FSA
HANDBOOK

Emergency Forest Restoration Automation

For State and County Offices

SHORT REFERENCE

2-EFRP

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

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Farm Service Agency
Washington, DC 20250

Emergency Forest Restoration Program Automation 2-EFRP	**Amendment 1**

Approved by: Deputy Administrator, Farm Programs

Amendment Transmittal

A Reason for Issuance

This handbook has been issued to provide automation procedure for EFRP.

Table of Contents

Page No.

Part 1 Basic Information

1 Handbook Coverage 1-1
2 Responsibilities 1-2
3 EFRP Cost Share Background and Functionality 1-3
4-19 (Reserved)

Part 2 EFRP Program

20 Information and Security Roles 2-1
21 Accessing EFRP Cost Share 2-2
22 Cost Share Program Selection 2-3
23 EFRP Home Page 2-4
24-29 (Reserved)

Part 3 Cost Share

Section 1 New Application

30 Application Signup - Applicant Information 3-1
31 Application Signup - Add Contributors – Filed Selection 3-3
32 Application Signup - Documentation 3-4
33 Application Signup - Add Practices 3-6
34 Application Signup - Add Practice Components 3-8
35 Application Signup - Add Contributors 3-10
36 Application Signup - Practice Summary 3-12
37 Application Signup - Practice Summary 3-14
38 Application Signup - Additional Information - Eligibility 3-16
39 Application Signup - Additional Information Confirmation 3-18
40-52 (Reserved)

Section 2 Edit Application

53 Edit Application 3-39
54-59 (Reserved)

Table of Contents

Page No.

Part 3 Cost Share (Continued)

Section 3 Needs/Environmental

60 Entering Needs Determination and Environmental Compliance Information 3-51
61 Application Signup - Needs Determination 3-53
62 Continue to Next Step and the Application Signup - Needs Determination Page – Step 2 3-57
63 Environmental Compliance Check 3-59
64-78 (Reserved)

Section 4 Agreement Approval

79 Agreement Approval - Search Results 3-83
80 Agreement Approval - Assign ID 3-86
81 Agreement Approval, Approval Data 3-88
82 Application Signup - Component Rate Practice Approval 3-91
83 Application Signup - Component Rate Practice Approval Summary 3-94
84 Agreement Approval - Fund Selection 3-96
85 Agreement Approval - Confirmation 3-98
86 Agreement Approval - Eligibility Information 3-100
87 Agreement Approval - Eligibility Success 3-102
88 Agreement Disapproval Information 3-103
89 Agreement Disapproval Confirmation 3-105
90 Agreement Disapproval Success..... 3-106
91 Agreement Approval - Partial Disapproval 3-107
92 Agreement Approval, Partial Disapproval Summary 3-112
93 Generating Disapproval Letter When Funds Are Not Available 3-114
94-96 (Reserved)

Section 5 Withdrawing Completed Applications

97 Un-Submit Application Page 3-121
98 Application Signup - Un-Submit Page 3-122
99-104 (Reserved)

Section 6 Inactivate Application

105 Inactivate Application Page 3-129
106 Application Signup - Inactivate 3-130
107 Application Signup - Inactivate Confirmation 3-131
108-113 (Reserved)

Table of Contents

Page No.

Part 3 Cost Share (Continued)

Section 7 Application Search

114 Application Search Criteria 3-137
115 Application Search Results 3-144
116 Application Search Results Practice Summary 3-146
117 Application Search Results - Edit Application Column 3-152
118 Application Search by Practice Status 3-154
119-121 (Reserved)

Section 8 View/Print Forms and Letters

122 View/Print Forms 3-171
123 View Print Form Results 3-173
124-129 (Reserved)

Part 4 Performance and Payment

Section 1 Certification

130 Certification Search Results 4-1
131 Producer Certification - Component Rate Practice 4-3
132 Producer Certification Confirm - Component Rate Practice 4-7
133 TSP Certification 4-9
134 TSP Certification Confirmation 4-12
135-140 (Reserved)

Section 2 Record and Pay

141 Record and Pay Search Results 4-21
142 Record and Pay Main 4-23
143 Record and Pay Component Rate Practices 4-25
144 Record and Pay Component Rate Practice - Confirmation 4-27
145 Record and Pay Main - Confirmation 4-29
146-151 (Reserved)

Section 3 View & Print Existing Certifications

152 Existing Certifications 4-37
153 View Existing Certifications 4-38
154-159 (Reserved)

Page No.

Part 4 Performance and Payment (Continued)

Section 4 Retry Payment (Continued)

160 Retry Payment Search Results 4-47
161 Retry Payment 4-49
162 Retry Payment Confirmation 4-51
163-168 (Reserved)

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 5-21
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 5-33
194 Agreement Maintenance - Cancel Reinstate 5-34
195 Agreement Maintenance – Cancellation Reinstate 5-35
196-200 (Reserved)

Page No.

Part 5 Agreement Maintenance (Continued)

Section 3 Terminate/Reinstate Agreement

201 Terminate Contract 5-41
202 Agreement Maintenance - Terminate Agreement Reason 5-43
203 Agreement Maintenance - Terminate Agreement Confirmation 5-44
204 Agreement Maintenance - Terminate Complete 5-45
205 Agreement Maintenance - Agreement Approval 5-46
206 Agreement Maintenance - Agreement Approval Confirmation 5-48
207 Agreement Maintenance - Terminate Final 5-49
208 Agreement Maintenance - COC/CED Approval Complete 5-50
209 Re-instating Agreements 5-51
210 Agreement Maintenance - Reinstate Agreement Complete 5-52
211-215 (Reserved)

Section 4 Submit to COC/CED

216 Submit to COC/CED 5-59
217 Agreement Maintenance - Submit to COC/CED 5-60
218 Agreement Maintenance - Submit to COC/CED Complete 5-61
219-224 (Reserved)

Section 5 COC/CED Approval

225 COC/CED Approval 5-71
226 Agreement Maintenance - Check ID 5-73
227 Agreement Maintenance - Agreement Approval 5-74
228 Agreement Maintenance - Agreement Approval Confirmation 5-76
229 Agreement Maintenance - Agreement Approval Eligibility Information 5-78
230 Agreement Maintenance - COC/CED Approval Complete 5-80
231 Agreement Maintenance - Cancel Termination 5-81
232 Agreement Maintenance - Cancellation Termination 5-82
233-235 (Reserved)

Section 6 Agreements

236 Search Agreements 5-87
237 Agreement Search Results 5-92
238 Agreement Search - Process Links by Agreement Status 5-94
239-243 (Reserved)

Section 7 Reports

244 Report Search Criteria 5-103
245-250 (Reserved)

Part 6 Payments

Section 1 Program Payment Provisions

251 General Provisions 6-1
252 Payment Limitation Provisions 6-5
253 Payment Subsidiary Eligibility Provisions 6-6
254-259 (Reserved)

Section 2 processing EFRP Payments

260 EFRP Payments 6-17
261 Payment Processing 6-20
262-267 (Reserved)

Section 3 Cancelling ERFP Payments

268 General Provisions for Canceling Payments..... 6-33
269-274 (Reserved)

Section 4 General Provisions for Overpayments

275 Introduction 6-43
276 Collecting Overpayments..... 6-44
277 Charging Interest 6-45

Exhibits

1	Reports, Forms, Abbreviations, and Redelegations of Authority
2	Definitions of Terms Used in This Handbook
3, 4	(Reserved)
5	Screen Index

Part 1 Basic Information

Section 1 General Provisions

1 Handbook Coverage

A Purpose

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

B Authority and Responsibilities

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

C Related FSA Handbooks

The following FSA handbooks are related to the CSS program.

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

2 Responsibilities

A Background

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

B Office Responsibilities

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

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

C Sources of Authority

Agricultural Credit Act of 1978 (92 Stat. 420-434), as amended by the Disaster Assistance Act of 1989, Section 502.

D Screen Index

See the screen index in Exhibit 5 for a list of the screens that available in this handbook.

3 EFRP Cost Share Background and Functionality

A Background

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

B Functionality

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

- always access the software using Internet Explorer

  Note: Access the conservation CSS Cost Share Software from the FSA Intranet Application Page.

- a small red asterisk (*****) by any data field indicates that field entry is **required**

- all references to "**Click**" or "**Select**" reference left-mouse clicks, unless specifically stated otherwise

- CLICK "**Help**" at the top of the application page for guidance from any location in CSS

- CLICK "**Log Out of eAuth**" at the top of the application page to completely exit the software and be returned to the FSA Intranet web site

- many of the pages follow the format of entering information on the page, and then the information will be displayed on a summary page.

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

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

4-19 (Reserved)

Part 2 EFRP Program

20 Information and Security Roles

A Basic Information

All EFRP CSS functions:

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

B Definitions

In this part:

- "Application" refers to an FSA-848 or FSA-848A before county committee approval
- "Agreement" refers to an FSA-848A after county committee approval.

C Security Roles

The following are security roles.

- County Office FSA employees with authorized access in CSS applications will be able to fully administer EFRP within their assigned counties.
- State Office FSA employees with authorized access in CSS applications will have full access to all EFRP applications within their State. Although designated State Office users have the capability to edit applications, State Office users **must** use discretion within CSS software as State Office users have full County Office functionality.
- National FSA employees with authorized access in CSS applications will have full access to all EFRP applications nationwide.

21 Accessing EFRP Cost Share

A Cost Share Software

Access the Cost Share Software from the FSA Intranet Application Page at **http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp**.

Note: Internet Explorer shall be used when accessing Cost Share.

B Action

From the FSA Intranet Application Page:

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

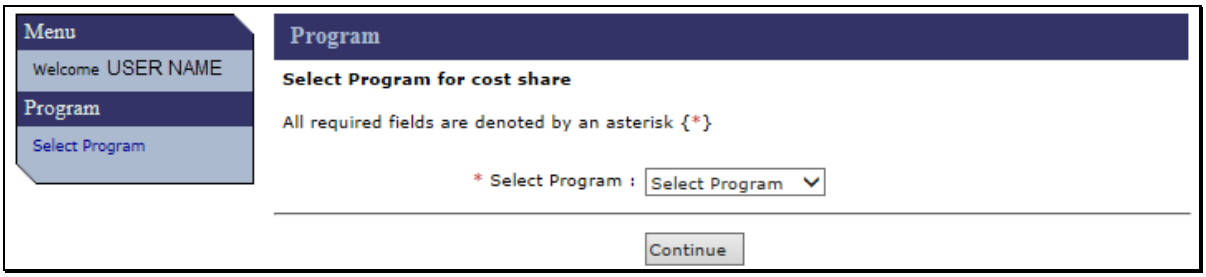
22 Cost Share Program Selection

A Overview

After logging in through eAuthentication, the Cost Share Program Selection Page will be displayed. Users can navigate between the different cost share programs from the Cost Share Program Selection Page.

B Example of Cost Share Program Selection Page

Following is an example of the Program Selection Page where users may select a program for cost share. This Page is used to select EFRP 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 EFRP from the "**Select Program**" drop-down menu and CLICK "**Continue**".

State Office or 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.

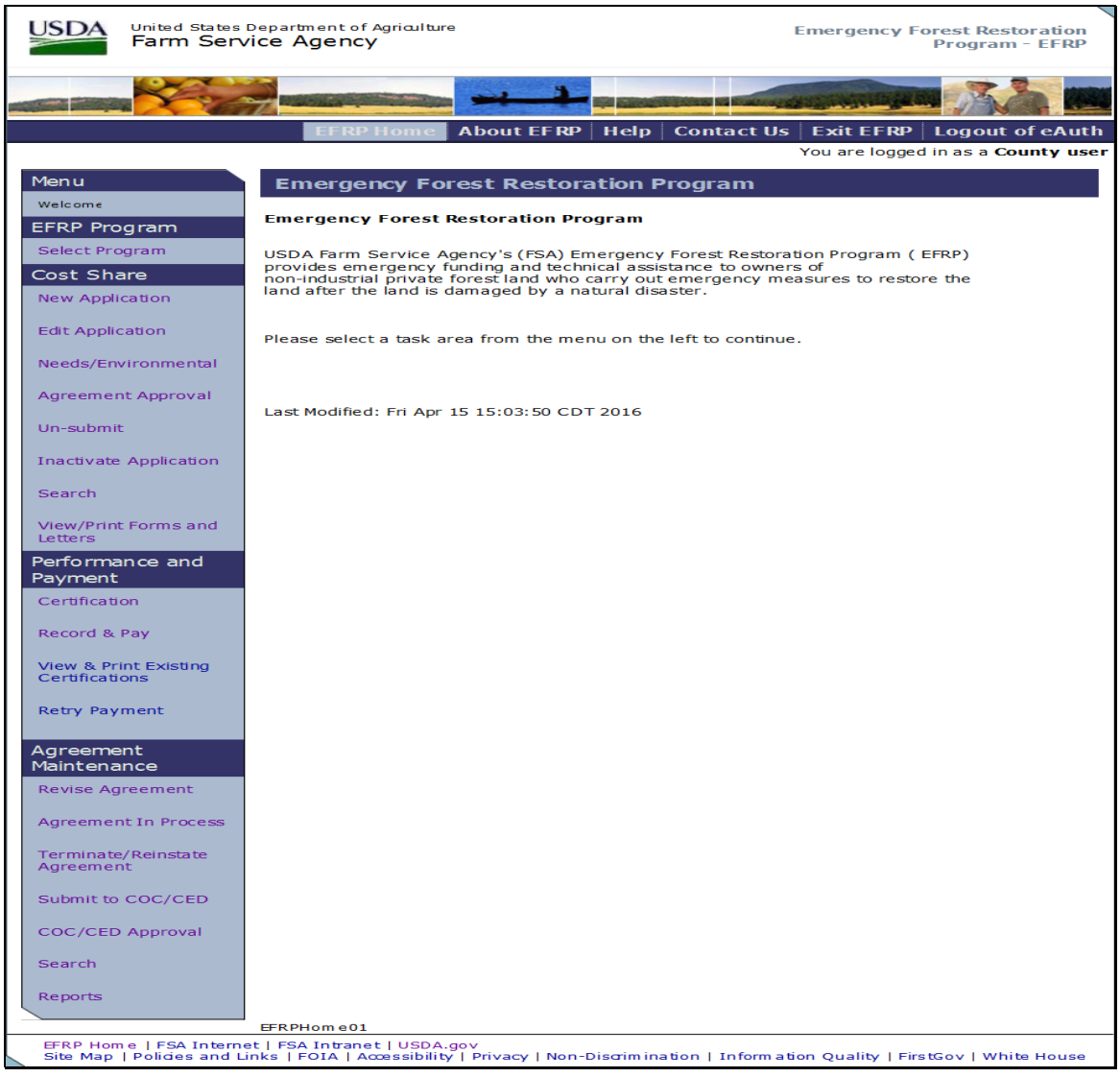
23 EFRP Home Page

A Overview

After the user has selected EFRP from the Program Page, the EFRP Home Page will be displayed.

B Example of EFRP Home Page

Following is an example of the Emergency Forest Restoration Program Home Page.



23 EFRP Home Page (Continued)

C Fields, Descriptions, and Actions

The following tables provide the fields, descriptions, and actions for the EFRP Home Page.

EFRP Program	
Field	**Description and Action**
Select Program	Provides the ability to select or change the program.

Cost Share	
Field	**Description/Action**
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 the 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.
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.

23 EFRP Home Page (Continued)

C Fields, Descriptions, and Actions (Continued)

Performance and Payment	
Field	**Description/Action**
Certification	Used to enter producer and TSP certification (self or technical service provider certify).
Record & Pay	Used to select and submit payment to be processed.
View & Print Existing Certifications	Provides the ability to view and print existing certifications for agreements with a status of paid or partially earned.
Retry Payment	Retry a failed payment.

Agreement Maintenance	
Field	**Description/Action**
Revise Agreement	Provides the ability to modify the producer, change shares, add additional components, increase or decrease extent.
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

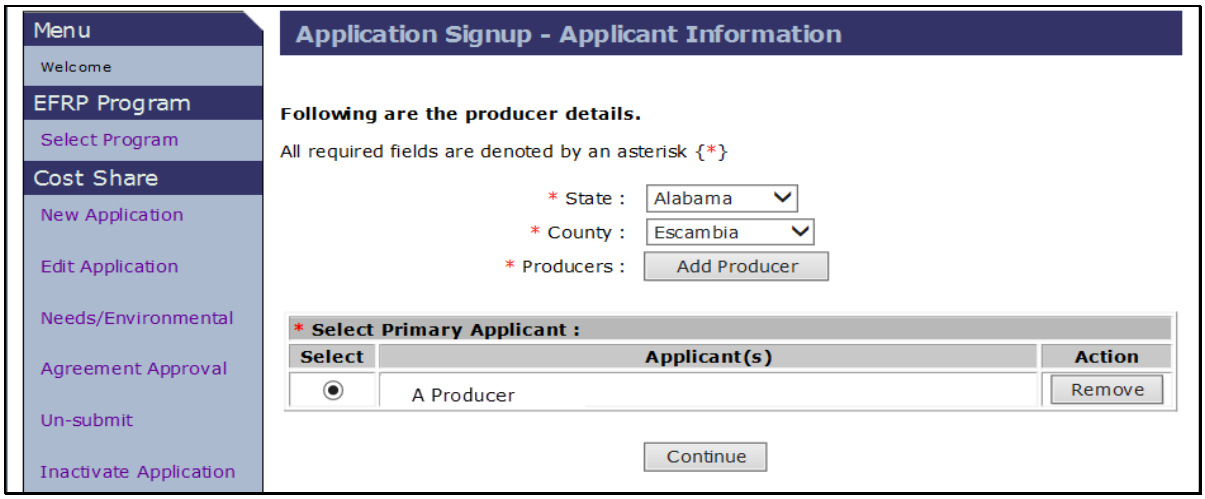
30 Application Signup - Applicant Information

A Overview

After user clicks "**New Application**" from the Cost Share menu on the EFRP 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 menu. The drop-down menu is inactive for State and National Office users. State and National Office 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 Office users. State and National Office 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. Users can search for the applicable producer from the SCIMS Customer Search Page. 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 "Select Primary Applicant", click the option for the primary applicant.
Remove	Removes a producer.
Continue	The Application Signup - Add Contributors Page will be displayed. See paragraph 31.

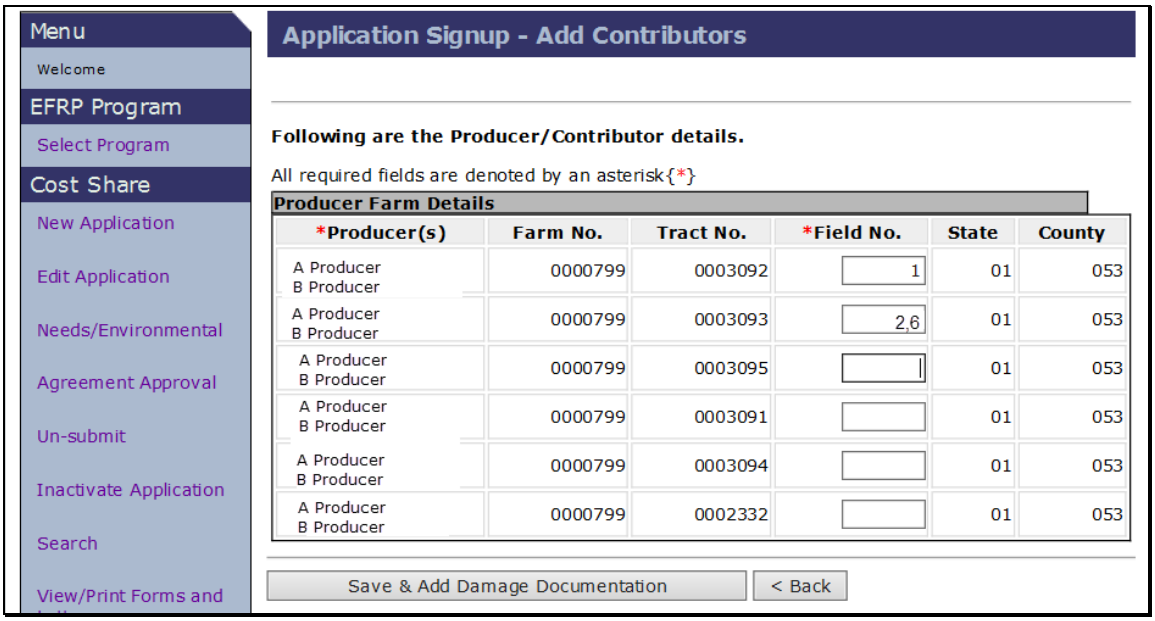
31 Application Signup - Add Contributors – Field Selection

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

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 and 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 Application Signup - Applicant Information Page will be displayed.

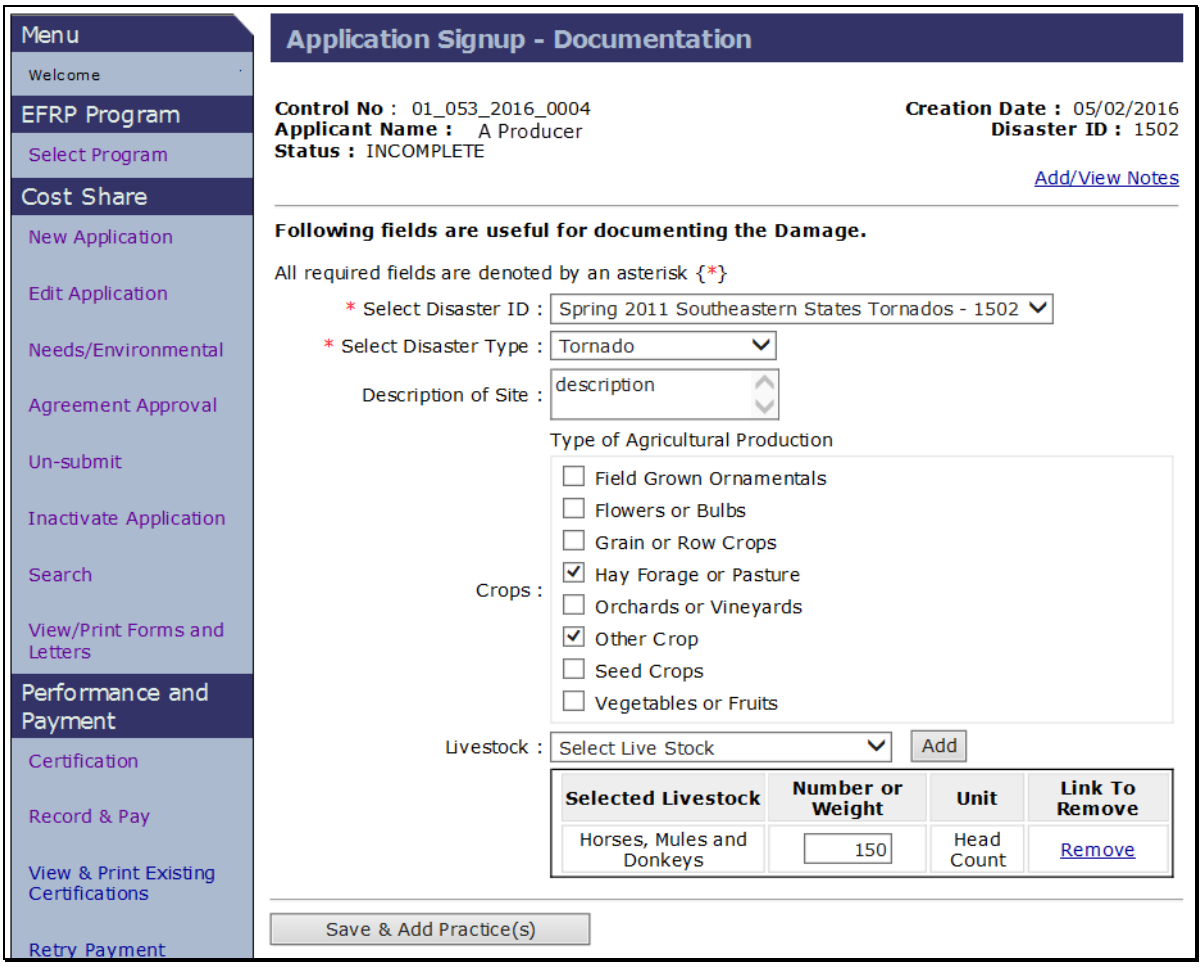
32 Application Signup - Documentation

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 about 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 and Action
Add/View Notes	CLICK "**Add/View Notes**" to insert notes and/or comments on each page.
Select Disaster ID	Using the drop-down menu, "[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 pre-populated on the Application Signup - Add Practices Page (subparagraph 33 B).
Select Disaster Type	Using the drop-down menu, select the predominant disaster type for the 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 menu, 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 EFRP cost share assistance is being requested.

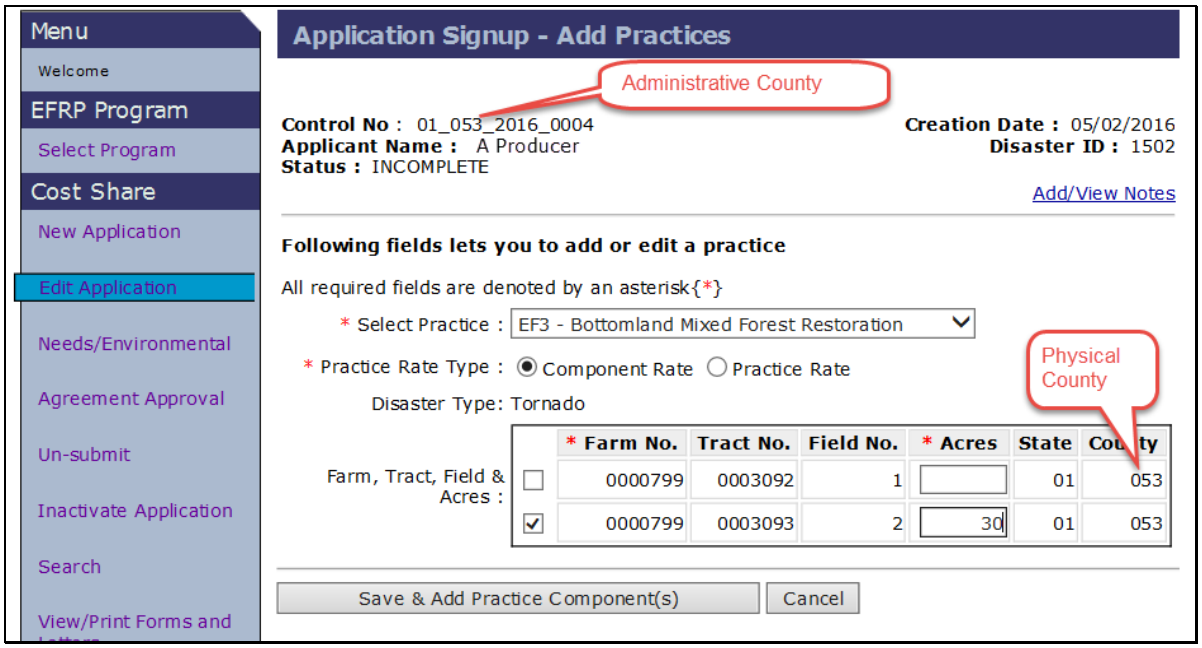
B Example of Application Signup - Add Practices Page

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

Notes: In this example, the Component Rate 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 the administrative county and the physical county are different, ensure that:

- appropriate funding is tied to administrative county
- the physical county has loaded components and rates in the Program Provisioning software.



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 and Action
Add/View Notes	CLICK "**Add/View Notes**" to insert notes and/or comments on each page.
Select Practice	From the drop-down menu, select the practice requested by the 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 the National Office program manager.
Practice Rate Type	Click the applicable option, whether using a component rate or practice rate, according to the county's program provisioning information. Calculate Cost Share 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. **Notes:** Acres can be recorded in hundredths but will be converted to tenths for payment purposes. 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.
Cancel	Takes the user to the Application Signup - Practice Summary - Finalize Page. See paragraph 37.

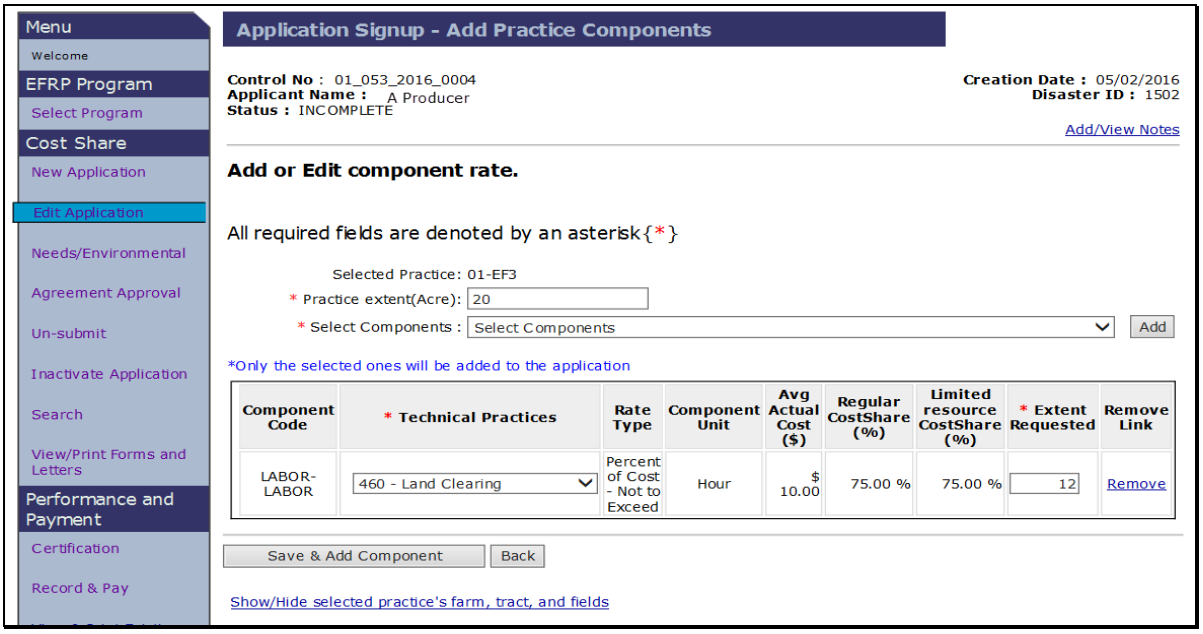
34 Application Signup - Add Practice Components

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 practices. 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 and 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, and these acres should be equal to the total acres entered in the "Farm, Tract, Field & Acres" field, "Acres" block. This field should **not** be blank, even if the user has decided to use a component rate. **Note:** Acre will be a unit of measure listed for reporting, but components can be different units of measure.

34 Application Signup - Add Practice Components (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Link	Description and Action
Select Components	Select desired component from the drop-down menu and CLICK "**Add**". The currently selected component will be added into the selected component list in the table. **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, verify the physical location of land according to subparagraph 33 B or verify category/subcategory designation in the Program Provisioning software.
Add	Adds the currently selected component from the drop-down menu into the list of selected components. **Note:** The currently selected component 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 "Select Components" box.
Technical Practices	Using the drop-down menu, select a technical practice for each component that will be 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 the 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 the user has decided to use a practice rate. If component rate type was designated, then total of extent for each component using acres as a unit of measure should match the total practice extent entered.
Remove	Allows users to remove a selected component.
Save & Add Component	Saves the selected components 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	The farm no, tract no, field no, acres and State/county will be displayed or hidden.

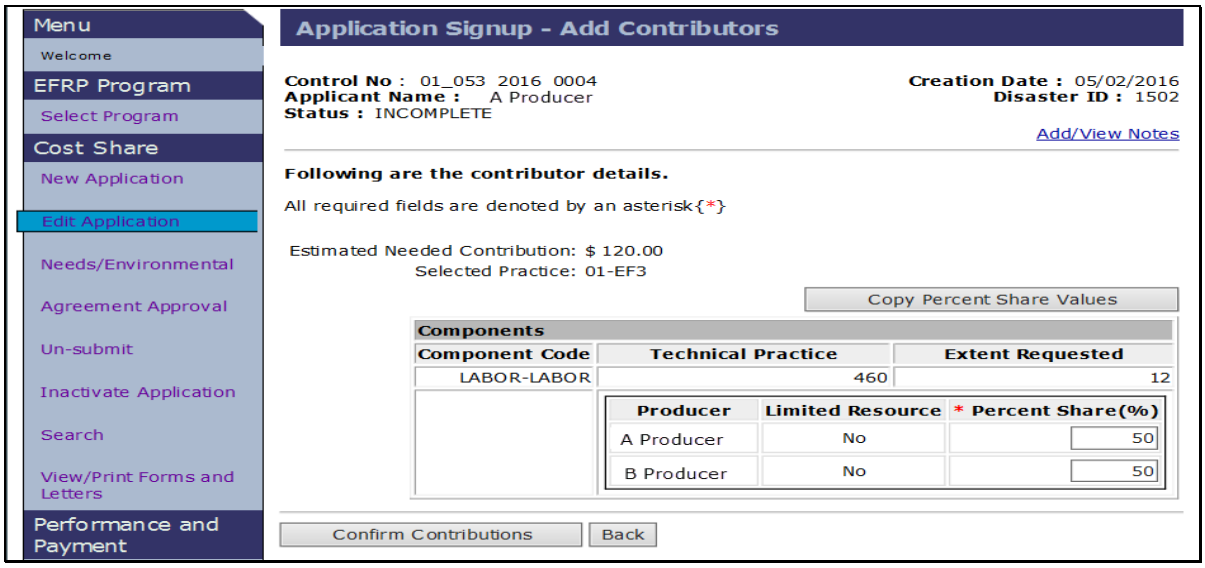
35 Application Signup - Add Contributors – Share Designation

A Overview

The Application Signup - Add Contributors – Share Designation Page will provide a list 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 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 Page.



C Fields, Descriptions, and Actions

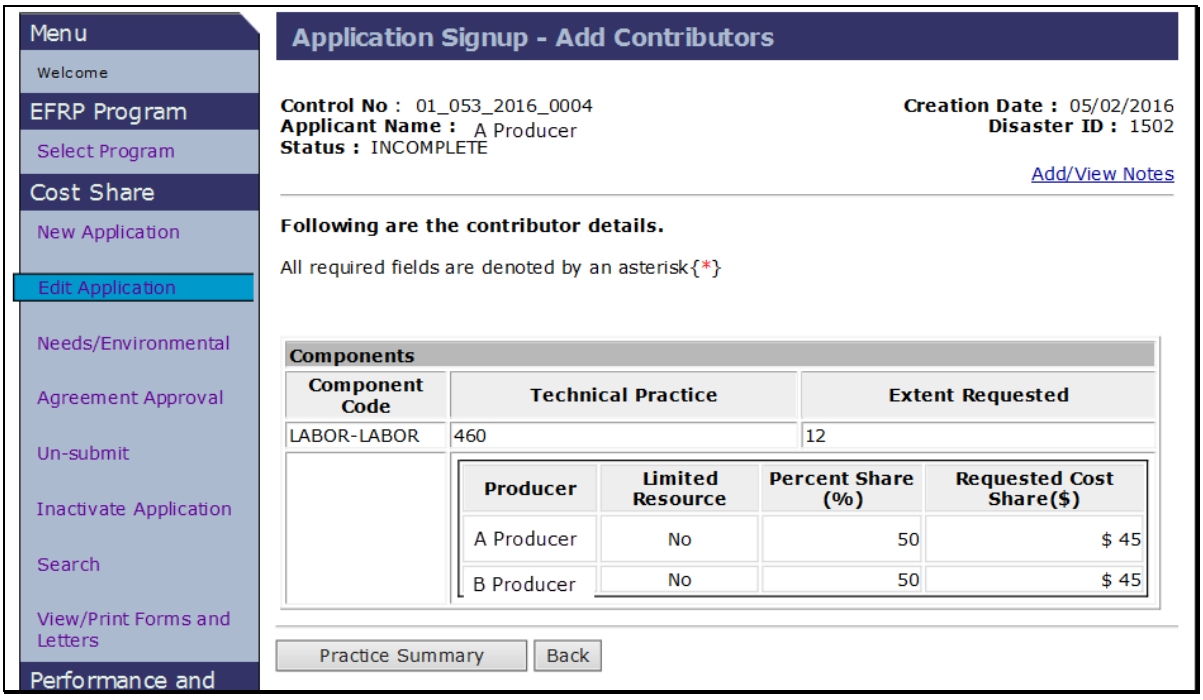
The following table provides the fields, descriptions, and actions for the Application Signup - Add Contributors – Share Designation Page.

