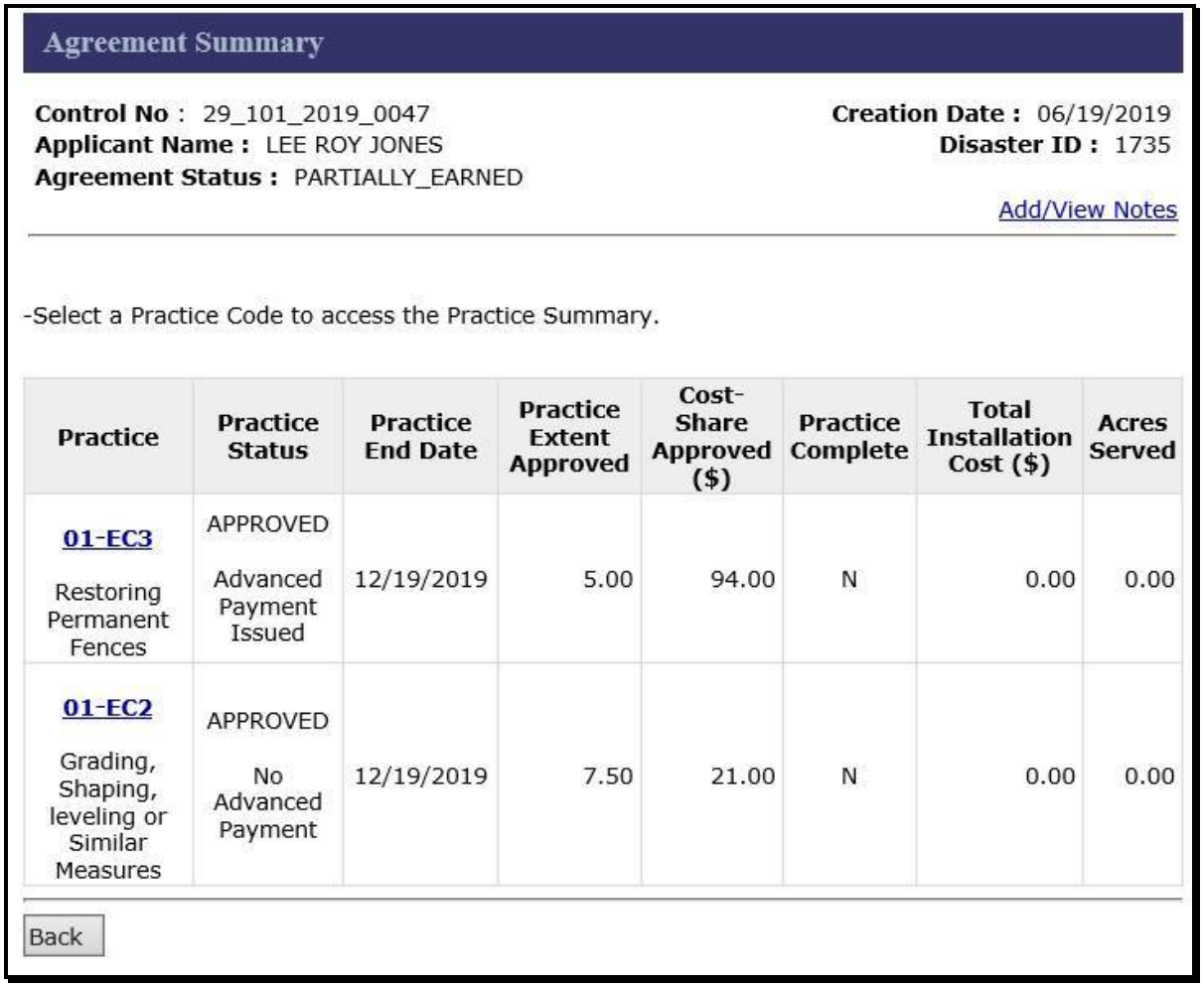


--*

***--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 **Creation Date :** 06/19/2019
Applicant Name : LEE ROY JONES **Disaster ID :** 1735
Agreement Status : PARTIALLY_EARNED

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 Advanced Payment Issued	12/19/2019	5.00	94.00	N	0.00	0.00
01-EC2 Grading, Shaping, leveling or Similar Measures	APPROVED No Advanced Payment	12/19/2019	7.50	21.00	N	0.00	0.00

Back

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

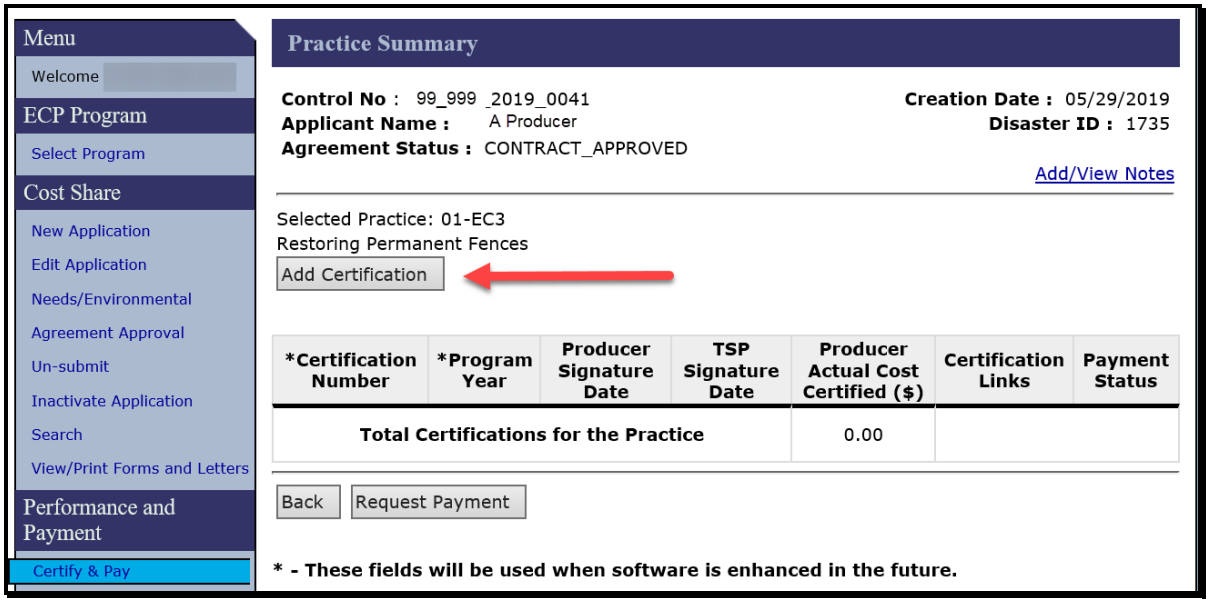
A Overview

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.



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.

--*

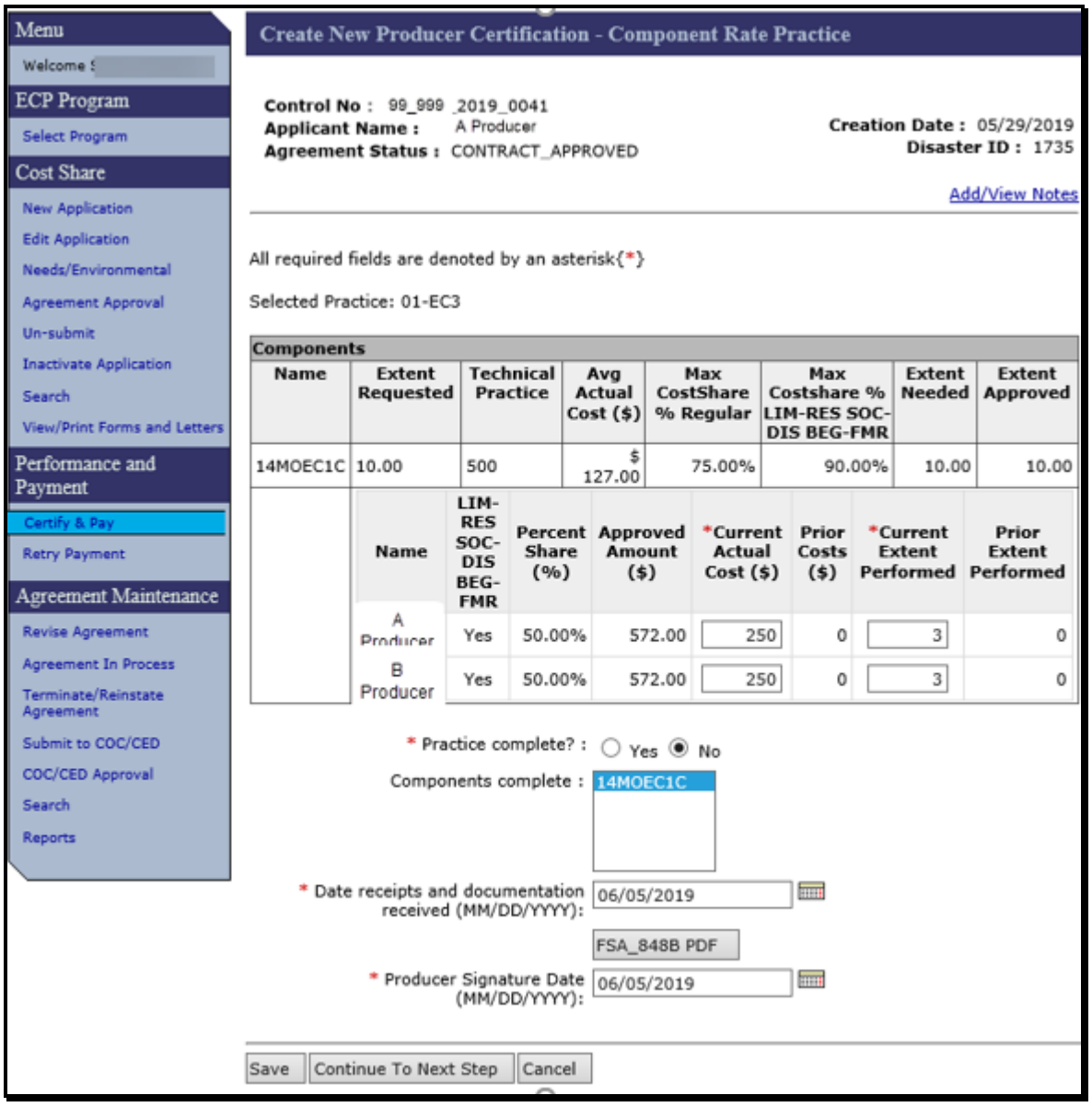
*--134 Create New Producer Certification – Component Rate Practice Page

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.



--*

*--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	Enter current extent performed for the producer's share. 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. **Notes:** Cost and extent can be edited any time before payments are disbursed through the Certify & Pay option. 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. When changes are made to producer certified extents, users must verify that TSP certifications are correct and modify TSP certifications if necessary. If the practice is not complete, additional certifications can be processed at a later time. 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.

--*

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

C Fields, Descriptions, and Actions (Continued)

Field/Link	Description/Action
Practice Complete?	Click: • "**Yes**" if certification for **all** components on the selected practice is certified completely and if **no** other payment is to be issued **Notes:** If "Yes" is selected indicating that the practice is complete the system will automatically de-obligate any unused funds. "Total installation cost" and "Acre served" data fields are added to the page and will be displayed. • "**No**" if partial certification.
Total Installation Cost	Only applicable if the "Practice complete?" question has been answered "Yes". Enter the total cost incurred to install the practice. **Note:** Total installation cost is **not** used in the calculation. It is used for reporting.
Acre Served	Only applicable if the "Practice complete?" question has been answered "Yes". Enter the acres served by the conservation practice.
Components Complete	Select the components that are complete by clicking on the completed component in the list to highlight the completed component. 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. To select multiple components individually, click and hold the control (ctrl) key while clicking on the individual completed components. To de-select a component that was erroneously highlighted click and hold the control key and click on the highlighted component.
Dates Receipts and documentation received	Enter date receipts and documentation are received from the producer. **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.
FSA_848B PDF	Before producer signature date is entered, CLICK "**FSA_848B PDF**" to print FSA-848B.

--*

***--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.

--*

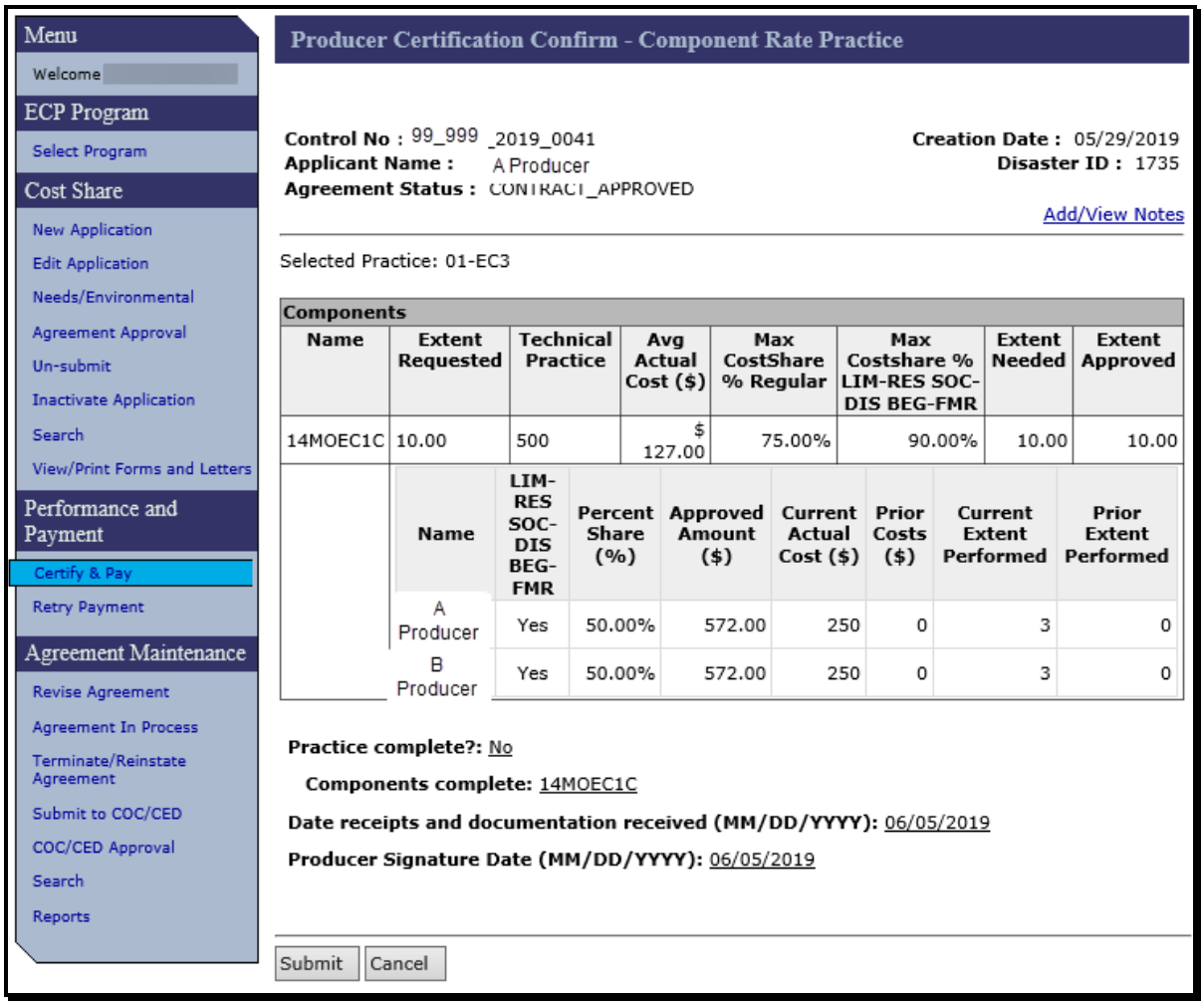
*--135 Producer Certification Confirm – Component Rate Practice

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.



--*

*--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.

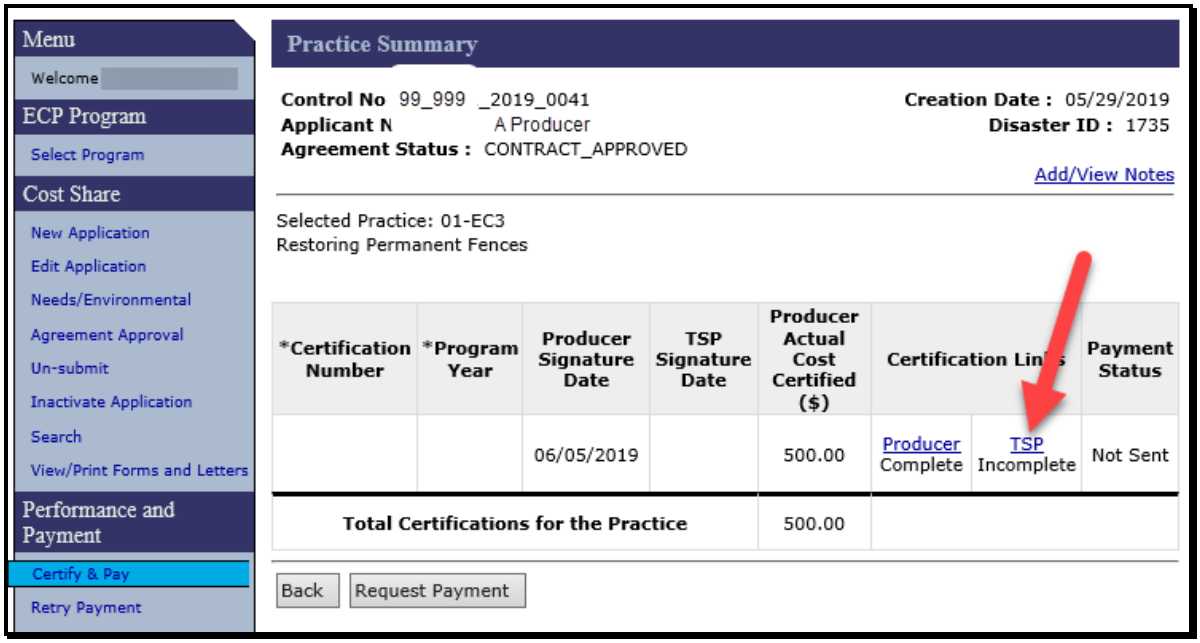
--*

*--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.

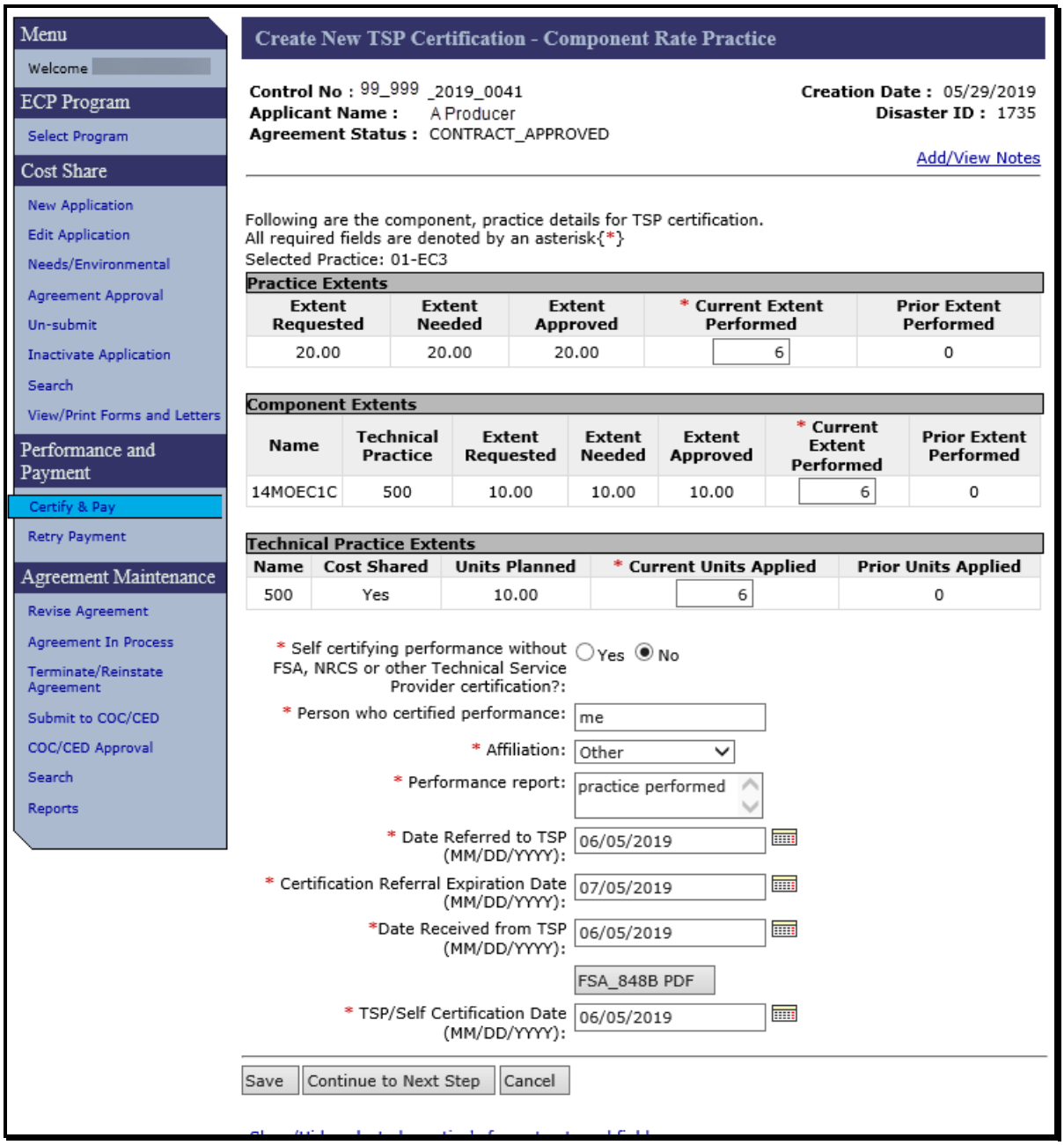


--*

*--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.



--*

***--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?	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: • "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	Enter the date received. **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.
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	The information entered can be saved if a TSP signature has not been entered. **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".
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	
• 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.	• Answer self-certifying question as "Yes". **Note:** All subsequent data fields will disappear except: • Person Who Certified Performance • Performance Certification • TSP/Self Certification Date.
Entering Performance	
• 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).	• 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).

--*

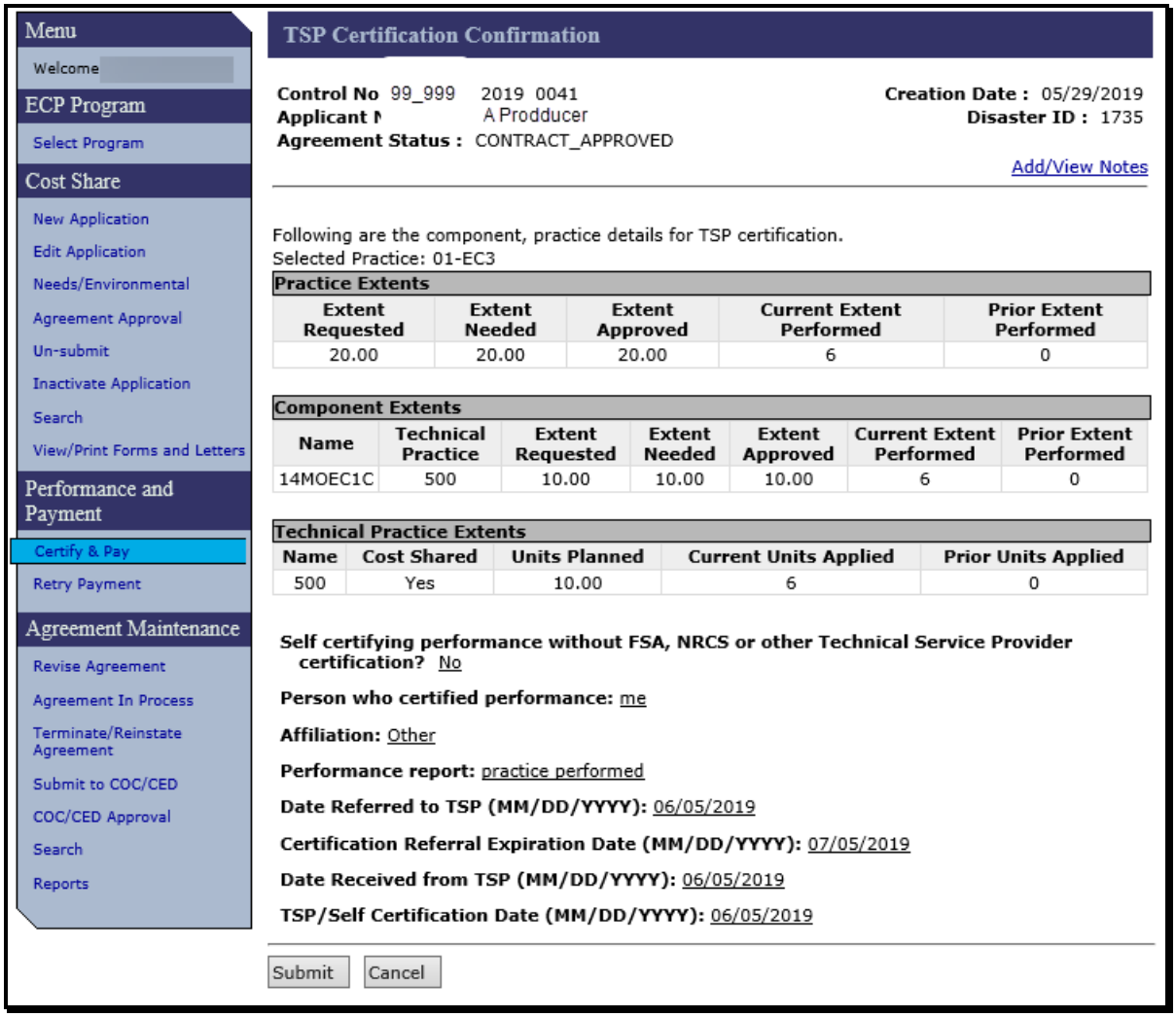
*--137 TSP Certification Confirmation

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.



--*

***--137 TSP Certification Confirmation (Continued)**

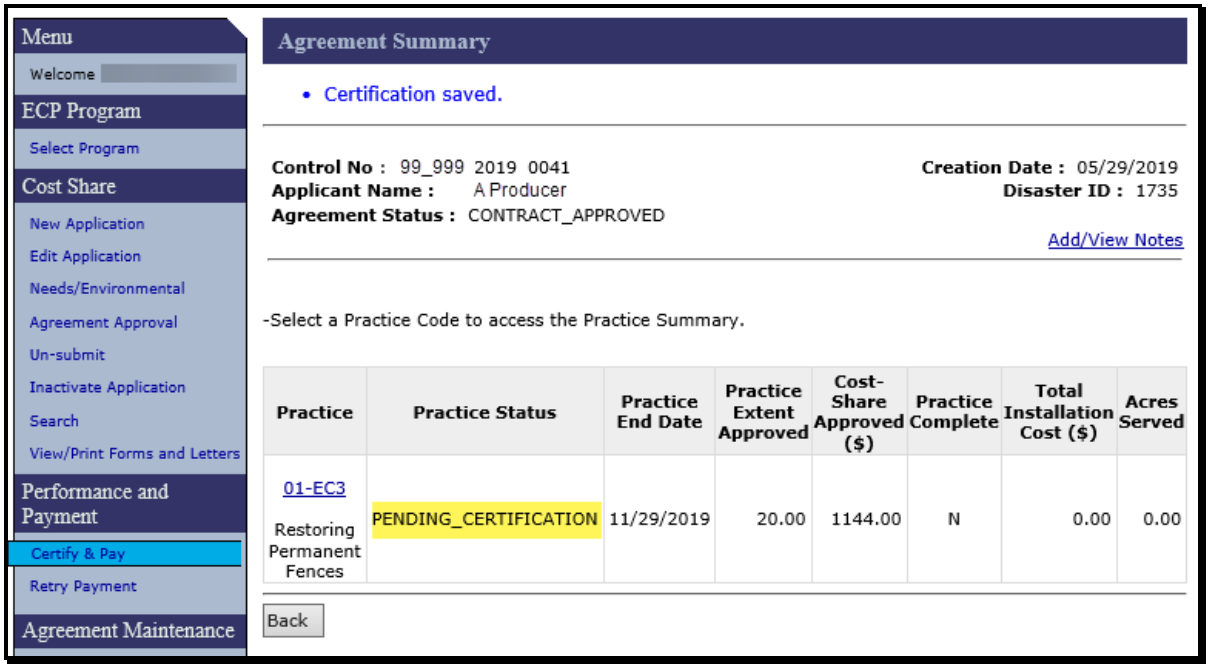
C Fields, Descriptions, and Actions

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.



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)

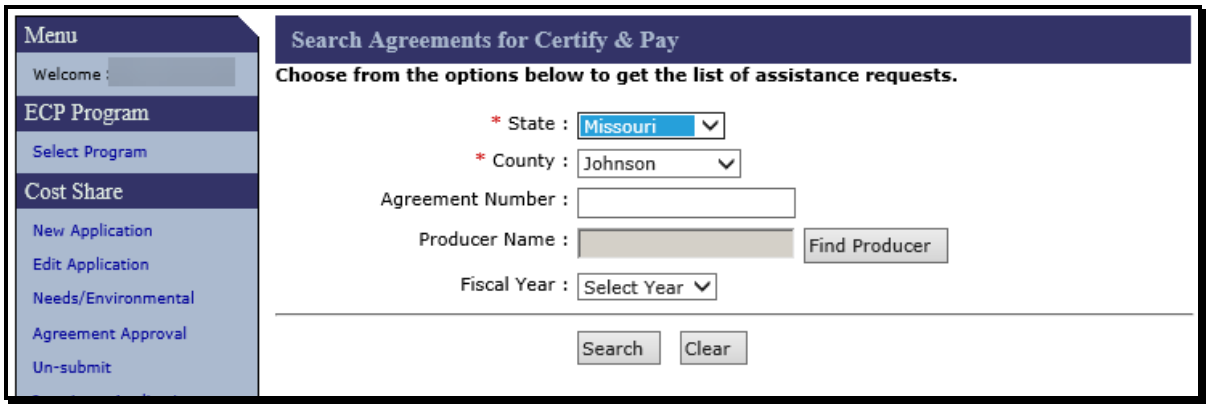
141 Search Agreements for Certify and Pay

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.

--*

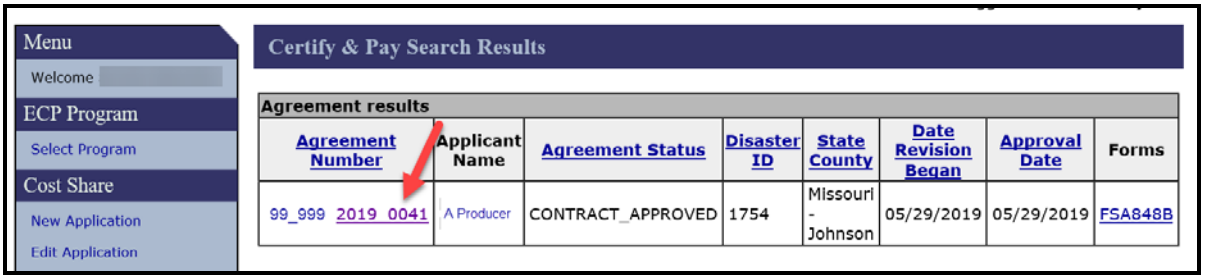
*--142 Certify and Pay Search Results

A Overview

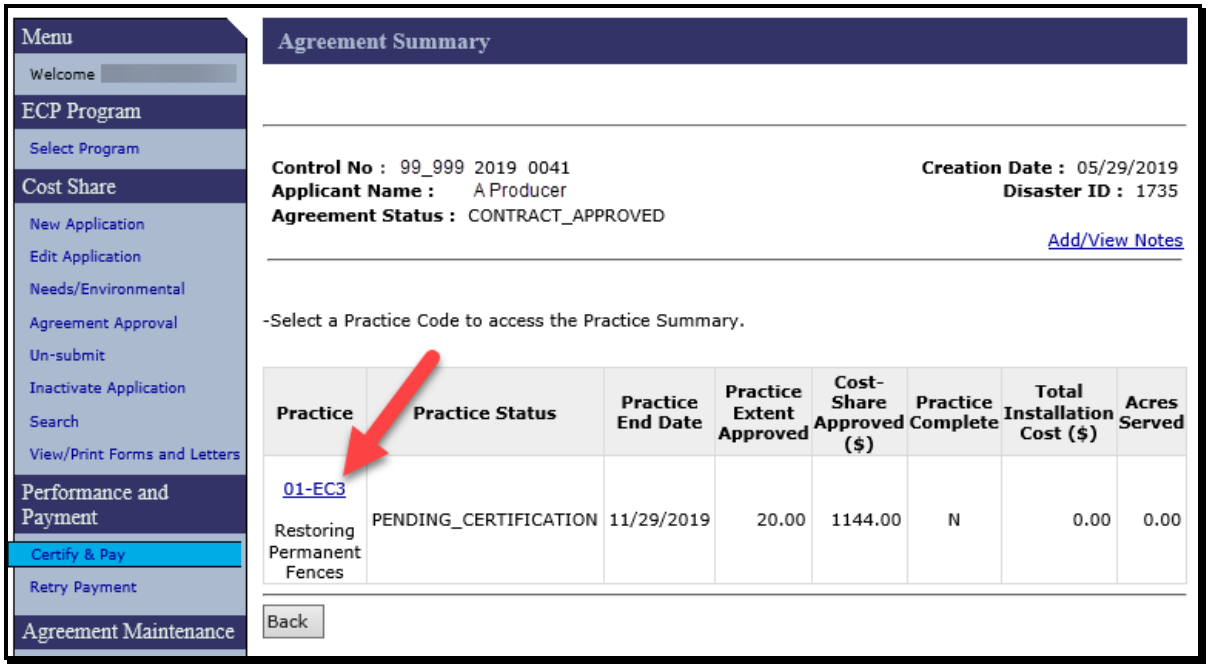
After "Search" is selected on the Search Agreements for Certify and Pay Page, the Certify and Pay Results Page will be displayed. Depending on the search criteria entered one or more search results may be listed.