Field/Link	Description and Action
Percent Share (%)	Enter the estimated percent share for each applicant. If any of the applicants 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**" returns 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:

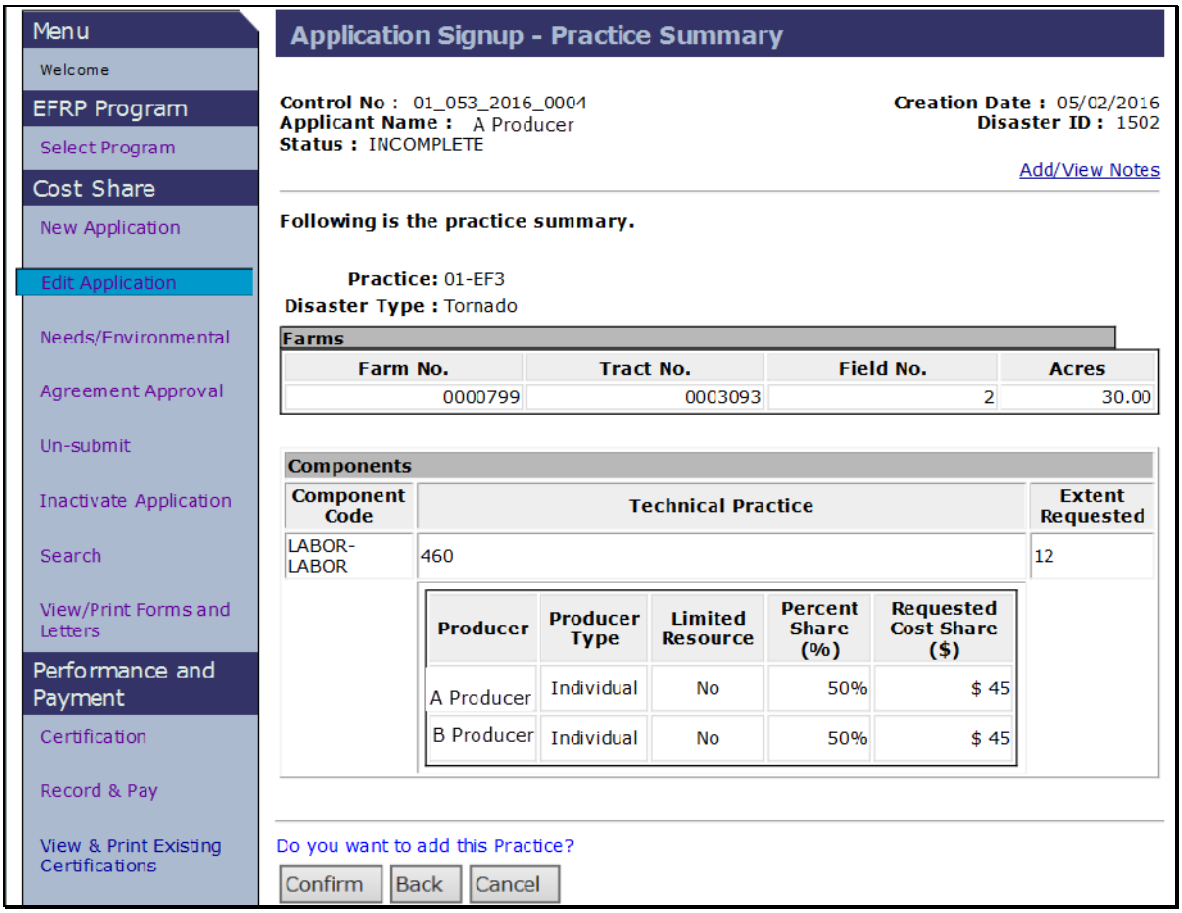
- farm/tract/field combinations with applicable acreage
- components with selected technical practices and the applicable requested extent
- producers, shares, and the requested cost-share amounts.

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 must 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 and 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 Application Signup - Add Contributors Page will be displayed.
Cancel	The Application Signup Page will be displayed. The Application Signup Page is a blank page that instructs the user to use the left navigation menu to select a task.

37 Application Signup - Practice Summary - Finalize

A Overview

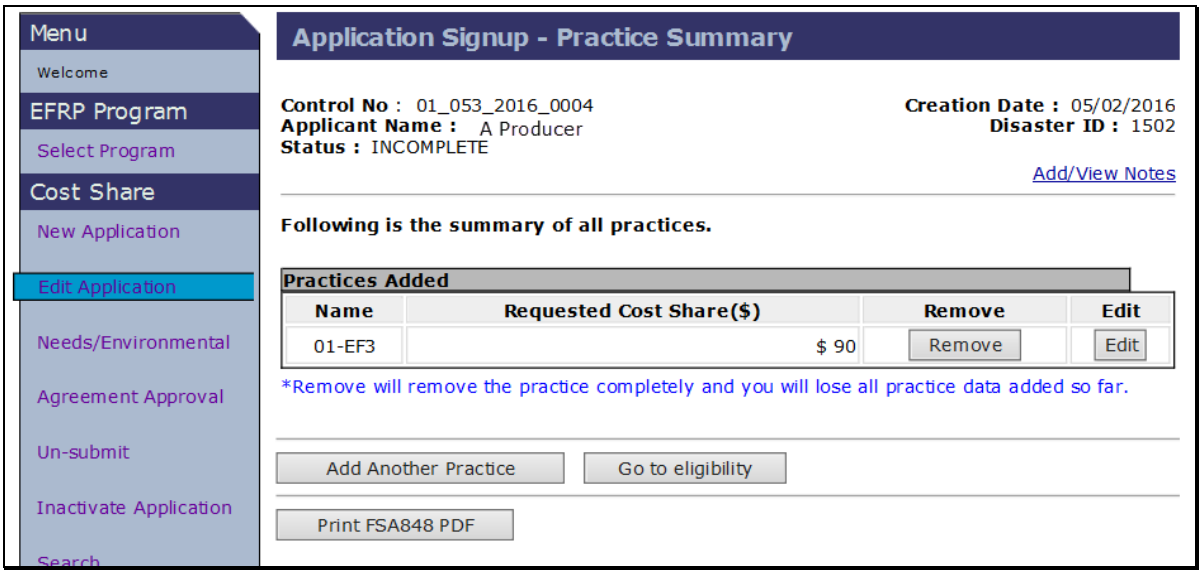
The Application Signup - Practice Summary **- Finalize** Page will be displayed after information on the Application Signup Practice Summary Confirmation Page has been confirmed. This Page contains links to take the user to additional process steps.

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

Following is an example of the Application Signup - Practice Summary **- Finalize** Page.



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 and Action
Remove	Deletes the practice. **Caution:** Practice is immediately deleted. User is not given an opportunity to confirm the selected practice is the correct practice to be deleted.
Edit	Modify practice or component information.
Add Another Practice	Allows user to add another practice.
Go to Eligibility	After confirming the practice summary information is correct and performing all actions needed on this page, CLICK "**Go to eligibility**" and the Application Signup - Additional Information Page will be displayed.
Print FSA-848 PDF	Provides the ability to print 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, needs extents 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.

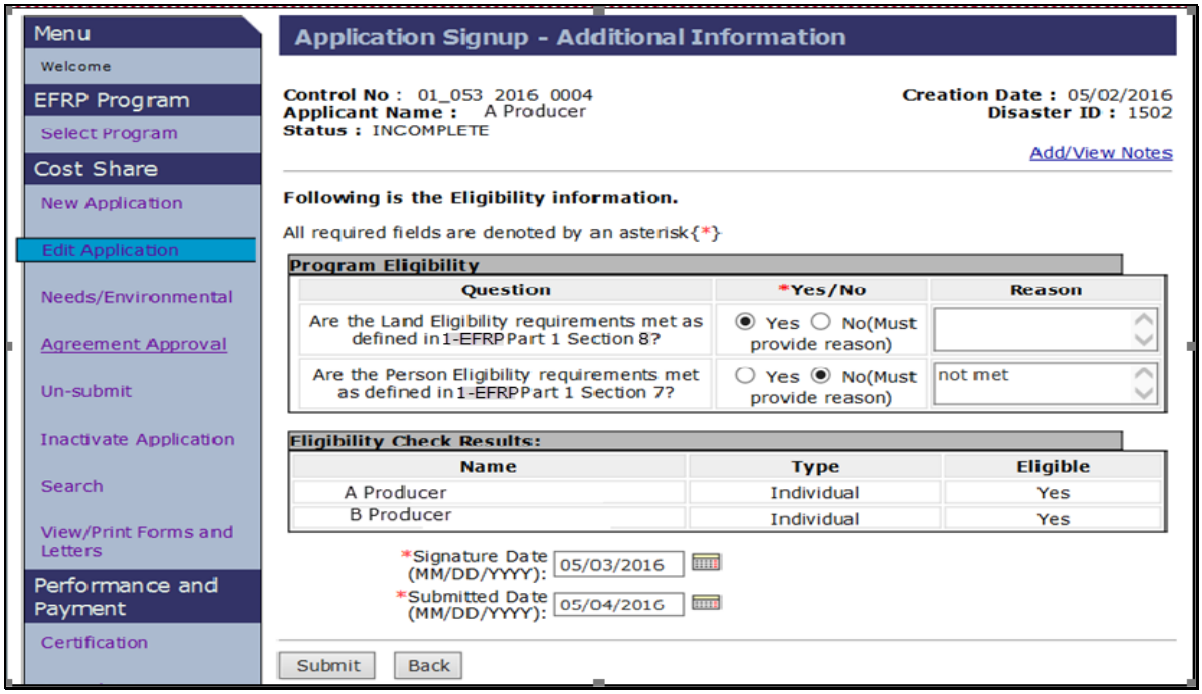
38 Application Signup - Additional Information - Eligibility

A Overview

The Application Signup - Additional Information – Eligibility Page provides 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 for FSA-848.

B Example of Application Signup - Additional Information – Eligibility Page

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



38 Application Signup - Additional Information – Eligibility (Continued)

C Fields, Descriptions, and Actions

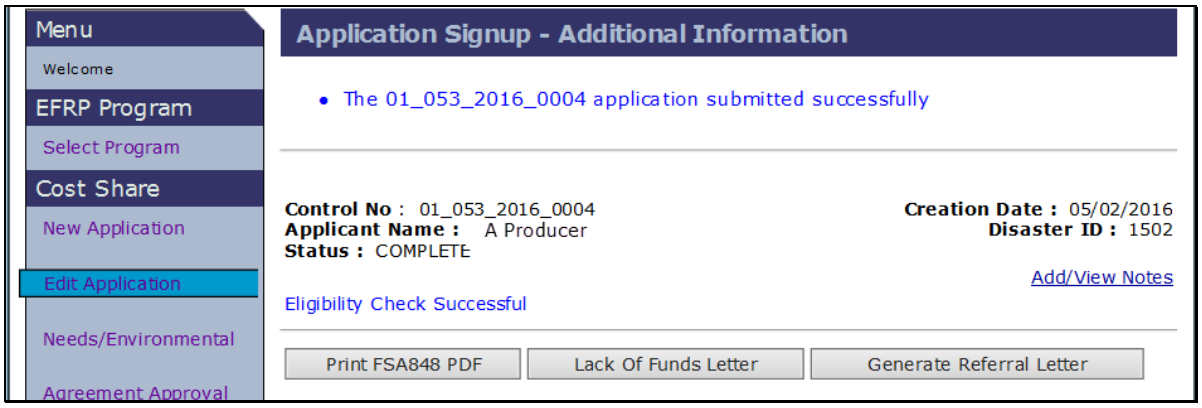
The following table provides the fields, descriptions, and actions for the Application Signup - Additional Information – Eligibility Page.

Field/Link	Description and Action
Eligibility Information	Answer the program eligibility questions by clicking the applicable option. If users click "**No**", 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 option can be updated to "Yes" during agreement approval (paragraph 79).
Reason	Enter the reason for ineligibility when the "No" option is selected.
Signature Date (mm/dd/yyyy)	Enter date the applicant signed the FSA-848.
Submitted Date (mm/dd/yyyy)	Enter date FSA-848 was submitted to the FSA Service Center.
Submit	This field is used to submit 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 option 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-848 PDF	Print 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 Technical Service Provider (TSP).

40-52 (Reserved)

53 Edit Application

A Overview

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

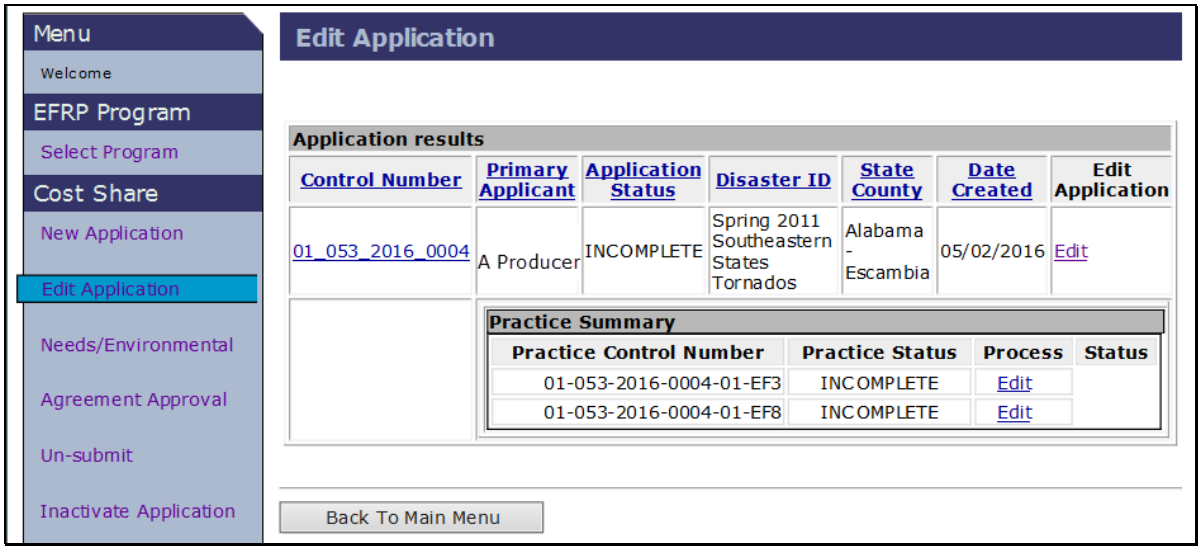
To edit an existing application, from the EFRP Home Page, CLICK "**Edit Application**" on the left navigation menu. A list of all incomplete status applications will be displayed.

B Example of Edit Application Page

Following is an example of the Edit Application Page.

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

By default, applications are listed without the practice summary box displayed. In the following example the practice summary for application control number 01_053_2016_0004 is shown because the user has clicked the control number. Many of the examples in this handbook follow this format where the practice summary has been opened to view additional details and links.



53 Edit Application Option (Continued)

C Fields, Descriptions, and Actions

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

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

54-59 (Reserved)

Section 3 Needs/Environmental

60 Entering Needs Determination and Environmental Compliance Information

A Overview

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

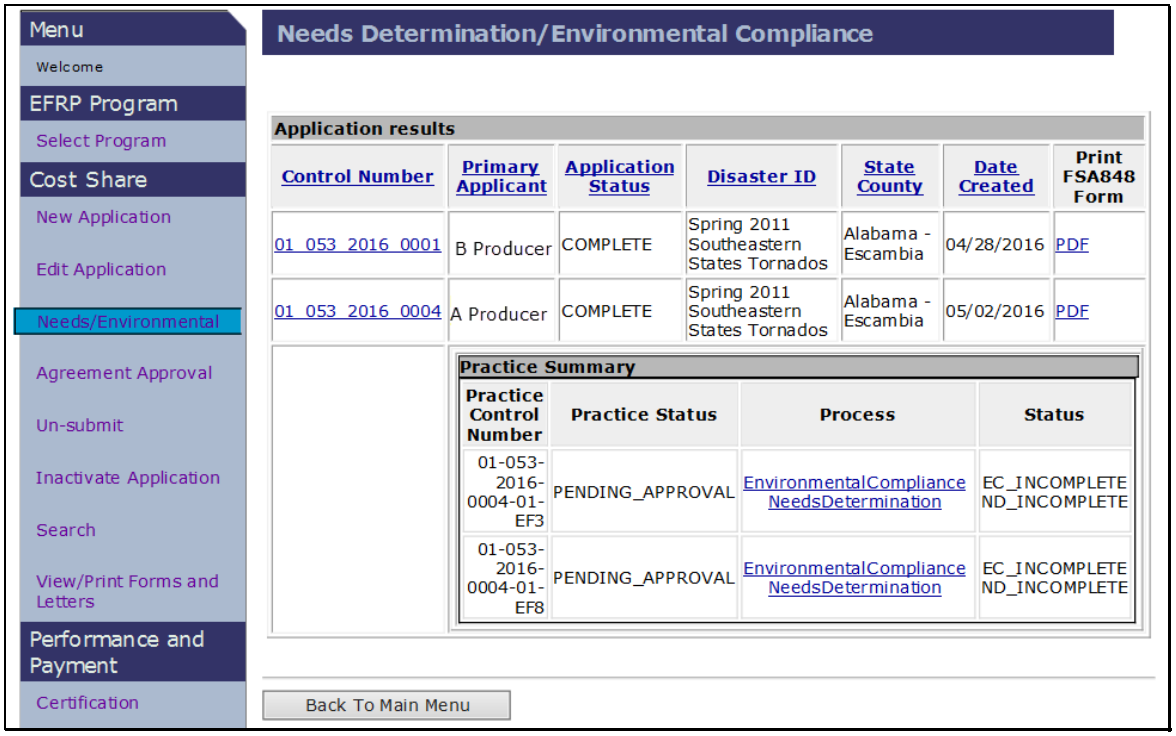
All complete applications will be displayed to select and enter needs determination information.

Note: Only applications that have been successfully submitted according to paragraph 38 will be displayed as "Complete" in the "Application Status" field.

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.

Application Results	
Field/Link	**Description and Action**
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	
Field/Link	**Description and Action**
Environmental Compliance	See paragraph 63 for additional information.
Needs Determination	See to 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 field. Extent requested for components added during needs determination will be displayed as zero on FSA-848.

Users are not able to remove components determined unnecessary by TSP but can enter zero in the "Extent Needed" field, or some other reduced amount (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.

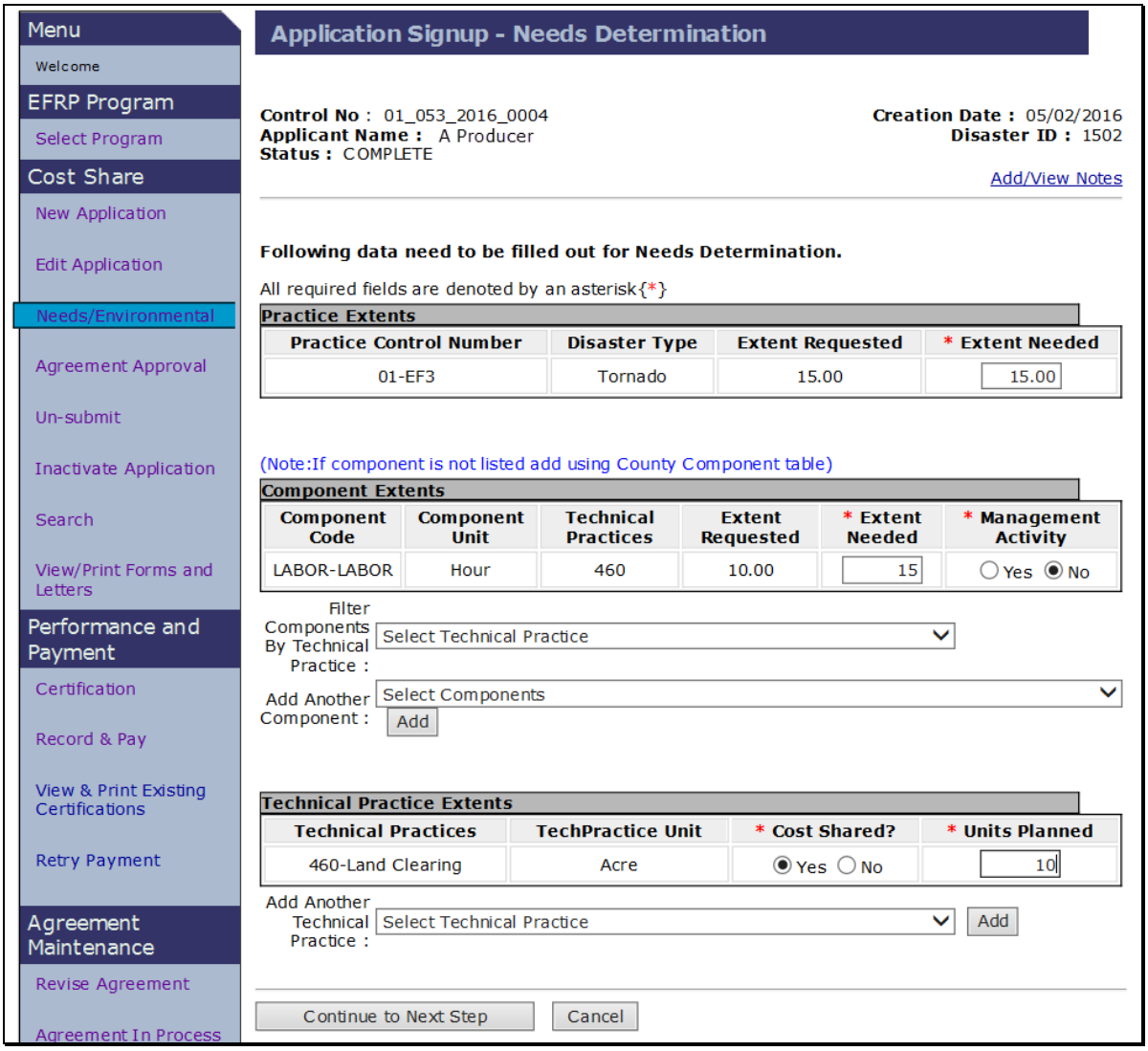
61 Application Signup - Needs Determination

A Overview

If users click the "**Needs Determination**" link in the Process column of the Practice Summary box, the Application Signup - Needs Determination Page, Step 1 will be displayed for entering 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 (Continued)

C Fields, Descriptions, and Actions

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

Practice Extents	
Field/Link	**Description and Action**
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	
Field/Link	**Description/Action**
Extent Needed	Enter the needed extent for the previously selected components.
Management Activity	The correct option for EFRP is always "No" since management activity does not apply to EFRP.
Filter Components By Technical Practice	Users will click this drop-down menu only if additional components will be added to the application during the needs determination process. This typically occurs if TSP determines a component not requested is needed to effectively implement the requested practice. A list of technical practices will be 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 menu 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" drop-down menu.

61 Application Signup - Needs Determination (Continued)

C Fields, Descriptions, and Actions (Continued)

Component Extents (Continued)	
Field/Link	**Description/Action**
Add Another Component	Selecting a component from the "Select Components" drop-down menu allows the user to add the component under the component extents as a selected component for the application. To complete selecting 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, see the "Filter Components By Technical Practice" data field for assistance. If a filter was used when selecting the component, 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 the entire list of associated technical practices with both the numerical code and the technical practice name will be displayed.

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

C Fields, Descriptions, and Actions (Continued)

Technical Practice Extents	
Field/Link	**Description and Action**
Cost Shared?	Select either the "Yes' or "No" option, 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: • unit of measure for the technical practice may be different than the unit of measure for the component • the 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 this option after user has entered all applicable information.
Cancel	**All** needs determination information entered for that practice control number will be removed.

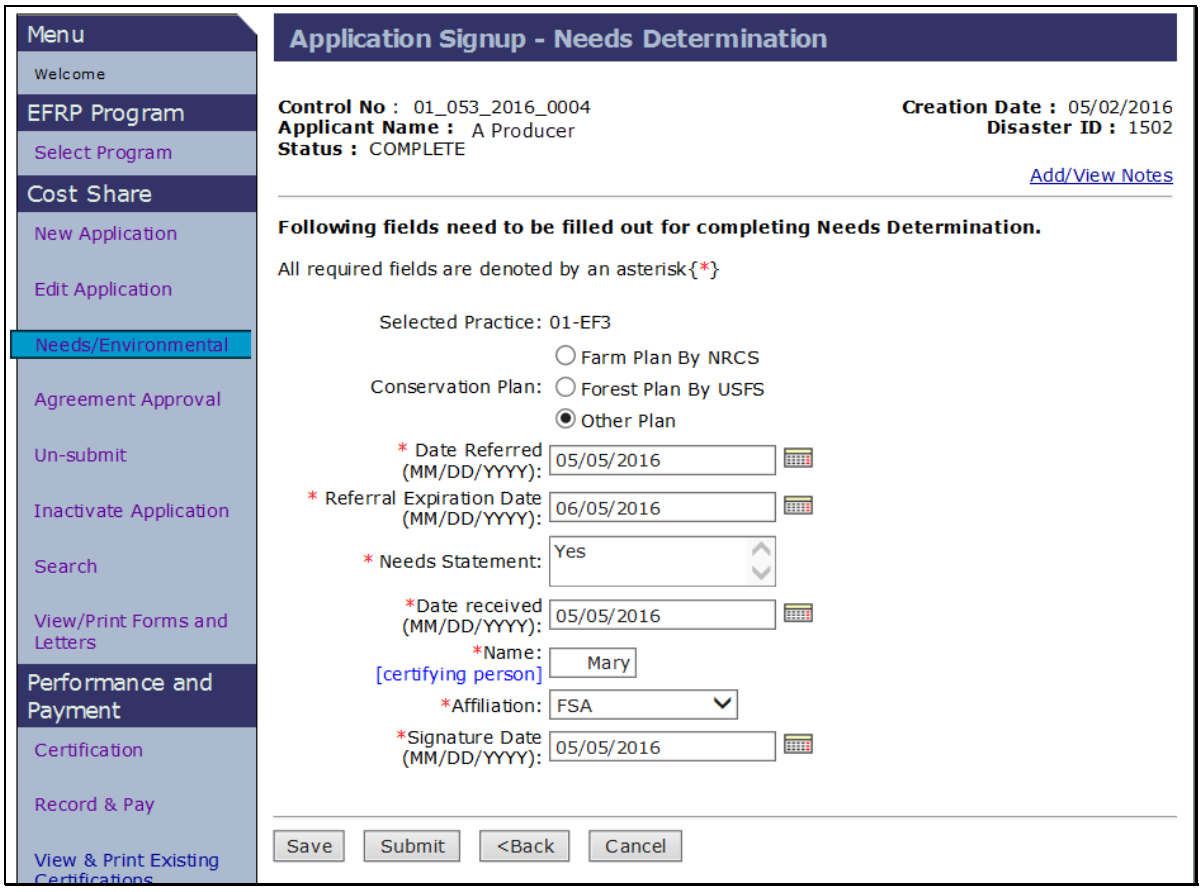
62 Application Signup - Needs Determination Page – Step 2

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 entering conservation plan information.

B Example of Application Signup - Needs Determination – Step 2

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



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

C Fields, Descriptions, and Actions

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

Field/Link	Description and Action
Conservation Plan	Click an option for the 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.
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 drop-down menu, 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 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 "**Submit**" 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

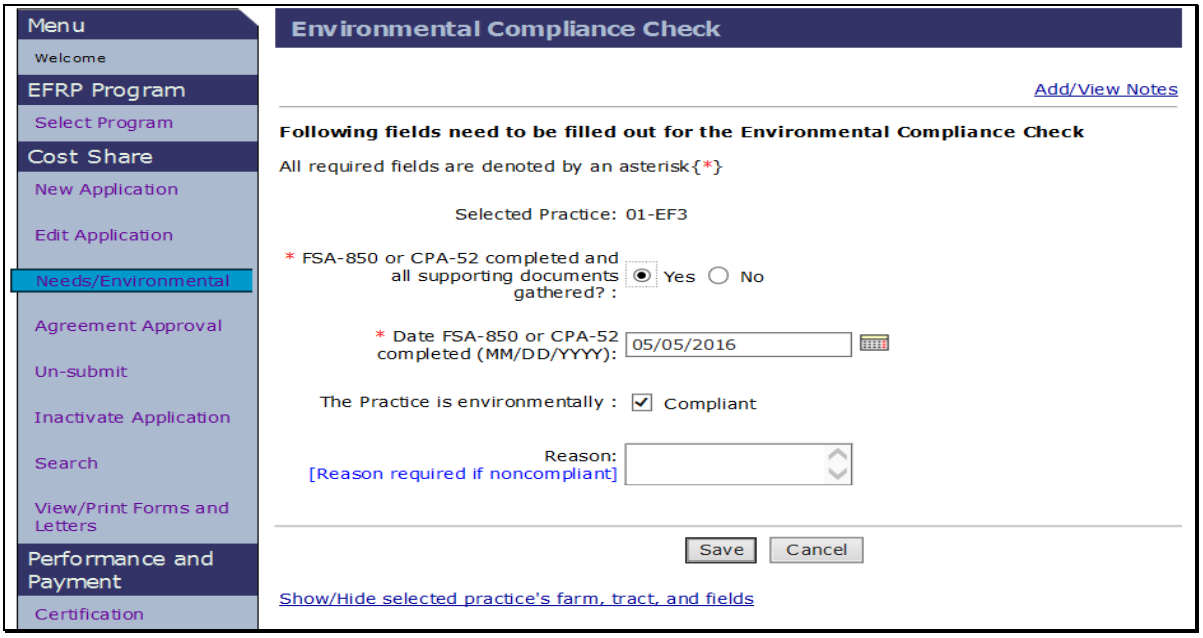
A Overview

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, from the Practice Summary box on the Needs Determination/Environmental Compliance Page (subparagraph 60 B).

If Environmental Compliance information was previously entered, but the application has since been un-submitted, the 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.



63 Environmental Compliance Check (Continued)

C Fields, Descriptions, and Actions (Continued)

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

Field/Link	Description and Action
FSA-850 or CPA-52 Completed and All Supporting Documents Gathered	CLICK the "**Yes**" or "**No**" option. **Note:** A completed FSA-850 is required for all EFRP projects before Cost Share is approved, even those only involving debris removal when the debris results from a Presidential declared disaster.
Date FSA-850 or CPA-52 Completed (MM/DD/YYYY)	If the "**Yes**" option is clicked, enter date.
The Practice is Environmentally	CHECK (✓) "**Compliant**", if the practice is environmentally compliant. **Notes:** Practice **must** be compliant to approve. Users will have the ability to later edit this entry.
Reason	Free form entry. Reason is required if non-compliant.
Save	Select when user has completed all required information. The Needs Determination/Environmental Compliance Page will be redisplayed with the message "Environmental Compliance Saved."
Cancel	Returns user to the Needs Determination/Environmental Compliance Page. If user selects "Cancel", or if the environmental compliance information is not saved, all information will be lost and the status will remain, "**Incomplete**".

64-78 (Reserved)

Section 4 Agreement Approval

79 Agreement Approval - Search Results

A Overview

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

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

Notes: See paragraph 88 for guidance 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 to see the practice summary. In the "Practice Summary" box, under the:

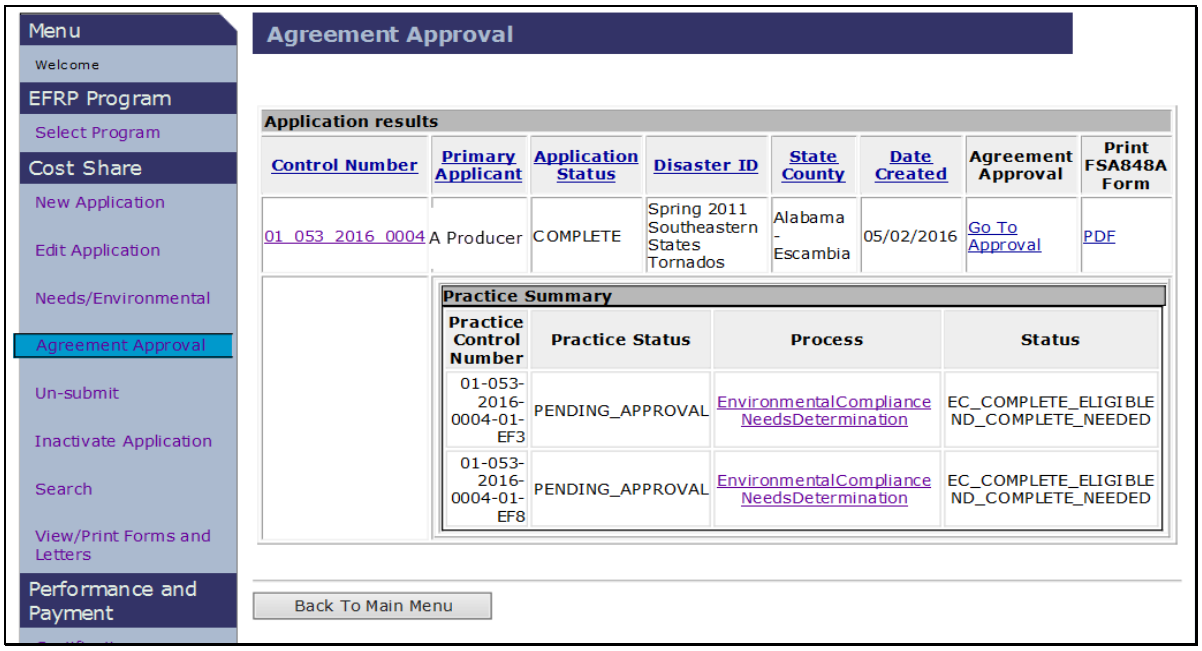
- "Process" column, links are provided to access and edit environmental compliance and/or needs determination information
- "Status" column, user can view the environmental compliance (EC) status and the needs determination (ND) status of either complete or incomplete for specific individual practices.

79 Agreement Approval - Search Results (Continued)

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)

C Fields, Descriptions, and Actions

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

Field/Link	Description and Action
Control Number	Click this option and the "Practice Summary" box will be displayed.
Go to Approval	Click this option to approve some or all 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, Cost Share Agreement. **Note:** Item 9, Practices Approved, and item 10, Components Approved, will be blank on the form because the agreement has not yet been approved.
Process	Click "**Needs Determination**" or "**Environmental Compliance**" to edit previously entered information. **Note:** Ensure that the status for at least 1 of the practices 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.

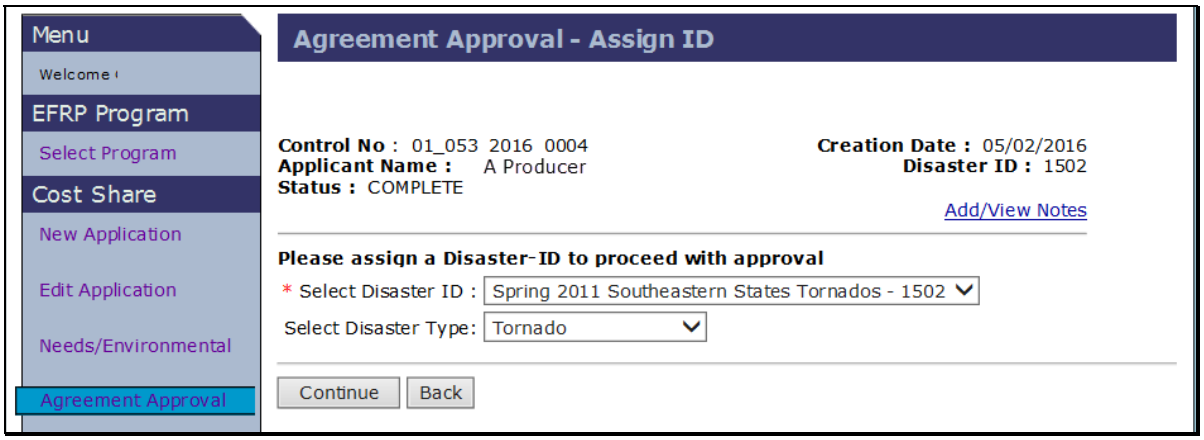
80 Agreement Approval - Assign ID

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.



80 Agreement Approval - Assign ID (Continued)

C Fields, Descriptions, and Actions

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

Field/Link	Description and Action
Select Disaster ID	Disaster ID is pre-populated either based on the ID selected during the new application process or based on 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 menu of available disaster ID's. **Example:** In this example the user selected "**Spring 2011 Southeastern States Tornadoes - 1502**".
Select Disaster Type	Disaster type is pre-populated based on the disaster type selected during the new application process but may be edited by selecting from the drop-down menu 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 the Agreement Approval -Search Results Page.

81 Agreement Approval - Approval Data

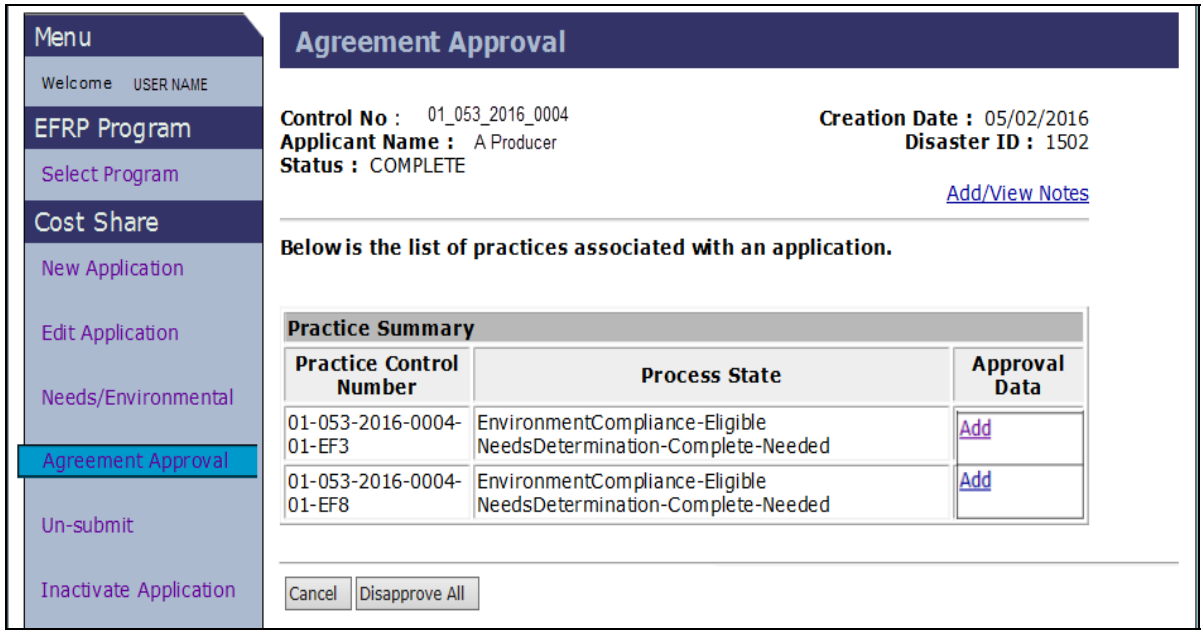
A Overview

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 for 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.