B Example of Certify and Pay Search Results Page

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



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.

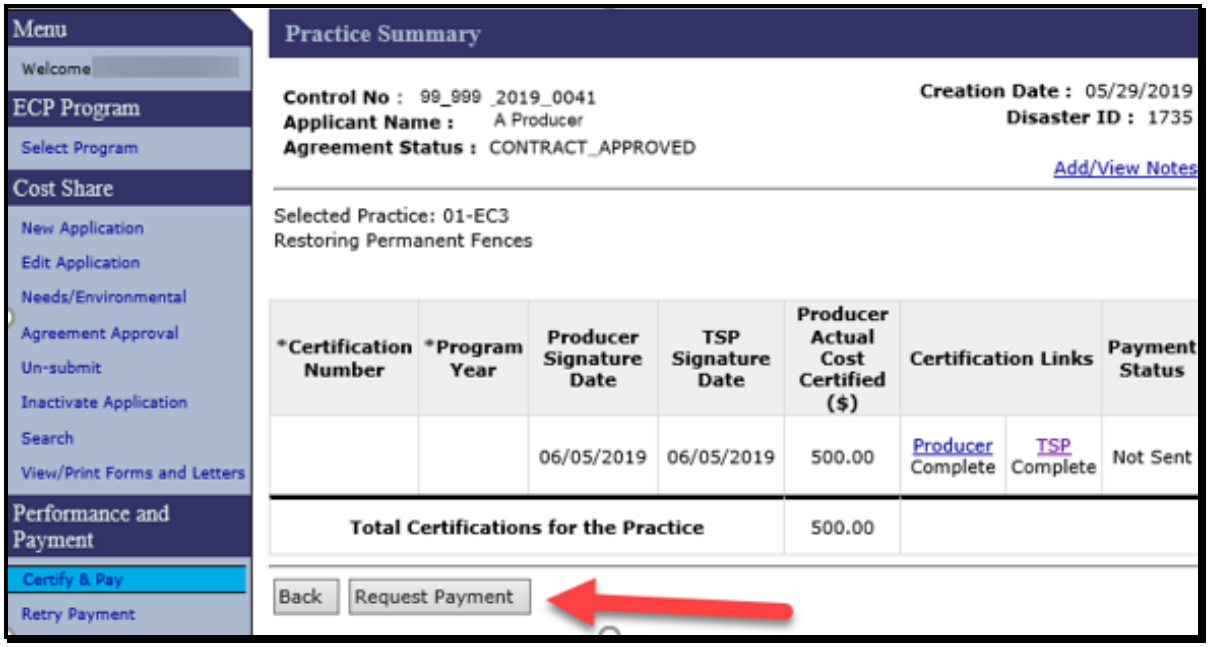


--*

*--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.



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	Certify and Pay Main Page will be displayed. **Notes:** A pending certification status needs to have a requested payment before an additional certification can be recorded for the practice. 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.

--*

*--143 Certify and Pay Main Page

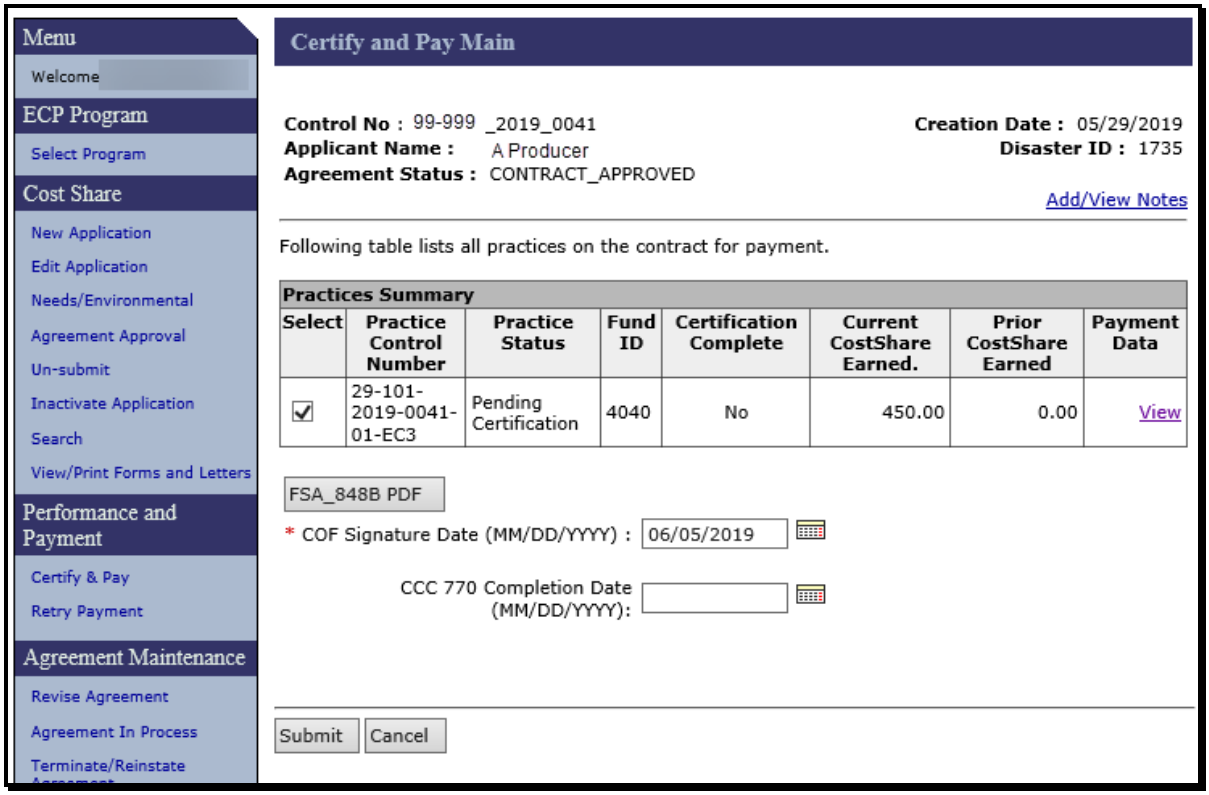
A Overview

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	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. **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). Any payments made to entities may round up or down based on the calculated amount due for each member. 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. If the Current Cost Share Earned amount is incorrect, then return to Producer Certification and correct any issues before proceeding. 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.
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.

--*

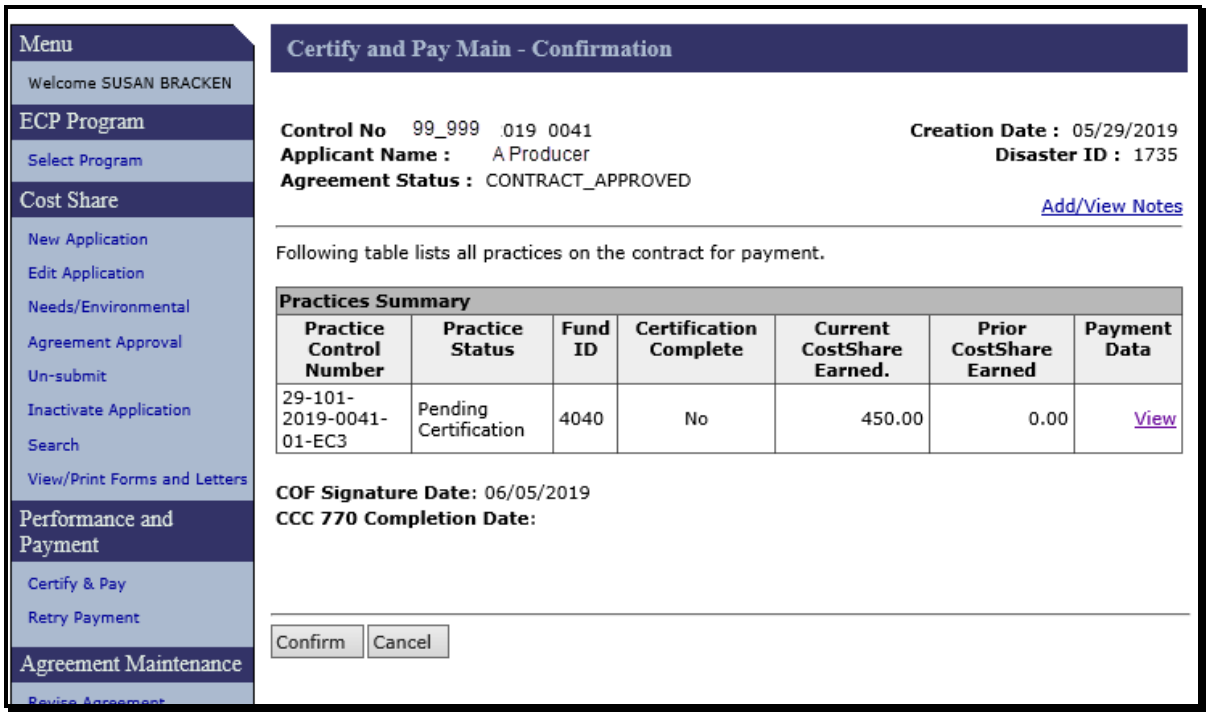
*--144 Certify and Pay Main – Confirmation

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

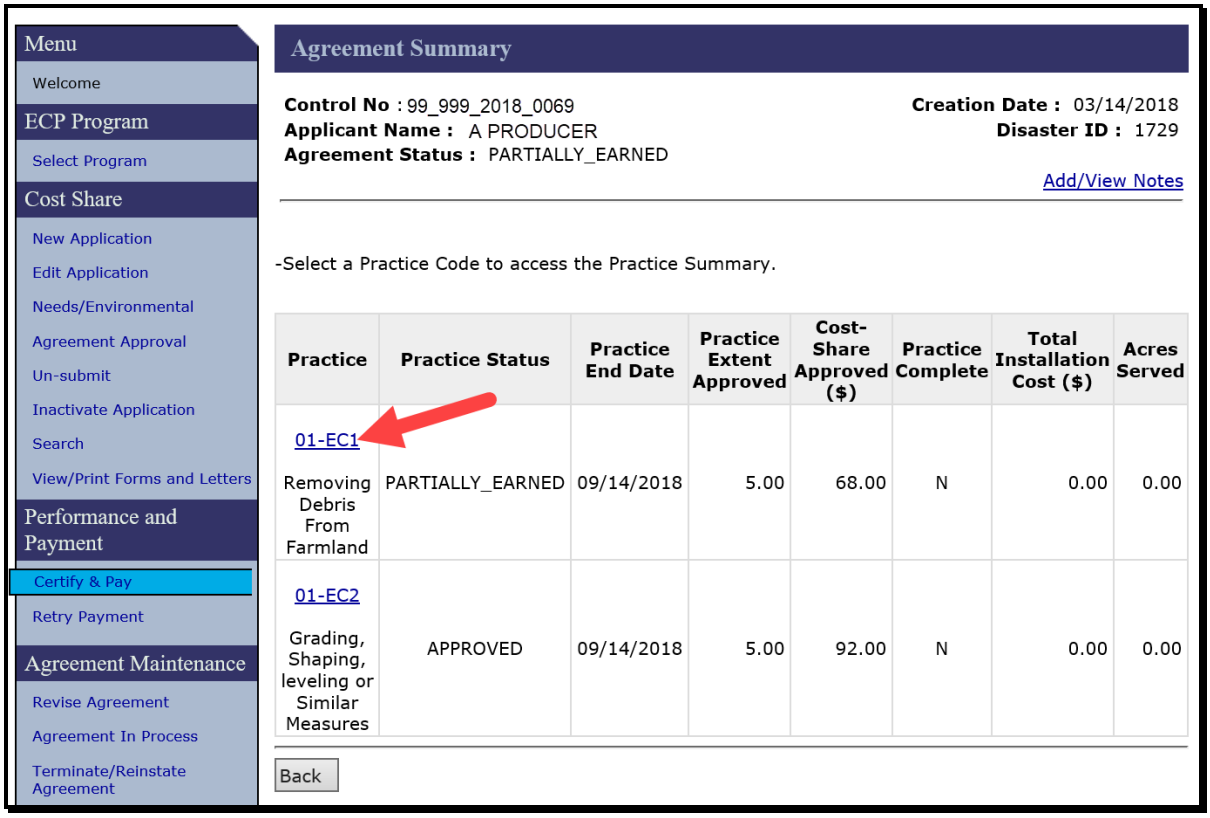
152 Existing Certifications

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.



C Fields, Descriptions, and Actions

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

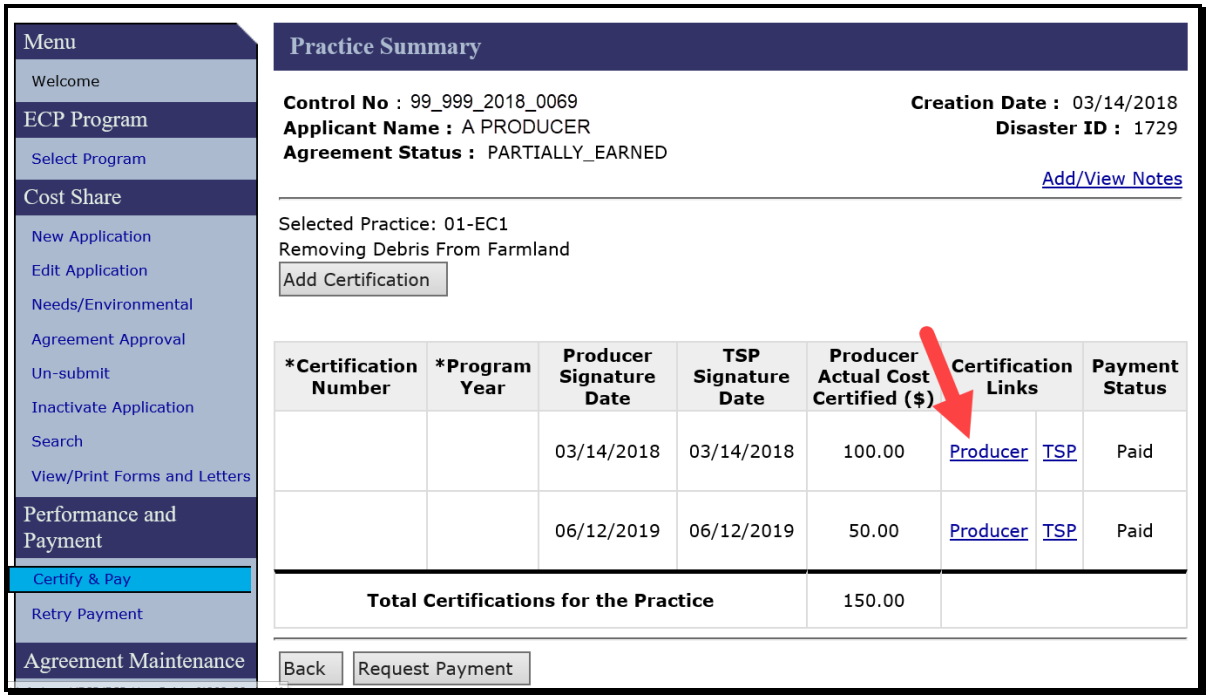
Field/Link	Description/Action
Practice Identifier	The Practice Summary Page for the selected practice will be displayed.
Back	The Certify and Pay Search Results Page will be displayed.

--*

152 Existing Certifications (Continued)

*--D Example of Practice Summary Page

The following is an example of the Practice Summary Page.



E Fields, Descriptions, and Actions

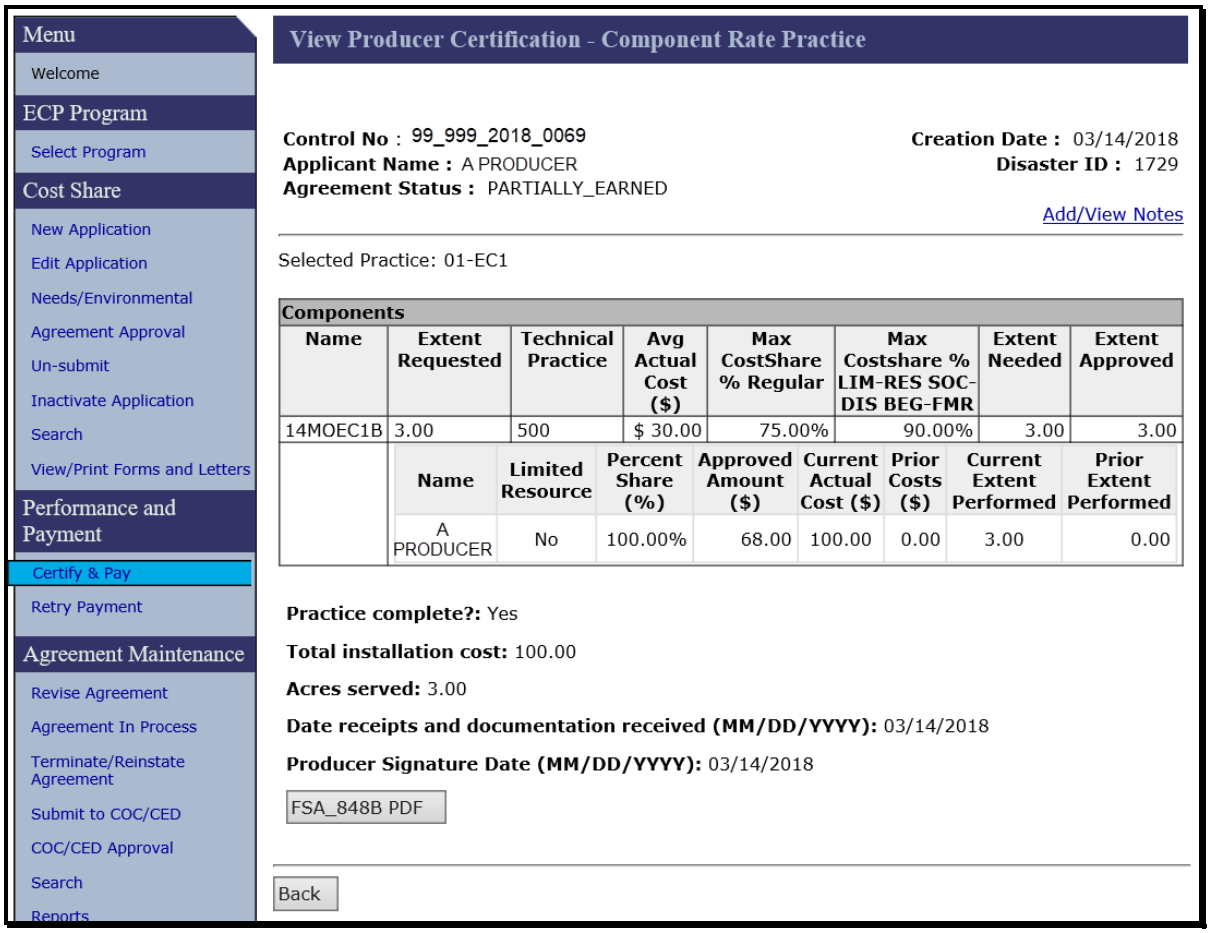
Field/Link	Description/Action
Add Certification	Create New Producer Certification -Component Rate Practice Page will be displayed. Not used for viewing existing certifications.
Producer	The View Producer Certification – Component Rate Practice Page will be displayed with the certification for the producer 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.



G Fields, Descriptions, and Actions

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

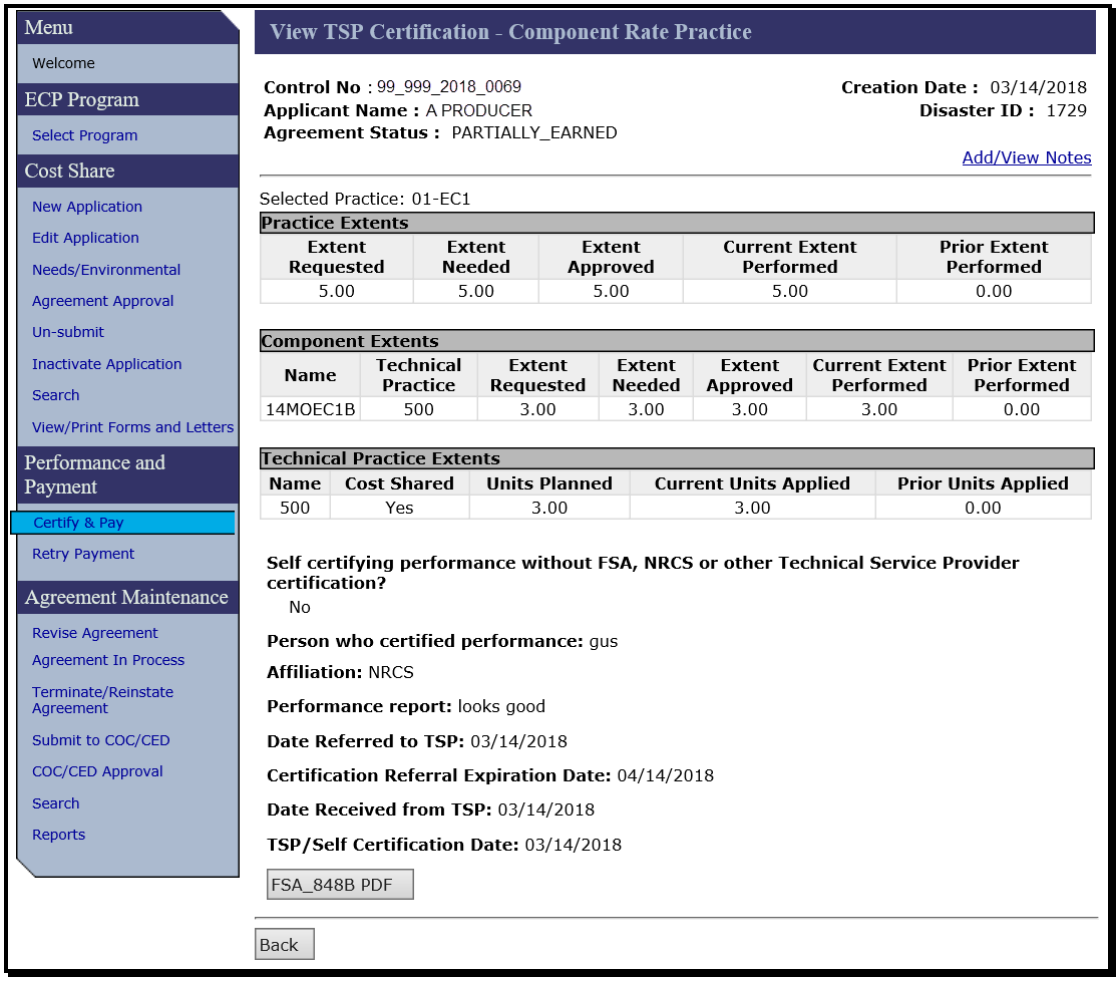
Link	Action
FSA_848B PDF	CLICK “FSA_848B PDF” to open or save FSA-848B, Cost Share Performance Certification and Payment. **Note:** After the user opens the certification, the “Print” option will be available.
Back	Returns to the Practice Summary Page.

--*

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.



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.

--*

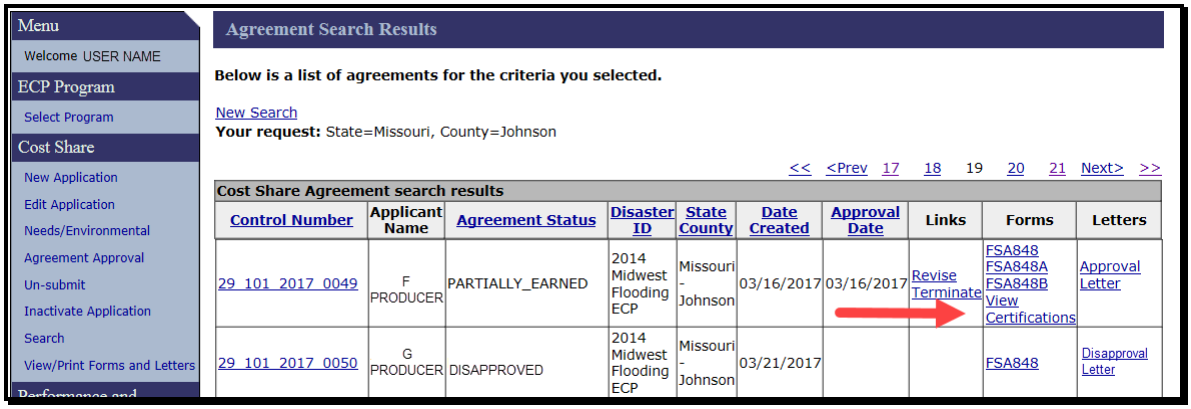
*--153 View Existing Certifications from Search Results

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.



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.

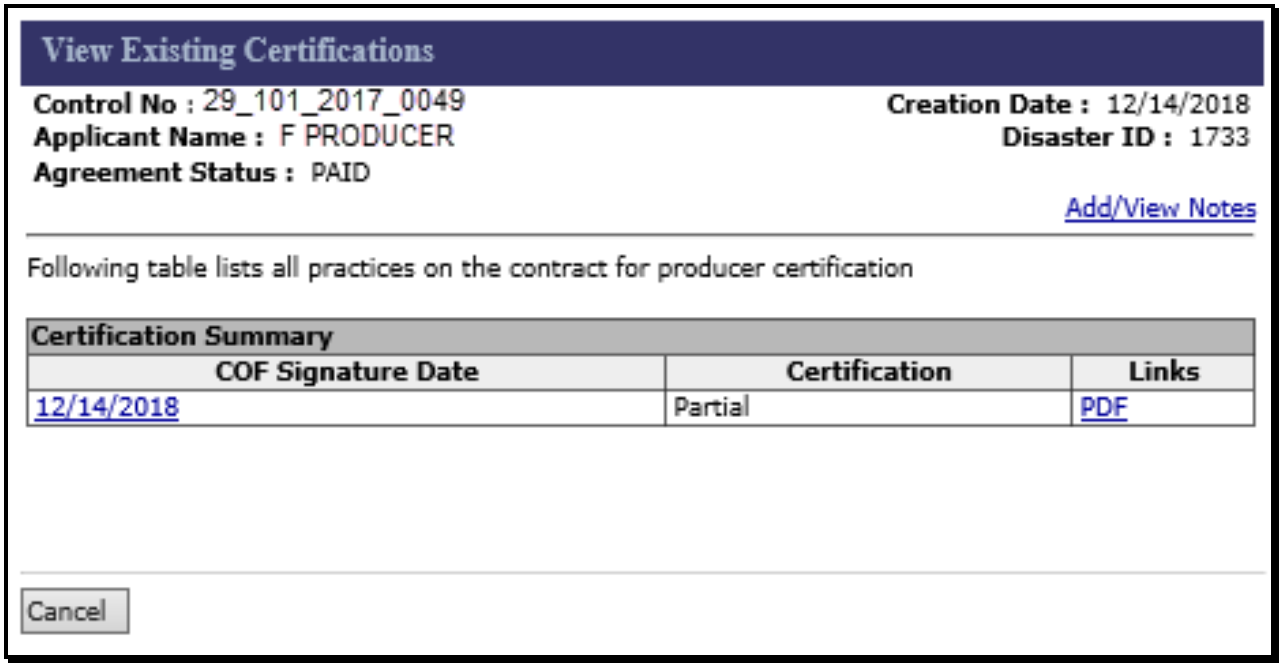
Link	Action
View Certifications	CLICK “View Certifications” to display the View Existing Certifications Page.

--*

***--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.



E Fields, Descriptions, and Actions

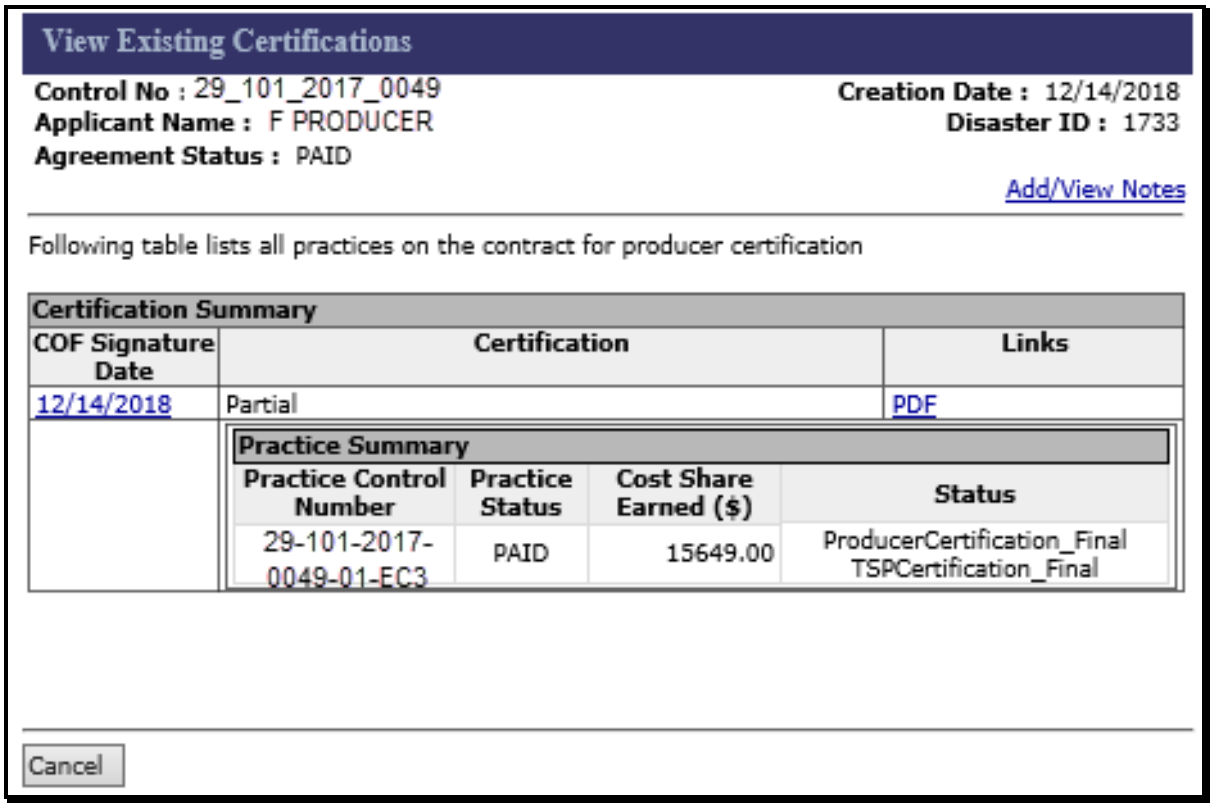
For the purpose of this paragraph only the "View Certifications" link will be explained. See Subparagraph 236 C for explanation of other links on the Agreement Search Results page.

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

Cancel

--*

154-159 (Reserved)

Section 4 Retry Payment

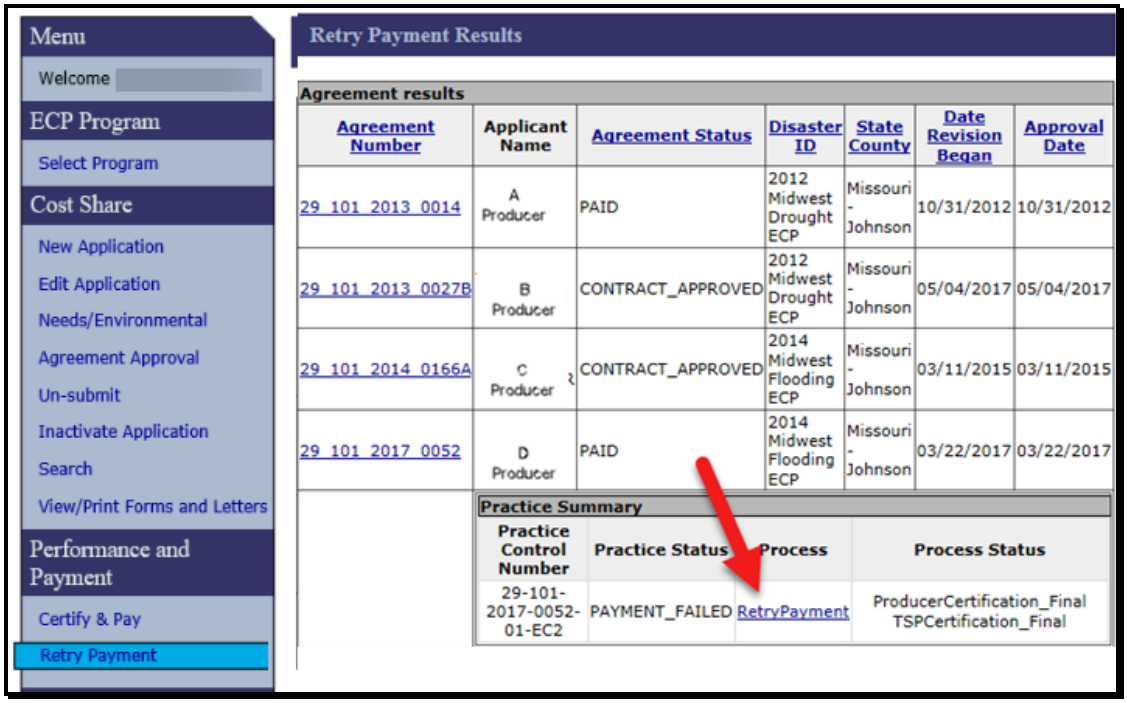
160 Retry Payment Results

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.