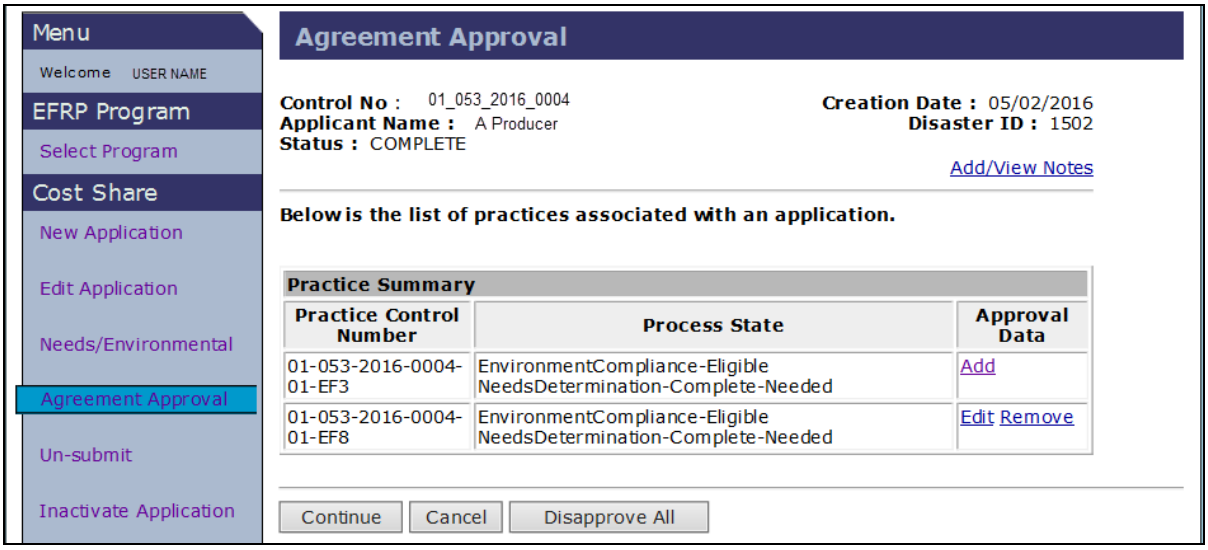


Note: If the "**Add**" link is not present in the approval data column for a practice, this is an indication that environmental compliance information and/or needs determination information has not been submitted for that practice. Saving needs determination information instead of submitting the information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

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.

81 Agreement Approval - Approval Data (Continued)

C Fields, Descriptions, and Actions

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

Field/Link	Description and Action
Add	This option allows the user to select 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 can edit the component rate practice approval data, including the following: • practice begin and end dates • practice and component extents approved • shares.
Remove	User can remove the approval data for the practice. **Note:** The "Remove" link will only be available if approval information exists for that practice**.**
Continue	CLICK "**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

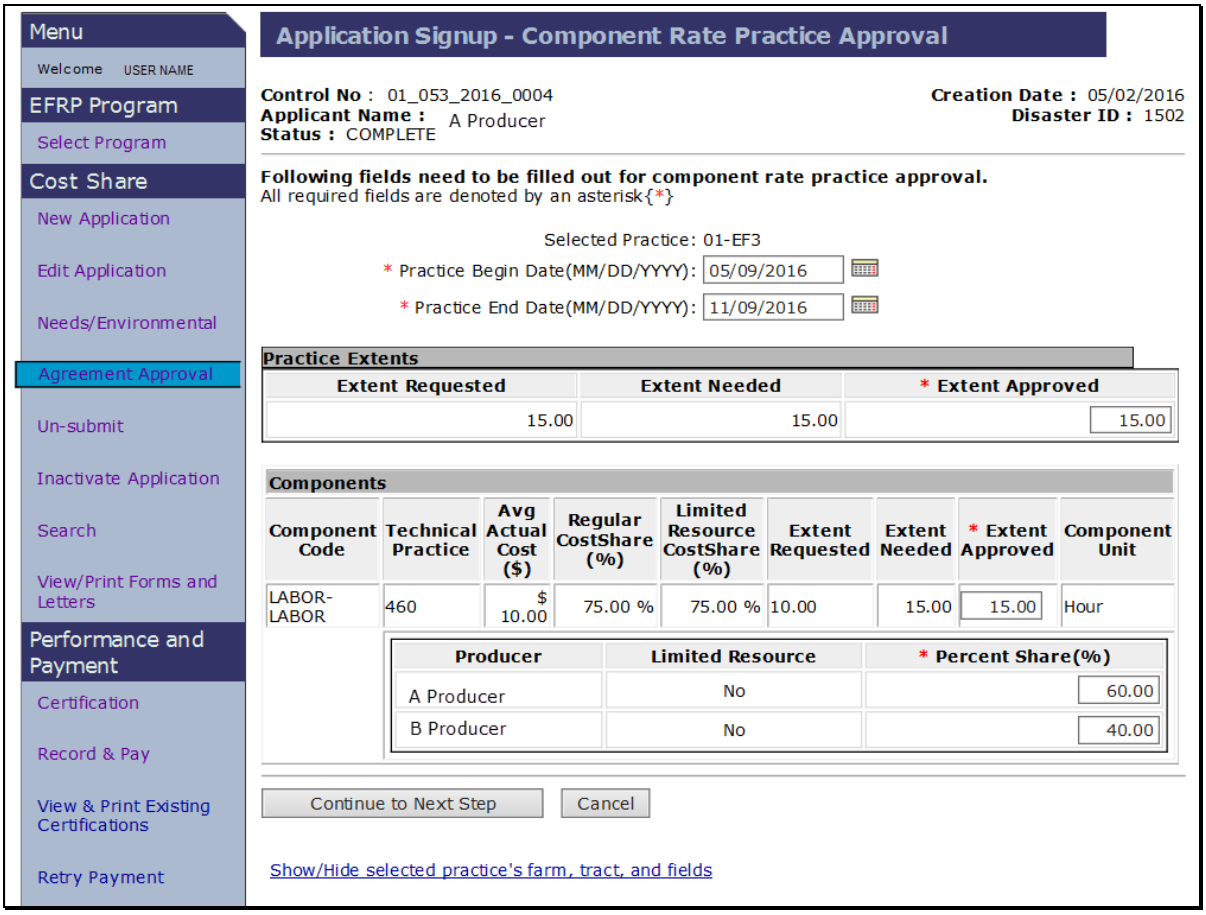
A Overview

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

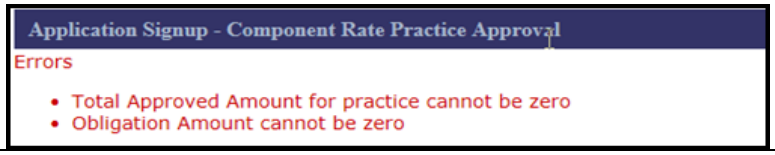
The following table provides the fields, descriptions, and actions for the Application Signup - Component Rate Practice Approval Page.

Field/Link	Description and Action
Practice Begin Date	Enter the date practice is to begin as the approval date. Users can use the calendar icon to pre-fill the entry.
Practice End Date	Is prepopulated with an editable date of 6 months after the practice begin date. Practice end date is ≤ 6 months of the practice begin date. **Note:** See paragraph 171 for instructions to extend a practice end date after the application has been approved.

Practice Extents	
Field/Link	**Description and Action**
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.

82 Application Signup - Component Rate Practice Approval (Continued)

C Fields, Descriptions, and Actions (Continued)

Components	
Field/Link	**Description and Action**
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

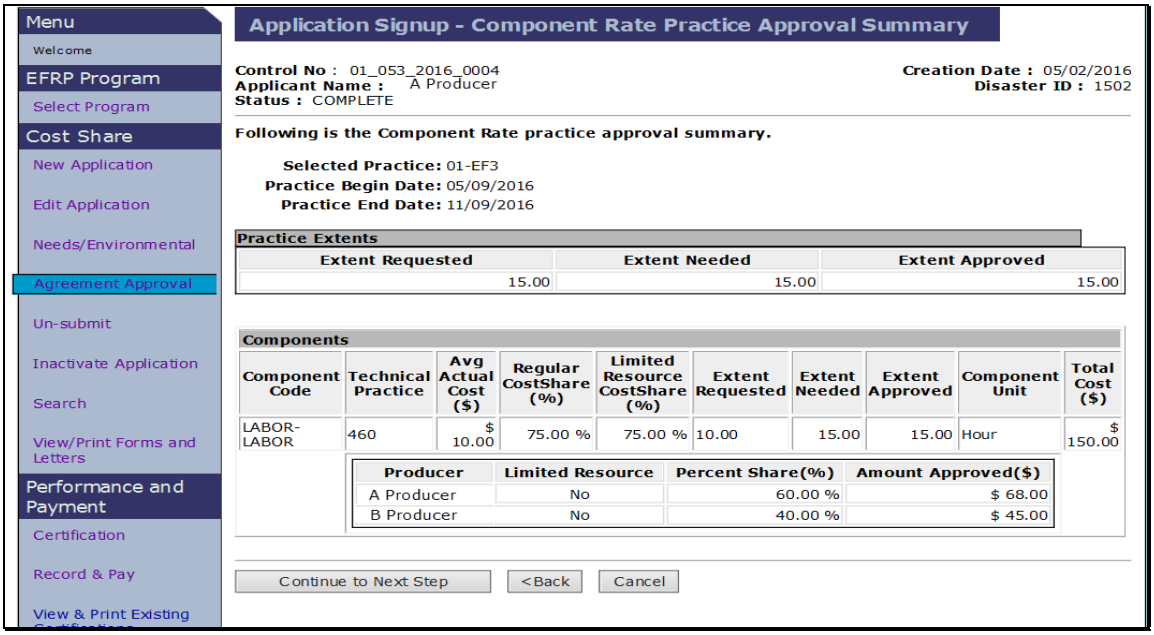
A Overview

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 the:

- requested, needed, and approved extent for the practices and components
- selected contributors, estimated contributions, and the approved cost share.

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.



83 Application Signup - Component Rate Practice Approval Summary (Continued)

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 and Action
Continue to Next Step	CSS automatically calculates approved cost share. 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.

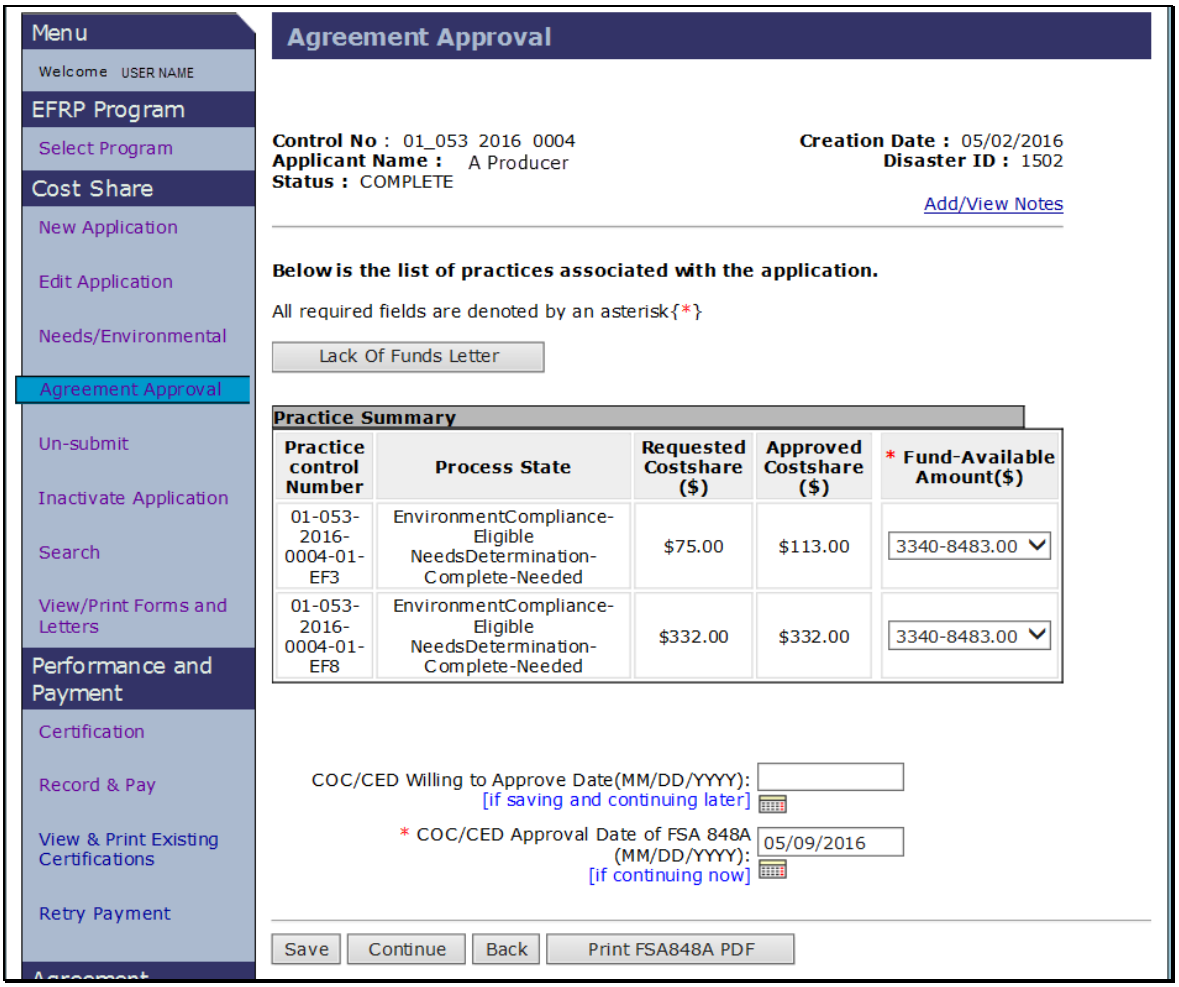
84 Agreement Approval - Fund Selection

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.

Practice Summary	
Field/Link	**Description/Action**
Fund-Available Amount(s)	From the drop-down menu, select the program accounting code associated to the selected disaster ID and the amount available at time of approval. In the example the user has selected Fund 3340. **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, CLICK "**Save**" to continue at a later date. **Notes:** Date **cannot** be after the approval date. Users can click the "**Calendar icon**" option to fill this entry.
COC Approval Date (mm/dd/yyyy)	Enter date, if funds are available. **Notes:** Users can click the "**Calendar icon**" option to fill this entry. Enter STC's signature date, if approved cost share amount is more than $50,000. Enter the National Office program manager's signature date, if approved cost share 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

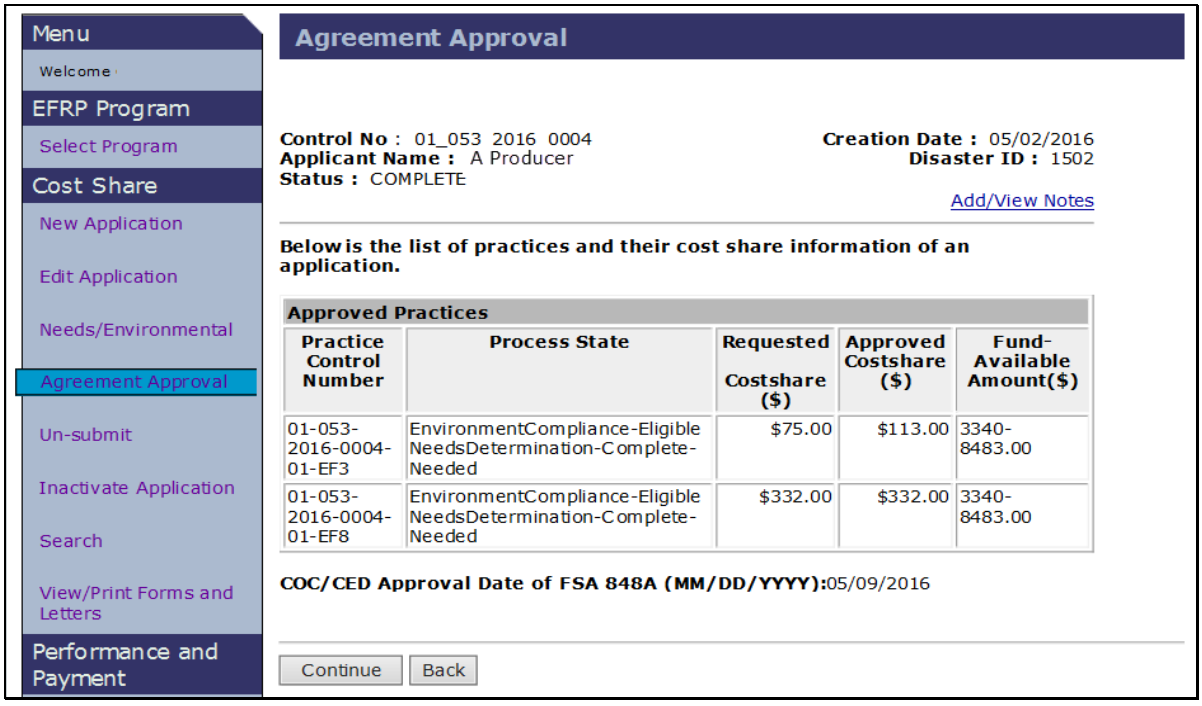
After clicking "**Continue**" on the Agreement Approval - Fund Selection Page, the following Agreement Approval - Confirmation Page will be displayed. The Agreement Approval – Confirmation Page provides a summary of:

- all approved practices
- all disapproved practices
- cost share 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 Page - Confirmation.



85 Agreement Approval - Confirmation (Continued)

C Fields, Descriptions, and Actions

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

Field/Link	Description and 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.

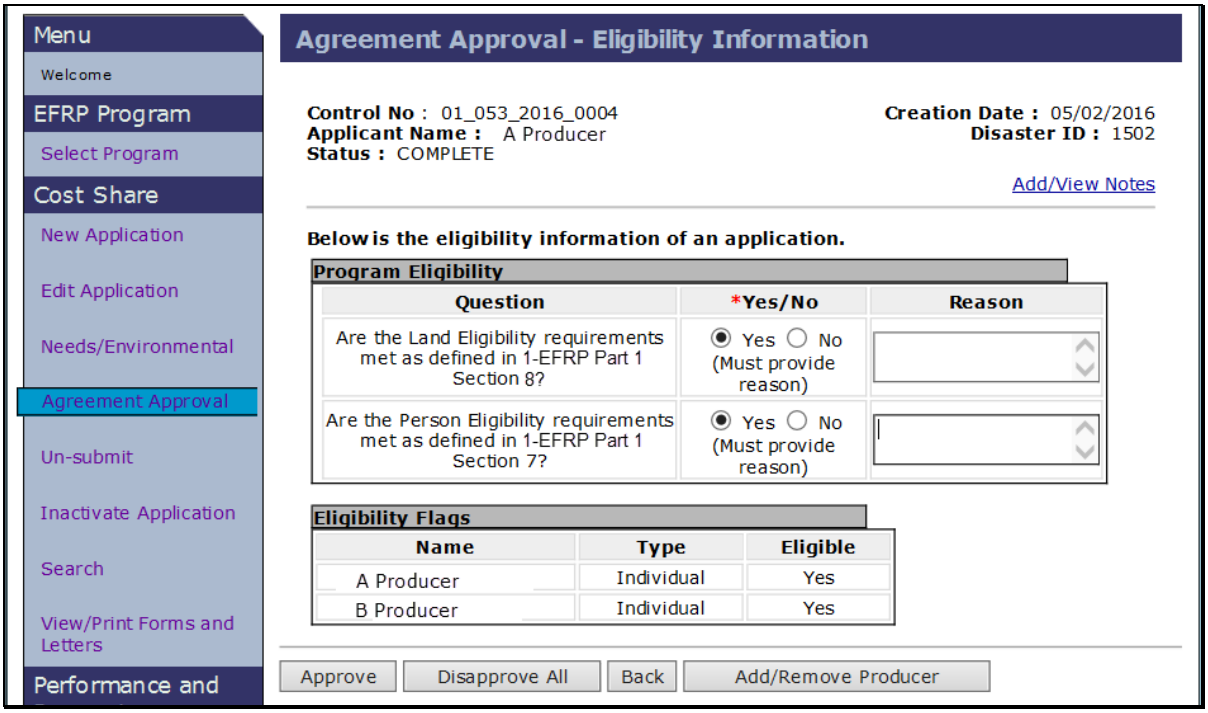
86 Agreement Approval – Eligibility Information

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.



86 Agreement Approval – Eligibility Information (Continued)

C Fields, Descriptions, and Actions (Continued)

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

Field/Link	Description and Action
Are the Person Eligibility requirements met as defined in 1-EFRP Part 1, Section 7?	CLICK the "**Yes**" or "**No**" option.
Reason	If "No" is selected an explanation is required in the "Reason" block.
Are the Land Eligibility requirements met as defined in 1-EFRP Part 1, Section 8?	CLICK the "**Yes**" or "**No**" option.
Reason	If "No" is selected an explanation is required in the "Reason" block.

Approve	CLICK "**Approve**" after reviewing all information.	
	IF…	**THEN…**
	the user answered "no" to either program eligibility question	the user will **not** be allowed to proceed and "Approve" will **not** be available. "Disapprove All" and "Add/Remove Producer" will be available.
	CSS returned "No" for the eligibility flags	the user can also correct eligibility and try "approving" again.
	the user answered "Yes" to both program eligibility questions	"Approve" will be available. **Note:** "Add/Remove Producer" will also be available.
	CSS returned "Yes" for the eligibility flags	
Disapprove All	If user clicks "**Disapprove All**", the Agreement Disapproval Information Page will be displayed. See paragraph 88 for additional information.	
Back	User is returned to the Agreement Approval - Confirmation Page.	
Add/Remove Producer	This option is 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 option next to the producer to be removed and CLICK "**Remove**".	

87 Agreement Approval - Eligibility Success

A Overview

After selecting "Approve" on the Agreement Approval - Eligibility Information Page, the Agreement Approval - Eligibility Success Page will be displayed.

Funds will now be obligated and the County Office 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 has 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.

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 FSA-848A, Cost-Share Agreement.
Approval Letter	Print approval letter.

88 Agreement Disapproval Information

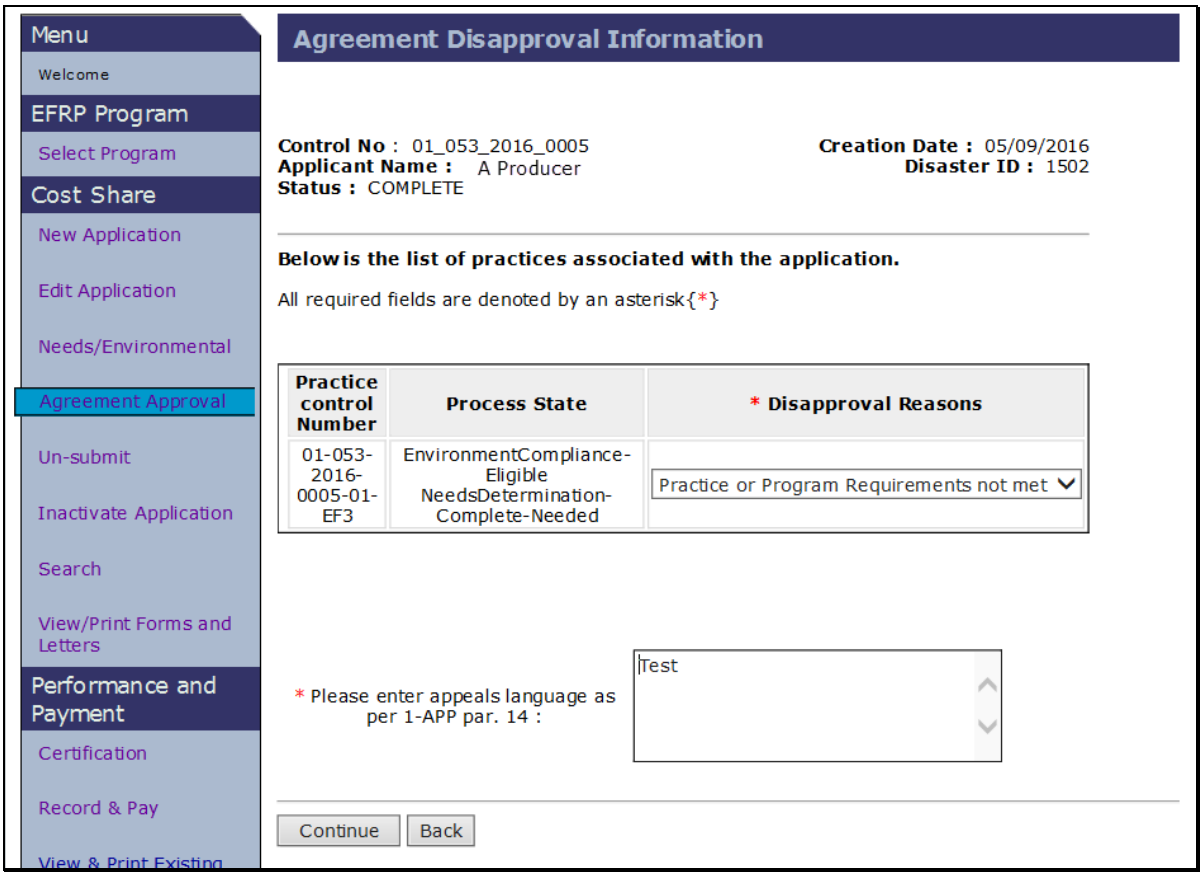
A Overview

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 and Action
Disapproval Reasons	Select from drop-down menu 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, paragraph 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.

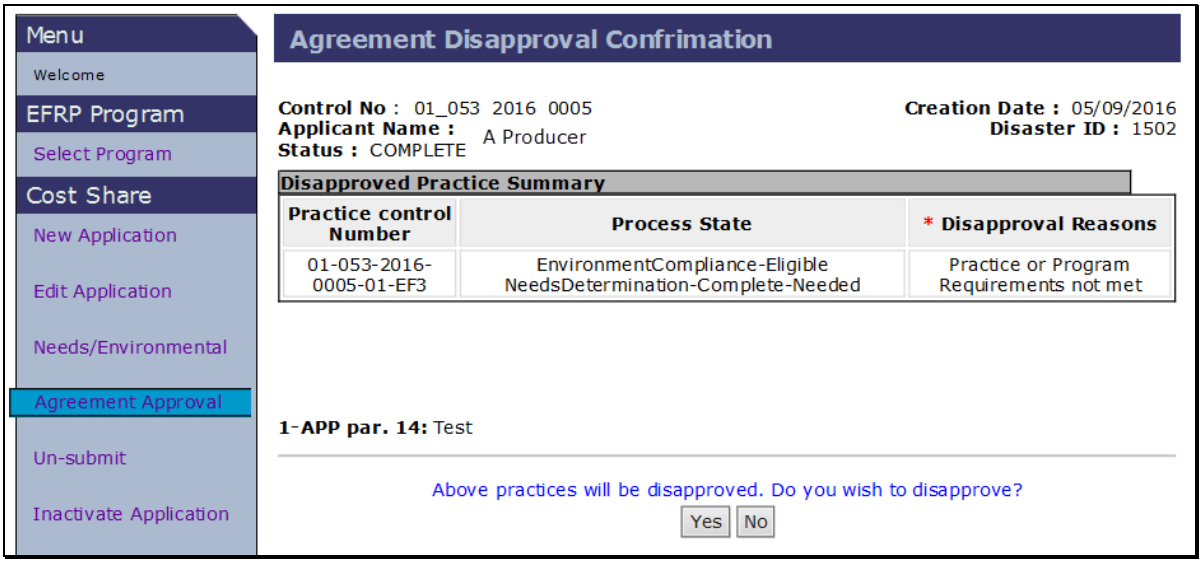
89 Agreement Disapproval Confirmation

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: The text typed in the Appeals Language box on the Agreement Disapproval Information Page will be 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

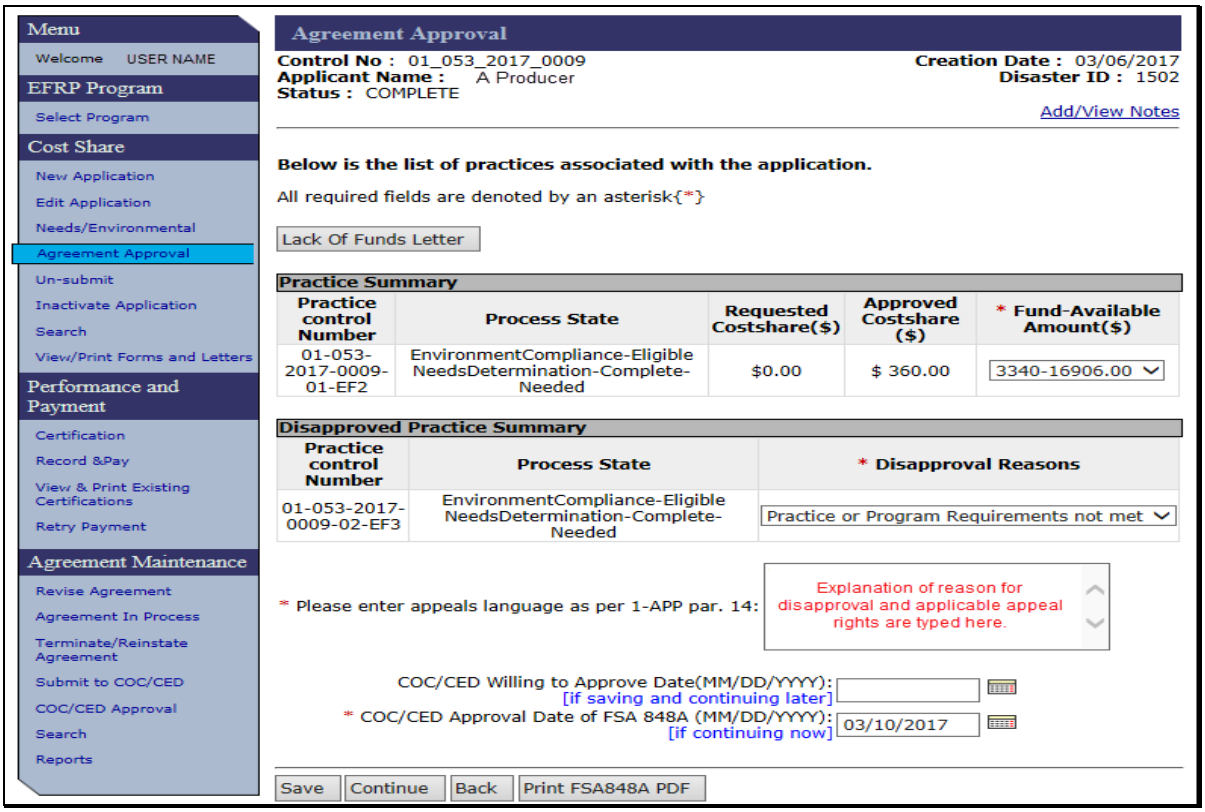
A Overview

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 (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 (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 will be 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.

Practice Summary (Approved Practices)	
Field/Link	**Description and Action**
Fund-Available Amount(s)	From the drop-down menu, select the program accounting code associated to the selected disaster ID and the amount available at approval for the practice(s) being approved. In the example the user has selected Fund 3340. **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	
Field/Link	**Description and Action**
Disapproval Reasons	For the practices that will be disapproved select from the drop-down menu one of the following reasons for disapproving: • Lack of Funds • Practice or Program Requirements not met • Low Priority.

91 Agreement Approval - Partial Disapproval (Continued)

C Fields, Descriptions, and Actions (Continued)

General Page	
Field/Link	**Description and Action**
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 according to 1-APP, paragraph 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. **Notes:** Follow guidance in paragraph 193 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.

91 Agreement Approval - Partial Disapproval (Continued)

C Fields, Descriptions, and Actions (Continued)

General Page		
Field/Link	**Description and Action**	
COC Approval Date (mm/dd/yyyy)	If funds **are available** for the practices being approved: • enter approval date in the "COC/CED Approval Date of FSA-848A" data field and CLICK "**Continue**" • go to subparagraph D. **Notes:** Users can click "**Calendar icon**" to fill this entry. Enter STC's signature date, if approved C/S amount is more than $50,000. Enter the National Office program manager's signature date, if approved C/S amount is more than $100,000.	If funds **are not available** for the practices being approved: • enter the date of disapproval in the "COC/CED Approval Date of FSA-848A" and CLICK "**Continue**" to create the link for the disapproval letter • go to paragraph 93.

91 Agreement Approval - Partial Disapproval (Continued)

C Fields, Descriptions, and Actions (Continued)

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

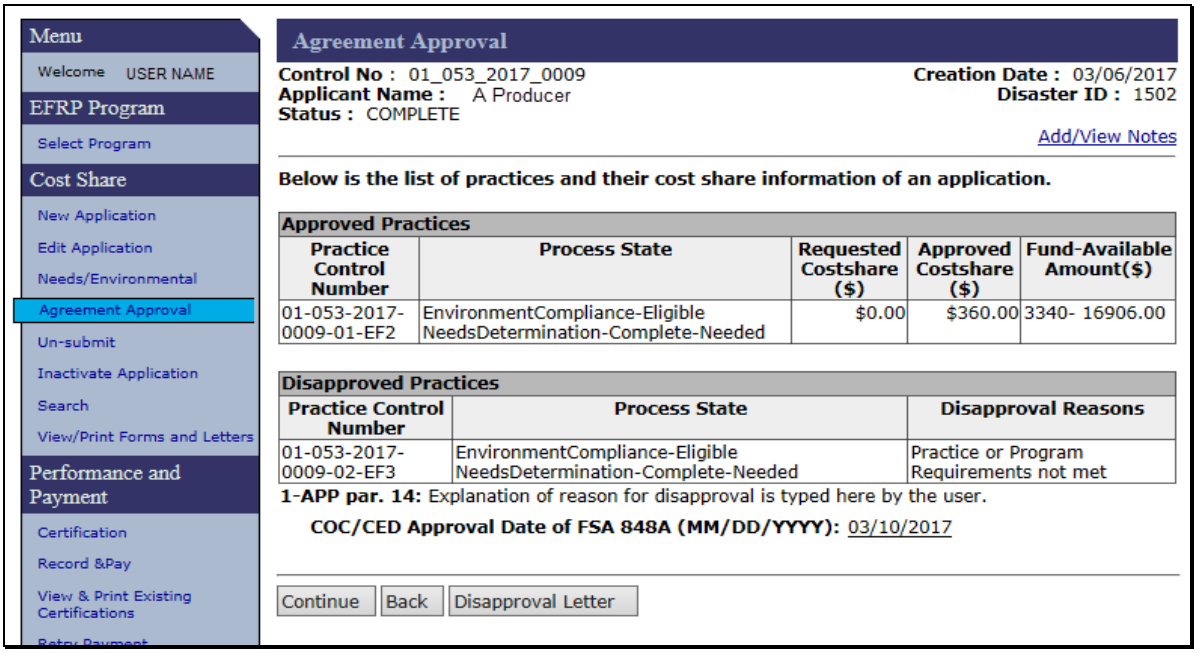
92 Agreement Approval - Partial Disapproval Summary

A Overview

After the user clicks “Continue” on the Agreement Approval - Disapproval Page the Agreement Approval - Partial Disapproval Summary Page will be 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

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



92 Agreement Approval - Partial Disapproval Summary (Continued)

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 and Action
Continue	CLICK "**Continue**" to view the Agreement Approval - Eligibility Information Page. 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**".
Continue	CLICK "**Continue**" to display the Agreement Approval - Eligibility Information Page. 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

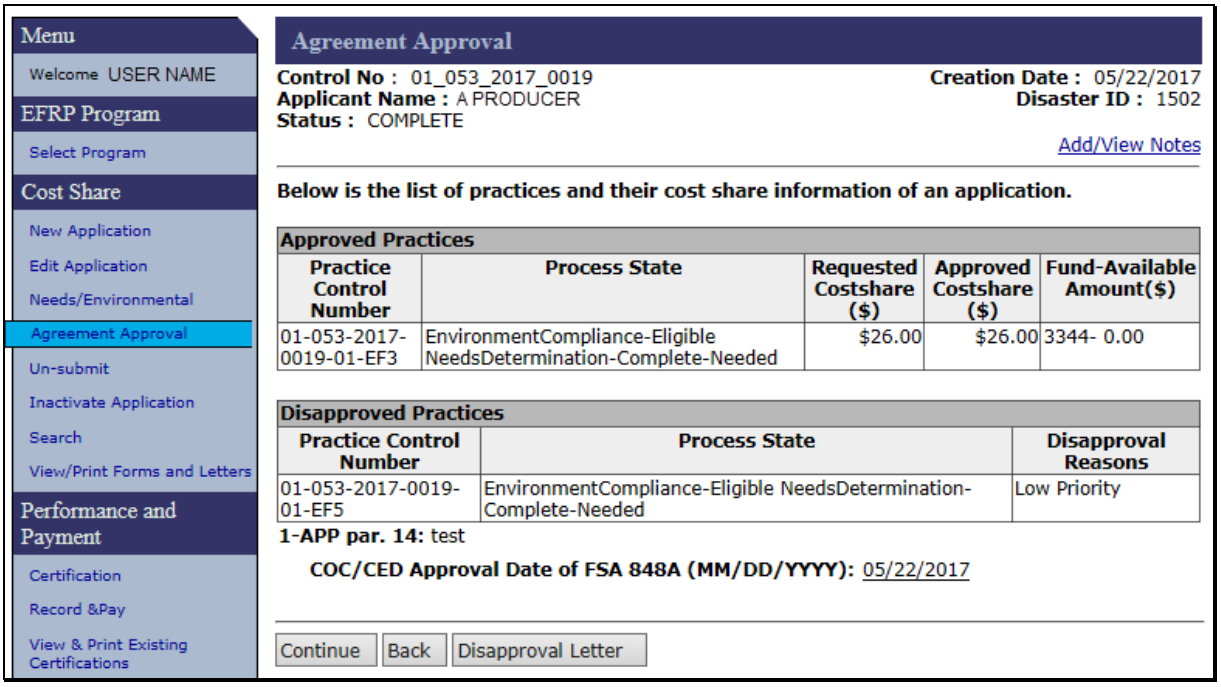
A Overview

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 will be 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.