--*

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

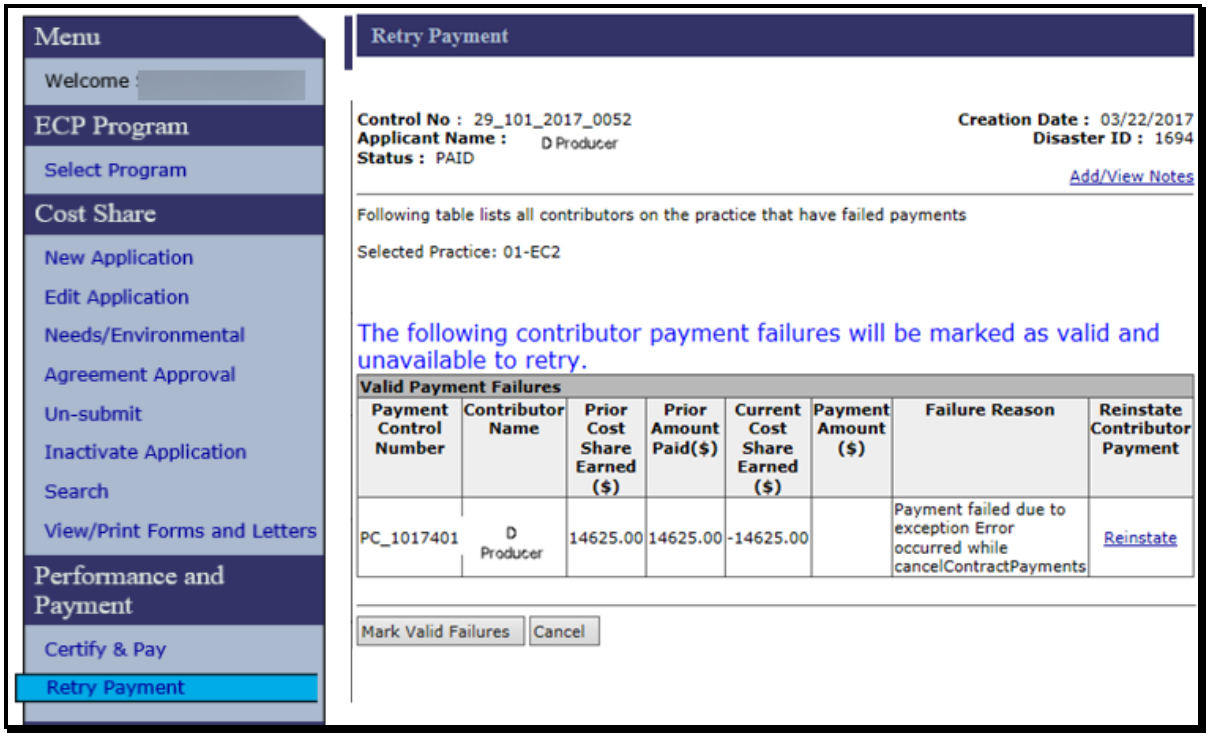
A Overview

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
Reinstate	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.

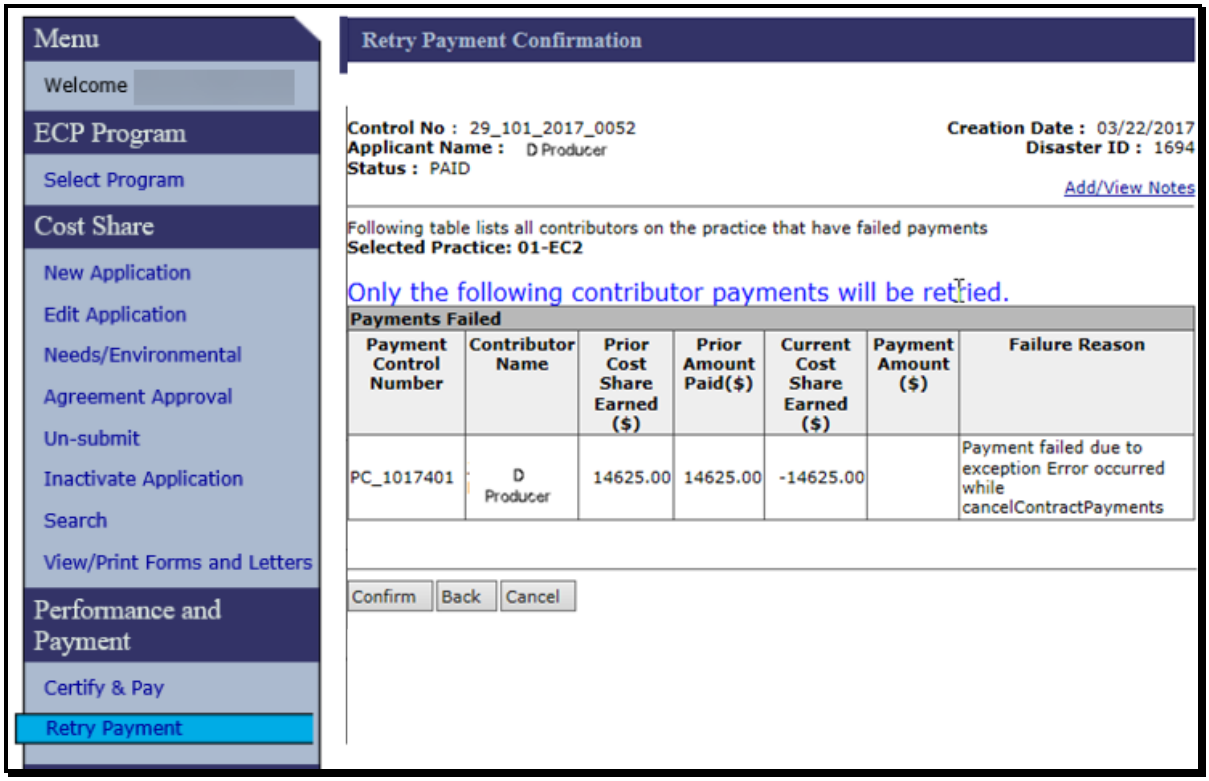
162 Retry Payment Confirmation

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)

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.

***--**

--*

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

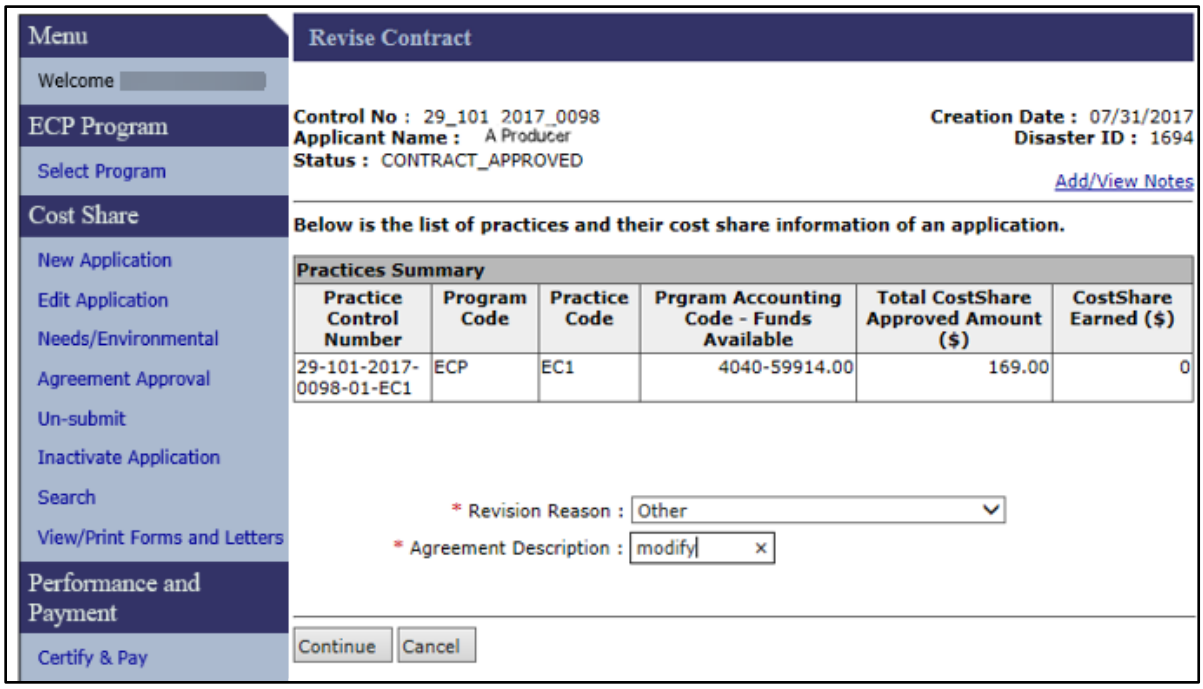
A Overview

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.

*--



--*

171 Revise Contract (Continued)

C Fields, Descriptions, and Actions

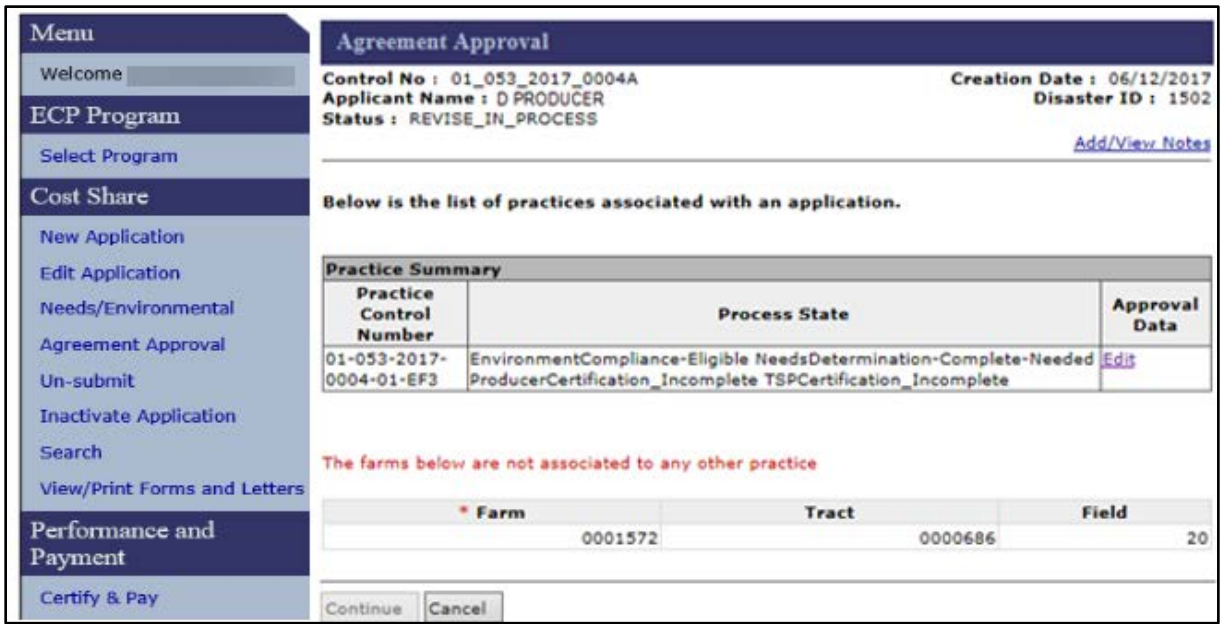
Field/Link	Description/Action
Revision Reason	Select from the drop-down menu one of the following reasons the agreement is being revised: • Acreage due to CLU certification • Reconstitution • Participant and/or Shares • Acres transferred to EWRP, WRP, EWP • Contract Extension • Mid-Contract Management • 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.

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.

*--



--*

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

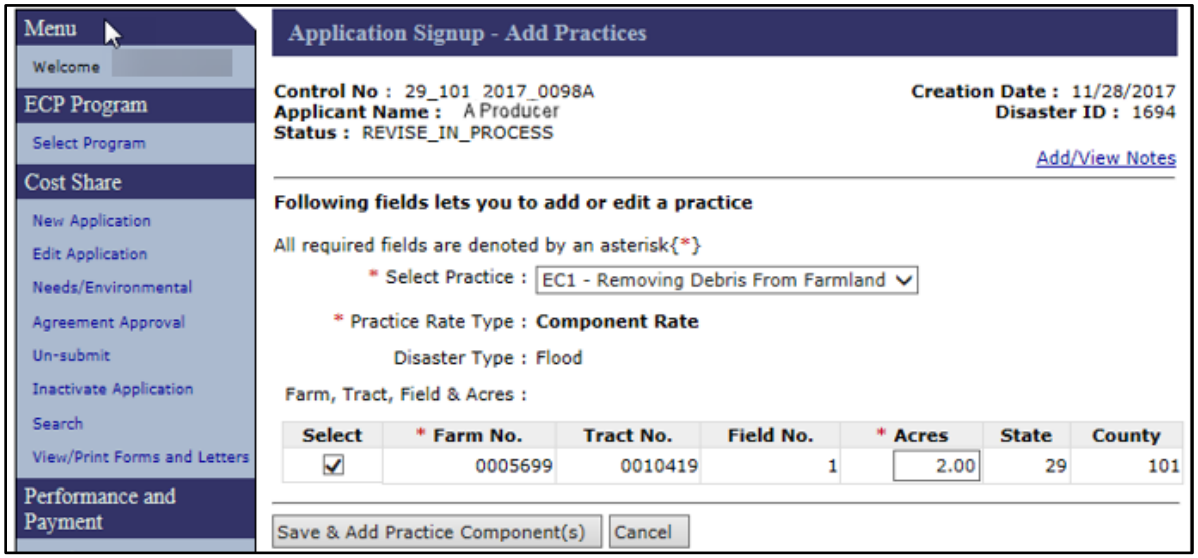
The Agreement Signup – Add Practices Page will be displayed after **"Edit"** is selected from the Agreement Approval Data Page.

--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.

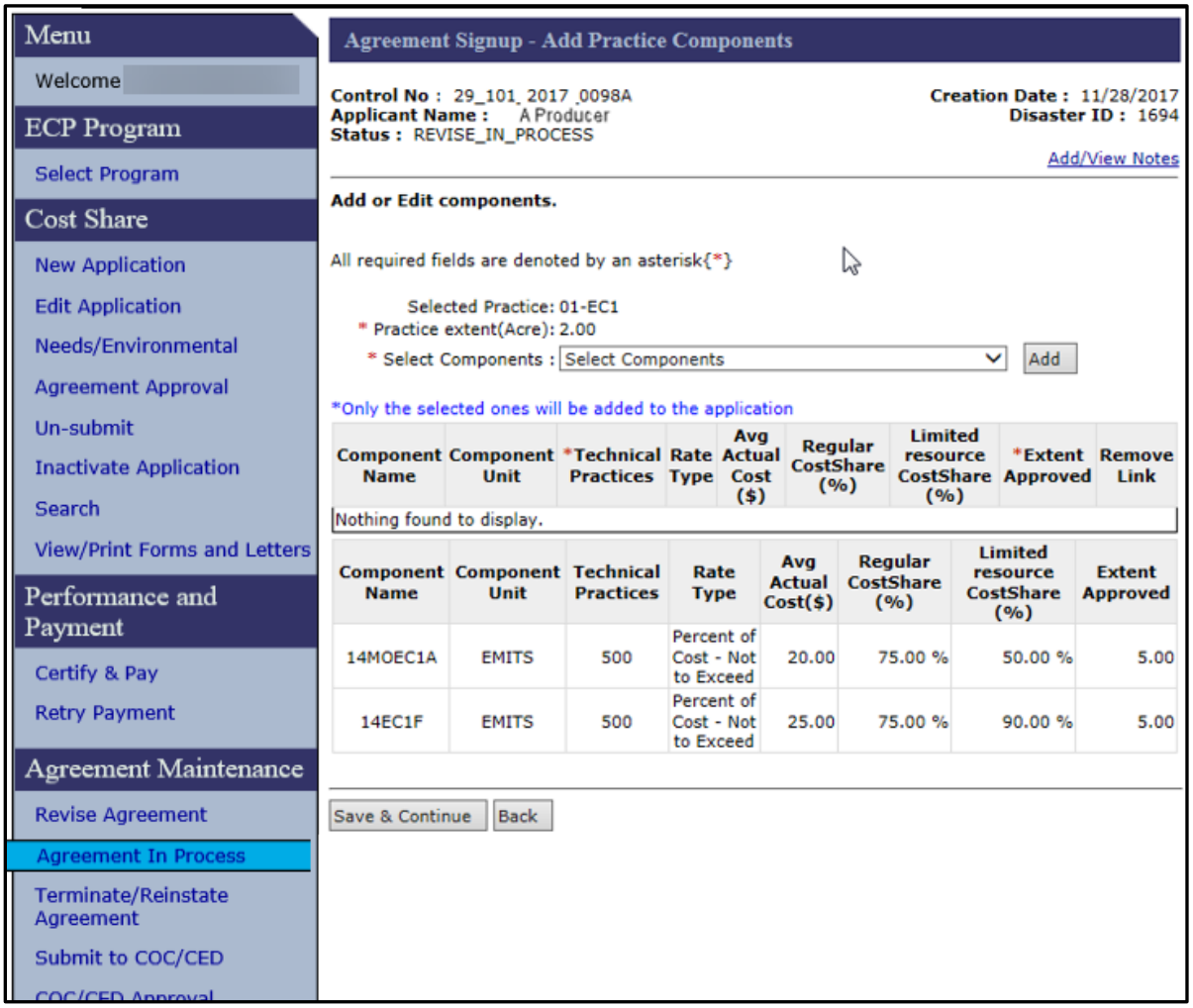
176 Agreement Signup – Add Practice Components

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.
*--



--*

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.