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

C Fields, Descriptions, and Actions

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

Field/Link	Description/Action
Continue	Click "**Continue**" and the Agreement Approval - Eligibility Information Page will be displayed. **Note:** Because funds are not available for the approved practices, "**Continue**" should not be clicked on the Agreement Approval, Partial Disapproval Summary Page. Entering the COC/CED approval date on the previous Agreement Approval - Partial Disapproval Page signifies the disapproval date for the disapproved practice(s).
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. **Note:** After printing the disapproval letter CLICK "**Back**" to return to the Agreement Approval - Partial Disapproval Page. Enter "COC/CED Willing to Approve Date" on the Agreement Approval - Partial Disapproval Page and CLICK "**Save**".

94-96 (Reserved)

Section 5 Withdrawing Completed Applications

97 Un-Submit Application Page

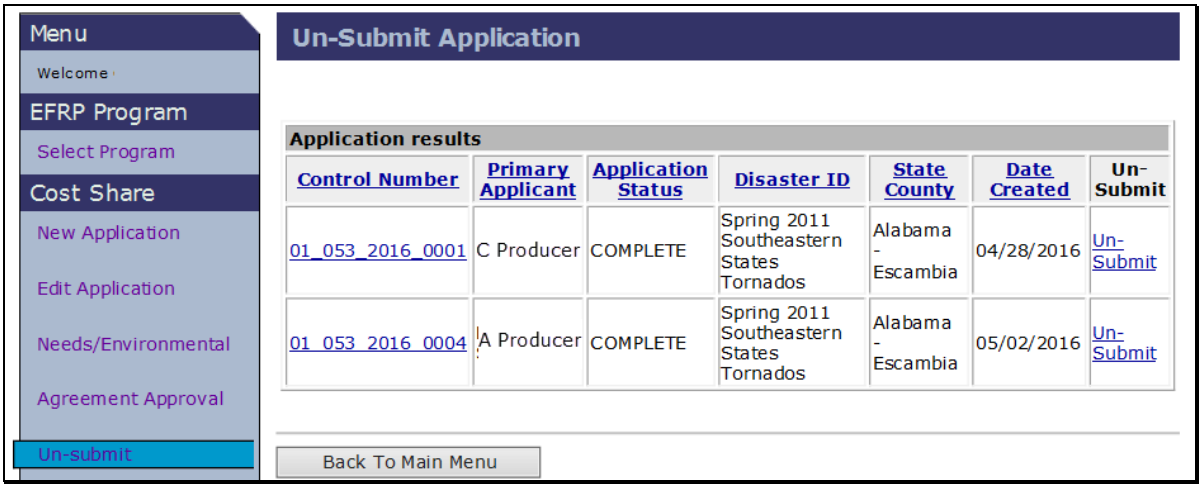
A Overview

Applications with a status of "Complete" can be withdrawn. To withdraw 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" field 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.

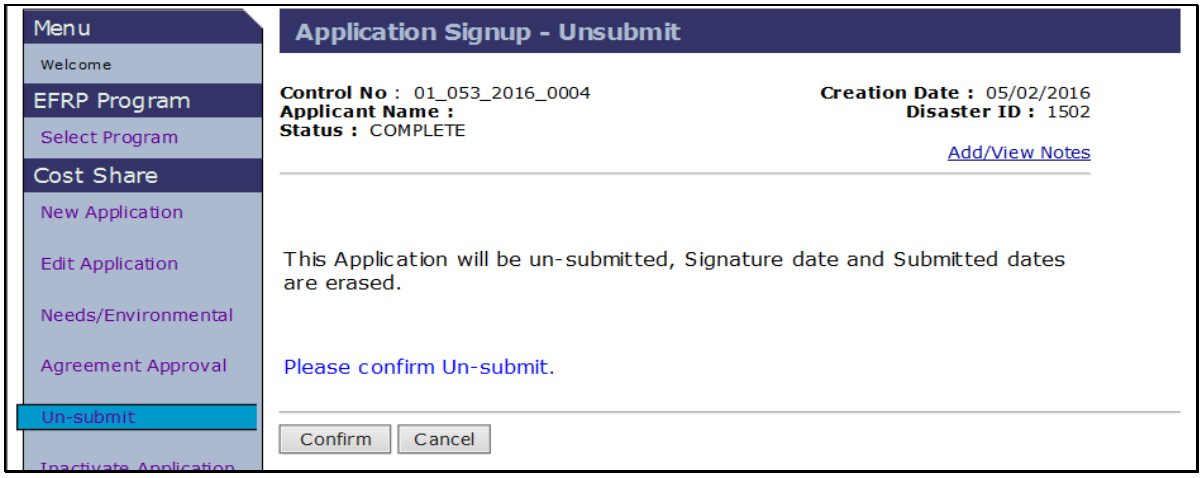
98 Application Signup - Un-Submit Page

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. This will 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.



98 Application Signup - Un-Submit Page (Continued)

C Fields, Descriptions, and Actions

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

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

99-104 (Reserved)

Section 6 Inactivate Application

105 Inactivate Application Page

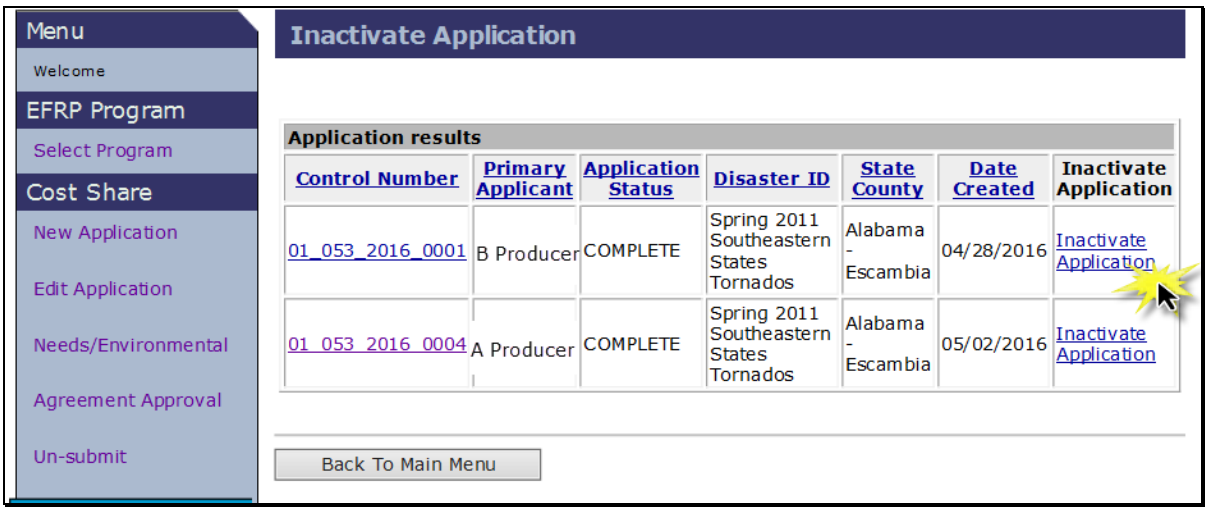
A Overview

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 the "Inactivate" 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**".

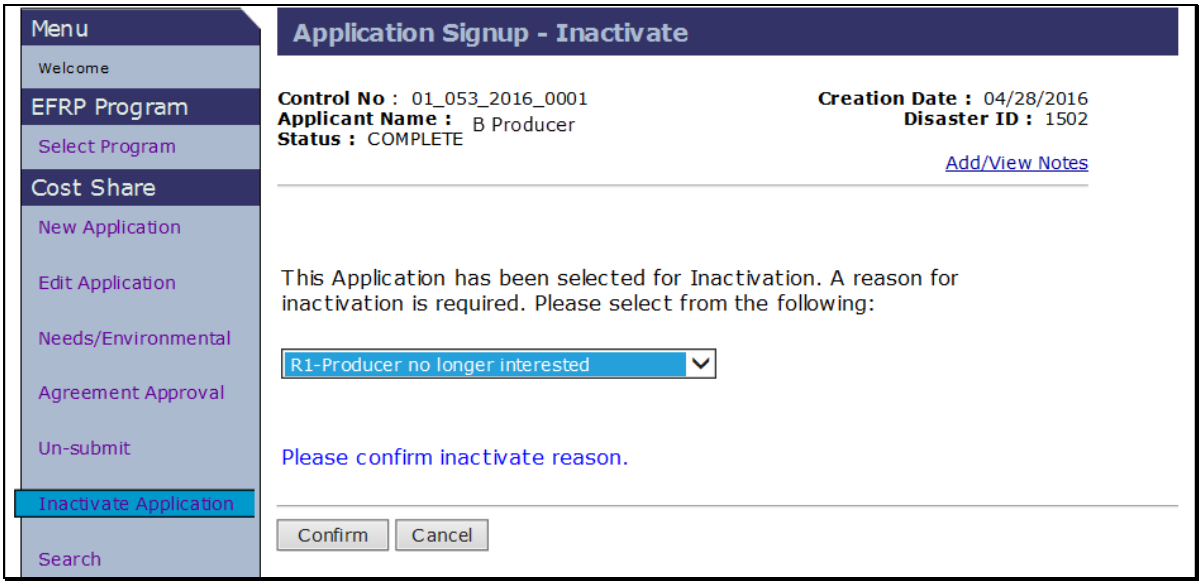
106 Application Signup - Inactivate

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

108-113 (Reserved)

Section 7 Application Search

114 Application Search Criteria

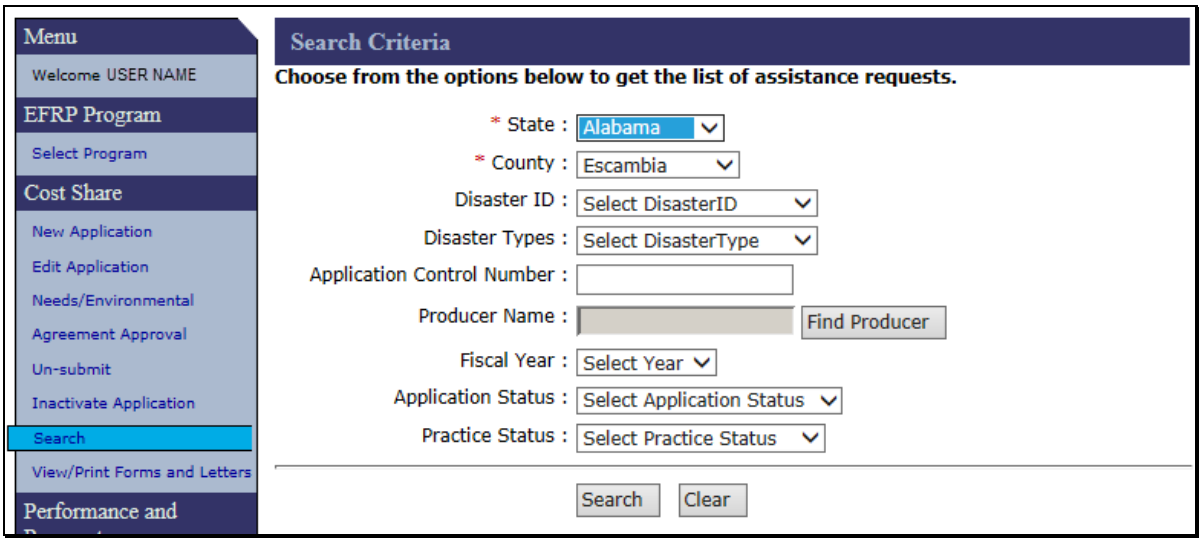
A Overview

To search for an existing application, from the EFRP Home Page, CLICK "**Search**", located under Cost Share in the left navigation menu.

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

B Example of Search Criteria Page

Following is an example of the Search Criteria Page.



114 Application Search Criteria (Continued)

C Fields, Descriptions, and Actions

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

Field/Link	Description	Action
State	Drop-down list containing only the currently selected State.	Select the desired State. State and National Office users are limited to the State selected during program selection (paragraph 22).
County	Drop-down list containing only the currently selected county.	Select the desired county. State and National Office users are limited to the county selected during program selection (paragraph 22).
Disaster ID	Drop-down list containing all disaster ID's associated with the State and county and an additional option of "ID Not Assigned". Defaults to the "Select DisasterID" option.	Select the applicable disaster ID to limit search results to a specific disaster ID, if desired. Disaster ID is not required. Selecting a disaster ID limits search results to only those applications/agreements associated with the specified disaster ID. If no disaster ID is specified, search results will be displayed with all applications/agreements meeting the other selected search criteria. All the applications/agreements associated with multiple different disaster ID's may be displayed in the search results.

114 Application Search Criteria (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Link	Description	Action
Disaster Types	Drop-down list containing all available disaster types for the selected Disaster ID. Defaults to "Select Disaster Type". Available disaster types include: • Drought • Earthquake • Flood • High Winds • Hurricane/Typhoon • Ice Storm • Landslide • Other • Sever Snowstorm • Tidal Wave • Tornado • Volcanic Eruption • Wildfire. **Note**: If no specific disaster ID is selected, all disaster types will be displayed in the drop-down.	Select the applicable disaster type if desired. Disaster Type is not required. Selecting a disaster type limits search results to only those applications/agreements associated with the specified disaster type. If no disaster type is specified, the search results will be displayed with all applications/agreements meeting the other selected search criteria. All the applications/agreements associated with multiple different disaster types may be displayed in the search results.

114 Application Search Criteria (Continued)

C Fields, Descriptions, and Actions (Continued)

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

114 Application Search Criteria (Continued)

C Fields, Descriptions, and Actions (Continued)

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

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 a search criteria. Defaults to "Select Application Status". Select application statuses include: • Approved • Cancelled • Complete • Disapproved • Finalized • Incomplete • Paid • Partially Earned. **Note**: If a specific application status from the list is not designated as a search criteria, all application statuses will be displayed 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 a search criteria returns search results containing agreements that have received a payment, but not all practices have been marked as "Practice complete".

114 Application Search Criteria (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Link	Description	Action
Practice Status	Drop-down list of specific practice statuses available for use as a 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" returns search results containing applications where a payment has been attempted through Record 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".

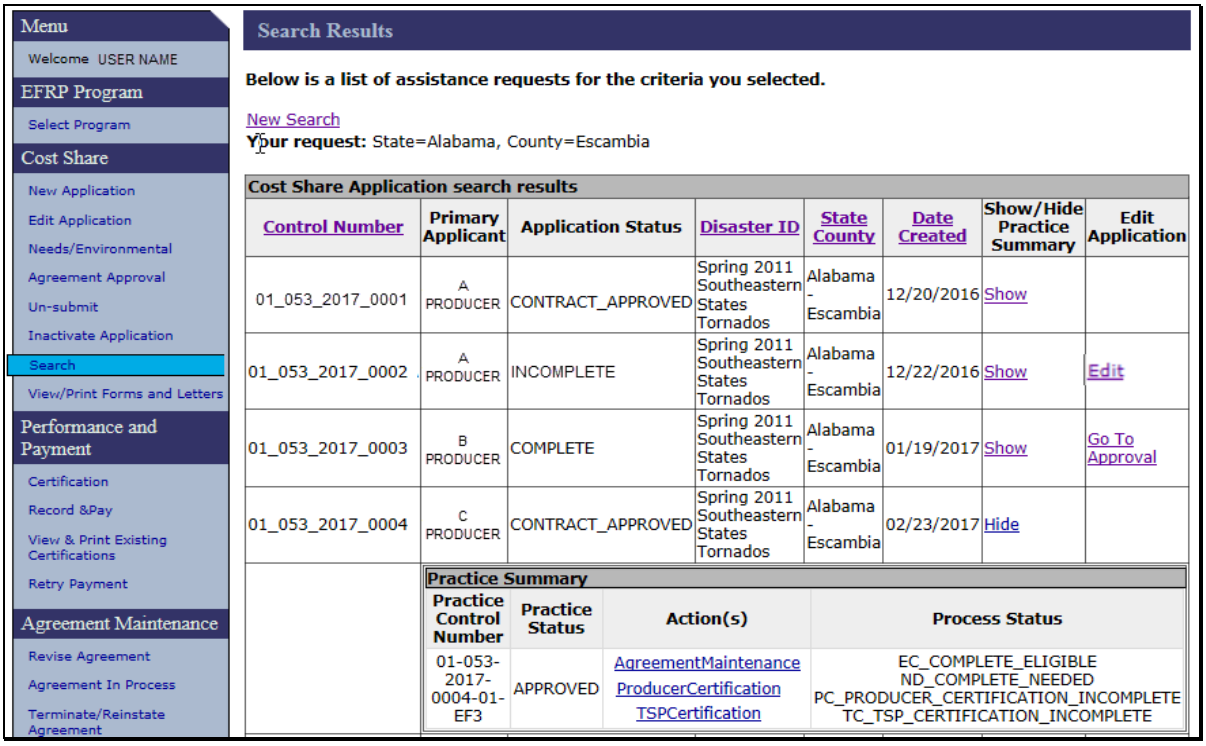
115 Application Search Results

A Overview

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

B Example of Search Results Page

Following is an example of the Search Results Page.



Menu
Welcome USER NAME
EFRP 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
Certification
Record &Pay
View & Print Existing Certifications
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement

Search Results

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

New Search
Your request: State=Alabama, County=Escambia

Cost Share Application search results

Control Number	Primary Applicant	Application Status	Disaster ID	State County	Date Created	Show/Hide Practice Summary	Edit Application
01_053_2017_0001	A PRODUCER	CONTRACT_APPROVED	Spring 2011 Southeastern States Tornados	Alabama - Escambia	12/20/2016	Show	
01_053_2017_0002	A PRODUCER	INCOMPLETE	Spring 2011 Southeastern States Tornados	Alabama - Escambia	12/22/2016	Show	Edit
01_053_2017_0003	B PRODUCER	COMPLETE	Spring 2011 Southeastern States Tornados	Alabama - Escambia	01/19/2017	Show	Go To Approval
01_053_2017_0004	C PRODUCER	CONTRACT_APPROVED	Spring 2011 Southeastern States Tornados	Alabama - Escambia	02/23/2017	Hide	

Practice Summary

Practice Control Number	Practice Status	Action(s)	Process Status
01-053-2017-0004-01-EF3	APPROVED	AgreementMaintenance ProducerCertification TSPCertification	EC_COMPLETE_ELIGIBLE ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION_INCOMPLETE TC_TSP_CERTIFICATION_INCOMPLETE

115 Application Search Results (Continued)

C Fields, Descriptions, and Actions

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

Cost Share Application Search Results	
Field/Link	**Description and Action**
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.
Show/Hide Practice Summary Column	After clicking "Search" all records in the search results will be displayed as collapsed with the "Show" link available. When "**Show**" is selected, the record is expanded and the Practice Summary for the selected Control Number will be displayed as depicted by Application Control Number 01_053_2017_0004. Depending upon the application status, links to specific processes may be displayed within the Practice Summary. See paragraph 116 for a list of the process links that are available within the practice summary for each possible application status. When "**Hide**" is selected, the record is collapsed, and the practice summary is removed from the user's view.
Edit Application Column	Depending upon the application status, links to specific processes may be displayed within the Edit Application column. See paragraph 117 for a list of the process links that are available within the Edit Application column for each possible application status.

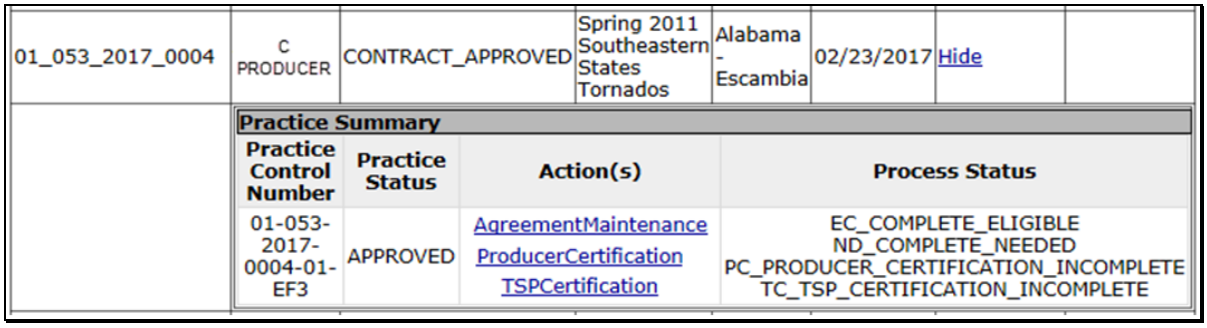
116 Application Search Results Practice Summary

A Overview

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

B Example of Application Search Results Practice Summary

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



01_053_2017_0004	C PRODUCER	CONTRACT_APPROVED	Spring 2011 Southeastern States Tornados	Alabama - Escambia	02/23/2017	Hide	

Practice Summary

Practice Control Number	Practice Status	Action(s)	Process Status
01-053-2017-0004-01-EF3	APPROVED	AgreementMaintenance ProducerCertification TSPCertification	EC_COMPLETE_ELIGIBLE ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION_INCOMPLETE TC_TSP_CERTIFICATION_INCOMPLETE

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

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

Application Status	Application Status Description	Process Link	Action
Active Revise	Agreement in the process of being replaced by a revised agreement.	None	No action is permitted on an Active Revise status agreement unless its partner agreement is cancelled. See paragraph 191.
Active Terminate	Parent agreement where the termination of its successor agreement has been started, but not completed.	None	No action is permitted on Active Terminate status 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
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 Producer Certification - Component Rate Practice Page. See paragraph 131.
		Retry Payment	Takes the user to the Retry Payment Page. See paragraph 161.
		TSP Certification	Takes the user to the TSP Certification 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 Page, step 1. 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" option process. **Note**: Finalize and Copy option 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" 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.
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 Certification - Component Rate Practice Page. See paragraph 131.
		TSP Certification	Takes the user to the TSP Certification 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 Producer Certification - Component Rate Practice Page. See paragraph 131.
		TSP Certification	Takes the user to the TSP Certification Page. See paragraph 133.
Revise COC	Successor agreement of a revision or 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 being reinstated and has been submitted to the COC/CED for approval of the reinstatement	None	No action is permitted from the 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 being reinstated but has not yet been submitted to the COC/CED for reinstatement approval.	None	No action is permitted from the 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".	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 the Search Results Page for a Revise In Process status agreement. See paragraph 191.
Terminate COC	Agreement in the process of termination that has not yet received a "Terminate COC/CED Approval Date".	None	No action is permitted from the 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

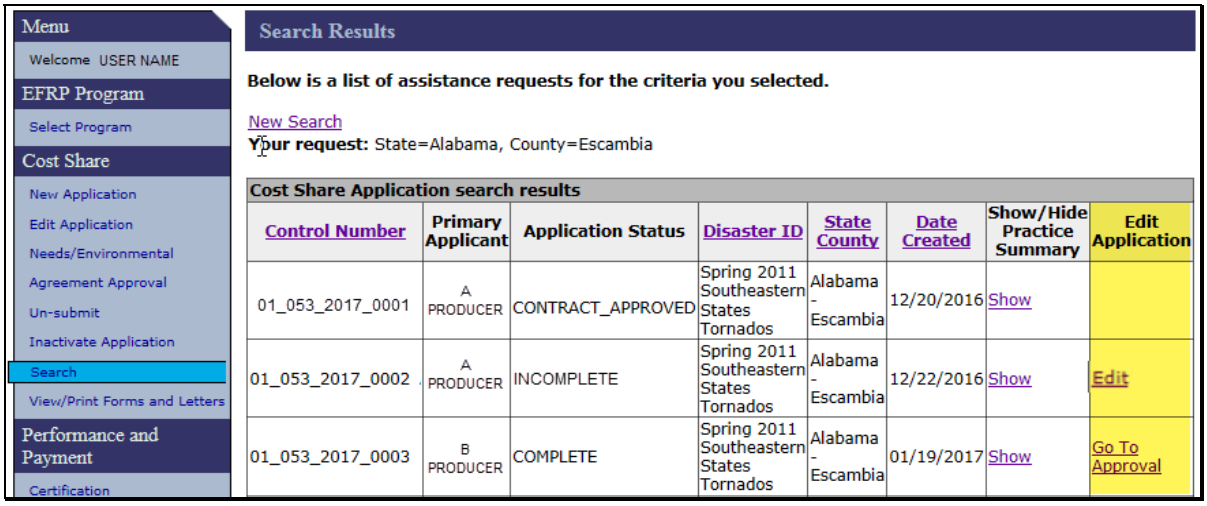
A Overview

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 will be displayed in the application search results represent agreements (approved applications). The Edit Application column of the Application Search Results Page 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 practice status, status description, process link, and actions for the Edit Application column on the Application Search Results Page.

Practice 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 will be 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 will be 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.

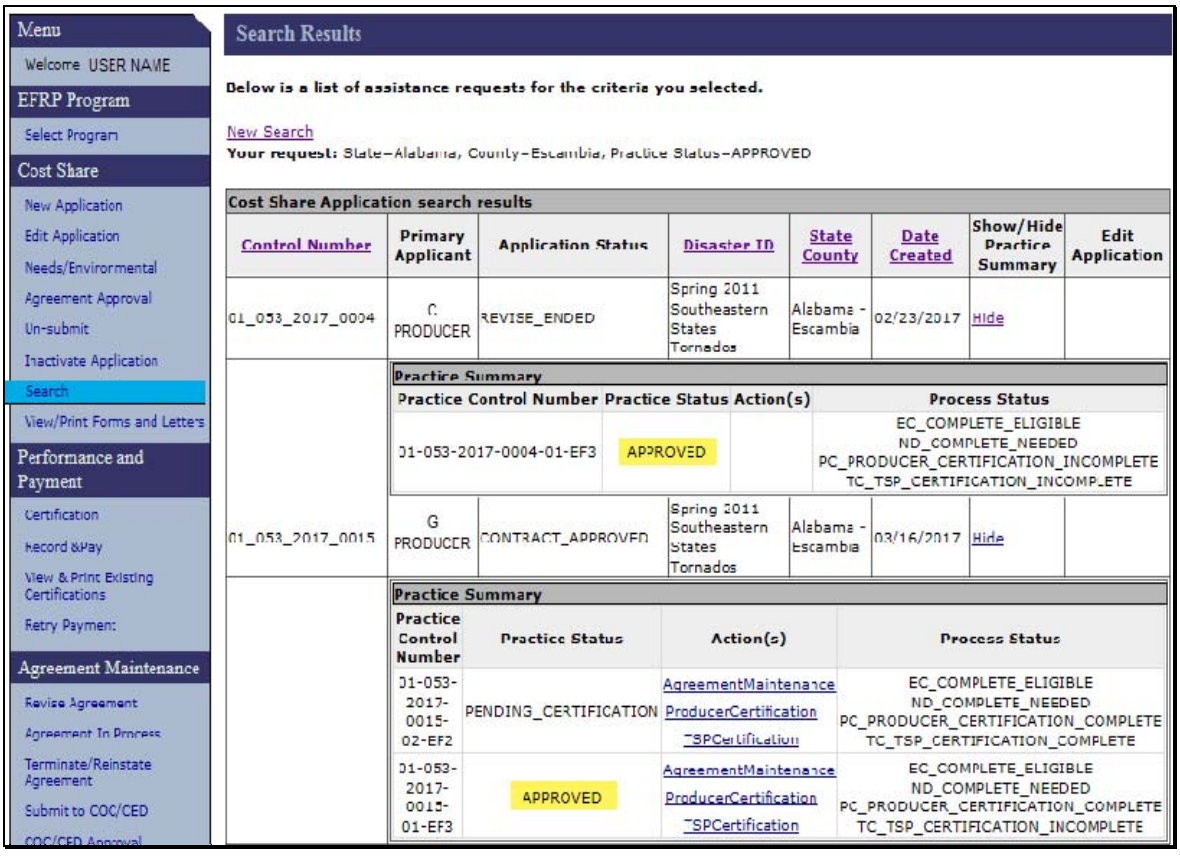
118 Application Search by Practice Status

A Overview

The application search process allows users to search by practice status. Searching by practice status allows the user to locate applications that need specific actions. Links to the process 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 Page with an application status of approved as a search criteria. "Show" has been clicked in the Show/Hide Practice Summary column for all records that will be displayed with practice summaries containing the applicable process links.



118 Application Search by Practice Status (Continued)

C Explanation of Application Search Results - Approved Practice Status

When using a search criteria of approved, the application search results:

- may be displayed with 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 an application status of contract approved

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

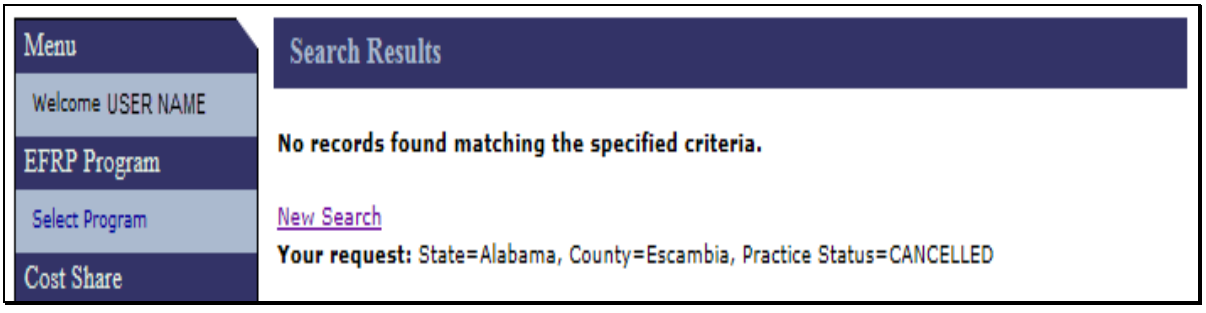
  - Agreement Maintenance, paragraph 171
  - Producer Certification, paragraph 131
  - TSP Certification, paragraph 133.

- practice statuses other than approved may also be displayed in the search results when applications having more than one practice are included in the search results.

The primary benefit of using the approved practice status as a 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 a search criteria.



118 Application Search by Practice Status (Continued)

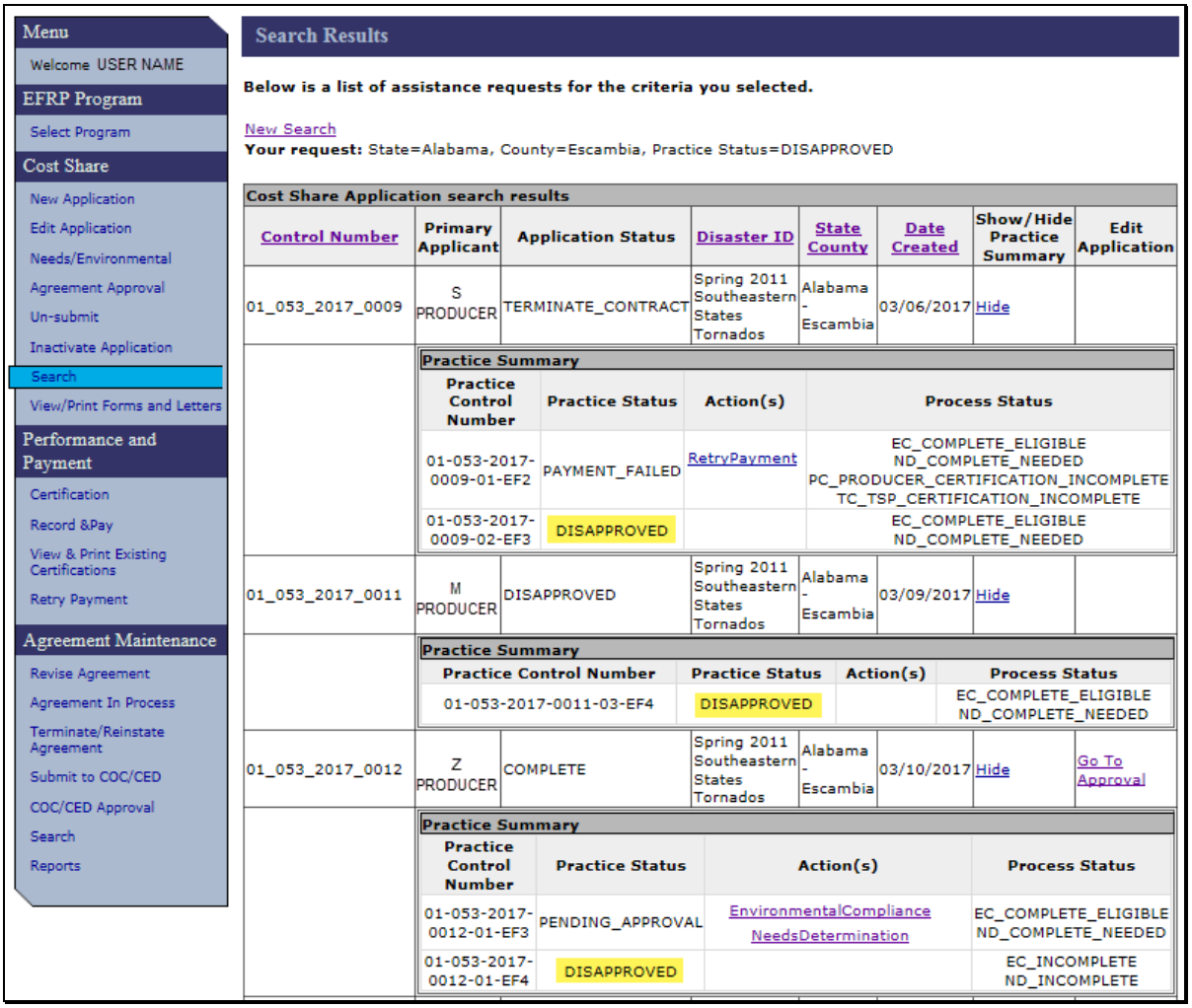
E Explanation of Application Search Results, Cancelled Practice Status

When using a search criteria of cancelled for practice status, the application search results will always be blank because cancelled is not used in CSS.

There is no benefit to using the practice status of cancelled as a search criteria.

F Example of Application Search Results, Disapproved Practice Status

Following is an example of application search results using an application status of disapproved as a search criteria.



Menu
Welcome USER NAME
EFRP 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
Certification
Record &Pay
View & Print Existing Certifications
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports

Search Results

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

New Search
Your request: State=Alabama, County=Escambia, Practice Status=DISAPPROVED

Cost Share Application search results

Control Number	Primary Applicant	Application Status	Disaster ID	State County	Date Created	Show/Hide Practice Summary	Edit Application
01_053_2017_0009	S PRODUCER	TERMINATE_CONTRACT	Spring 2011 Southeastern States Tornados	Alabama - Escambia	03/06/2017	Hide	

Practice Summary

Practice Control Number	Practice Status	Action(s)	Process Status
01-053-2017-0009-01-EF2	PAYMENT_FAILED	RetryPayment	EC_COMPLETE_ELIGIBLE ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION_INCOMPLETE TC_TSP_CERTIFICATION_INCOMPLETE
01-053-2017-0009-02-EF3	DISAPPROVED		EC_COMPLETE_ELIGIBLE ND_COMPLETE_NEEDED

Control Number	Primary Applicant	Application Status	Disaster ID	State County	Date Created	Show/Hide Practice Summary	Edit Application
01_053_2017_0011	M PRODUCER	DISAPPROVED	Spring 2011 Southeastern States Tornados	Alabama - Escambia	03/09/2017	Hide	

Practice Summary

Practice Control Number	Practice Status	Action(s)	Process Status
01-053-2017-0011-03-EF4	DISAPPROVED		EC_COMPLETE_ELIGIBLE ND_COMPLETE_NEEDED

Control Number	Primary Applicant	Application Status	Disaster ID	State County	Date Created	Show/Hide Practice Summary	Edit Application
01_053_2017_0012	Z PRODUCER	COMPLETE	Spring 2011 Southeastern States Tornados	Alabama - Escambia	03/10/2017	Hide	Go To Approval

Practice Summary

Practice Control Number	Practice Status	Action(s)	Process Status
01-053-2017-0012-01-EF3	PENDING_APPROVAL	EnvironmentalCompliance NeedsDetermination	EC_COMPLETE_ELIGIBLE ND_COMPLETE_NEEDED
01-053-2017-0012-01-EF4	DISAPPROVED		EC_INCOMPLETE ND_INCOMPLETE

118 Application Search by Practice Status (Continued)

G Explanation of Application Search Results, Disapproved Practice Status

When using a search criteria of disapproved for practice status the application search results:

- will never contain process links for practices with a status of disapproved
- may display multiple application statuses
- may be associated with any application status except finalized and incomplete

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

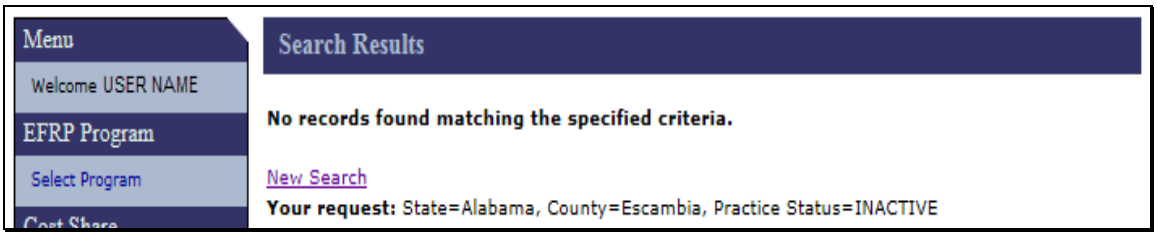
  When some, but not all, practices are approved on an application (see paragraph 91), the disapproved practices continue to be associated with the application making it possible for disapproved practices to be associated with a variety of different application/agreement statuses.

- practice statuses other than disapproved may also be displayed in the search results when applications having more than one practice are included in the search results.

The primary benefit of using the practice status of disapproved as a search criteria is to locate applications and agreements where at least one practice has been disapproved. If users wish to locate only applications where all practices on the application have been disapproved, the user should search by the application status of "Disapproved".

H Example of Application Search Results, Inactive Practice Status

Following is an example of the application search results using an application status of inactive as a search criteria.



118 Application Search by Practice Status (Continued)

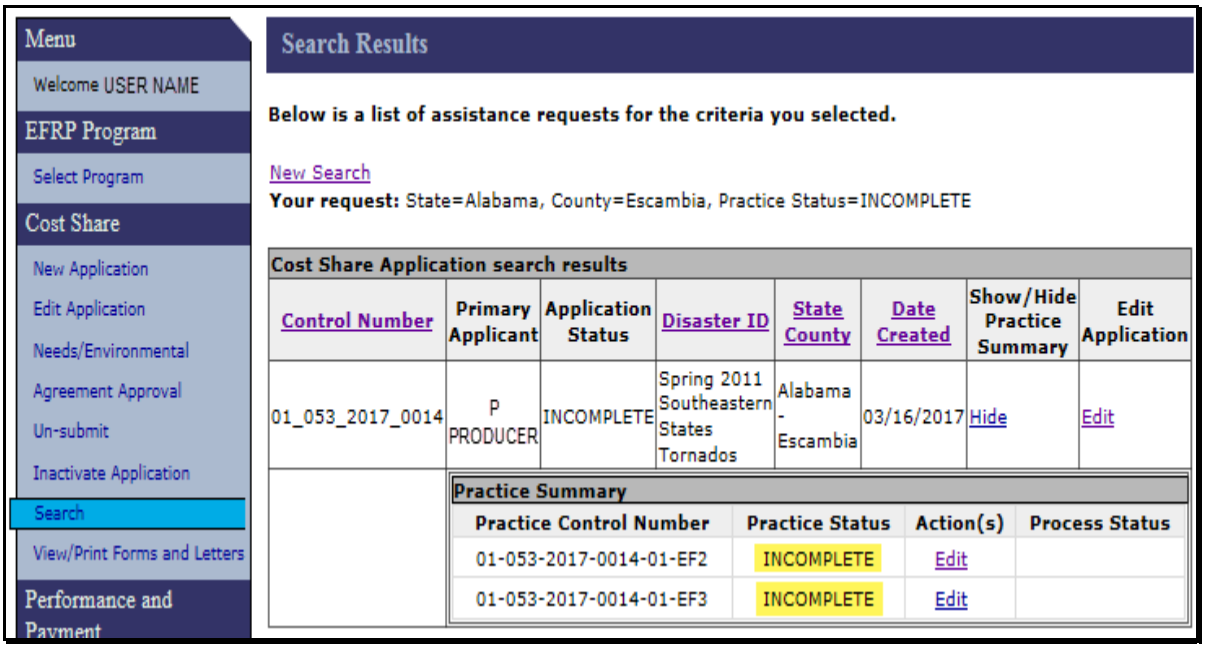
I Explanation of Application Search Results, Inactive Practice Status

When using a search criteria of inactive for practice status, the application search results will always be blank because inactive is not used in CSS.

There is no benefit to using the practice status of inactive as a search criteria.

J Example of Application Search Results, Incomplete Practice Status

Following is an example of the application search results using an application status of of incomplete as a search criteria.



118 Application Search by Practice Status (Continued)

K Explanation of Application Search Results, Incomplete Practice Status

When using a search criteria of incomplete for practice status, the Application Search Results Page will:

- only contain applications with an application status of incomplete
- never contain applications that contain practices with a practice status of anything other than incomplete
- always contain the "Edit" practice process link for practices that will be displayed in the practice summary
- always have the "Edit" link displayed 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.

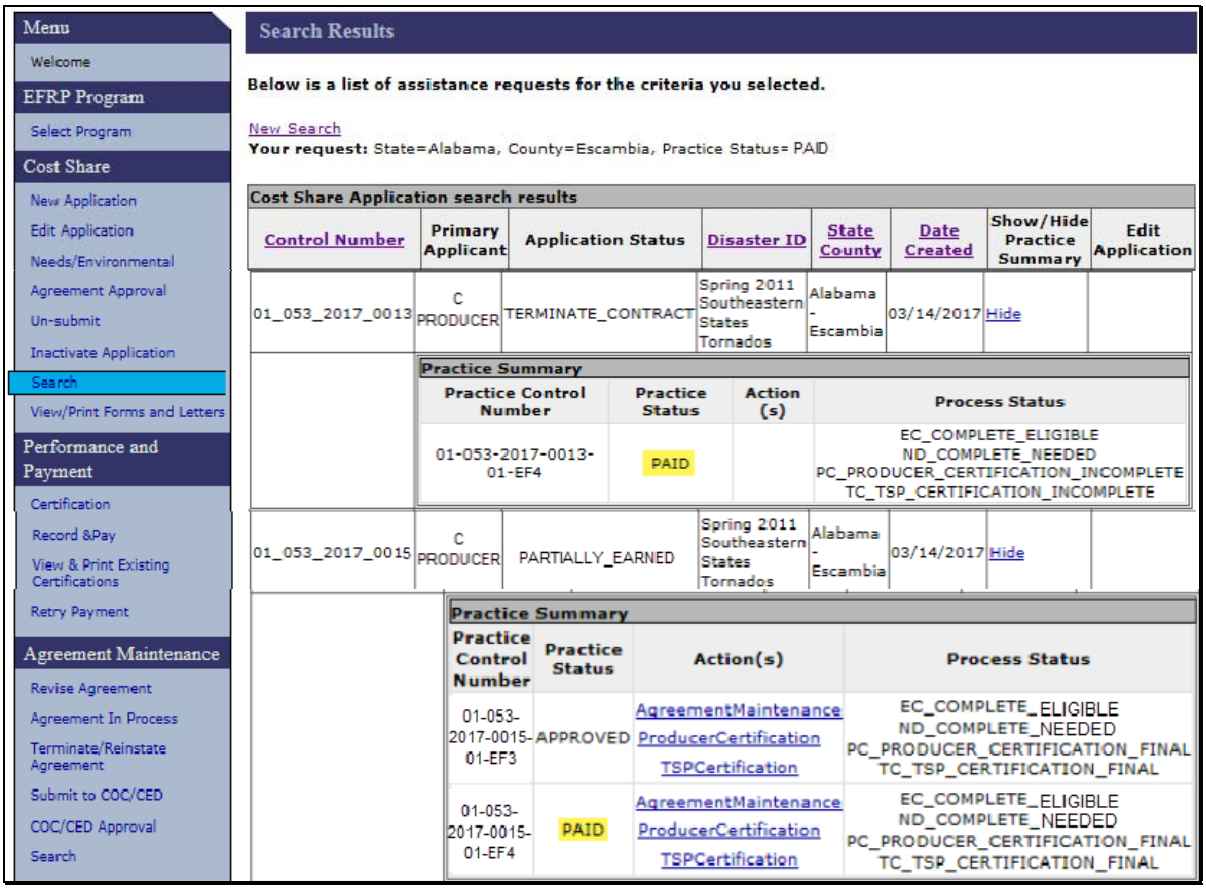
The primary benefit of using practice status of incomplete as a search criteria is to locate applications where practices have been added to the application, but the application has not been designated as complete by entering signature date and submitted date on the Application Signup - Additional Information Page (paragraph 39).

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 incomplete will only returns applications with at least one practice added.

118 Application Search by Practice Status (Continued)

L Example of Application Search Results - Paid Practice Status

Following is an example of the application search results using an application status of paid as a search criteria.



Menu
Welcome
EFRP 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
Certification
Record &Pay
View & Print Existing Certifications
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search

Search Results

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

New Search
Your request: State=Alabama, County=Escambia, Practice Status= PAID

Cost Share Application search results

Control Number	Primary Applicant	Application Status	Disaster ID	State County	Date Created	Show/Hide Practice Summary	Edit Application
01_053_2017_0013	C PRODUCER	TERMINATE_CONTRACT	Spring 2011 Southeastern States Tornados	Alabama - Escambia	03/14/2017	Hide	

Practice Summary

Practice Control Number	Practice Status	Action (s)	Process Status
01-053-2017-0013-01-EF4	PAID		EC_COMPLETE_ELIGIBLE ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION_INCOMPLETE TC_TSP_CERTIFICATION_INCOMPLETE

Control Number	Primary Applicant	Application Status	Disaster ID	State County	Date Created	Show/Hide Practice Summary	Edit Application
01_053_2017_0015	C PRODUCER	PARTIALLY_EARNED	Spring 2011 Southeastern States Tornados	Alabama - Escambia	03/14/2017	Hide	

Practice Summary

Practice Control Number	Practice Status	Action(s)	Process Status
01-053-2017-0015-01-EF3	APPROVED	AgreementMaintenance ProducerCertification TSPCertification	EC_COMPLETE_ELIGIBLE ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION_FINAL TC_TSP_CERTIFICATION_FINAL
01-053-2017-0015-01-EF4	PAID	AgreementMaintenance ProducerCertification TSPCertification	EC_COMPLETE_ELIGIBLE ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION_FINAL TC_TSP_CERTIFICATION_FINAL

118 Application Search by Practice Status (Continued)

M Explanation of Application Search Results - Paid Practice Status

When using a search criteria of paid for the practice status the application search results:

- may be displayed with 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 for 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:

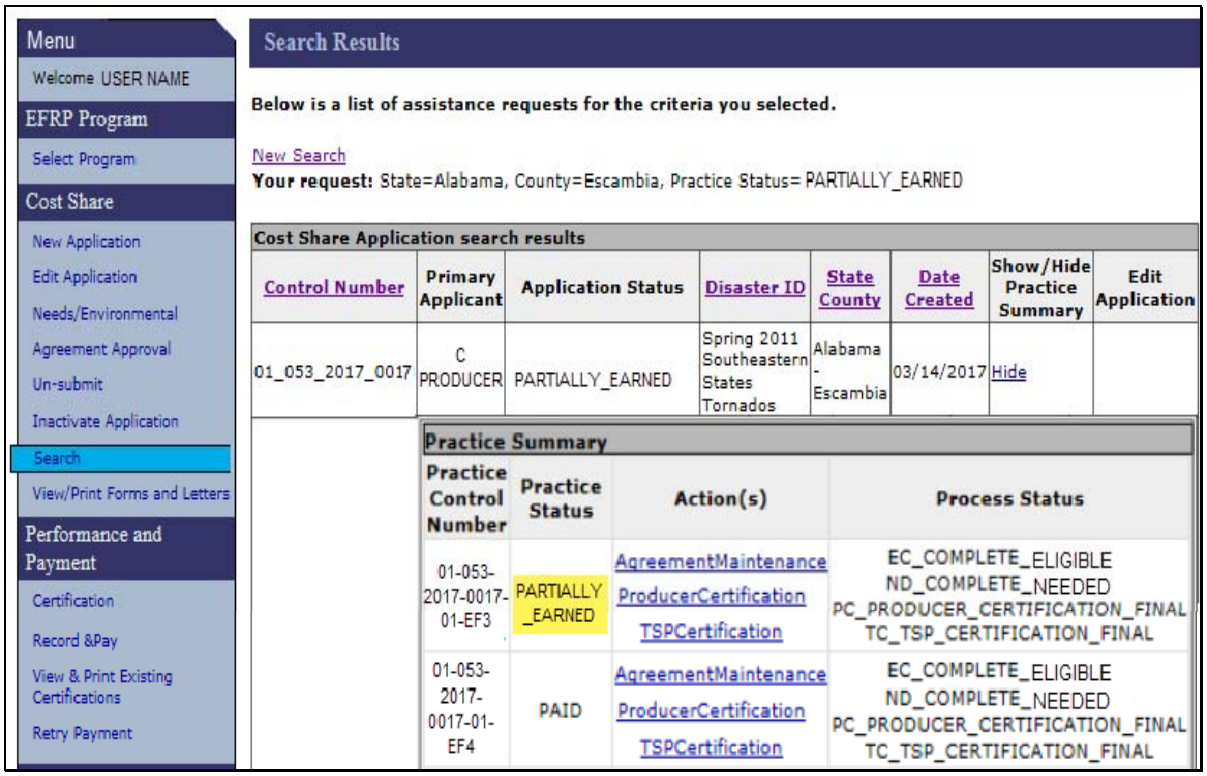
  - Agreement Maintenance, paragraph 171
  - Producer Certification, paragraph 131
  - TSP Certification, paragraph 133.

The primary benefit of using practice status of paid as a 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.

118 Application Search by Practice Status (Continued)

N Example of Application Search Results, Partially Earned Practice Status

Following is an example of the Application Search Results Page using an application status of partially earned as a search criteria.



Menu
Welcome USER NAME
EFRP 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
Certification
Record &Pay
View & Print Existing Certifications
Retry Payment

Search Results

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

New Search

Your request: State=Alabama, County=Escambia, Practice Status= PARTIALLY_EARNED

Cost Share Application search results

Control Number	Primary Applicant	Application Status	Disaster ID	State County	Date Created	Show/Hide Practice Summary	Edit Application
01_053_2017_0017	C PRODUCER	PARTIALLY_EARNED	Spring 2011 Southeastern States Tornados	Alabama - Escambia	03/14/2017	Hide	

Practice Summary

Practice Control Number	Practice Status	Action(s)	Process Status
01-053-2017-0017-01-EF3	PARTIALLY_EARNED	AgreementMaintenance ProducerCertification TSPCertification	EC_COMPLETE_ELIGIBLE ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION_FINAL TC_TSP_CERTIFICATION_FINAL
01-053-2017-0017-01-EF4	PAID	AgreementMaintenance ProducerCertification TSPCertification	EC_COMPLETE_ELIGIBLE ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION_FINAL TC_TSP_CERTIFICATION_FINAL

118 Application Search by Practice Status (Continued)

O Explanation of Application Search Results, Partially Earned Practice Status

When using a search criteria of partially earned for practice status the application search results:

- may be displayed with 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 practices with a partially earned practice status if the application status is partially earned.

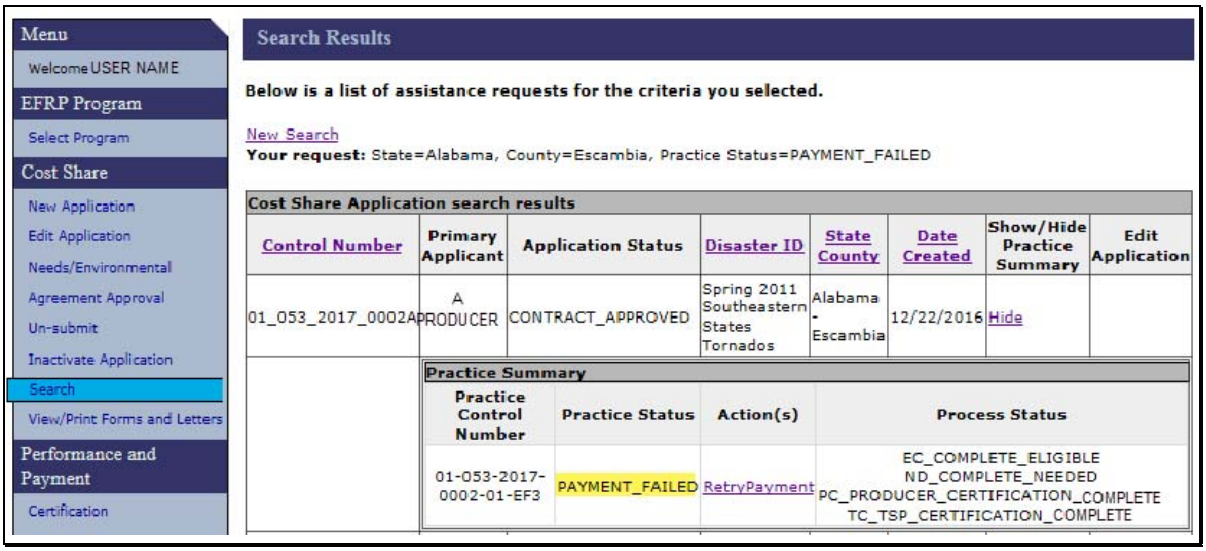
  Note: Process links associated with the partially earned status practice will always be:

  - Agreement Maintenance, paragraph 171
  - Producer Certification, paragraph 131
  - TSP Certification, paragraph 133.

The primary benefit of using practice status of partially earned as a 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 Search Results Page using an application status of payment failed as a search criteria.



118 Application Search by Practice Status (Continued)

Q Explanation of Application Search Results, Payment Failed Practice Status

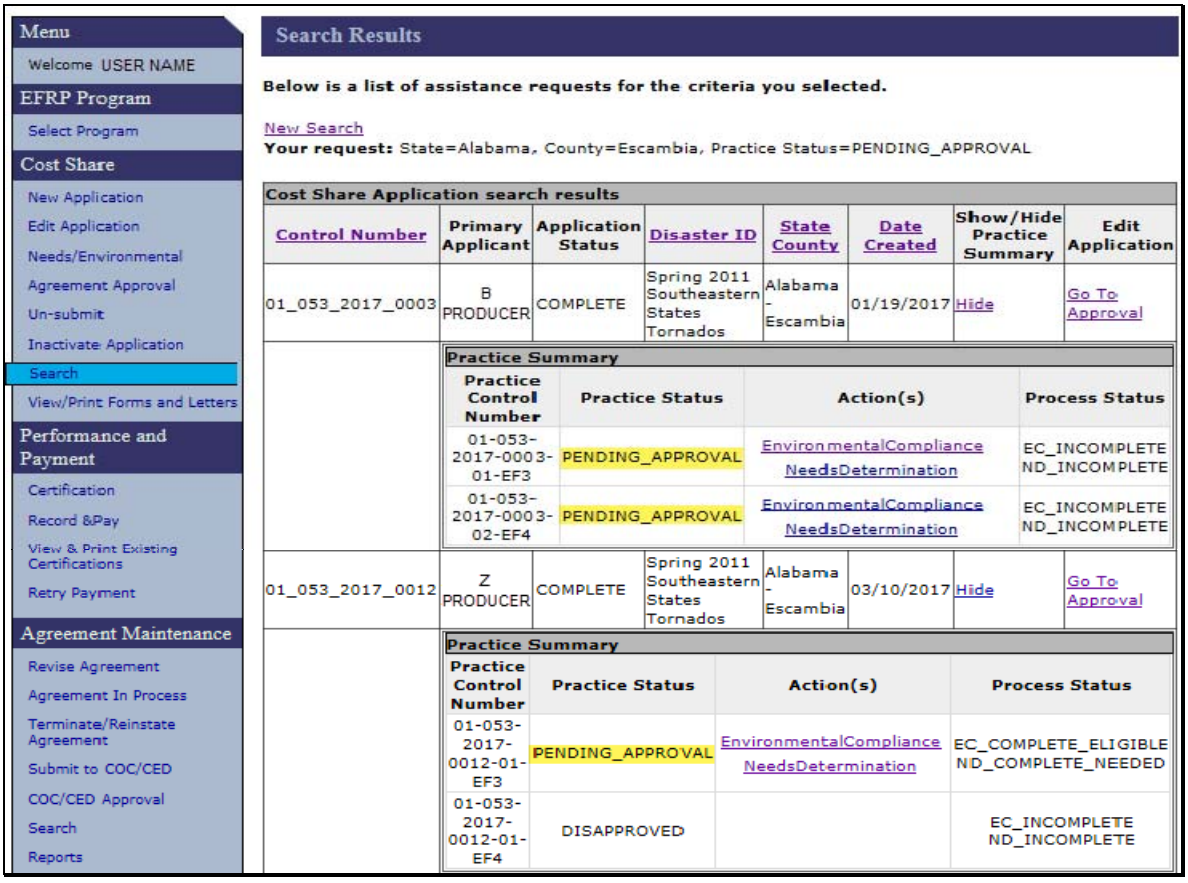
When using a search criteria of payment failed for practice status the application search results:

- 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 (paragraph 160).

The primary benefit of using practice status of Payment Failed as a search criteria is to locate applications where a payment has been attempted but was unsuccessful 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 an application status of pending approval as a search criteria.



Menu
Welcome USER NAME
EFRP 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
Certification
Record &Pay
View & Print Existing Certifications
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports

Search Results

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

New Search
Your request: State=Alabama, County=Escambia, Practice Status=PENDING_APPROVAL

Cost Share Application search results

Control Number	Primary Applicant	Application Status	Disaster ID	State County	Date Created	Show/Hide Practice Summary	Edit Application
01_053_2017_0003	B PRODUCER	COMPLETE	Spring 2011 Southeastern States Tornados	Alabama - Escambia	01/19/2017	Hide	Go To Approval

Practice Summary

Practice Control Number	Practice Status	Action(s)	Process Status
01-053-2017-0003-01-EF3	PENDING_APPROVAL	EnvironmentalCompliance NeedsDetermination	EC_INCOMPLETE ND_INCOMPLETE
01-053-2017-0003-02-EF4	PENDING_APPROVAL	EnvironmentalCompliance NeedsDetermination	EC_INCOMPLETE ND_INCOMPLETE

Control Number	Primary Applicant	Application Status	Disaster ID	State County	Date Created	Show/Hide Practice Summary	Edit Application
01_053_2017_0012	Z PRODUCER	COMPLETE	Spring 2011 Southeastern States Tornados	Alabama - Escambia	03/10/2017	Hide	Go To Approval

Practice Summary

Practice Control Number	Practice Status	Action(s)	Process Status
01-053-2017-0012-01-EF3	PENDING_APPROVAL	EnvironmentalCompliance NeedsDetermination	EC_COMPLETE_ELIGIBLE ND_COMPLETE_NEEDED
01-053-2017-0012-01-EF4	DISAPPROVED		EC_INCOMPLETE ND_INCOMPLETE

118 Application Search by Practice Status (Continued)

S Explanation of Application Search Results, Pending Approval Practice Status

When using a search criteria of pending approval for practice status, the application search results will:

- be displayed only with applications with a status of complete
- usually be displayed only with practices with a practice status of pending approval, but may also include practices with a 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 (subparagraph 91 F)
- contain Environmental Compliance and Needs Determination process links in the practice summary for practices with a status of pending approval

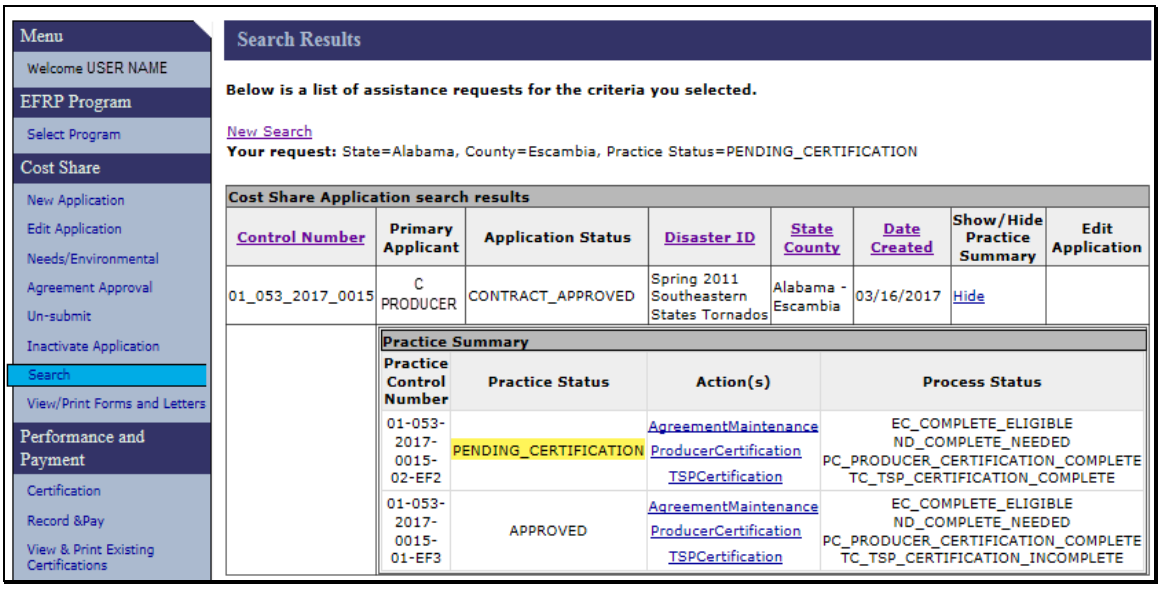
  Note: See Part 3, Section 3 for additional information on entering environmental com
- contain a "Go To Approval" link in the Edit Application column for the application.

  Note: See paragraph 80 for additional information.

The primary benefit of using practice status of pending approval as a 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 Page using a practice status of pending certification as a search criteria.



Menu
Welcome USER NAME
EFRP 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
Certification
Record &Pay
View & Print Existing Certifications

Search Results

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

New Search
Your request: State=Alabama, County=Escambia, Practice Status=PENDING_CERTIFICATION

Cost Share Application search results

Control Number	Primary Applicant	Application Status	Disaster ID	State County	Date Created	Show/Hide Practice Summary	Edit Application
01_053_2017_0015	C PRODUCER	CONTRACT_APPROVED	Spring 2011 Southeastern States Tornados	Alabama - Escambia	03/16/2017	Hide	

Practice Summary

Practice Control Number	Practice Status	Action(s)	Process Status
01-053-2017-0015-02-EF2	PENDING_CERTIFICATION	AgreementMaintenance ProducerCertification TSPCertification	EC_COMPLETE_ELIGIBLE ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION_COMPLETE TC_TSP_CERTIFICATION_COMPLETE
01-053-2017-0015-01-EF3	APPROVED	AgreementMaintenance ProducerCertification TSPCertification	EC_COMPLETE_ELIGIBLE ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION_COMPLETE TC_TSP_CERTIFICATION_INCOMPLETE

118 Application Search by Practice Status (Continued)

U Explanation of Application Search Results - Pending Certification Practice Status

When using a search criteria of pending certification for practice status the application search results:

- will be displayed with applications with multiple practice statuses
- will not include application statuses of complete, disapproved, finalized, incomplete, and paid 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 131
- TSP Certification, paragraph 133.

The primary benefit of using practice status of pending certification as a search criteria is to is to locate agreements that have both producer certification and TSP certification complete, but the agreement has not yet been processed for payment through Record and Pay. See paragraph 142.

119-121 (Reserved)

Section 8 View/Print Forms and Letters

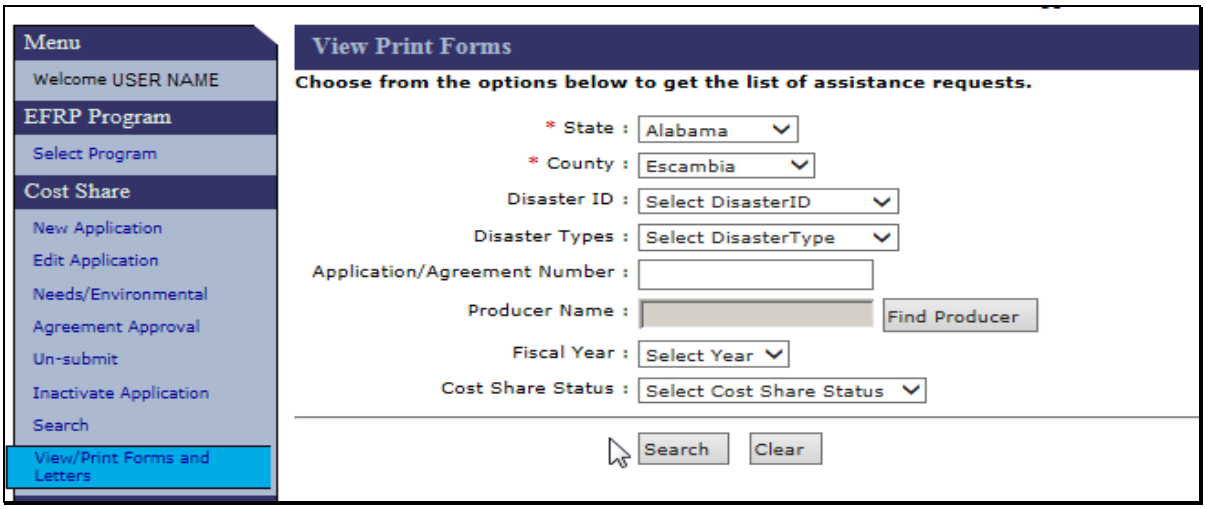
122 View/Print Forms

A Overview

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

B Example of View Print Forms Page

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



C Fields, Descriptions, and Actions

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

Field/Link	Description and 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.
Disaster ID	Select Disaster ID from the drop-down menu to limit search results to a single disaster ID, if desired. Leave as "Select Disaster ID" to include all available disaster ID's as potential search results.

122 View/Print Forms (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Link	Description and Action
Disaster Types	Select Disaster Type from the drop-down menu to limit search results to a single disaster type, if desired. Leave as "Select Disaster Type" to include all available disaster types as potential search results.
Application/Agreement Number	Enter application/agreement number to search for a specific application/agreement, if desired. Leave blank to include all agreement numbers as potential search results. See subparagraph 114 C for search tips when using agreement number (application control number) as a search criteria.
Find Producer	CLICK "Find Producer" to open a new window to conduct a SCIMS Customer Search (see 11-CM).
Fiscal Year	Select the Fiscal Year from the drop-down menu, to limit search results to a single Fiscal Year if desired. Leave as "Select Year" to include all available Fiscal Years as potential search results.
Cost Share Status	Select "Cost Share Status" from the drop-down menu to limit search results to a single cost share status, if desired. Leave as "Select Cost Share Status" to include all available cost share statuses as potential search results.
Search	Retrieves information based on the search criteria selected/entered. The View Print Form Results Page will be displayed.
Clear	Resets search criteria to default values.

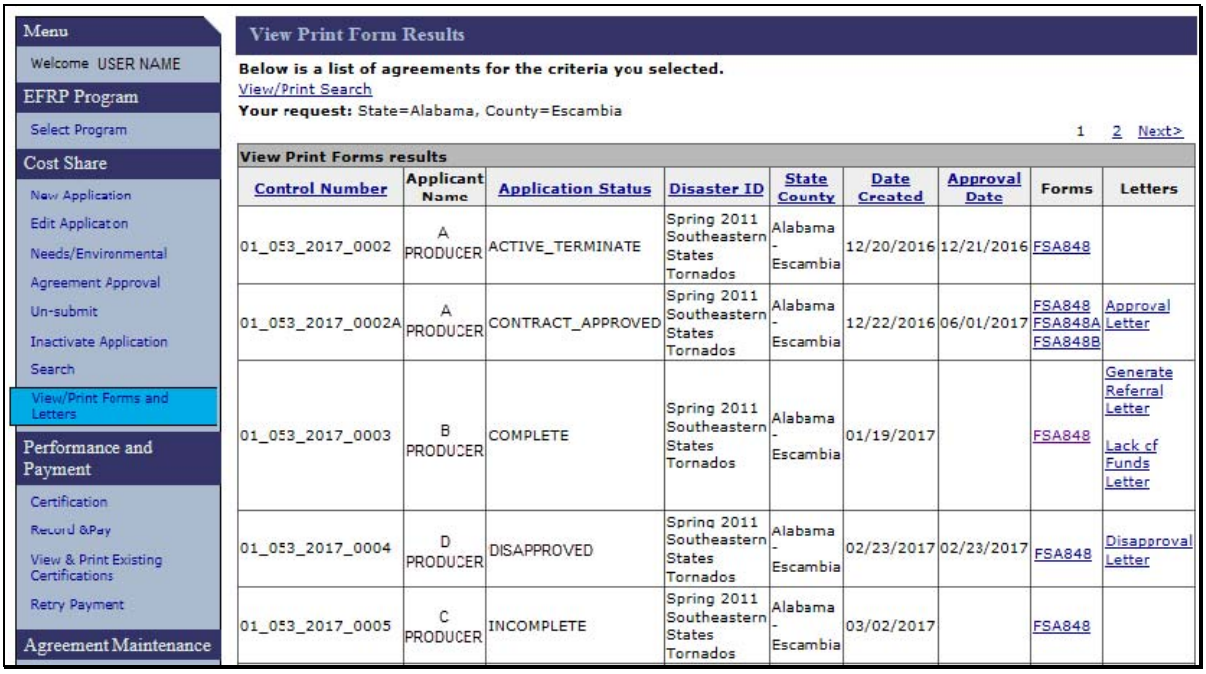
123 View Print Form Results

A Overview

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

B Example of View Print Form Results Page

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



Control Number	Applicant Name	Application Status	Disaster ID	State County	Date Created	Approval Date	Forms	Letters
01_053_2017_0002	A PRODUCER	ACTIVE_TERMINATE	Spring 2011 Southeastern States Tornados	Alabama - Escambia	12/20/2016	12/21/2016	FSA848	
01_053_2017_0002A	A PRODUCER	CONTRACT_APPROVED	Spring 2011 Southeastern States Tornados	Alabama - Escambia	12/22/2016	06/01/2017	FSA848 FSA848A FSA848B	Approval Letter
01_053_2017_0003	B PRODUCER	COMPLETE	Spring 2011 Southeastern States Tornados	Alabama - Escambia	01/19/2017		FSA848	Generate Referral Letter Lack of Funds Letter
01_053_2017_0004	D PRODUCER	DISAPPROVED	Spring 2011 Southeastern States Tornados	Alabama - Escambia	02/23/2017	02/23/2017	FSA848	Disapproval Letter
01_053_2017_0005	C PRODUCER	INCOMPLETE	Spring 2011 Southeastern States Tornados	Alabama - Escambia	03/02/2017		FSA848	

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-848	FSA-848, which is the cost-share application.	Application started with producer assigned and farm(s), tract(s), and field(s) selected.
FSA-848A	Form FSA-848A, which is the cost-share agreement.	Application approved.
FSA-848B	Form FSA-848B, cost-share certifications and payments, which is used to document cost-share certifications and payments.	Application approved.

124-129 (Reserved)

Part 4 Performance and Payment

Section 1 Certification

130 Certification Search Results

A Overview

Producer and TSP certification data must be entered for each approved practice on cost shareagreement. After an application has been approved and the producer has completed work on practices or components contained on the agreement, producer and TSP certification data will be entered.

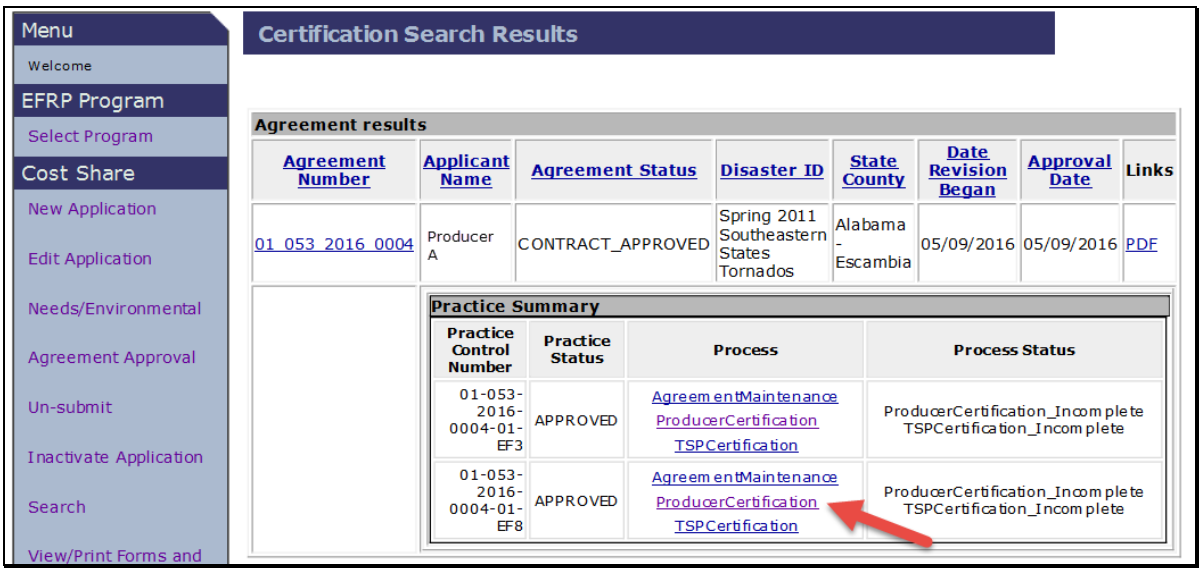
To enter producer and TSP certification data for existing approved agreements, from the EFRP Home Page, CLICK "**Certification**" from the left navigation menu. The Certification Search Results Page will be displayed.