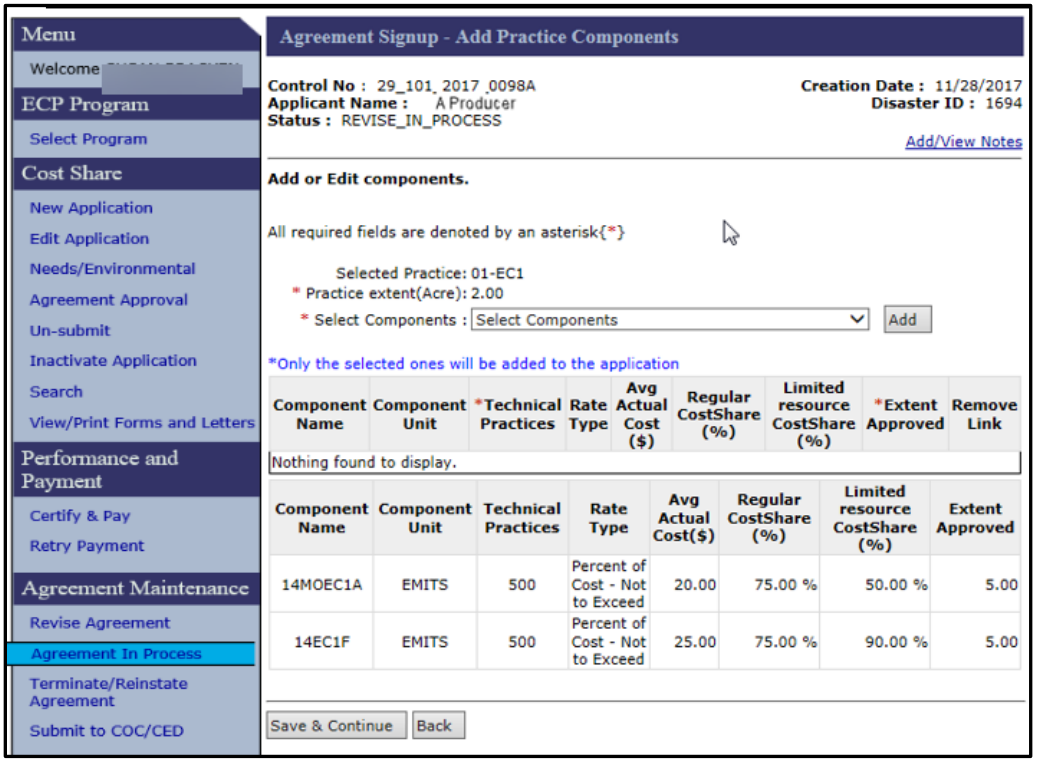
Field/Link	Description/Action
Select Components	Provides the ability to: • Add components by selecting from a drop-down list of available components that may be associated with the practice • remove newly added components (prior to save & continue) • add extents for newly added components • add technical practices for newly added components. **Notes:** See subparagraph D for an example of a component added during the revision. Existing components **cannot** be removed; however, Extent Approved can be changed to zero on the Agreement Signup – Component Rate Practice Approval Page.
Add	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.
Save & Continue	The Agreement Signup – Component Rate Practice Approval Page will be displayed.
Back	The Application Signup – Add Practices Page will be displayed.

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

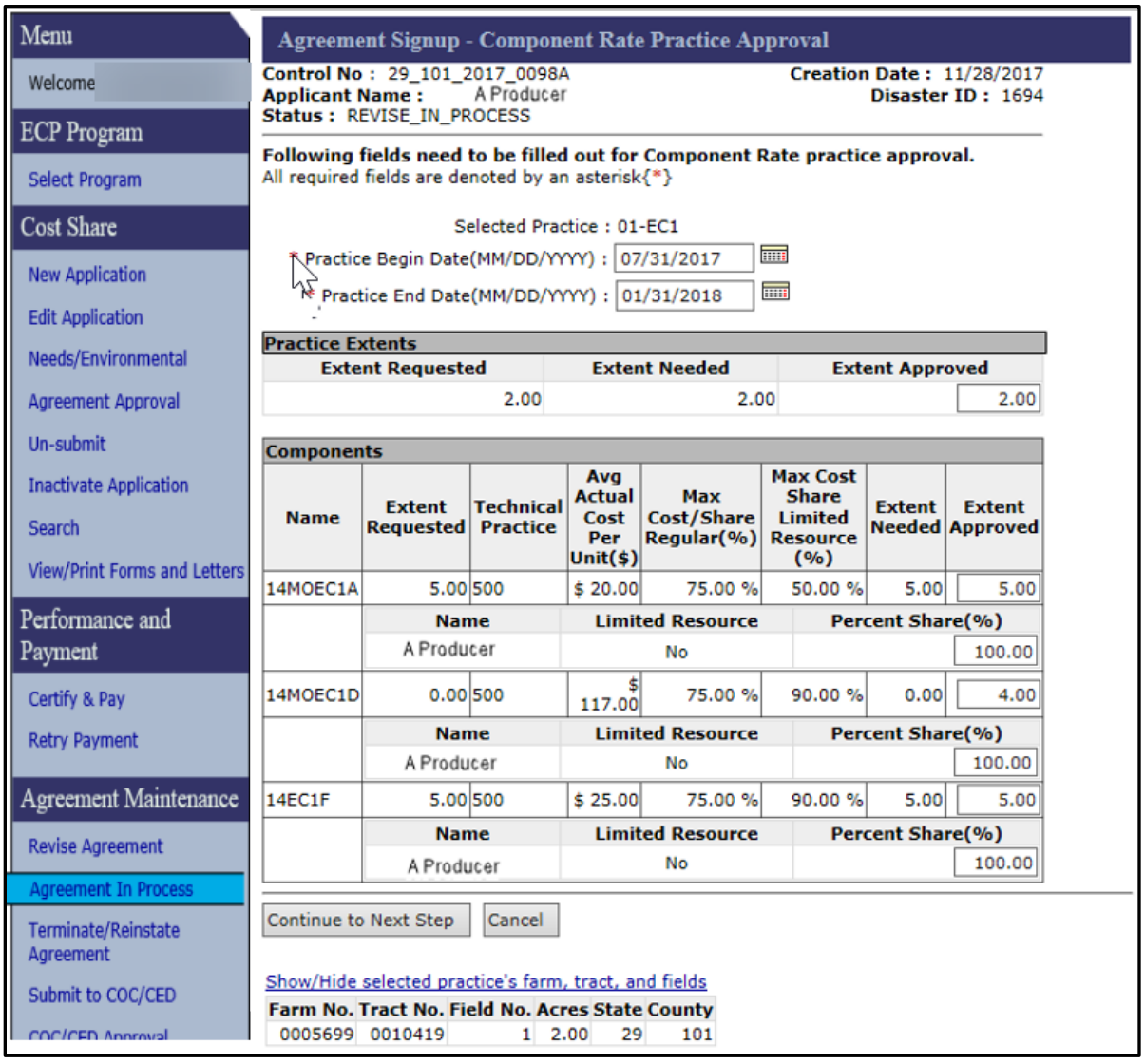
A Overview

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.

*--



--*

178 Application Signup – Component Rate Practice Approval Confirmation

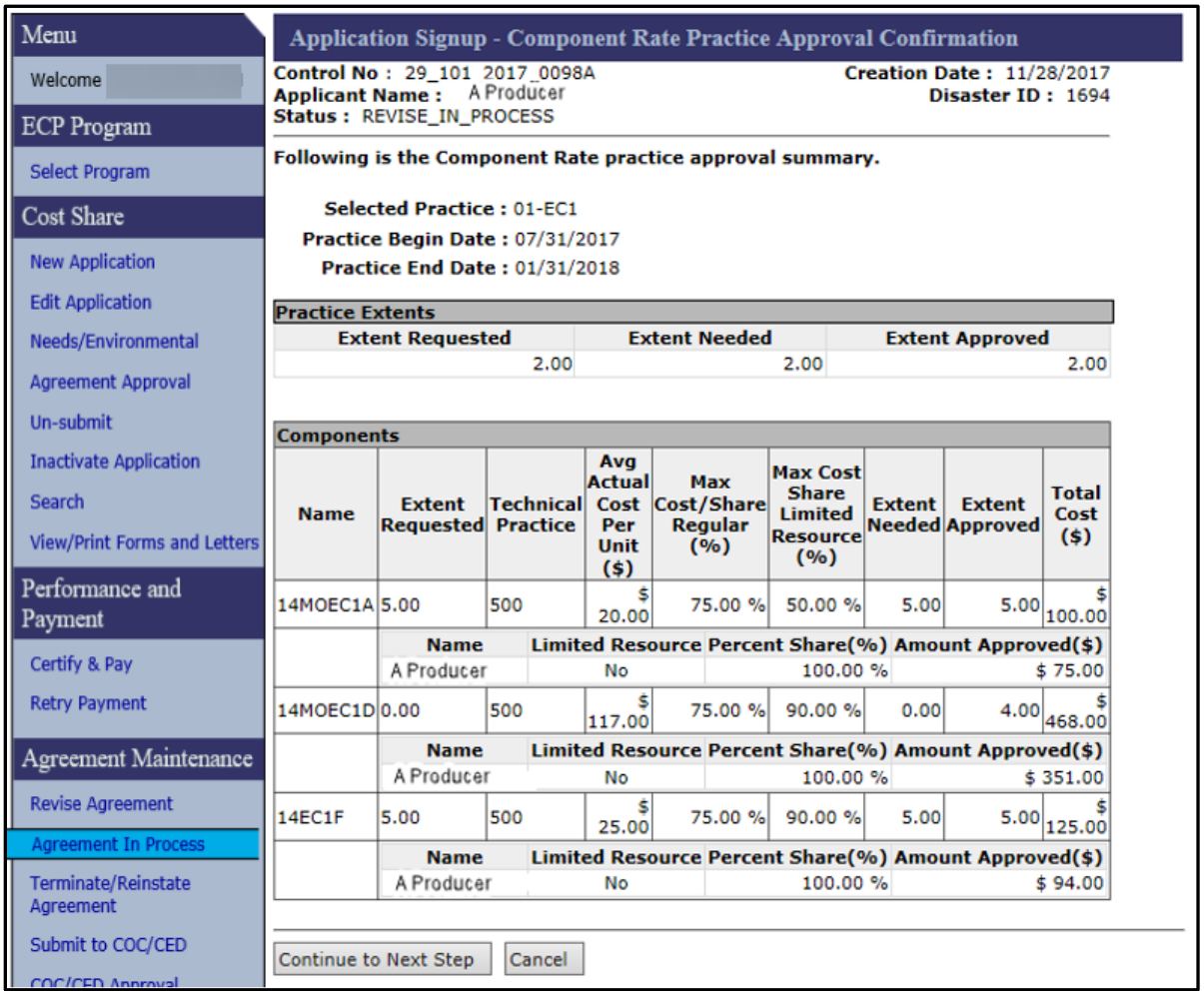
A Overview

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
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

Application Signup - Component Rate Practice Approval Confirmation

Control No : 29_101 2017_0098A
Applicant Name : A Producer
Status : REVISE_IN_PROCESS
Creation Date : 11/28/2017
Disaster ID : 1694

Following is the Component Rate practice approval summary.

Selected Practice : 01-EC1
Practice Begin Date : 07/31/2017
Practice End Date : 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 ($)	Max Cost/Share Regular (%)	Max Cost Share Limited Resource (%)	Extent Needed	Extent Approved	Total Cost ($)
14MOEC1A	5.00	500	$ 20.00	75.00 %	50.00 %	5.00	5.00	$ 100.00
	Name	Limited Resource	Percent Share(%)	Amount Approved($)				
	A Producer	No	100.00 %	$ 75.00				
14MOEC1D	0.00	500	$ 117.00	75.00 %	90.00 %	0.00	4.00	$ 468.00
	Name	Limited Resource	Percent Share(%)	Amount Approved($)				
	A Producer	No	100.00 %	$ 351.00				
14EC1F	5.00	500	$ 25.00	75.00 %	90.00 %	5.00	5.00	$ 125.00
	Name	Limited Resource	Percent Share(%)	Amount Approved($)				
	A Producer	No	100.00 %	$ 94.00				

Continue to Next Step | Cancel

--*

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.

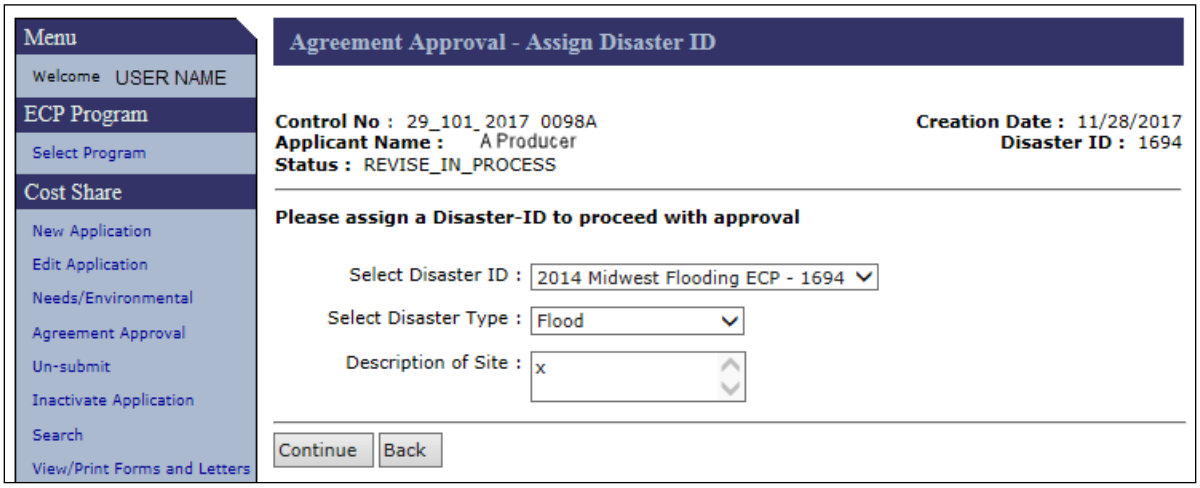
179 Agreement Approval – Assign Disaster ID

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.
*--

--*

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.