B Example of Certification Search Results Page

Following is an example of the Certification Search Results Page.

Notes: In the "Agreement Status" column, only approved 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.



130 Certification Search Results (Continued)

C Fields, Descriptions, and Actions

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

Agreement Results	
Field	**Description and 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.
PDF	CLICK "PDF" to generate FFSA-848B, Cost-Share Performance Certification and Paymentfor printing.
Practice Summary	
Agreement Maintenance	The Revise Contract Page will be displayed. See paragraph 171 for additional information.
Producer Certification	The Producer Certification - Component Rate Practice Page will be displayed. See paragraph 131 for additional information.
TSP Certification	The TSP Certification Page will be displayed. See paragraph 133 for additional information.

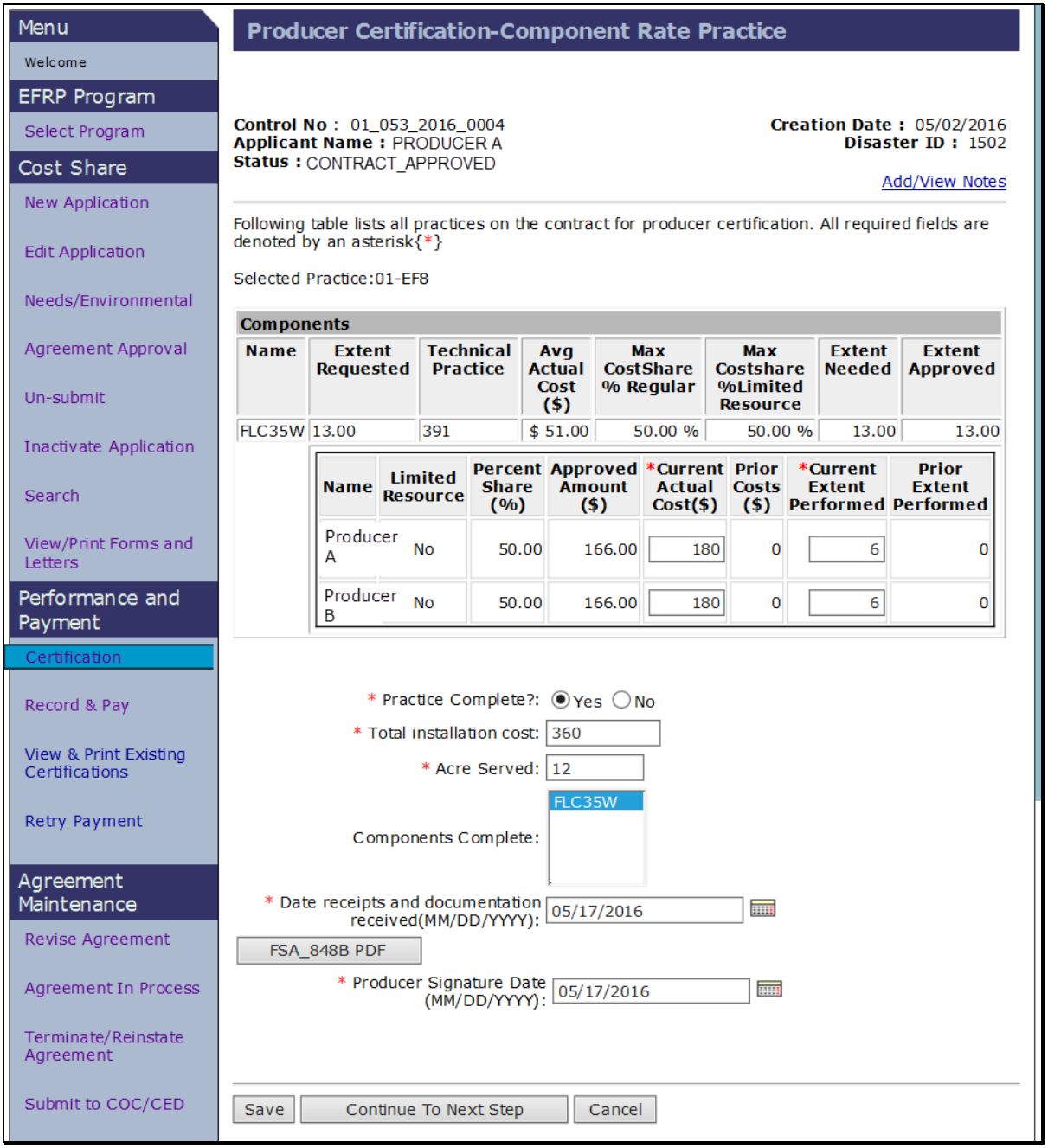
131 Producer Certification - Component Rate Practice

A Overview

The Producer Certification - Component Rate Practice Page will be displayed after "Producer Certification" is clicked on the Certification Search Results Page.

B Example of Producer Certification - Component Rate Practice Page

Following is an example of the Producer Certification - Component Rate Practice Page.



131 Producer Certification - Component Rate Practice (Continued)

C Fields, Descriptions, and Actions

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

Field/Link	Description and 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 Record & 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 later. 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.

131 Producer Certification - Component Rate Practice (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Link	Description and 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 **Note:** 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.
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.

131 Producer Certification – Component Rate Practice (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Link	Description and Action
Save	The information entered can be saved if a producer's 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 and the status will remain approved.
Continue to Next Step	The Producer Certification Confirm - Component Rate Practice Page will be displayed. See paragraph 132 for additional information.
Cancel	The Certification Search Results Page will be displayed. See paragraph 130 for additional information.

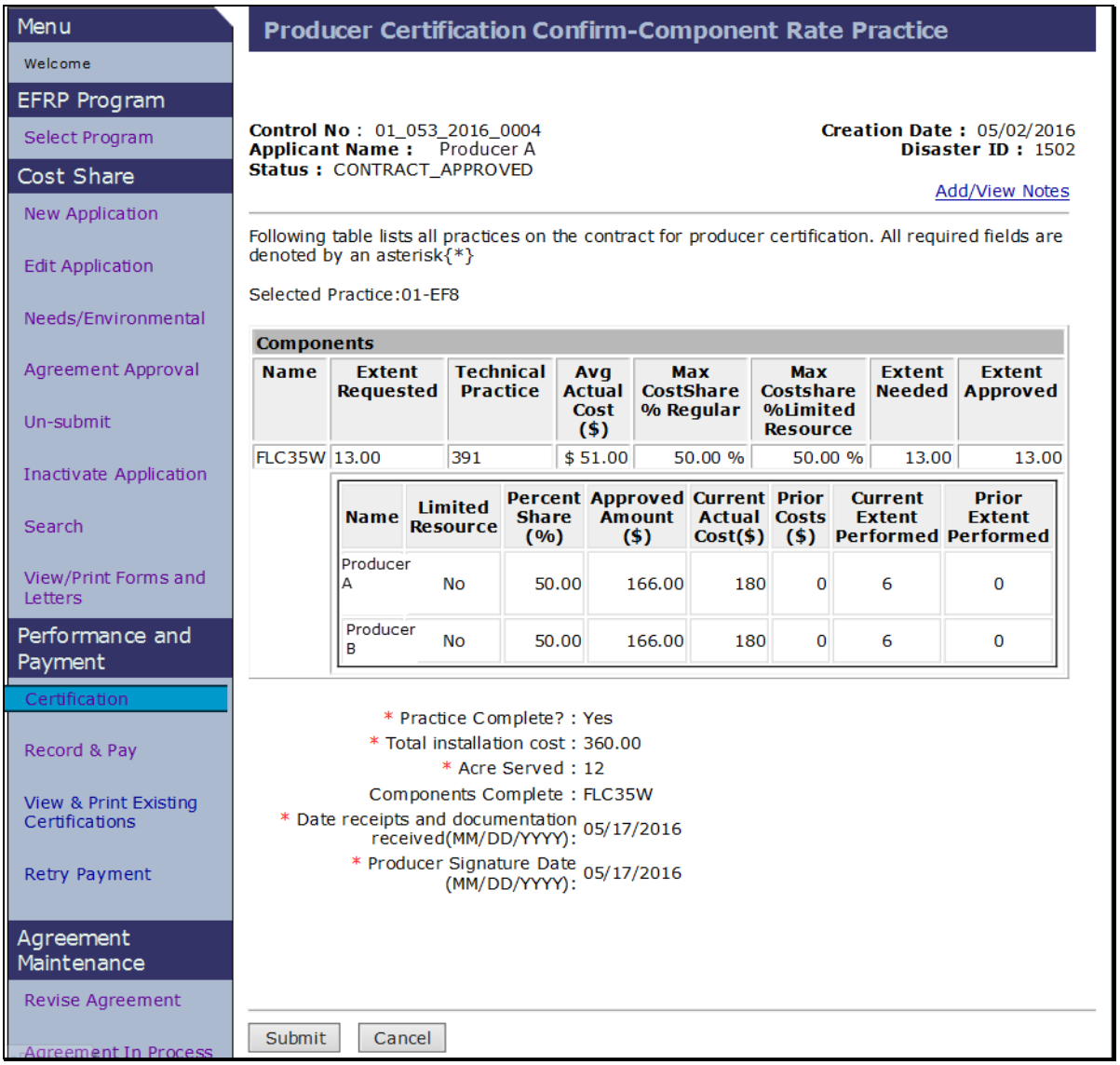
132 Producer Certification Confirm - Component Rate Practice

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

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



132 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 and Action
Prior Costs ($)	Calculated by the system. Prior Costs will not be populated until the payment has been submitted thru Record and Pay.
Prior Extent Performed	Calculated by the system. Prior extent performed will not be populated until the payment has been submitted thru Record and Pay.
Submit	The Certification Search Results Page will be displayed with the message, “Certification data submitted successfully”.
Cancel	User is returned to the Certification Search Results Page.

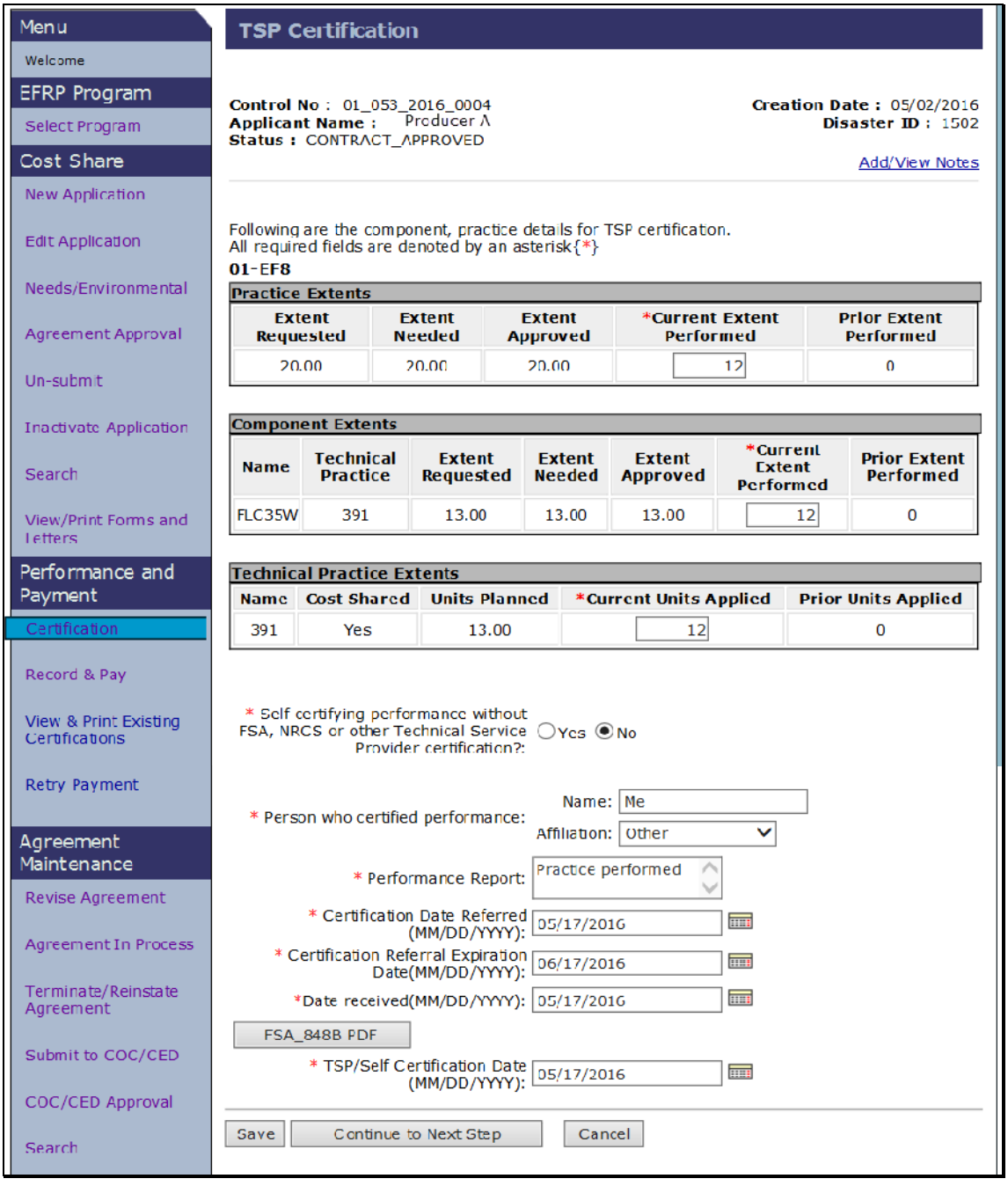
133 TSP Certification

A Overview

The TSP Certification Page will be displayed after "TSP Certification" is clicked on the Certification Search Results Page according to paragraph 130.

B Example of TSP Certification Page

Following is an example of the TSP Certification Page.



133 TSP Certification (Continued)

C Fields, Descriptions, and Actions

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

Practice Extents	
Field/Link	**Description and Action**
Current Extent Performed	Enter the current extent performed.

Component Extents	
Field/Link	**Description and Action**
Current Extent Performed	Enter the current extent performed.

Technical Practice Extents	
Field/Link	**Description and Action**
Current Units Applied	Enter the current units applied.
Self-certifying Performance Without FSA, NRCS or Other Technical Service Provider Certification?	Click the "**Yes**" option if the producer is self-certifying performance. Click the "**No**" option if FSA, NRCS or other technical service provider is certifying performance.
Person Who Certified Performance	Enter the name and affiliation of the person who certified performance.
Performance Report	Enter any information that is relevant to the installation of the practice.
Certification Date Referred	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.

133 TSP Certification (Continued)

C Fields, Descriptions, and Actions (Continued)

Technical Practice Extents	
Field/Link	**Description and Action**
Date Received	Enter the date received. **Note:** Before the TSP or self-certification signature date is entered, the user shall 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 and the status will remain "Approved".
Continue to Next Step	The TSP Certification Confirmation Page will be displayed.
Cancel	Returns user to Certification Search Results Page. If TSP/Self Certification date has been entered it is removed.

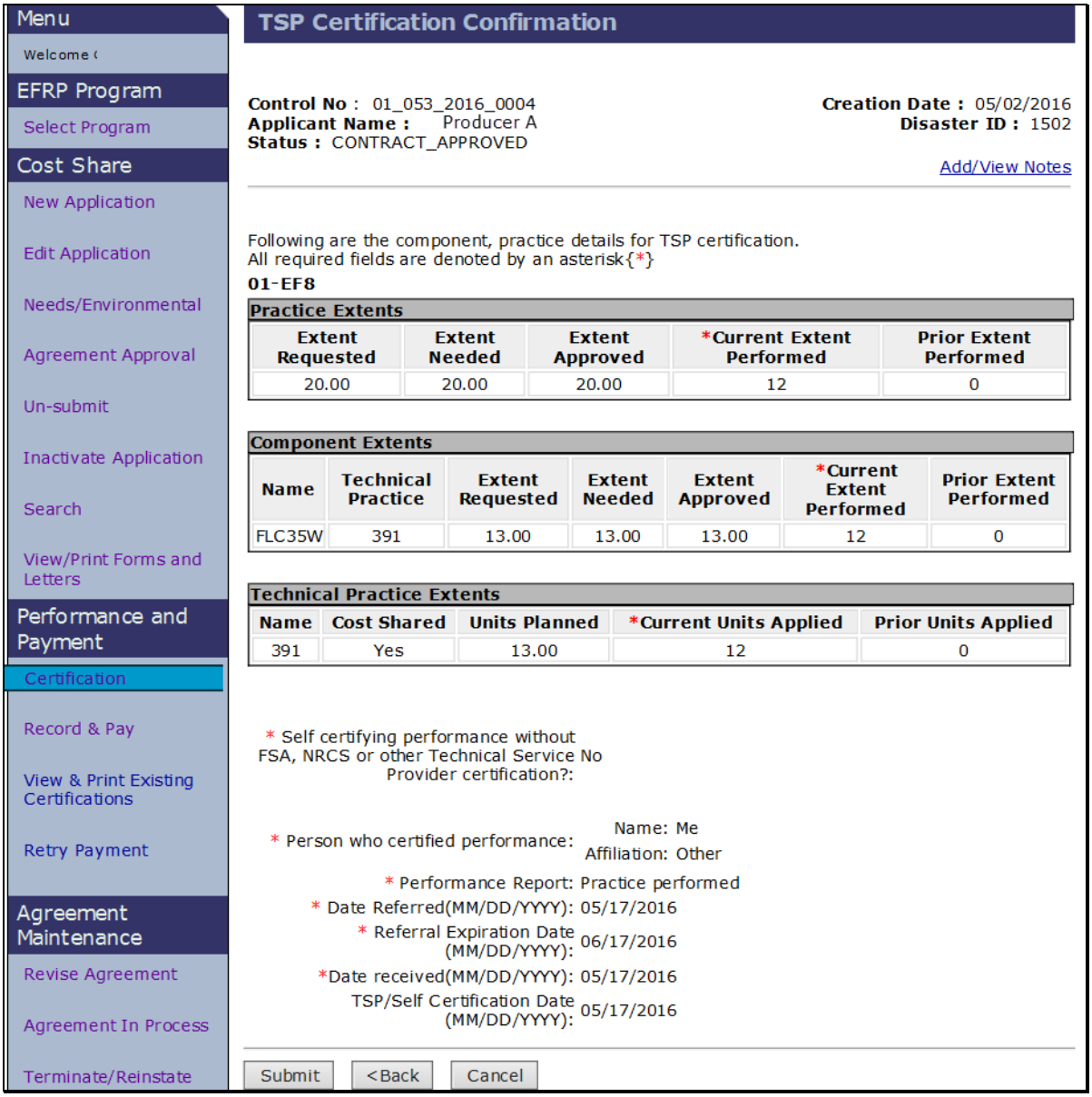
134 TSP Certification Confirmation

A Overview

After "Continue to Next Step" is clicked 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.



134 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 and Action
Submit	The Certification Search Results Page will be displayed with the message “Certification saved”.
Back	The TSP Certification Page will be displayed.
Cancel	The Certification Search Results Page will be displayed. TSP/Self Certification Date information is removed.

135-140 (Reserved)

141 Record and Pay Search Results

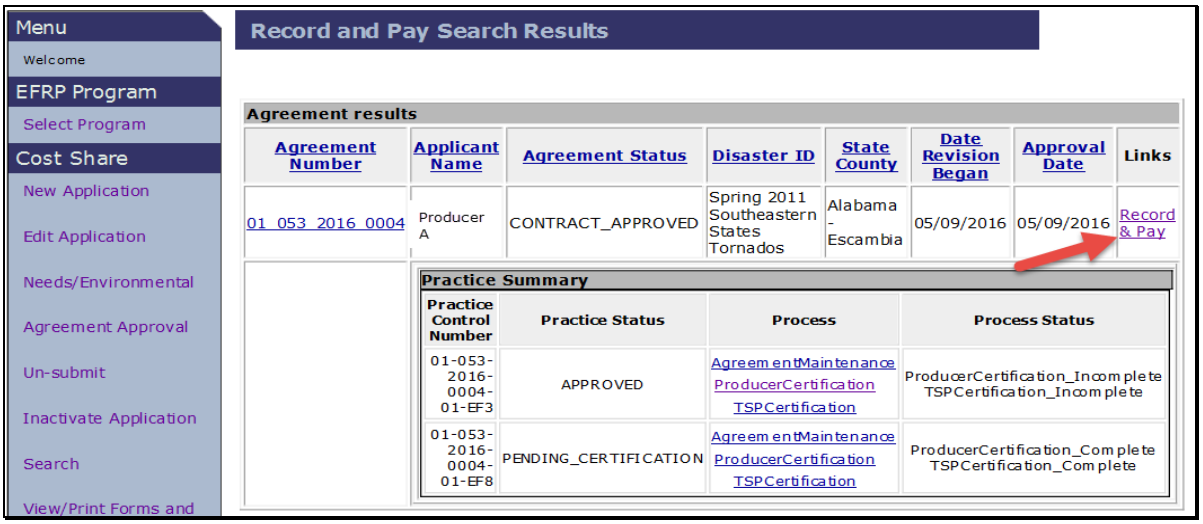
A Overview

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 "**Record & Pay**" from the left navigation menu.

B Example of Record and Pay Search Results Page

Following is an example of the Record and Pay Search Results Page.

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



141 Record and Pay Search Results (Continued)

C Fields, Descriptions, and Actions (Continued)

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

Agreement Results	
Field	**Description and Action**
Agreement Number	CLICK the agreement control number link for the agreement. A Practice Summary box will be displayed. Use the Practice Status column to verify that at least one practice has a status of "Pending Certification".
Record & Pay	The Record and Pay Main Page will be displayed.

Practice Summary	
Field	**Description and Action**
Agreement Maintenance	The Revise Contract Page will be displayed. See paragraph 171 for additional information.
Producer Certification	The Producer Certification - Component Rate Practice Page will be displayed. See paragraph 131 for additional information.
TSP Certification	The TSP Certification Page will be displayed. See paragraph 133 for additional information.

142 Record and Pay Main

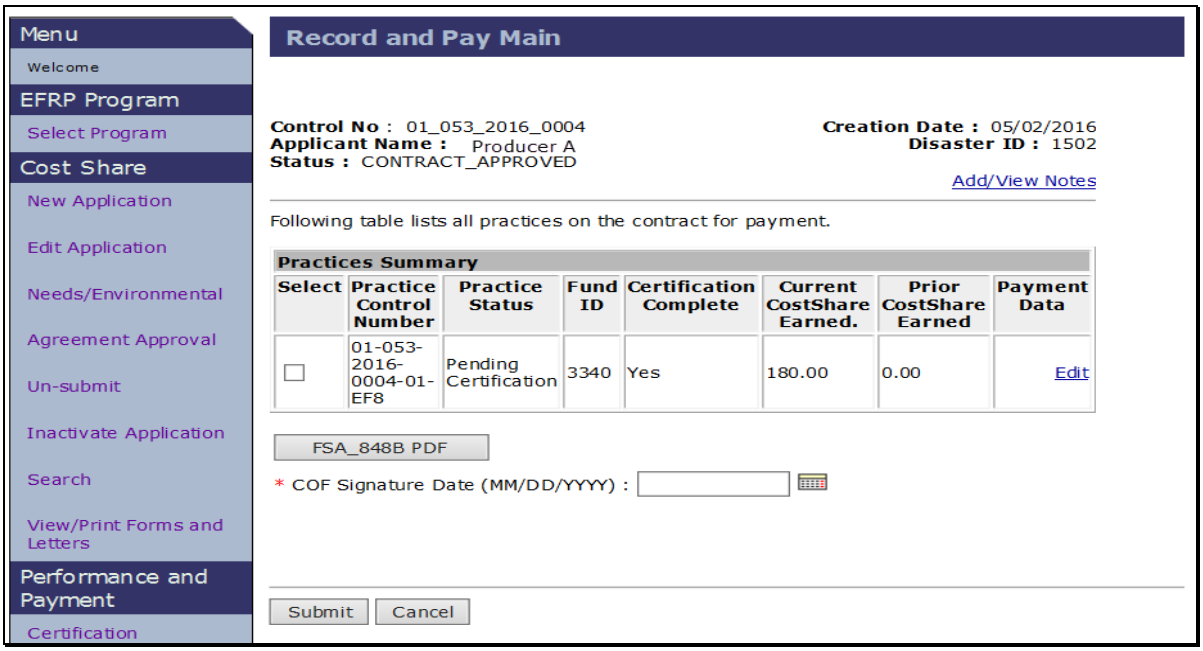
A Overview

After clicking "**Record & Pay"** the Record and Pay Search Results Page, the Record and Pay Main Page will be displayed.

Note: Both the producer certification and TSP certification must be complete before attempting to record 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. Please verify certification is complete for the practice(s) before submitting for payments(s)", will be displayed. The user's only option is to click "Cancel".

B Example of Record and Pay Main Page

Following is an example of the Record and Pay Main Page.



142 Record and Pay Main (Continued)

C Fields, Descriptions, and Actions

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

Field	Description and Action
Select	Check the box next to the practice to be paid. After "Submit" is clicked, the Record and Pay Main - Confirmation Page will be displayed. See paragraph 145 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, a receivable will be created if the payment was certified and signed. If the current cost share earned amount is incorrect, return to the Producer Certification Page and correct any issues before proceeding.
Edit	The Record and Pay Component Rate Practice Page will be displayed. See paragraph 143 for additional information.
FSA 848B PDF	Click to print FSA-848B to obtain a signature.
COF Signature Date	Enter the County Office signature date. County Office signature date is required before clicking "Submit".
Submit	The Record and Pay Main - Confirmation Page will be displayed. See paragraph 145 for additional information.
Cancel	The Record and Pay Search Results Page will be displayed.

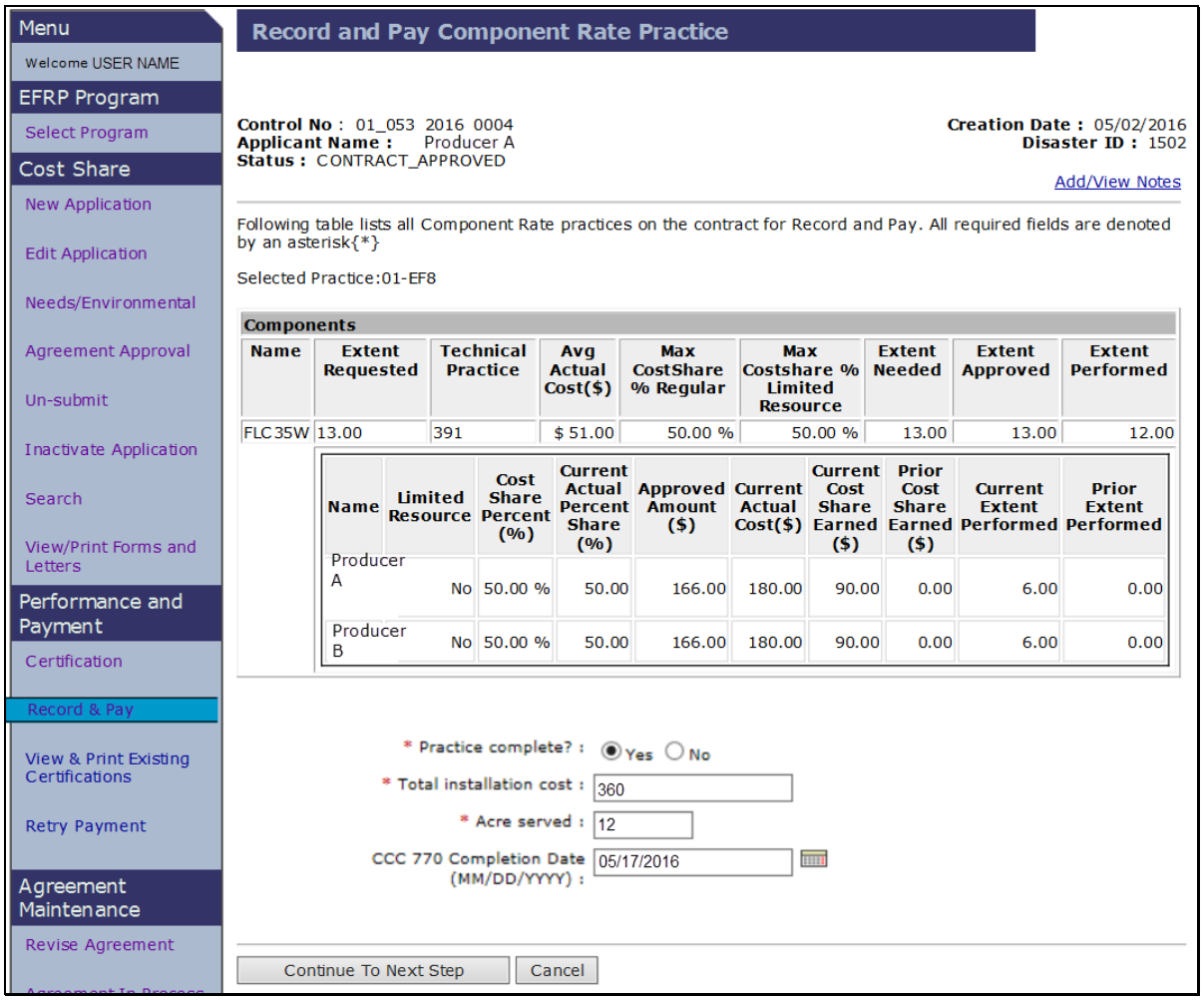
143 Record and Pay Component Rate Practice

A Overview

After "Edit" is clicked on the Record and Pay Main Page, the Record and Pay Component Rate Practice Page will be displayed. This Page allows the user to edit "Practice Complete?" information and record "CCC-770 Completion Date" information.

B Example of Record and Pay Component Rate Practice Page

Following is an example of the Record and Pay Component Rate Practice Page.



143 Record and Pay Component Rate Practice (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Record and Pay Component Rate Practice Page.

Field/Link	Description and Action
"Practice Complete?"	Select "Yes" or "No". Defaults to the answer that was entered during producer certification but can be changed.
Total Installation Cost	Enter the total costs incurred for installation of the practice. **Note:** This field will not be displayed if "Practice Complete" is set to "No".
Acre Served	Enter the acres served. **Note:** This field will not be displayed if "Practice Complete" is set to "No".
CCC-770 Completion Date	Enter the date CCC-770 was completed, if applicable.
Continue to Next Step	CLICK "**Continue to Next Step**" after all applicable information has been entered. The Record and Pay Component Rate Practice - Confirmation Page will be displayed. See paragraph 144 for additional information.
Cancel	The Record and Pay Main Page is displayed.

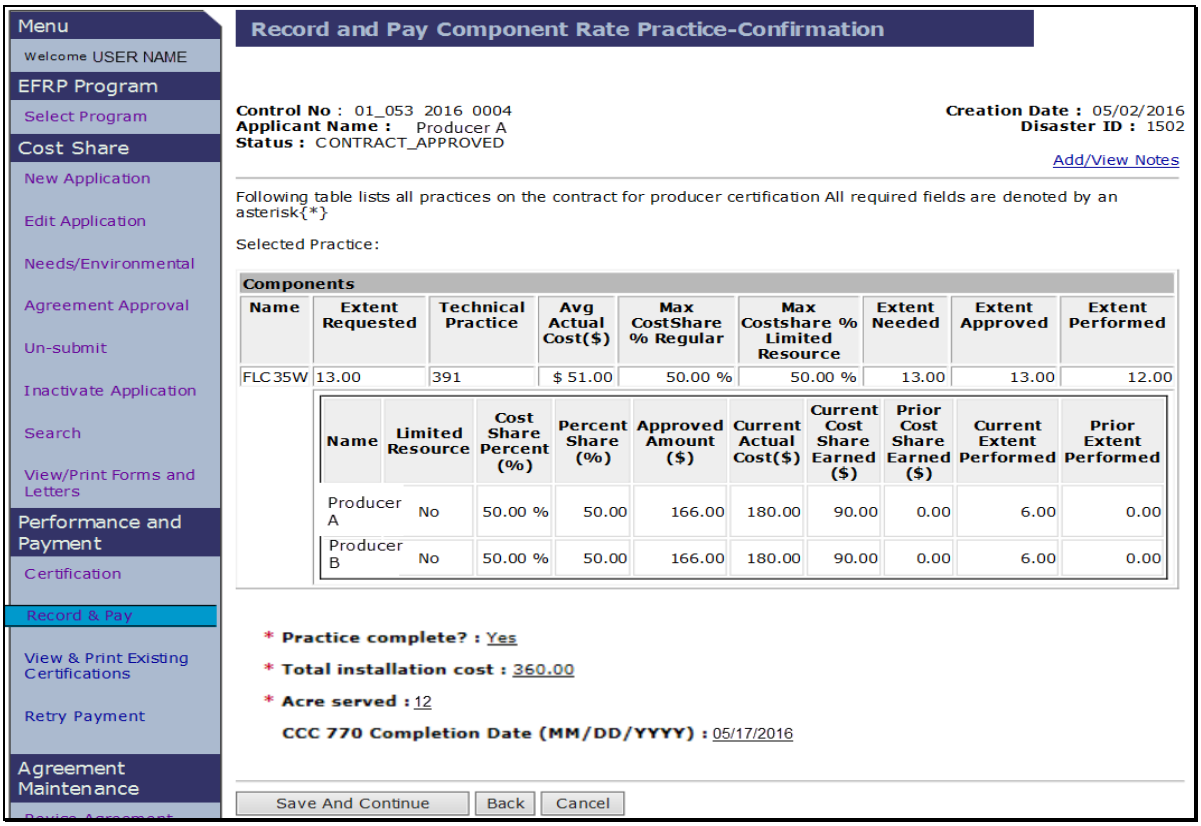
144 Record and Pay Component Rate Practice - Confirmation

A Overview

The Record and Pay Component Rate Practice - Confirmation Page will be displayed after "**Continue to Next Step**" is selected on the Record and Pay Component Rate Practice Page. This Page is used to review and verify that information previously entered is correct.

B Example of Record and Pay Component Rate Practice - Confirmation Page

Following is an example of the Record and Pay Component Rate Practice - Confirmation Page.



144 Record and Pay Component Rate Practice - Confirmation (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Record and Pay Component Rate Practice - Confirmation Page.

Field/Link	Description and Action
Save and Continue	The Record and Pay Main Page will be displayed. Edits are saved. See paragraph 142 for additional information.
Back	The Record and Pay Component Rate Practice Page will be displayed. Edits are lost.
Cancel	The Record and Pay Search Results Page will be displayed with no records shown. All edits will be lost.

145 Record and Pay Main - Confirmation

A Overview

The Record and Pay Main - Confirmation Page will display after a practice is selected for payment and "Submit" is clicked on the Record and Pay Main Page according to paragraph 142. This Page is the final opportunity to confirm that the payment data is correct.

B Example of Record and Pay Main - Confirmation Page

Following is an example of the Record and Pay Main - Confirmation Page.

C Fields, Descriptions, and Actions

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

Field/Link	Description and Action
Edit	The Record and Pay Component Rate Practice Page will be displayed. See Paragraph 143.
Confirm	The Record and Pay Main Page will be displayed with payment success and/or failure results.
Cancel	The Record and Pay Main Page will be displayed.

146-151 (Reserved)

Section 3 View & Print Existing Certifications

152 Existing Certifications

A Overview

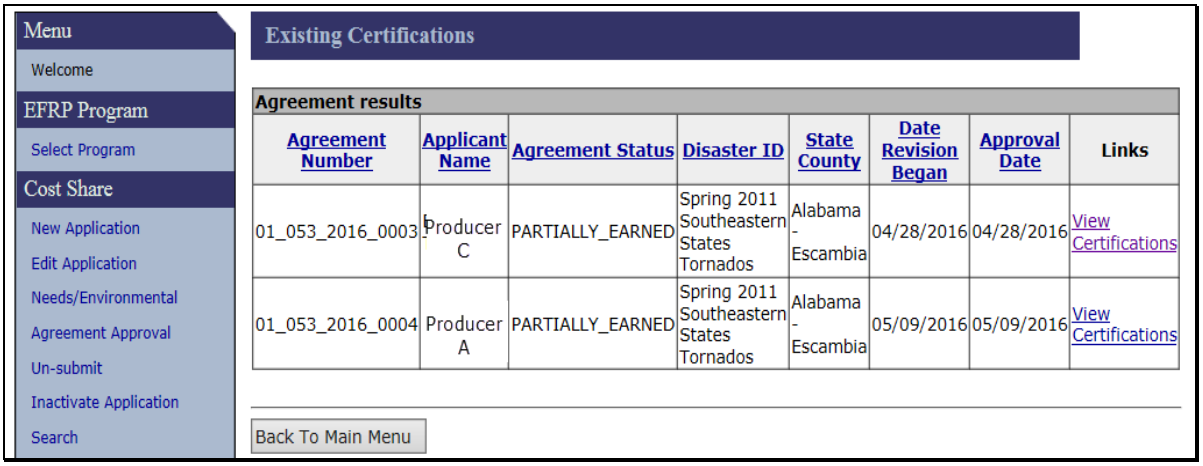
To print producer certification data for existing approved agreements from the EFRP Home Page, CLICK "**View & Print Existing Certifications**" on the left navigation menu.

Note: Not all agreements with producer certification and TSP certification information entered will be displayed. Only those with payments issued (Paid and Partially Earned statuses).

B Example of Existing Certifications Page

Following is an example of the Existing Certifications 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 fields, descriptions, and actions on the Existing Certifications Page.

Field/Link	Description and Action
View Certifications	The View Existing Certifications Page will be displayed. See paragraph 153 for additional information.
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.

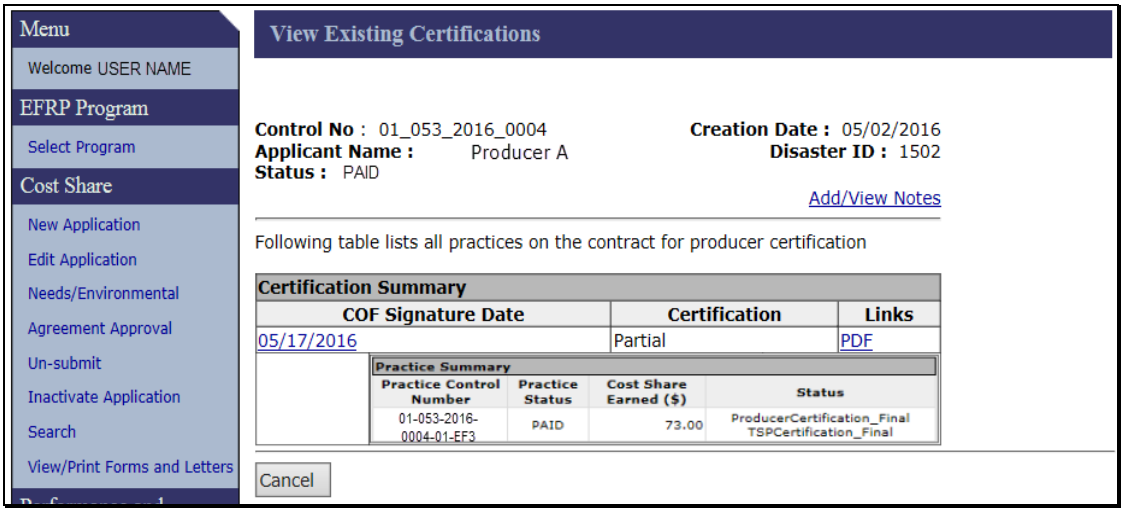
153 View Existing Certifications

A Overview

The View Existing Certifications Page will be displayed after "View Certifications" is clicked on the View Certifications Page.

B Example of View Existing Certifications Page

Following is an example of the View Existing Certifications Page.



C Fields, Descriptions, and Actions

The following table provides fields, descriptions, and actions on the View Existing Certifications Page.

Link	Action
COF Signature Date	CLICK "**COC Signature Date**" and the Practice Summary will be displayed. **Note:** Practice Summary is collapsed and hidden on the default page. For the example in subparagraph B, the user has opened the Practice Summary.
PDF	CLICK "**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.
Cancel	CLICK "**Cancel**" to return to the Existing Certifications Page.

154-159 (Reserved)

Section 4 Retry Payment

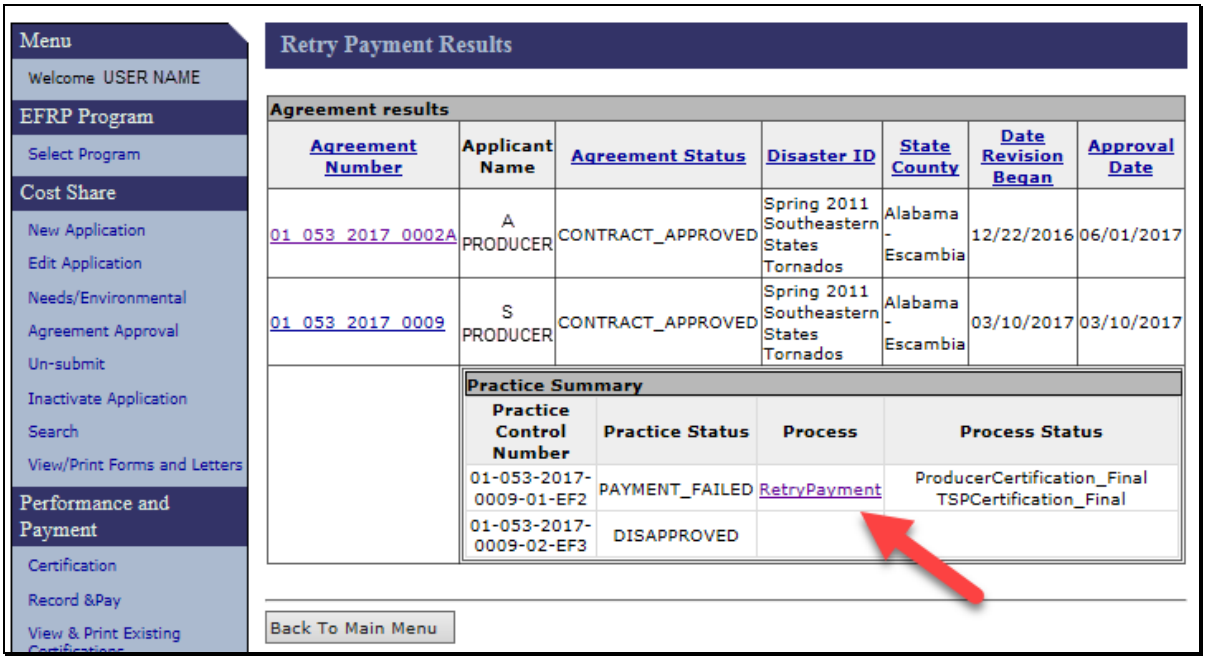
160 Retry Payment Search Results

A Overview

If a payment failed during record and pay, users can attempt to process the payment again. To retry a payment, from the EFRP Home Page, CLICK "**Retry Payment**" from the left navigation menu. The Retry Payment Results Page will be displayed.

B Example of Retry Payment Results Page

Following is an example of the Retry Payment Results Page.



160 Retry Payment Search Results (Continued)

C Fields, Descriptions, and Actions

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

Agreement Results	
Field	**Description and Action**
Agreement Number	Click the agreement control number link for the agreement. A Practice Summary box will be displayed. The user in the example in subparagraph B clicked the "Agreement Number 01_053_2017_0009", to view the Practice Summary for that agreement.
Practice Summary	
Field	**Description and Action**
Retry Payment	The Retry Payment Page will be displayed. See paragraph 161 for additional information.

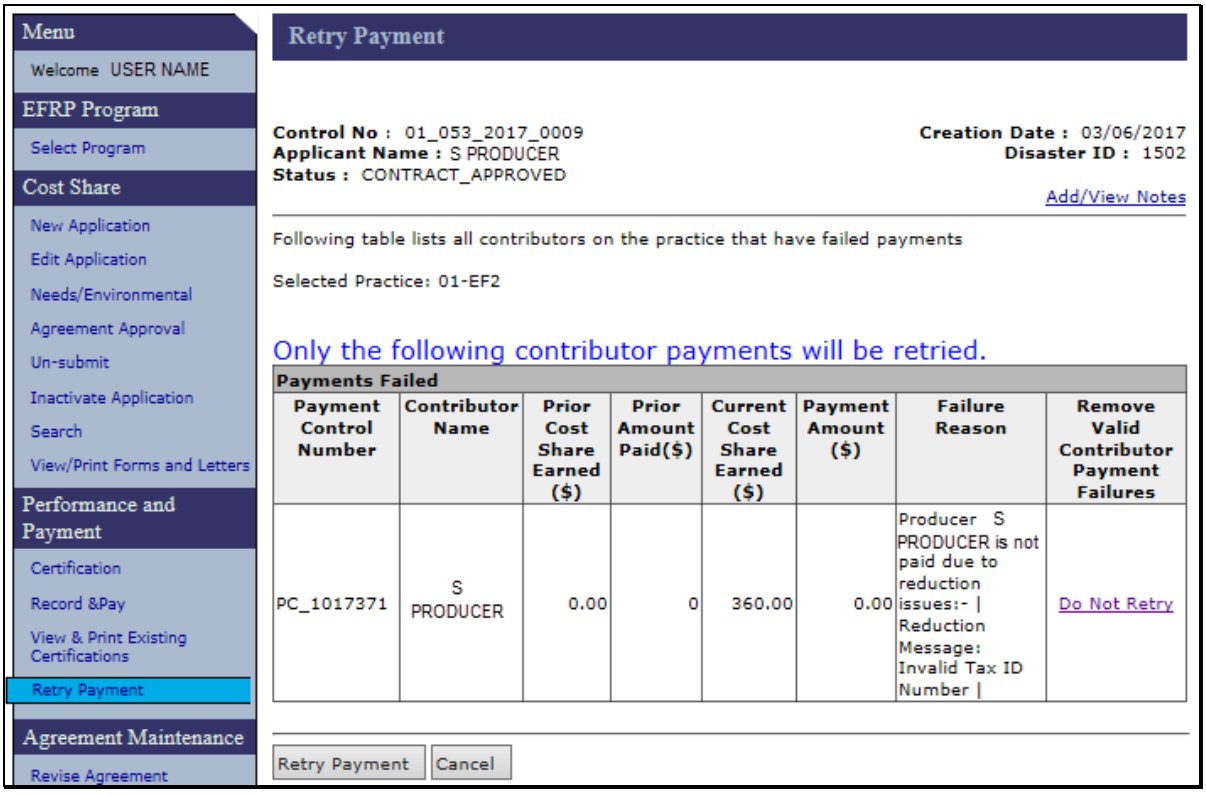
161 Retry Payment

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

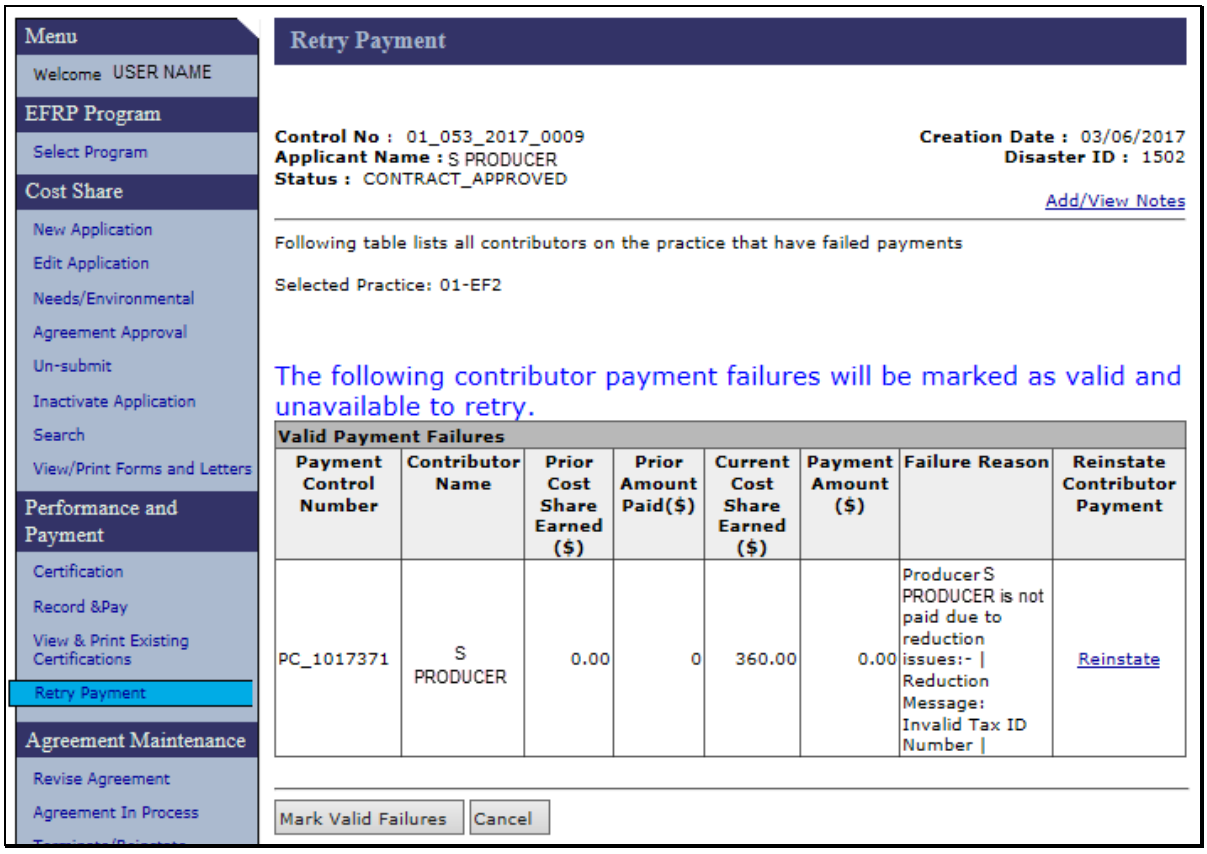
The following table provides the fields, descriptions, and actions for the Retry Payment Page.

Field/Link	Description and 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 according to subparagraph D.
Retry Payment	The payment will be attempted to be processed 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 will be 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 and Action
Reinstate	Enables the Retry Payment option to be clicked. 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.

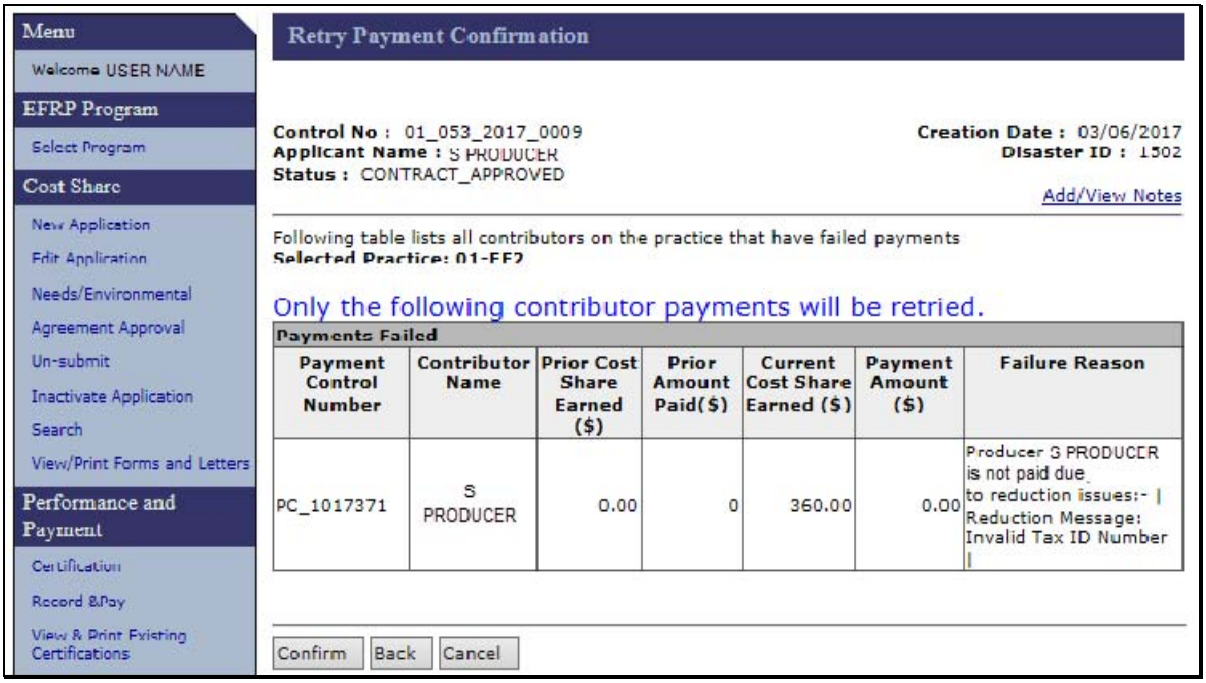
162 Retry Payment Confirmation

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 and Action
Confirm	The Retry Payment Results Page is displayed with a success or failure message.
Back	The Retry Payment Page is displayed.
Cancel	The Retry Payment Results Page is displayed.

163-168 (Reserved)

Part 5 Agreement Maintenance

Section 1 Revise Agreement

169 Search Agreements for Revision

A Overview

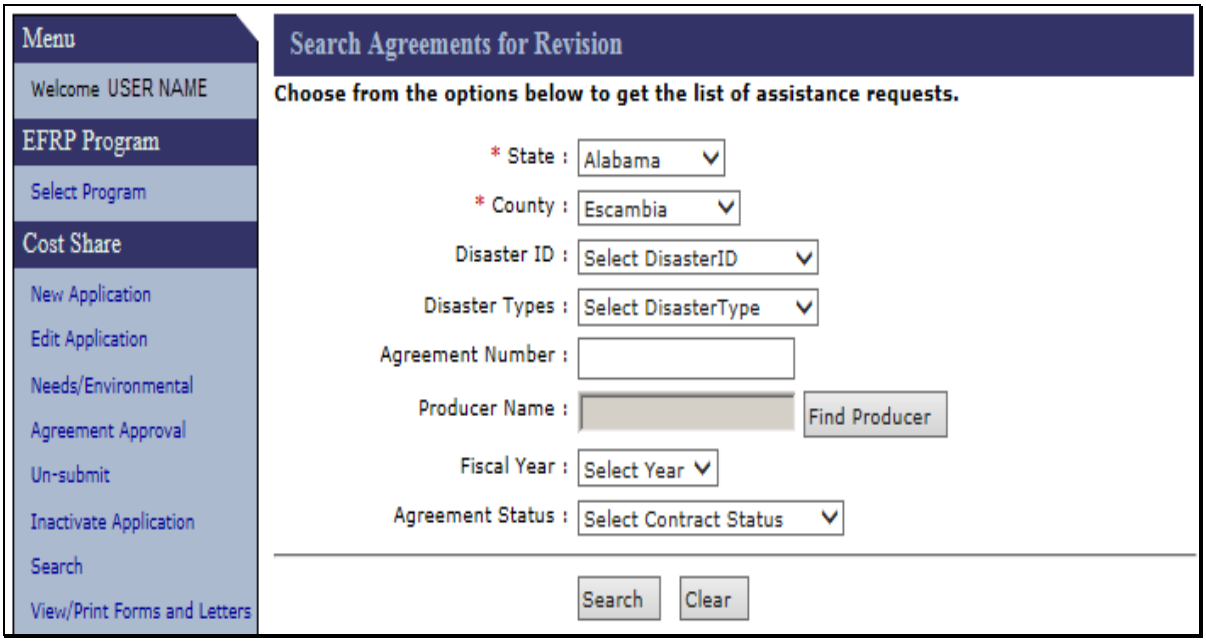
Agreement maintenance:

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

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

B Example of Search Agreements for Revision Page

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



169 Search Agreements for Revision (Continued)

C Fields, Descriptions, and Actions

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

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

170 Revise Agreement Search Results

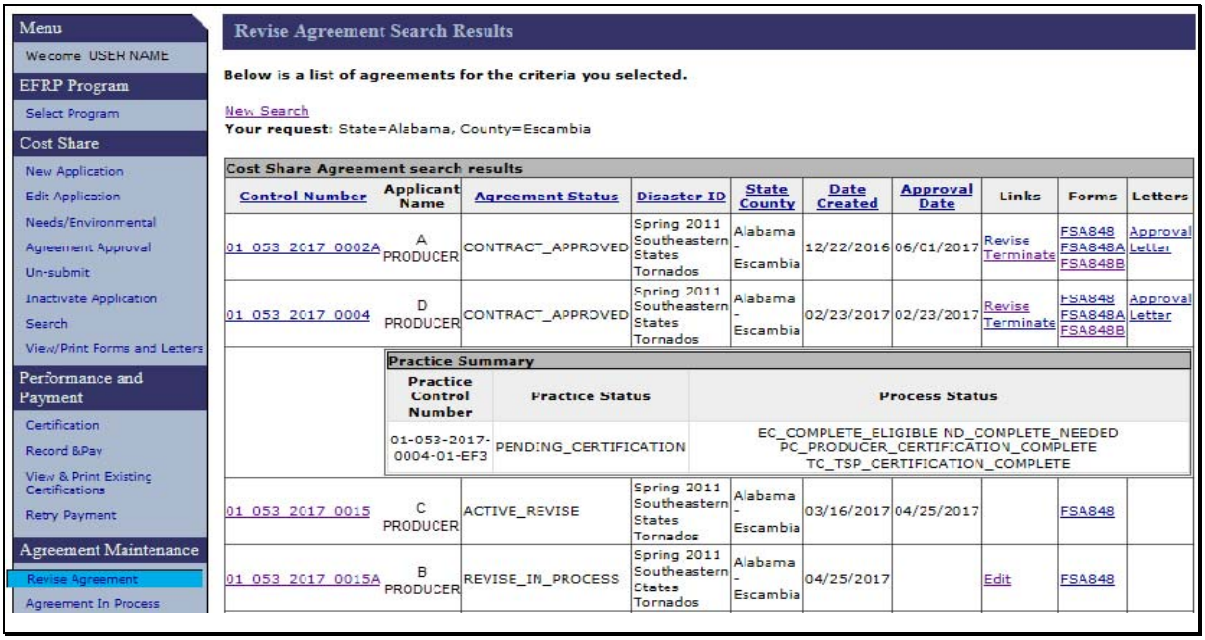
A Overview

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

B Example of Revise Agreement Search Results Page

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.



Menu
Welcome USER NAME
EFRP 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
Certification
Record &Pay
View & Print Existing Certifications
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process

Revise Agreement Search Results

Below is a list of agreements for the criteria you selected.

New Search
Your request: State=Alabama, County=Escambia

Cost Share Agreement search results

Control Number	Applicant Name	Agreement Status	Disaster ID	State County	Date Created	Approval Date	Links	Forms	Letters
01_053_2017_0002A	A PRODUCER	CONTRACT_APPROVED	Spring 2011 Southeastern States Tornados	Alabama - Escambia	12/22/2016	06/01/2017	Revise Terminate	FSA848 FSA848A FSA848B	Approval Letter
01_053_2017_0004	D PRODUCER	CONTRACT_APPROVED	Spring 2011 Southeastern States Tornados	Alabama - Escambia	02/23/2017	02/23/2017	Revise Terminate	FSA848 FSA848A FSA848B	Approval Letter

Practice Summary

Practice Control Number	Practice Status	Process Status
01-053-2017-0004-01-EF3	PENDING_CERTIFICATION	EC_COMPLETE_ELIGIBLE ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION_COMPLETE TC_TSP_CERTIFICATION_COMPLETE

01_053_2017_0015	C PRODUCER	ACTIVE_REVISE	Spring 2011 Southeastern States Tornados	Alabama - Escambia	03/16/2017	04/25/2017		FSA848	
01_053_2017_0015A	B PRODUCER	REVISE_IN_PROCESS	Spring 2011 Southeastern States Tornados	Alabama - Escambia	04/25/2017		Edit	FSA848	

C Fields, Descriptions, and Actions

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

Field/Link	Description and Action
Control Number	CLICK the agreement control number link for the agreement. A Practice Summary box will be displayed for the selected record. In the example above the user has clicked Control Number 01_053_2017_0004 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 and Action
Terminate	The Terminate Contract Page will be displayed. See paragraph 201 for additional information. **Note:** Terminations may initiate receivables.
Edit	The Agreements Signup -5-5 Applicant Information Page will be displayed. See paragraph 172 for additional information.
FSA-848	Generates Form FSA-848, Cost-Share Request.
FSA-848A	Generates Form FSA-848A, Cost-Share Agreement.
FSA-848B	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 due to 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 and 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.

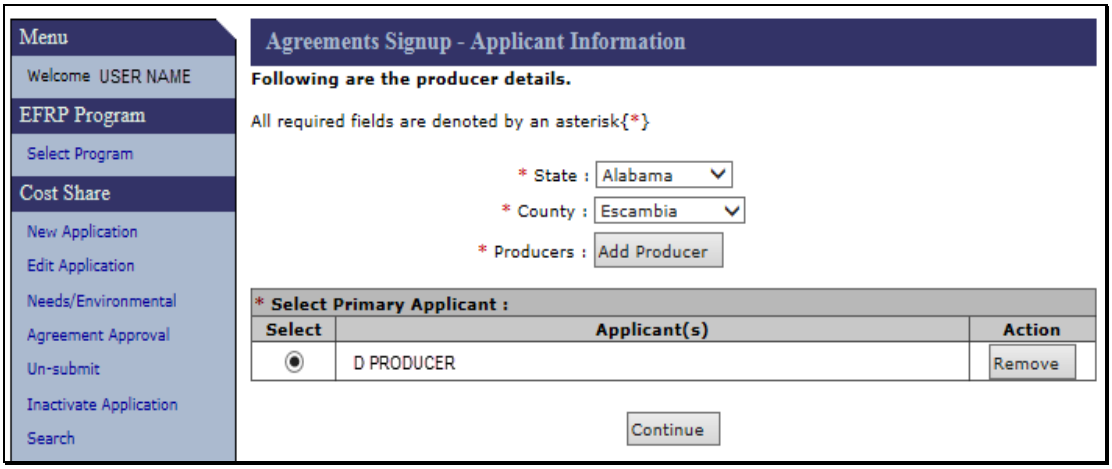
172 Agreements Signup - Applicant Information Page

A Overview

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

B Example of Agreements Signup - Applicant Information Page

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



C Fields, Descriptions, and Actions

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

Field/Link	Description and 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 Office users. State and National Office 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 Office users. State and National Office users are limited to the county selected on the Program Page during program selection.

172 Agreements Signup - Applicant Information Page (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Link	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 Agreements Signup - Applicant Information Page will be redisplayed with the selected applicant's information added.
Select	Designate a producer as primary applicant. Under "Select" column, CLICK the option for the primary applicant.
Remove	Removes a producer.
Continue	The Agreements Signup - Add Contributors Page will be displayed. See paragraph 173.

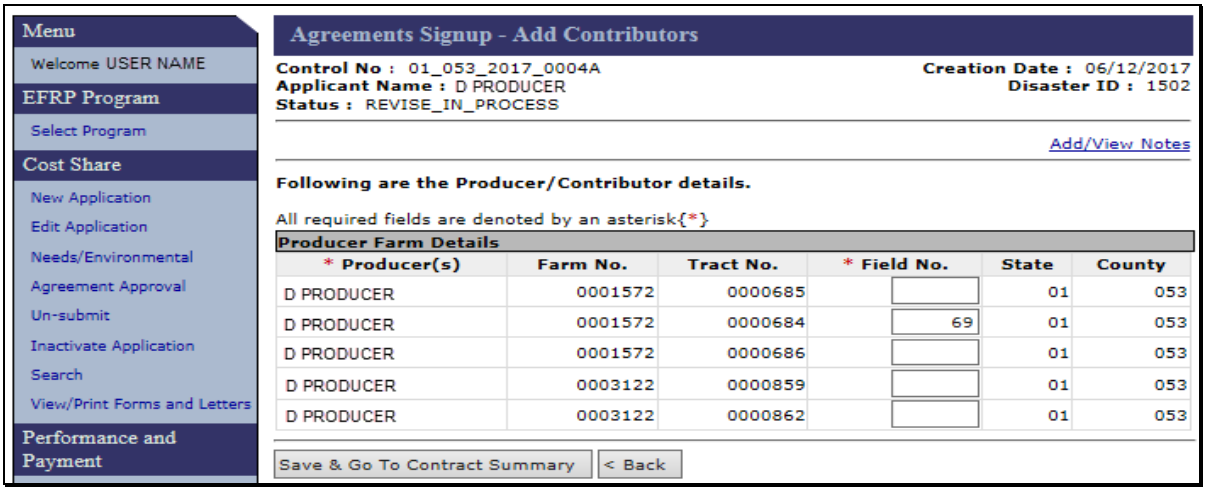
173 Agreements Signup - Add Contributors

A Overview

The Agreements Signup - Add Contributors Page will be displayed after "**Continue**" is selected from the Agreements Signup - Applicant Information Page.

B Example of Agreements Signup - Add Contributors Page

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



C Fields, Descriptions, and Actions

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

Field/Link	Description and Action
Field No.	Used to complete either of the following actions: • revise existing field numbers • add new field numbers to new farm/tract combinations that are displayed after adding a new producer.
Save & Go To Contract Summary	The Agreement Approval Page is displayed.
Back	User is returned to Agreements Signup - Applicant Information Page. See paragraph 172.

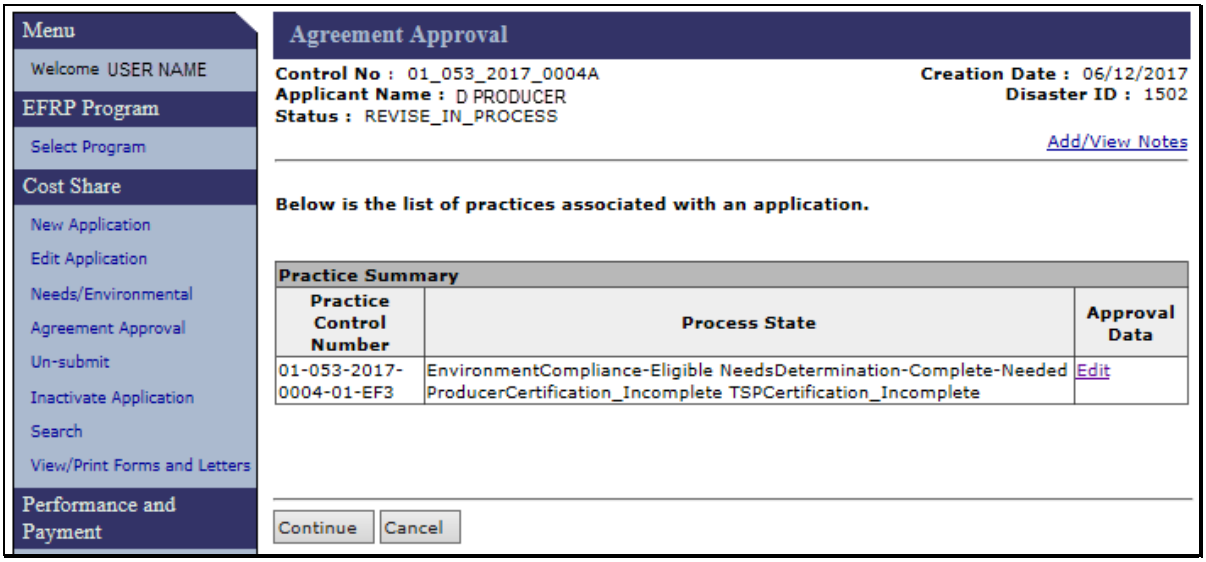
174 Agreement Approval Data

A Overview

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

B Example of Agreement Approval Data Page

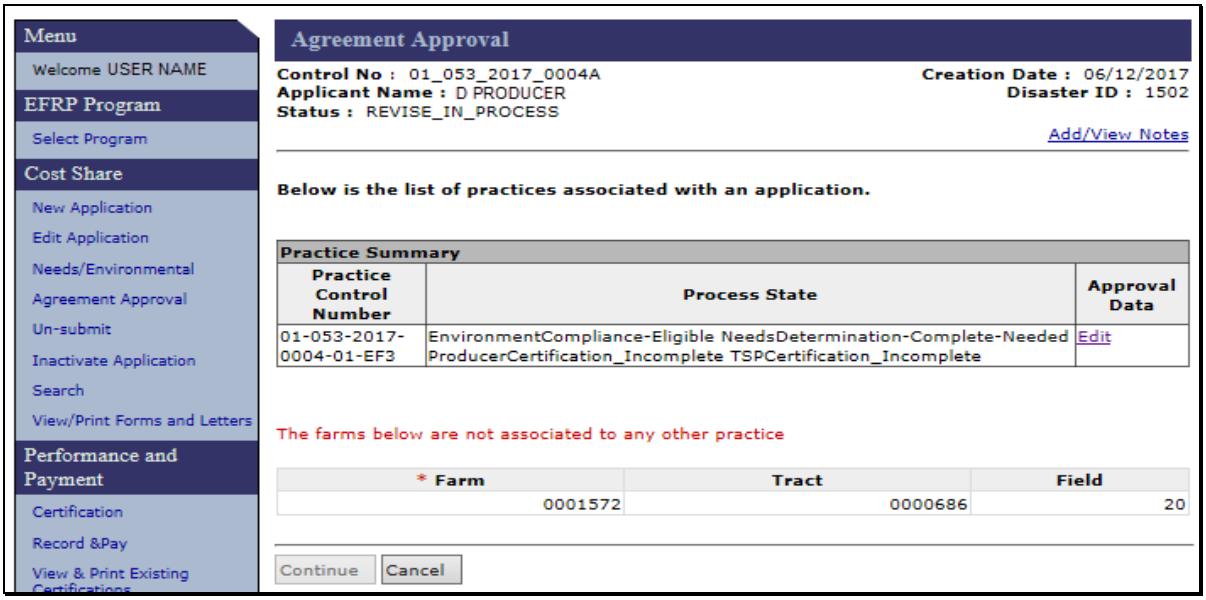
Following is an example of the Agreement Approval Page.



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 and 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 is displayed with a message advising the user to select a function from the left menu to continue.

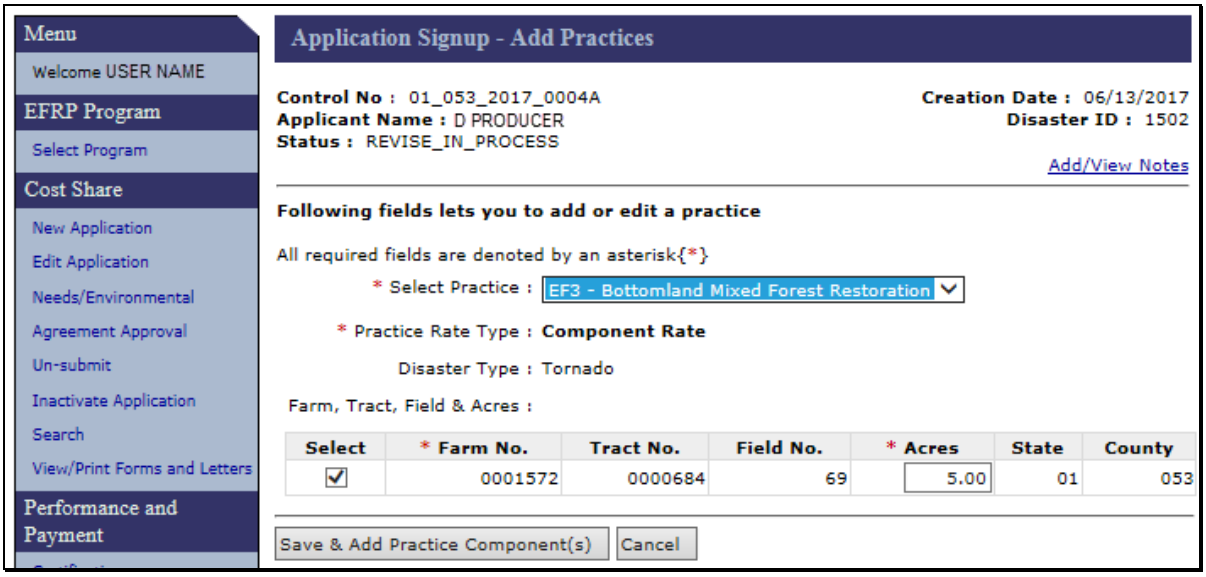
175 Agreement Signup - Add Practices

A Overview

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

B Example of Agreement Signup - Add Practices Page

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 and Action
Add/View Notes	CLICK "**Add/View Notes**" to insert notes and/or comments on each Page.
Select Practice	From the drop-down menu, 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.