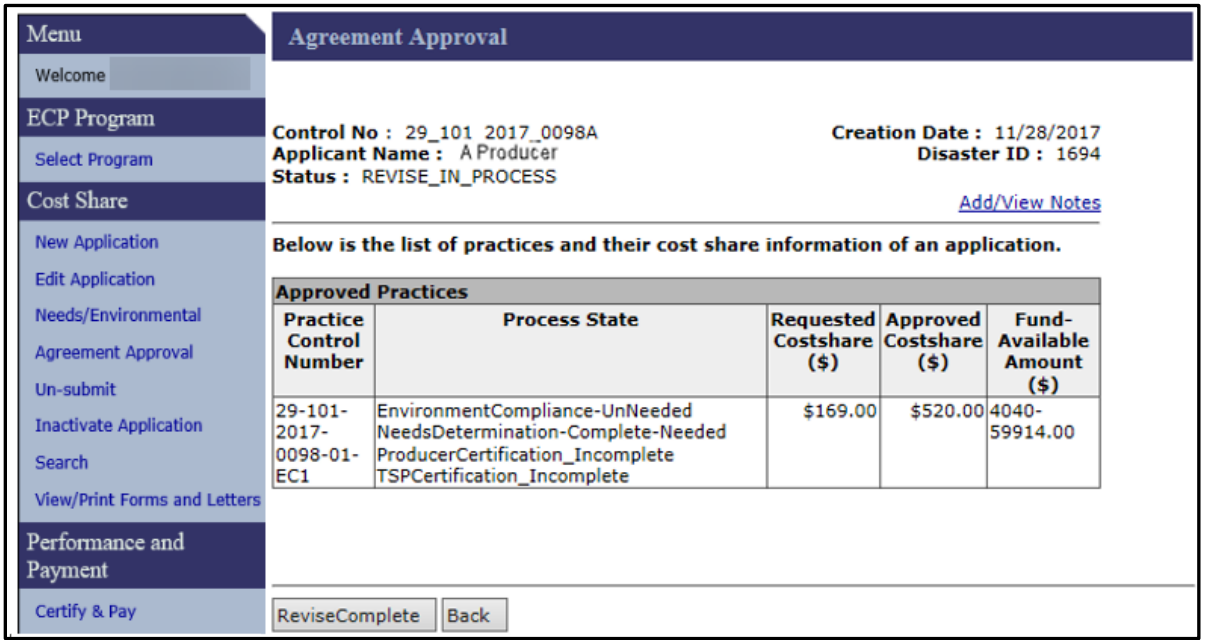
181 Agreement Approval Contract Summary

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.
***--**



--*

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)

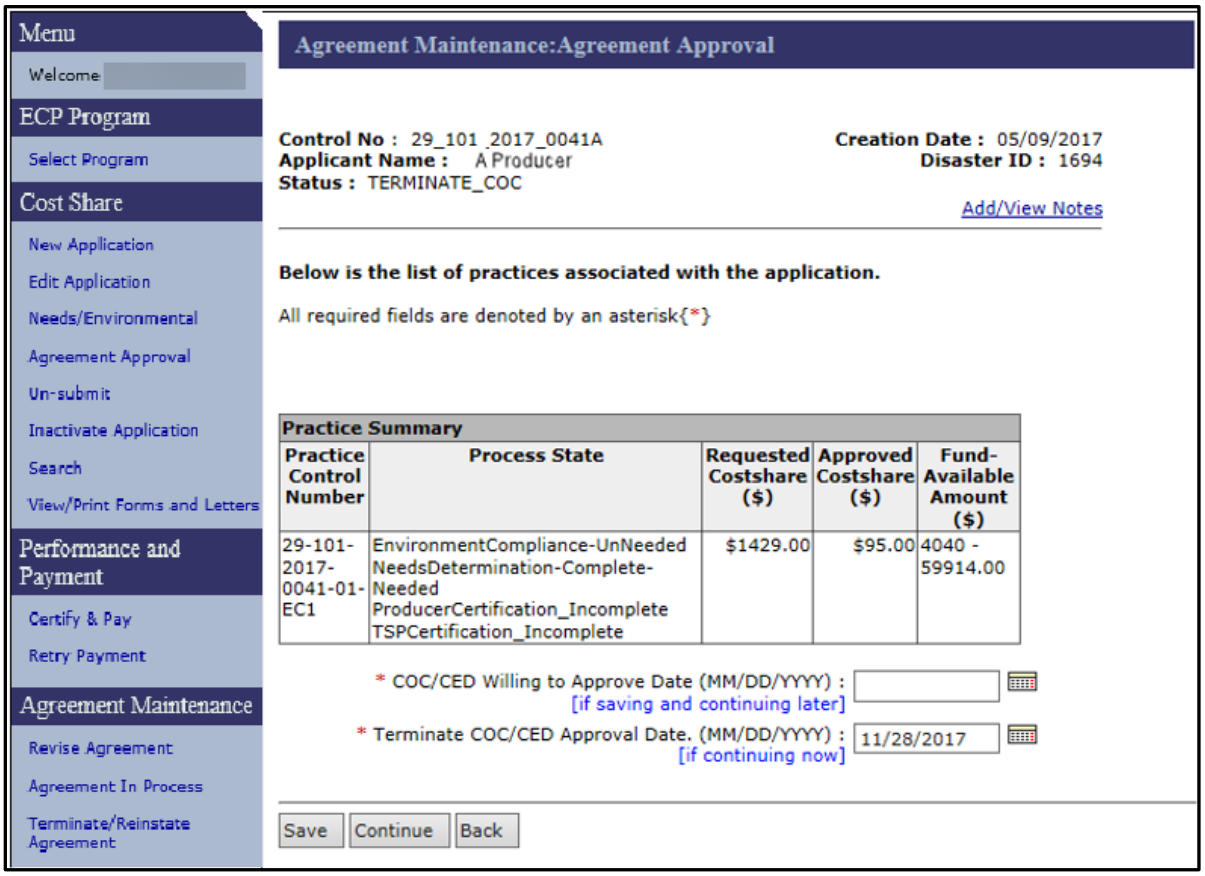
205 Agreement Maintenance: Agreement Approval

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.
***--**



--*

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

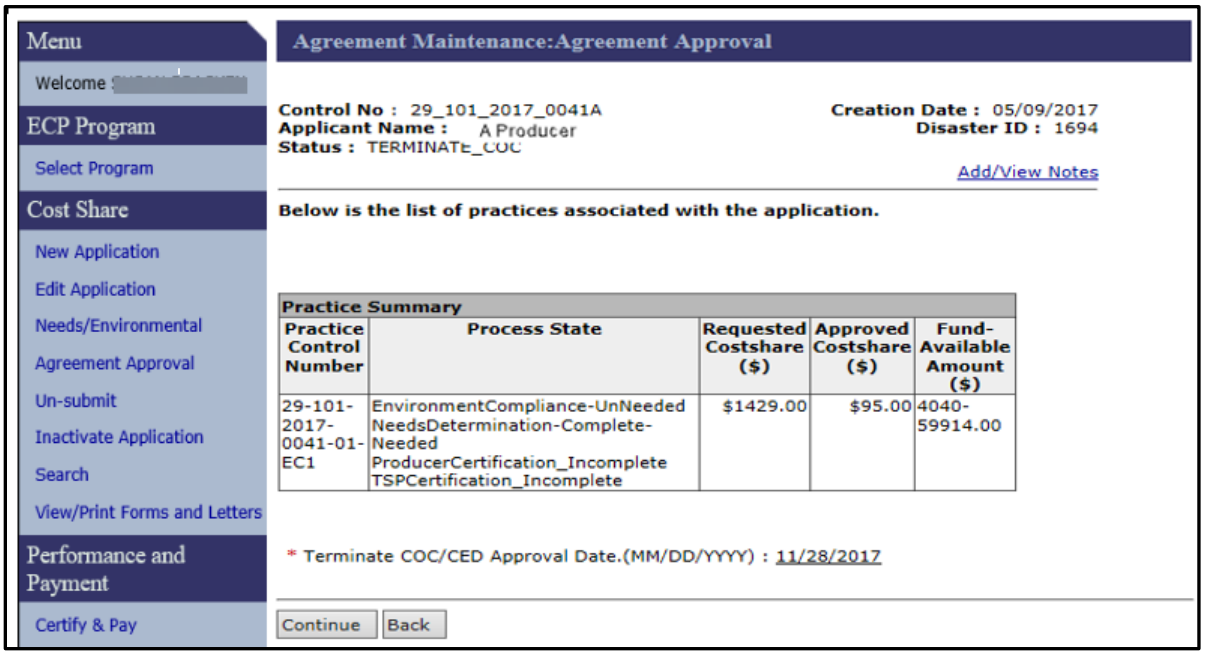
A Overview

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.

*--



--*

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.

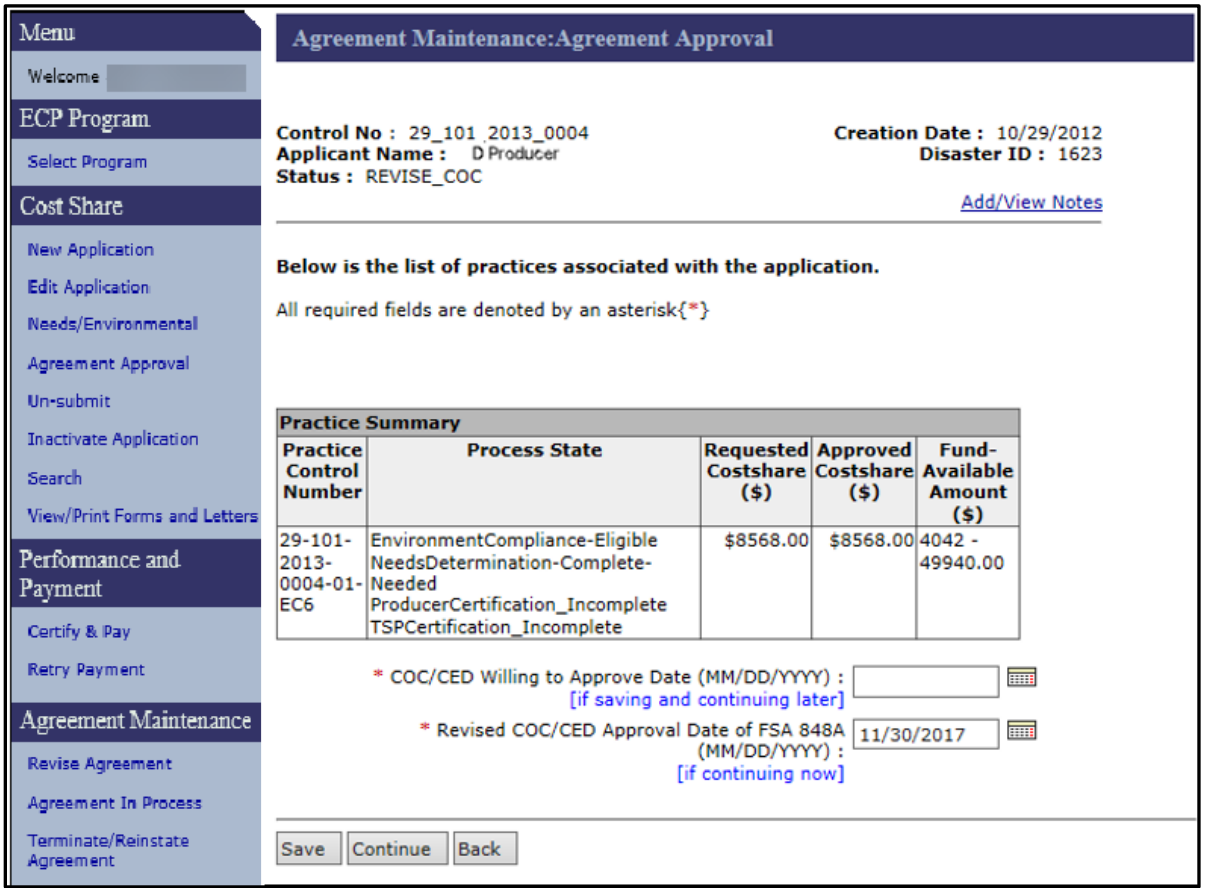
227 Agreement Maintenance: Agreement Approval

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.
*--



--*

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

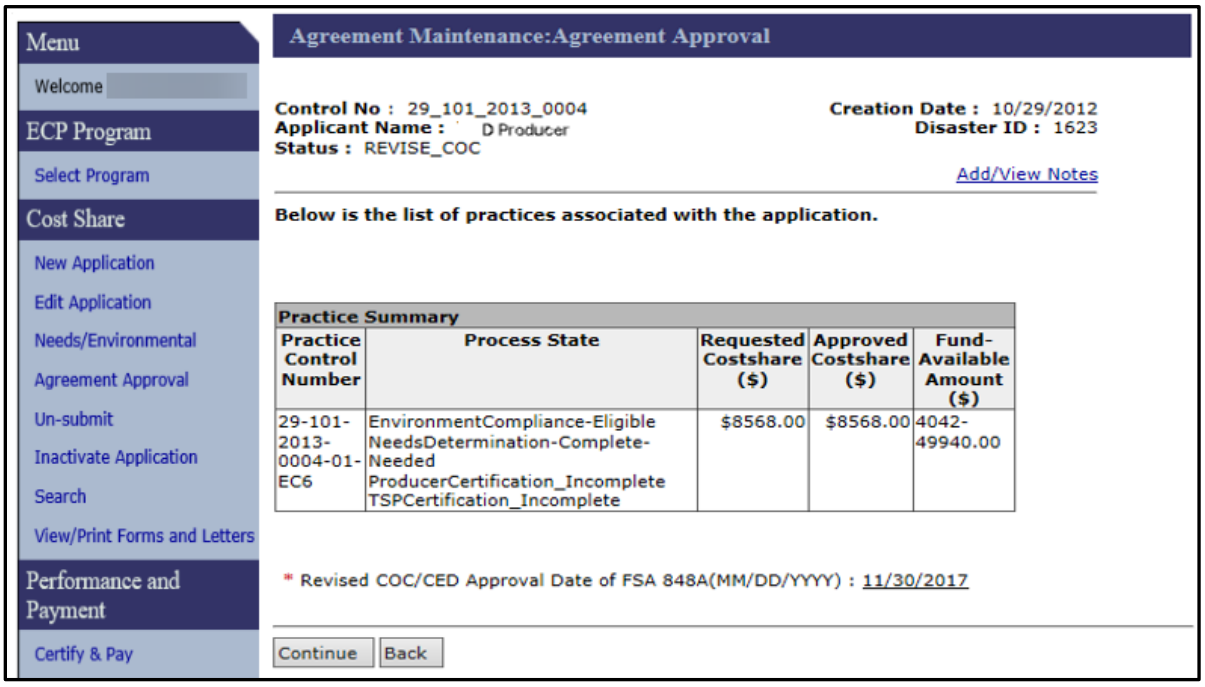
A Overview

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.

***--**



--*

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	After all information has been reviewed, CLICK "**Continue**". • 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

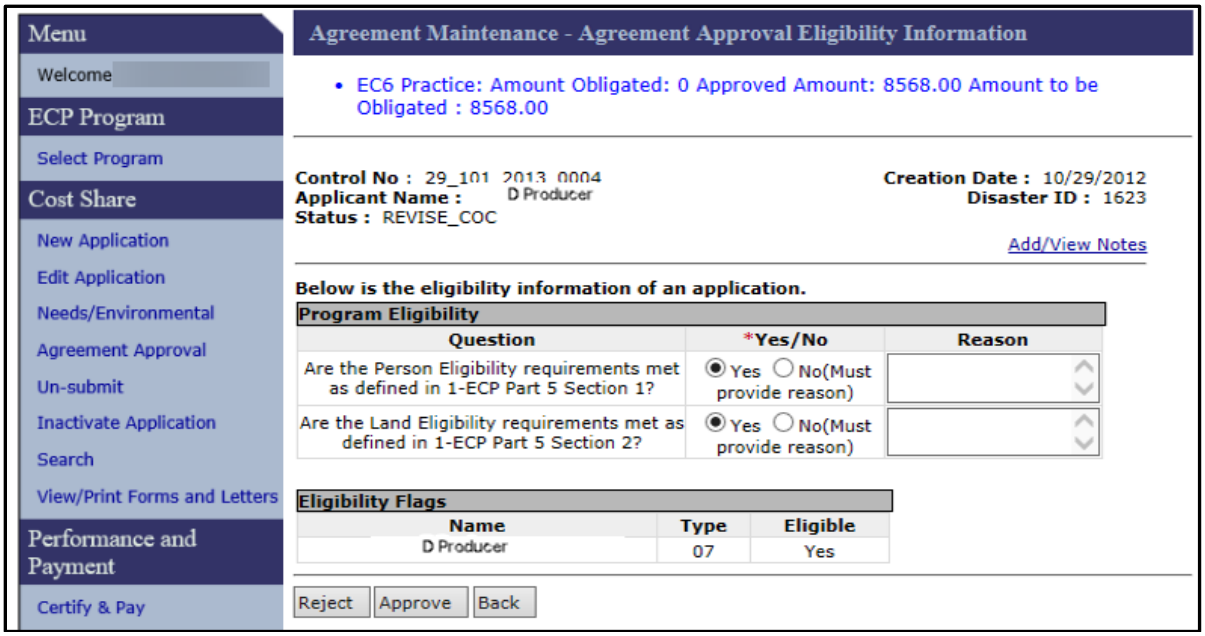
A Overview

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.

*--



--*

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	• "**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	• "**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	"**Approve**" to display the Agreement Maintenance – COC/CED Approval Complete Page. **Note:** See paragraph 230 for additional information.

236 Search Agreements (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Link	Description	Action
Agreement Status	Drop-down list of specific agreement statuses available for use as search criteria. Defaults to "Select Contract Status". Selectable agreement statuses include: • 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. **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.	Select the desired agreement status to limit search results to only agreements having that specific status, if desired. **Note:** See paragraph 238 for a description of Agreement Statuses and process links available in the Links column according to agreement status.
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.	CLICK "**Clear**" to remove all previously selected search criteria. **Note:** State and county are not removed as search criteria when clicking "Clear".

237 Agreement Search Results

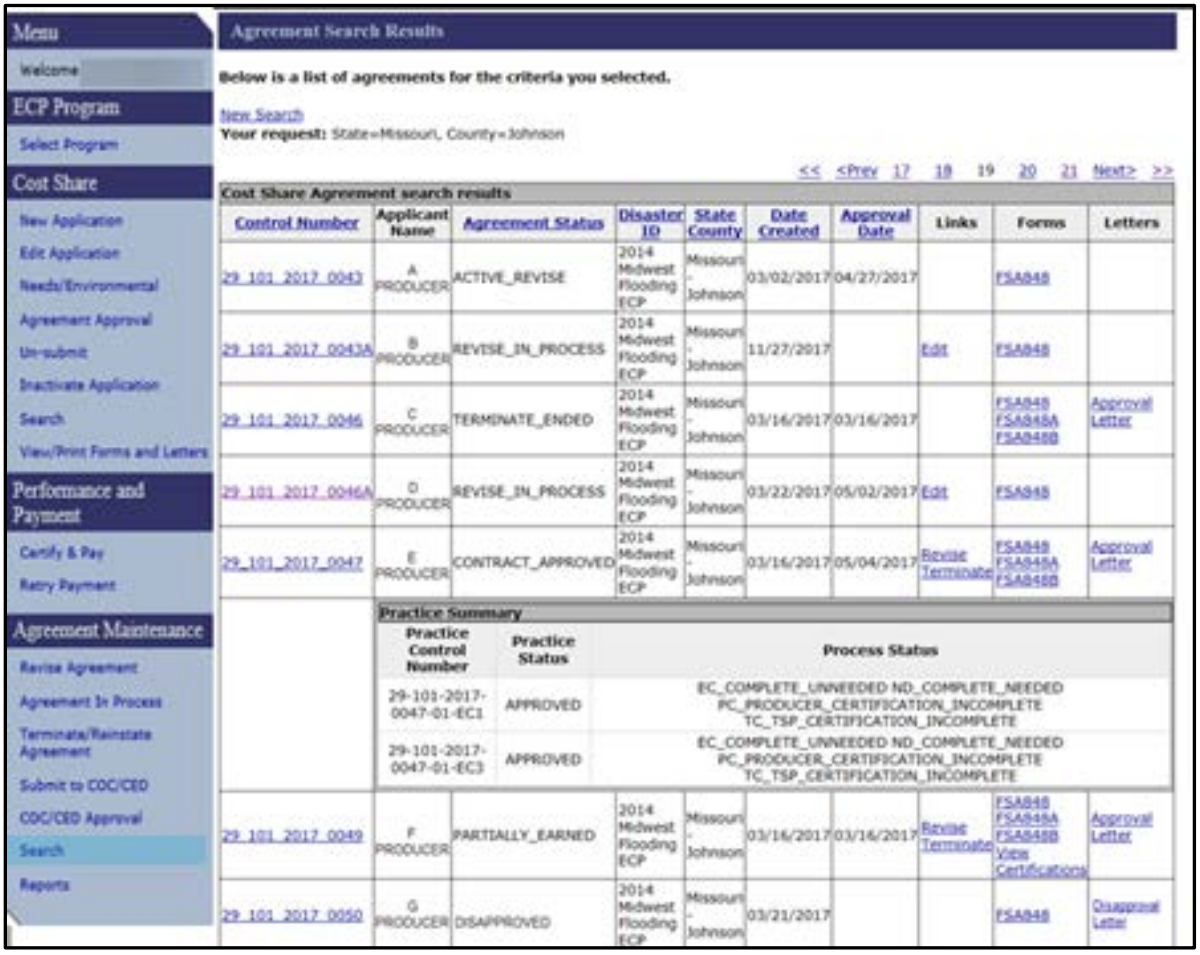
A Overview

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.

*--



--*

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.

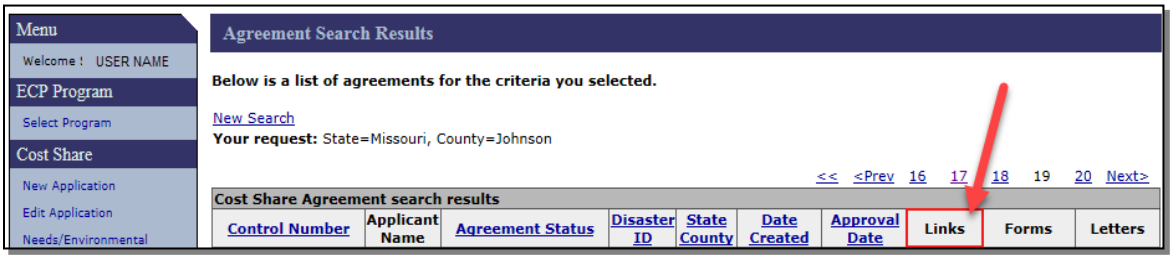
238 Agreement Search - Process Links by Agreement Status

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.

244 Report Search Criteria (Continued)

C County Office Report Descriptions (Continued)

Report	Result

All FSA-848 – Pending Approval	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.
	
	Report lists all unapproved applications and agreements that contain at least one practice.
	
	• 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:
	
	  • "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".

All FSA-848A – Approved but Not Paid	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. 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. 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". Practices that have not had performance certified display with a status of "Approved".

244 Report Search Criteria (Continued)

C County Office Report Descriptions (Continued)

Report	Result
All FSA-848B – Partially Earned or Fully Paid	Use this report to identify all agreements where one or more cost share payments have been issued. Report lists all agreements on which at least one CS payment (partial or final) has been issued. • 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". 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. **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.

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	
	Partial Compliance	Yes 3/	3/ A partial compliance value of "Yes" will result in an additional determination for the farm
	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)

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: • gross payment amount • program specific reductions • reason, if producer is ineligible because of subsidiary eligibility provisions.
7	Direct attribution will determine the following: • 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:

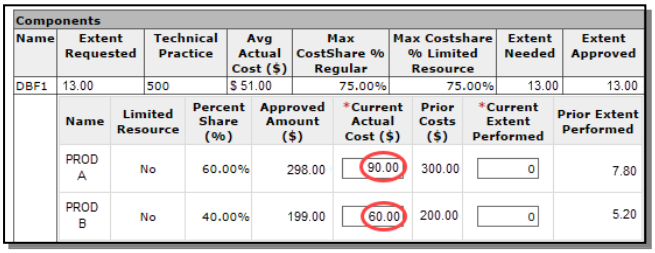
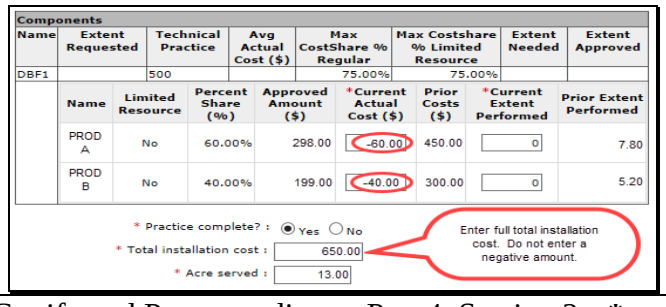
- .75 **x** $4,000 (incurred cost) = $3,000
- $40 (not to exceed rate) **x** 50 (extent performed) = $2,000.

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…	
Actual cost	**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 corrected actual costs in the "Current Actual Cost" field on the Create New Producer Certification – Component Rate Practice Page.--* **Example 1:** The actual cost is $650 split 60%/40% between producers. The user previously inaccurately entered $500 total actual cost which resulted in an **underpayment**. Enter $150 additional actual cost split 60%/40% to account for the difference: $650 (correct cost) minus $500 (amount previously entered) = $150 (split $90 and $60).  **Example 2:** The total actual cost is $650 split 60%/40%. The user previously inaccurately entered $750 for the total actual cost which resulted in an **overpayment**. Enter -$100 split 60%/40% for the actual cost to account for the difference: $650 (correct cost) minus $750 (amount previously entered) = -$100 (split -$60 and -$40). 
	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.

261 Payment Processing (Continued)

D Correcting a Payment (Continued)

<table>
<tr><th>IF the incorrect value is…</th><th colspan="2">THEN…</th></tr>
<tr><td rowspan="4">Current Extent Performed</td><td>Step</td><td>Action</td></tr>
<tr><td>1</td><td>*--Create a new (additional) Producer Certification by selecting “Add Certification” from the Certification Search Results with Practice Summary Page.</td></tr>
<tr><td>2</td><td>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.</td></tr>
<tr><td>3</td><td>*--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.</td></tr>
<tr><td rowspan="4">TSP Certification values</td><td>Step</td><td>Action</td></tr>
<tr><td>1</td><td>*--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.--*</td></tr>
<tr><td>2</td><td>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.</td></tr>
<tr><td>3</td><td>*--Complete Certify and Pay according to Part 4, Section 2. An--* additional payment of the difference will be sent to NPS.</td></tr>
</table>

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:

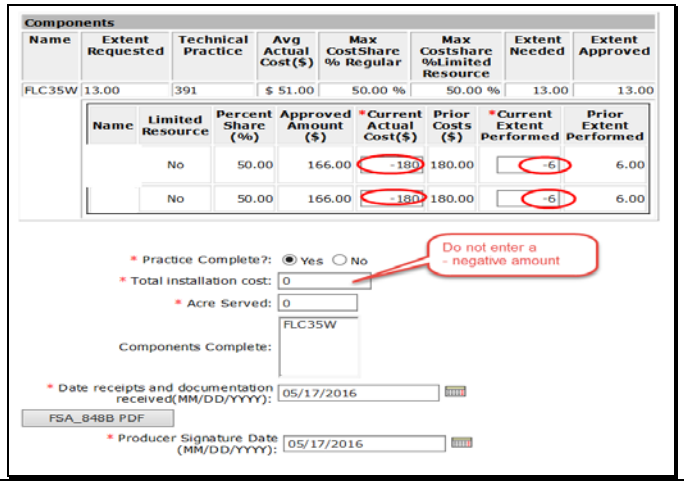
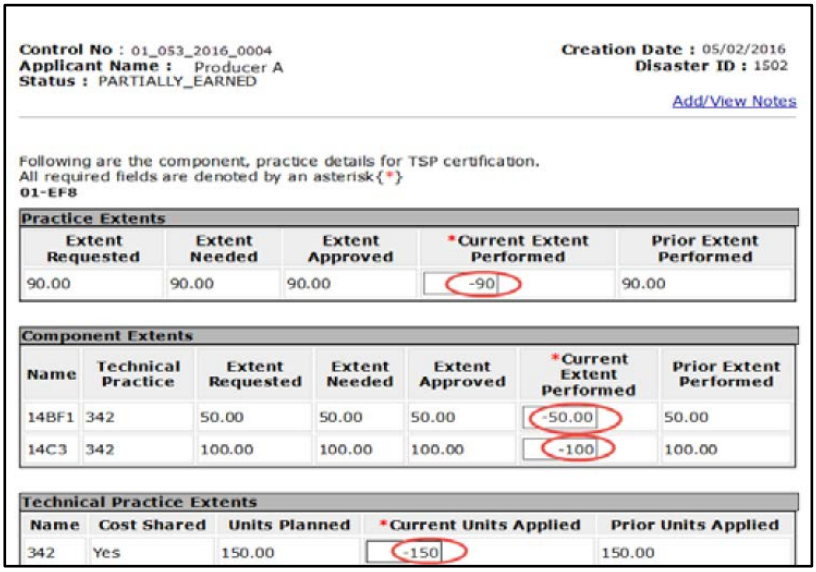
- condition causing the incorrect payment is corrected, the system will automatically cancel the unsigned payment in NPS and recalculate the payment amount due
- payment amount is determined to be incorrect and the payment has been signed in the NPS System, the payment can no longer be canceled.

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.

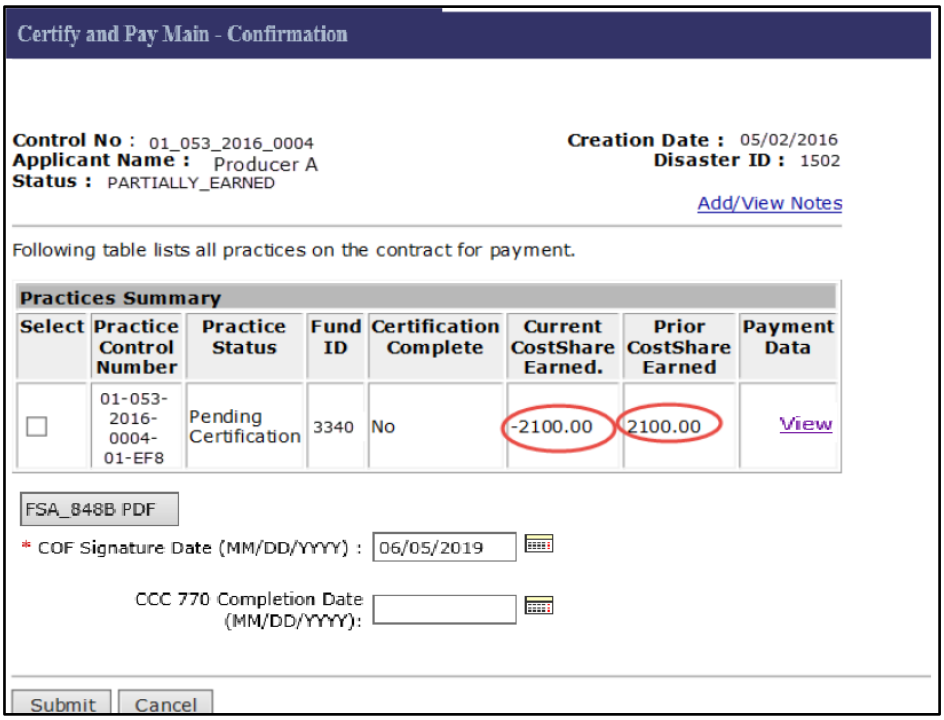
Step	Action
1	Complete producer certification by entering negative "Current Actual Cost" amount and negative "Current Extent Performed" amount equal to the previously entered positive amounts. This will result in zeroing out prior actual cost and extent amounts. **Note:** Do not place a negative value in the "Total Installation Cost" field. 
2	Complete "TSP Certification" by entering negative "Current Extent Performed" amounts and "Current Units Applied" amount equal to the previously entered positive amounts. *--  --*

268 General Provisions for Canceling Payments (Continued)

B Example (Continued)

*--

Step	Action
3	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.



--*

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.

Menu and Screen Index

The following screens are displayed in this handbook.

Title	Reference
Program Selection	22
Emergency Conservation Program Home	23
Application Signup – Application Information	30
Application Signup - Add Contributors	31
Application Signup - Documentation	32
Application Signup - Add Practices	33
Application Signup - Add Practice Components	34
Application Signup - Add Contributors	35
Application Signup - Practice Summary	36, 37
Advance Payment	37
Application Signup - Additional Information	38, 39
Edit Application Selection	53
Needs Determination/Environmental Compliance Selection	60
Application Signup - Needs Determination	61, 62
Environmental Compliance Check	63
Agreement Approval Results	79
Agreement Approval - Assign ID	80, 179
Agreement Approval	81, 84, 85,91, 92
Application Signup - Component Rate Practice Approval	82, 177
Application Signup - Component Rate Practice Approval Summary	83
Agreement Approval – Fund Selection	84
Agreement Approval – Confirmation	85
Agreement Approval - Eligibility Information	86
Agreement Approval - Eligibility Success	87
Agreement Disapproval Information	88
Agreement Disapproval Confirmation	89
Agreement Disapproval Success	90
Agreement Approval – Partial Disapproval	91, 92
Un-Submit Application Selection	97
Application Signup - Un-Submit	98
Inactivate Application	105
Application Signup - Inactivate	106
Application Signup - Inactivate Confirmation	107
Search Criteria	114
Search Results	115, 117, 118
View/Print Forms Selection	122
View/Print Forms Results	123

Menu and Screen Index (Continued)

Title	Reference
Search Agreements for Certify & Pay	130
Certify & Pay Search Results	131
Agreement Summary (after “Agreement Number” is selected)	132
Agreement Summary (for statuses other than EC3)	132
Practice Summary	133
Create New Producer Certification – Component Rate Practice	134
Producer Certification Confirm – Component Rate Practice	135
Practice Summary Screen (with TSP after producer certification completed)	136
Create New TSP Certification – Component Rate Practice	136
TSP Certification Confirmation	137
Agreement Summary (after TSP certification loaded successfully)	137
Search Agreements for Certify & Pay	141
Certify & Pay Search Results	142
Agreement Summary (select practice number for payment request)	142
Practice Summary Request Payment	142
Certify and Pay Main	143
Certify and Pay Main – Confirmation	144
Agreement Summary (existing certifications)	152
Practice Summary (existing certifications)	152
View Producer Certification – Component Rate Practice	152
View TSP Certification – Component Rate Practice	152
Agreement Search Results (view certifications)	153
View Existing Certifications	153
View Existing Certifications Practice Summary	153
Retry Payment Results	160
Retry Payment	161
Retry Payment Confirmation	162
Search Agreements for Revision	169
Revise Agreement Search Results	170
Revise Contract	171
Agreement Signup - Applicant Information	172
Agreements Signup - Add Contributors	173
Agreement Signup - Add Practice Components	176
Application Signup - Component Rate Practice Approval Confirmation	178
Edit Contract Selection	191
Agreement Maintenance - Cancel Revision	192
Agreement Maintenance - Cancellation	193, 195
Agreement Maintenance - Cancel Reinstate	194

Menu and Screen Index (Continued)

Title	Reference
Terminate Contract	201
Agreement Maintenance - Terminate Agreement	202, 203, 204
Agreement Maintenance: Agreement Approval	205, 206
Agreement Maintenance: Terminate Final	207
Agreement Maintenance - COC/CED Approval Complete	208
Agreement Maintenance - Reinstate Agreement	209
Agreement Maintenance - Reinstate Agreement Complete	210
Submit To COC/CED	216
Agreement Maintenance - Submit to COC/CED	217
Agreement Maintenance - Submit to COC/CED Complete	218
COC/CED Approval	225
Agreement Maintenance - Check ID	226
Agreement Maintenance: Agreement Approval	227, 228
Agreement Maintenance - Agreement Approval Eligibility Information	229
Agreement Maintenance - COC/CED Approval Complete	230
Agreement Maintenance - Cancel Termination	231
Agreement Maintenance - Cancellation	232
Search Agreements	236
Agreement Search Results	237, 238
Report Search Criteria	244