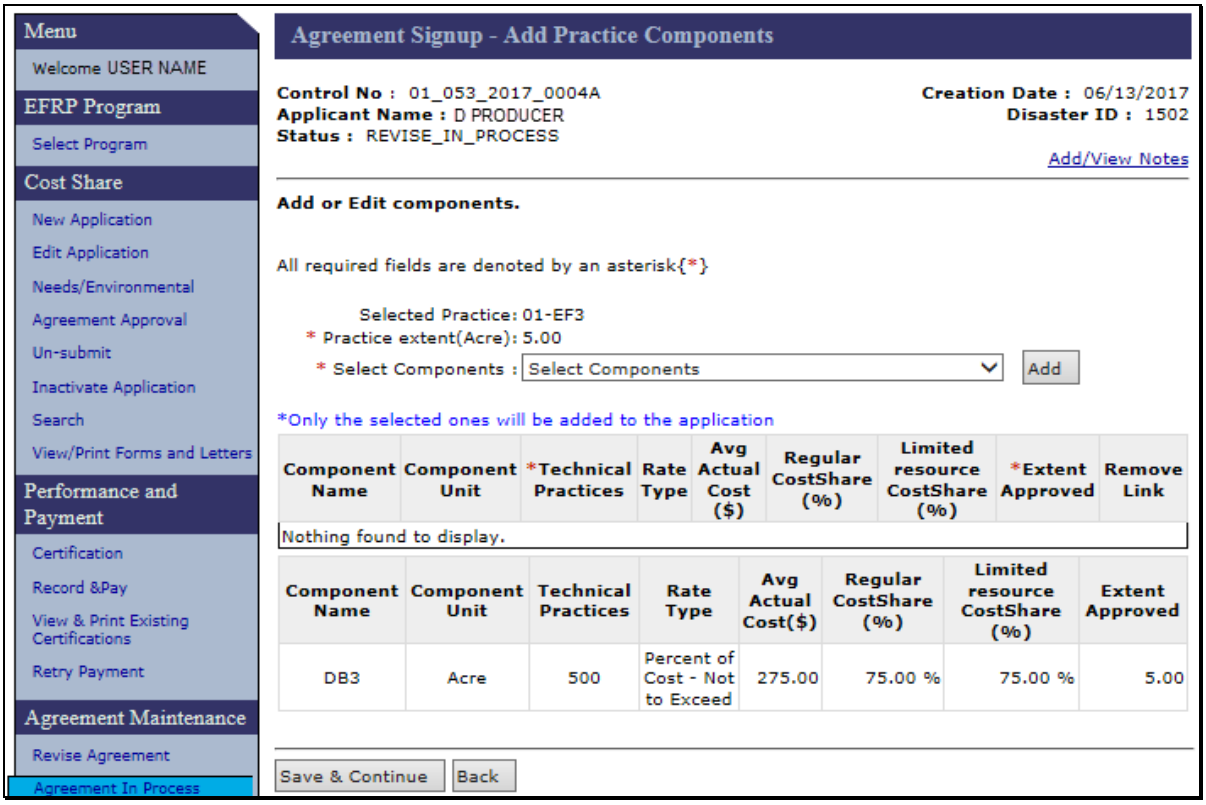
176 Agreement Signup - Add Practice Components

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

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



176 Agreement Signup - Add Practice Components (Continued)

C Fields, Descriptions, and Actions

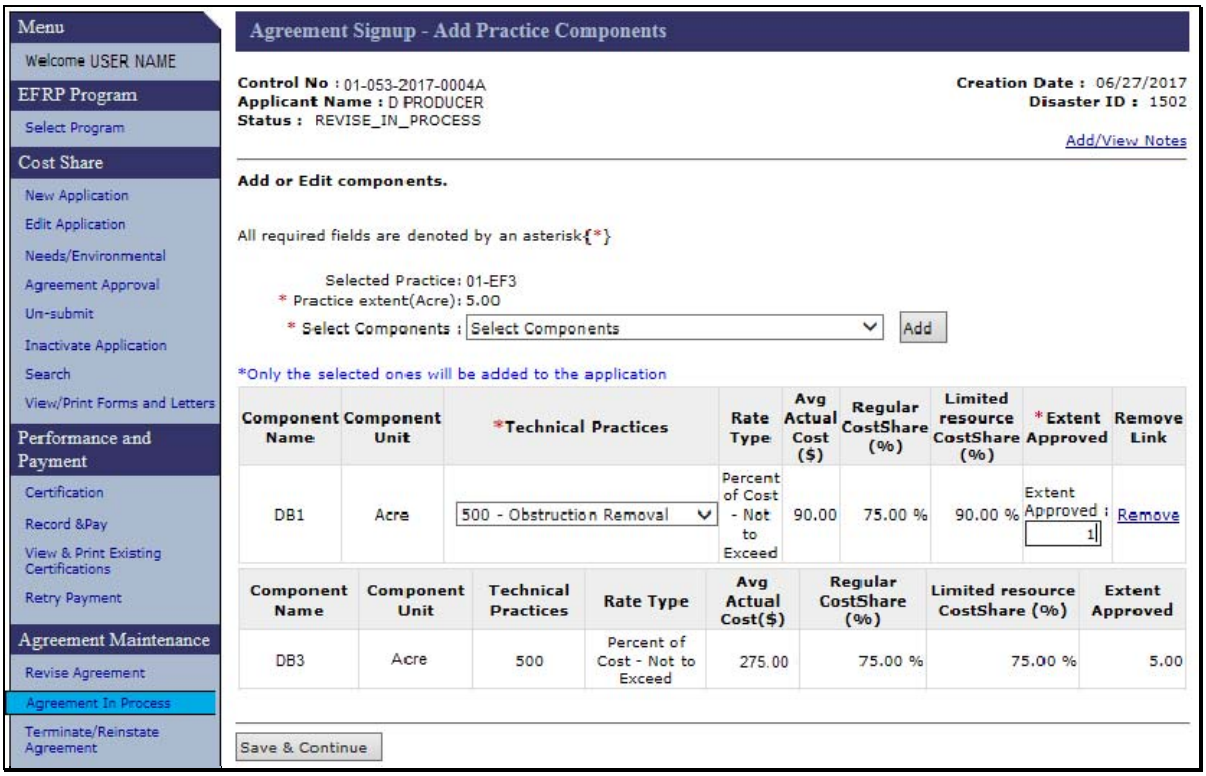
The following table provides the fields, descriptions, and actions for the Application Signup - Add Practice Components Page.

Field/Link	Description and 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.
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

Following is an example of the Redisplayed Agreement Signup - Add Practice Components Page after the user has selected the additional component "DB1" 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 and 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 practice will no longer be able to be removed.

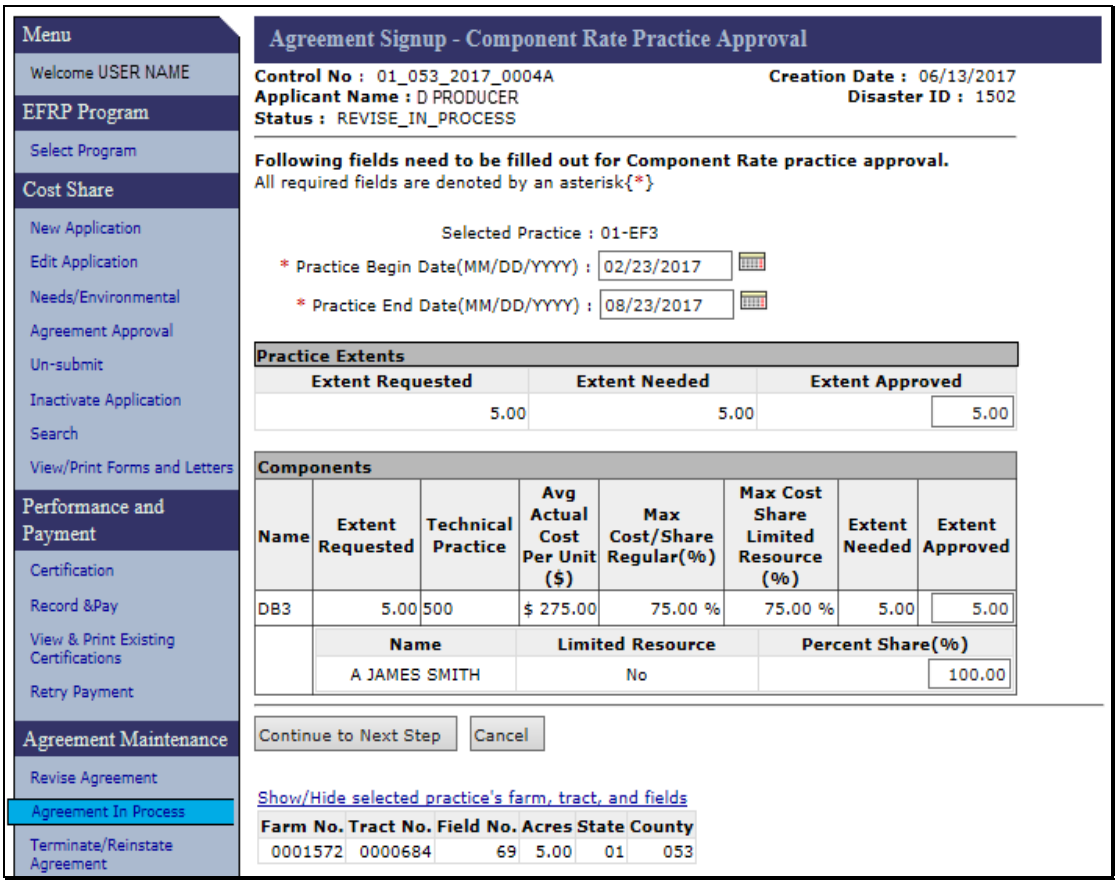
177 Agreement Signup - Component Rate Practice Approval

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

Following is an example of the Agreement Signup - Component Rate Practice Approval Page.



177 Agreement Signup - Component Rate Practice Approval (Continued)

C Fields, Descriptions, and Actions

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

Field/Link	Description and Action
Practice Begin Date	Modify the practice begin date, if applicable.
Practice End Date	Modify the practice end date, if applicable. **Note:** To extend the practice end date the user must: • Select "Contract Extension" as the Revision Reason, enter an agreement description and CLICK "Continue" on the Revise Contract Page (paragraph 171). • Follow steps in paragraphs 172 through 176. If no changes other than the practice end date are being made, CLICK: o "Continue" on Agreements Signup -Applicant Information page (paragraph 172) o "Save & Go To Contract Summary" on Agreements Signup – Add Contributors page (paragraph 173) o "Edit" on Agreement Approval page (paragraph 174) o "Save & Add Practice Component(s)" on Agreement Signup – Add Practices page (paragraph 175) o "Save & Continue" on Agreement Signup - Add Practice Components page (paragraph 176). • Enter the desired extended completion date on this page and CLICK "Continue to Next Step". • Continue processing the revision all the way through COC approval of the revised agreement.

Practice Extents	
Field/Link	**Description and Action**
Extent Approved	Modify the extent approved, if applicable. **Note:** If the extent is increased, funds **must** be available to obligate the new amount for approval purposes, but **no** money will be collected or distributed during this step.

177 Agreement Signup - Component Rate Practice Approval (Continued)

C Fields, Descriptions, and Actions (Continued)

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

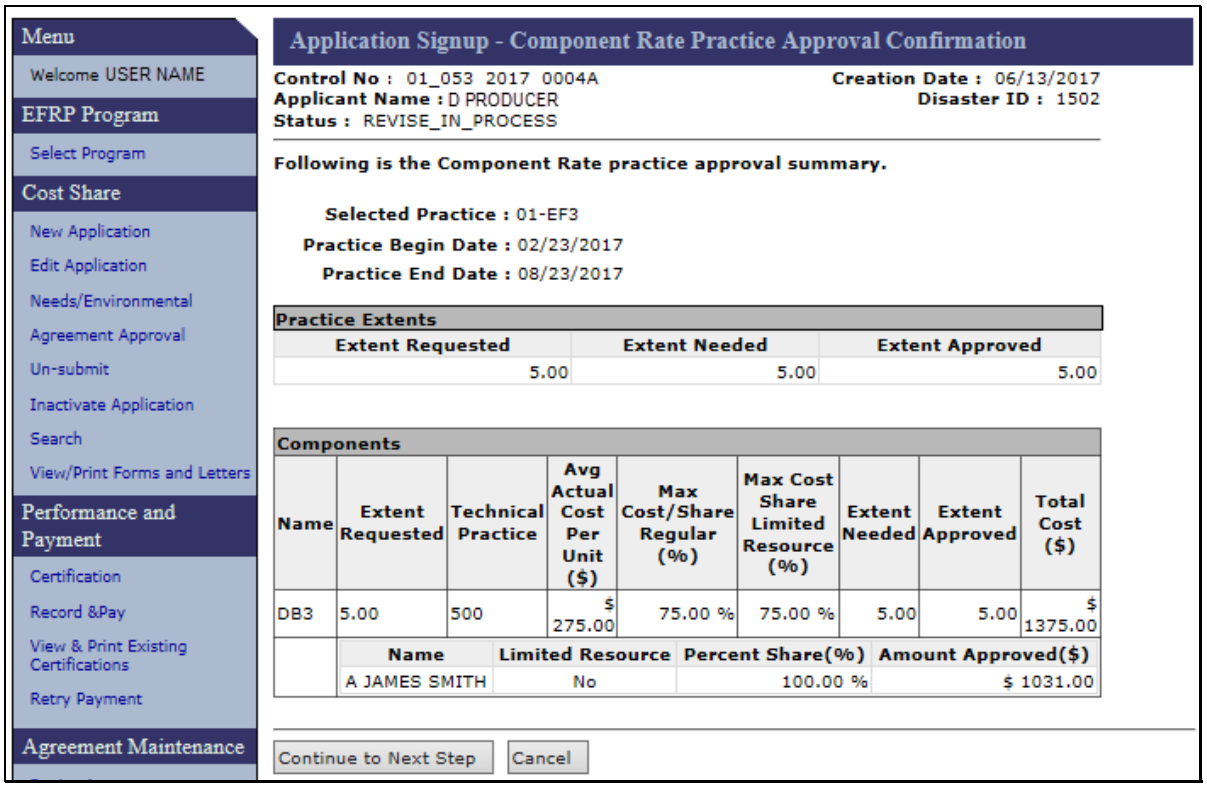
178 Application Signup - Component Rate Practice Approval Confirmation

A Overview

The Application Signup - Component Rate Practice Approval Confirmation Page will be displayed after "**Continue to Next Step**" is selected from the Agreement Signup - Component Rate Practice Approval Page.

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

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



Menu
Welcome USER NAME
EFRP 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
Certification
Record &Pay
View & Print Existing Certifications
Retry Payment
Agreement Maintenance

Application Signup - Component Rate Practice Approval Confirmation

Control No : 01_053 2017 0004A
Applicant Name : D PRODUCER
Status : REVISE_IN_PROCESS
Creation Date : 06/13/2017
Disaster ID : 1502

Following is the Component Rate practice approval summary.

Selected Practice : 01-EF3
Practice Begin Date : 02/23/2017
Practice End Date : 08/23/2017

Practice Extents

Extent Requested	Extent Needed	Extent Approved
5.00	5.00	5.00

Components

Name	Extent Requested	Technical Practice	Avg Actual Cost Per Unit ($)	Max Cost/Share Regular (%)	Max Cost Share Limited Resource (%)	Extent Needed	Extent Approved	Total Cost ($)
DB3	5.00	500	$ 275.00	75.00 %	75.00 %	5.00	5.00	$ 1375.00

Name	Limited Resource	Percent Share(%)	Amount Approved($)
A JAMES SMITH	No	100.00 %	$ 1031.00

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 and 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.

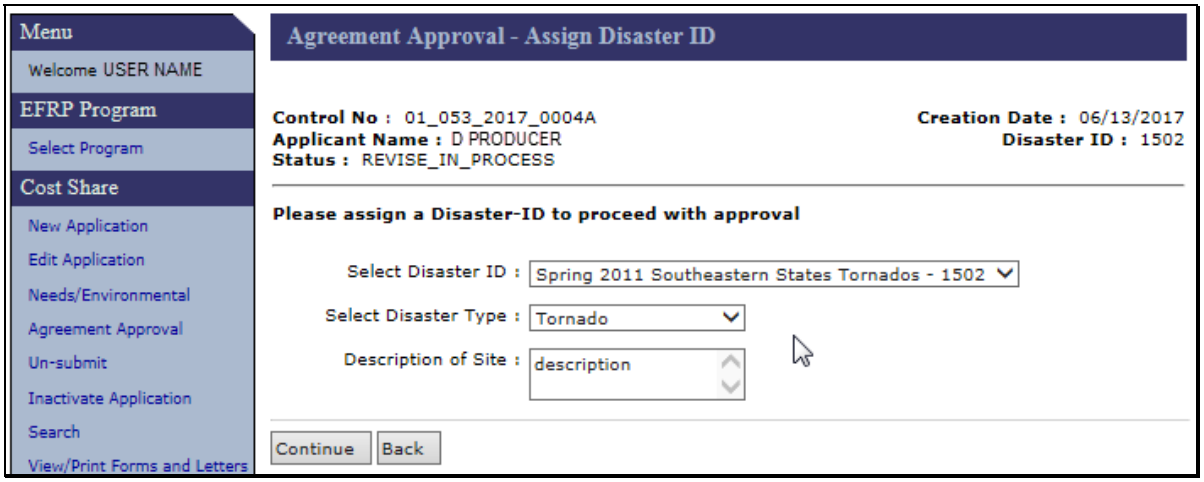
179 Agreement Approval - Assign Disaster ID

A Overview

The Agreement Approval - Assign Disaster ID Page will be displayed after "**Continue**" is selected from the Agreement Approval Page.

B Example of Agreement Approval - Assign Disaster ID Page

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 and Action
Select Disaster ID	From the drop-down menu, 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 menu, select applicable disaster type.
Description of Site	Enter or edit the description of the web site.
Continue	Edits will be saved, and the Agreement Approval Page will be displayed. See paragraph 180.
Back	Edits will be discarded, and the Agreement Approval Page will be displayed.

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 and Action
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	Agreement Approval - Assign Disaster ID Page will be displayed.

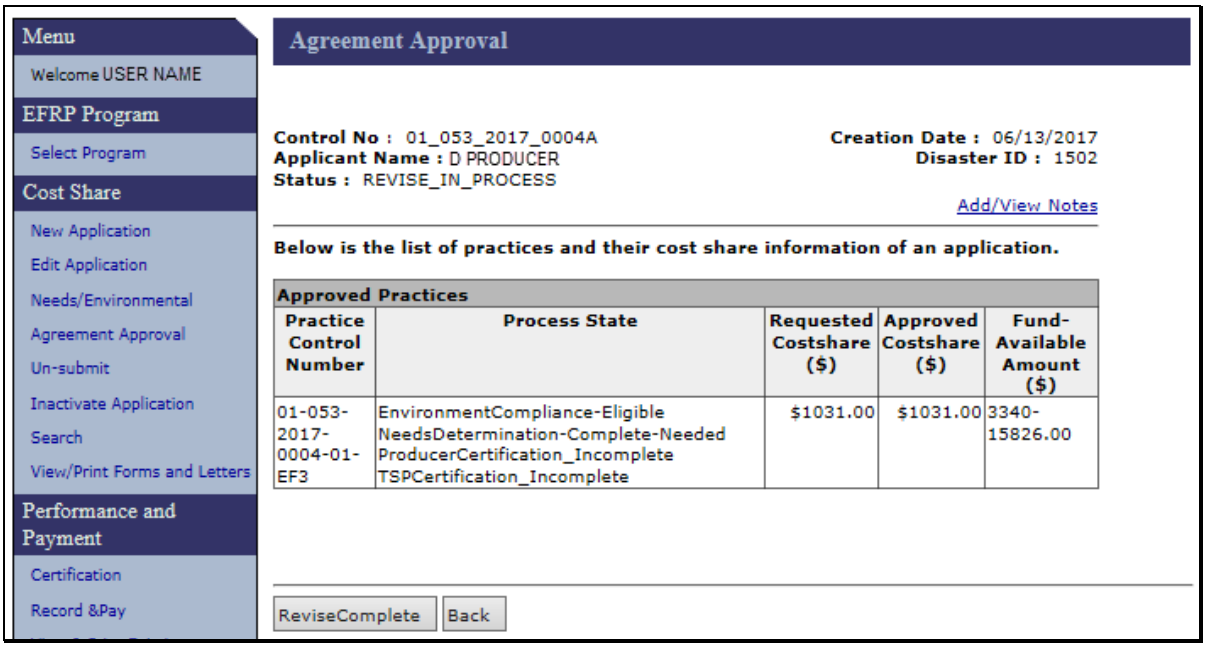
181 Agreement Approval Contract Summary

A Overview

The Agreement Approval Page, with contract summary will be displayed after "**Save & Continue**" is selected on the Agreement Approval, fund selection revision.

B Example of Agreement Approval Contract Summary

Following is an example of the Agreement Approval Contract Summary Page that will be displayed 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 and Action
Revise Complete	CLICK "**Revise Complete**" and the Agreement Approval, with contract summary will be displayed with the message "Revision is Complete". See paragraph 182.
Back	The original version of the Agreement Approval Page, with contract summary 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 the Agreement Approval Contract Summary Page.

B Example of Agreement Approval 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 and 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. Agreement Maintenance - Submit to COC/CED Page will be displayed. See paragraph 217.
Back	The Agreement Approval Page, with contract summary will be displayed.

183-190 (Reserved)

Section 2 Agreement in Process

191 Edit Contract

A Overview

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

The Edit Contract Page contains a list of all agreements where a revision has been started, but the revision has not been designated "Revise Complete" on the Agreement Approval Page, with contract summary according to paragraph 181.

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

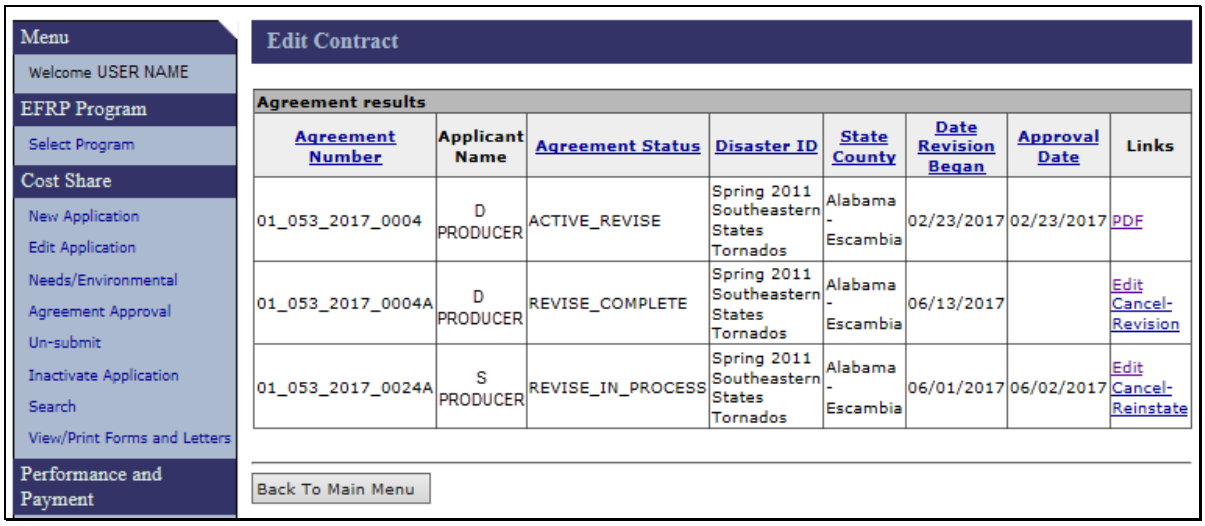
Contracts are added to the list of agreements in process as soon as the user adds a reason for revision and a description of the agreement on the Revise Contract Page and clicks "**Continue**" according to paragraph 171.

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

191 Edit Contract (Continued)

B Example of Edit Contract Page

Following is an example of the Edit Contract Page.



C Fields, Descriptions, and Actions

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

Field/Link	Description and Action
PDF	Generates a PDF of FSA-848B, Cost-Share Performance Certification and Payment, for the contract being revised.
Edit	CLICK "Edit" and the Agreement Signup - Applicant Information Page will be displayed. Follow instructions in Part 5, Section 1, beginning with paragraph 172 to complete the revision.
Cancel-Revision	Discards the current revision and returns the previous agreement to its prior status. The Agreement Maintenance - Cancel Revision Page will be displayed. See paragraph 192.
Cancel-Reinstate	Discards the current reinstatement. Agreement returns to its status of "Terminate Contract". The Agreement Maintenance - Cancel Reinstate Page will be displayed. See paragraph 194.
Back to Main Menu	The Application Signup Page will be displayed. The Application Signup Page is a blank page that instructs the user to use the left navigation menu to select a task.

192 Agreement Maintenance - Cancel Revision

A Overview

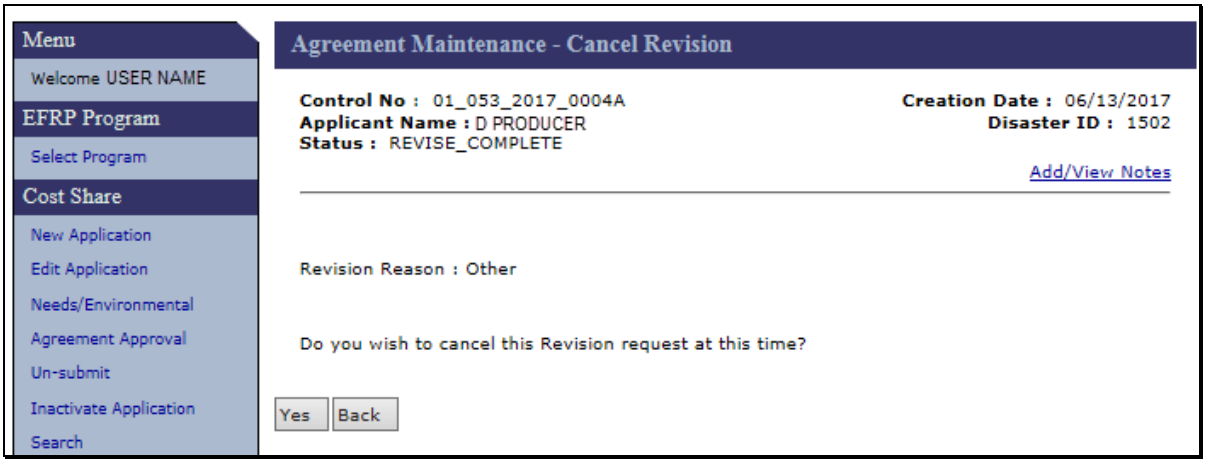
The Cancel-Revision link is available when the user selects the agreement being revised from the applicable process under the Agreement Maintenance header in the left navigation menu. The Cancel Revision link moves with the agreement as the agreement progresses through the Agreement in Process, Submit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

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

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

B Example of Agreement Maintenance - Cancel Revision Page

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



192 Agreement Maintenance - Cancel Revision (Continued)

C Fields, Descriptions, and Actions

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

Field/Link	Description and Action
Yes	Cancellation of the revision will be completed. The Agreement Maintenance - Cancellation Page will be displayed. See paragraph 193 for additional information.
Back	The Edit Contract Page will be displayed.

193 Agreement Maintenance - Cancellation (Revision)

A Overview

After "Yes" is selected on the Agreement Maintenance - Cancel Revision Page, the Agreement Maintenance - Cancellation (Revision) Page will be displayed.

B Example of Agreement Maintenance - Cancellation (Revision) Page

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

C Action

Click "Continue". The Submit to COC/CED Page will be displayed.

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

194 Agreement Maintenance - Cancel Reinstate

A Overview

The Cancel-Reinstate link is only available when the user clicks the "Agreement in Process" link under the Agreement Maintenance header in the left navigation menu. Although the agreement being reinstated can be located using the Application Search or Agreement Search processes, the Cancel-Reinstate link is not available from the search results. After Cancel-Reinstate is selected from the Edit Contract Page, the Agreement Maintenance - Cancel Reinstate Page will be displayed.

B Example of Agreement Maintenance - Cancel Reinstate Page

Following is an example of the Agreement Maintenance - Cancel Reinstate Page.

C Fields, Descriptions, and Actions

The following table provides the field descriptions and actions for the Agreement Maintenance - Cancel Reinstate Page.

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

195 Agreement Maintenance - Cancellation (Reinstate)

A Overview

After "Yes" is selected on the Agreement Maintenance - Cancel Reinstate Page, the Agreement Maintenance - Cancellation (Reinstate) Page will be displayed.

B Example of Agreement Maintenance - Cancellation (Reinstate) Page

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

C Action

Click "**Continue**". The Edit Contract Page will be displayed.

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

196-200 (Reserved)

Section 3 Terminate/Reinstate Agreement

201 Terminate Contract

A Overview

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

B Example of Terminate Contract Page

Following is an example of the Terminate Contract Page.

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

201 Terminate Contract (Continued)

C Action

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

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

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

202 Agreement Maintenance - Terminate Agreement Reason

A Overview

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

B Example of Agreement Maintenance - Terminate Agreement Reason Page

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

C Fields, Descriptions, and Actions

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

Field/Link	Description and Action
Termination Reason	Select from the drop-down menu one of the following reasons the agreement is being terminated: • 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.
Continue	The Agreement Maintenance -Terminate Agreement Confirmation Page will be displayed. See paragraph 203 for additional information.
Back	The Terminate Contract Page will be displayed.

203 Agreement Maintenance - Terminate Agreement Confirmation

A Overview

After clicking "**Continue**" on the Agreement Maintenance - Terminate Agreement Reason Page, the Agreement Maintenance - Terminate Agreement Page confirmation will be displayed.

B Example of Agreement Maintenance - Terminate Agreement Confirmation Page

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

C Fields, Descriptions, and Actions

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

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

204 Agreement Maintenance - Terminate Complete

A Overview

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

B Example of Agreement Maintenance - Terminate Complete Page

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

C Fields, Descriptions, and Actions

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

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

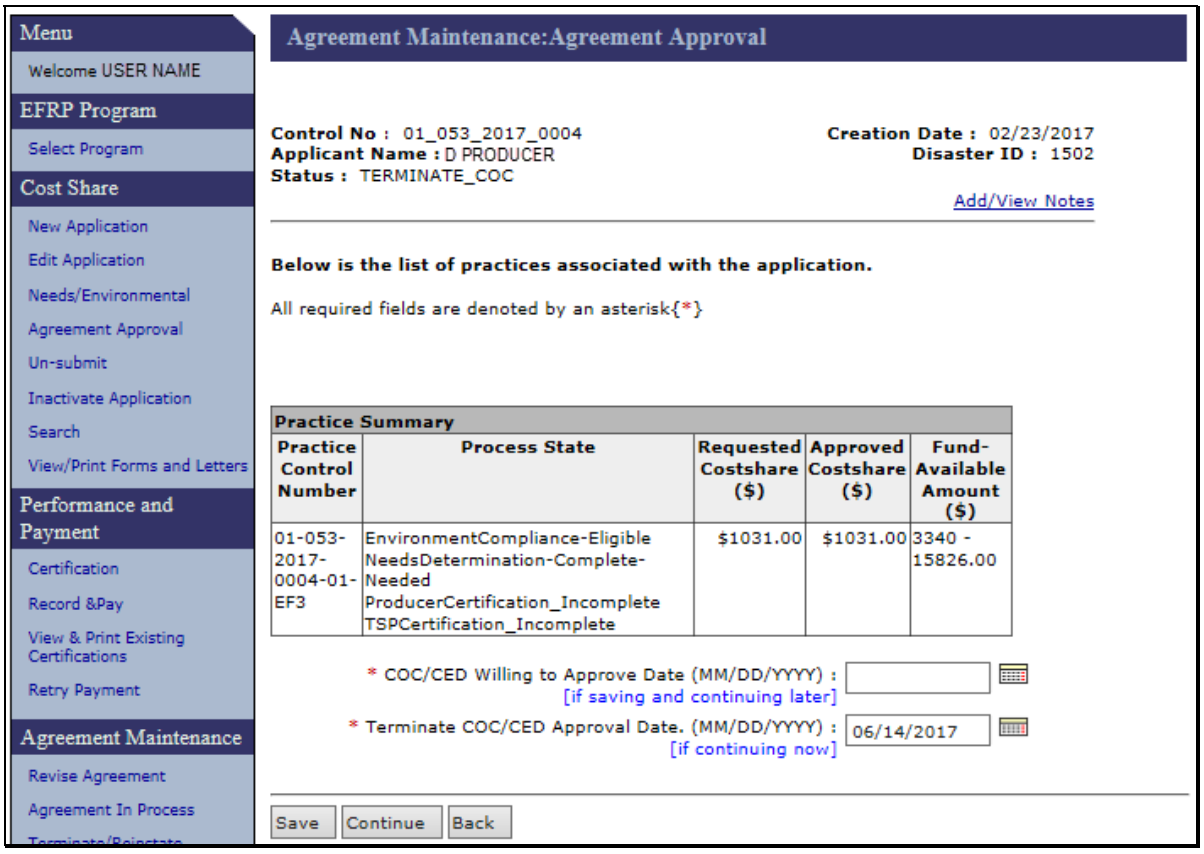
205 Agreement Maintenance - Agreement Approval

A Overview

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

B Example of Agreement Maintenance - Agreement Approval Page

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 and 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. 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.
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.

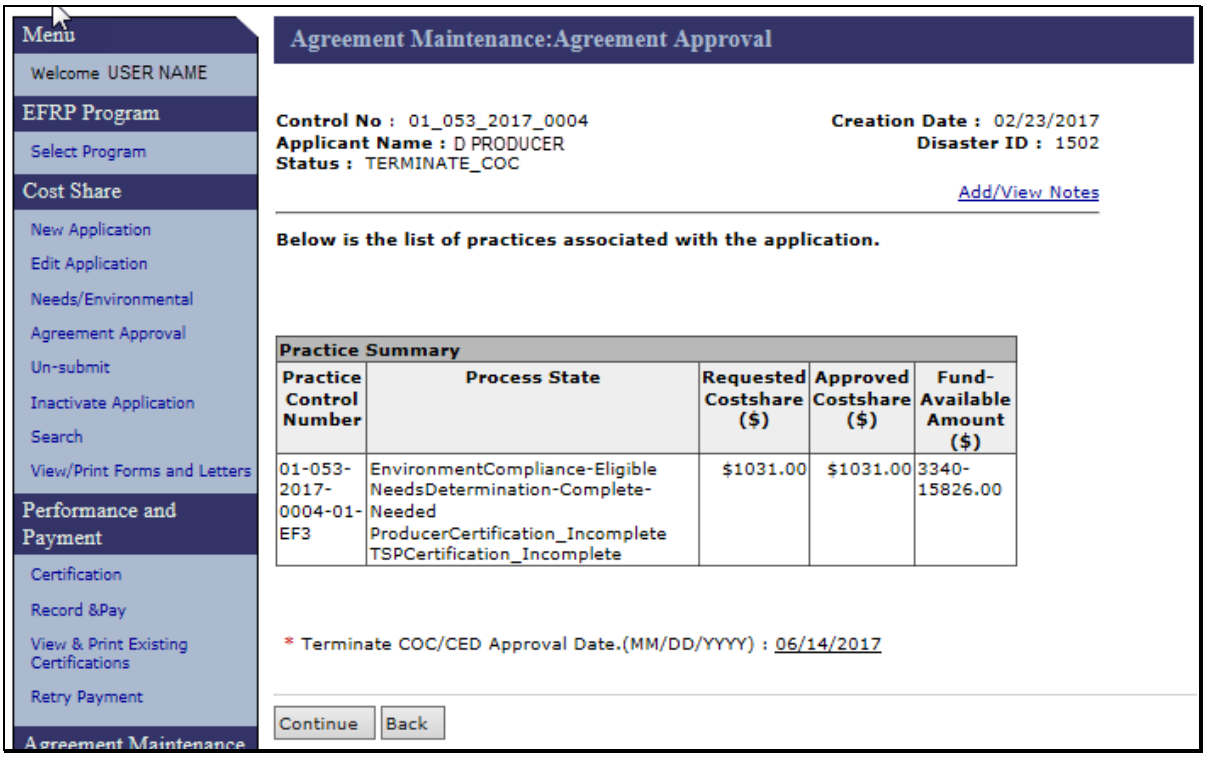
206 Agreement Maintenance - Agreement Approval Confirmation

A Overview

After clicking "**Continue**" on the Agreement Maintenance - Agreement Approval Page, the Agreement Maintenance - Agreement Approval Page confirmation will be displayed.

B Example of Agreement Maintenance: Agreement Approval Page Confirmation Page

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 and 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.

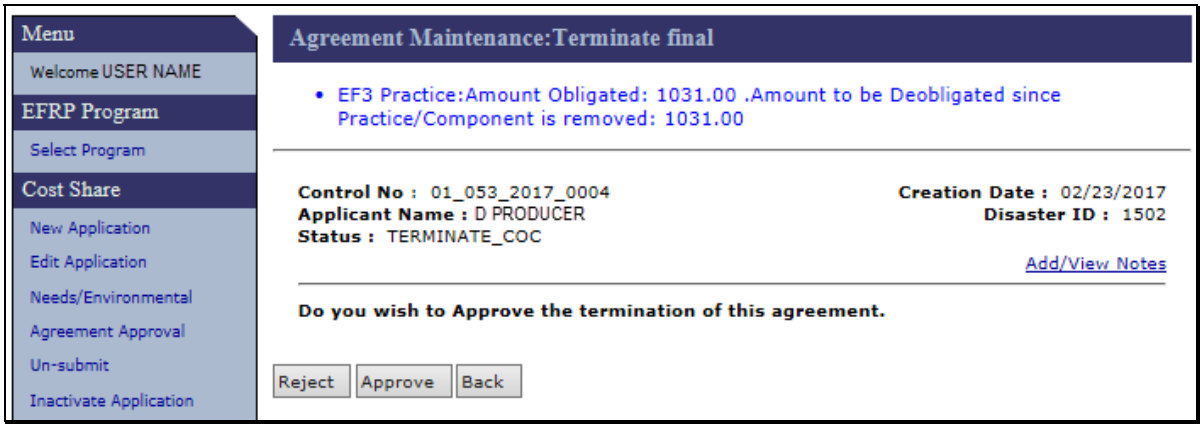
207 Agreement Maintenance - Terminate Final

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 and Action
Reject	The 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 Page confirmation will be displayed.

208 Agreement Maintenance - COC/CED Approval Complete

A Overview

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

After a termination has been approved by COC, all funds associated with the agreement will be de-obligated. For prior payments, receivables may be established.

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

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

C Action

Click "Continue" to return to the COC/CED Approval Page.

209 Re-instating Agreements

A Overview

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

B Example of Agreement Maintenance - Reinstate Agreement Page

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

C Fields, Descriptions, and Actions

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

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

210 Agreement Maintenance - Reinstate Agreement Complete

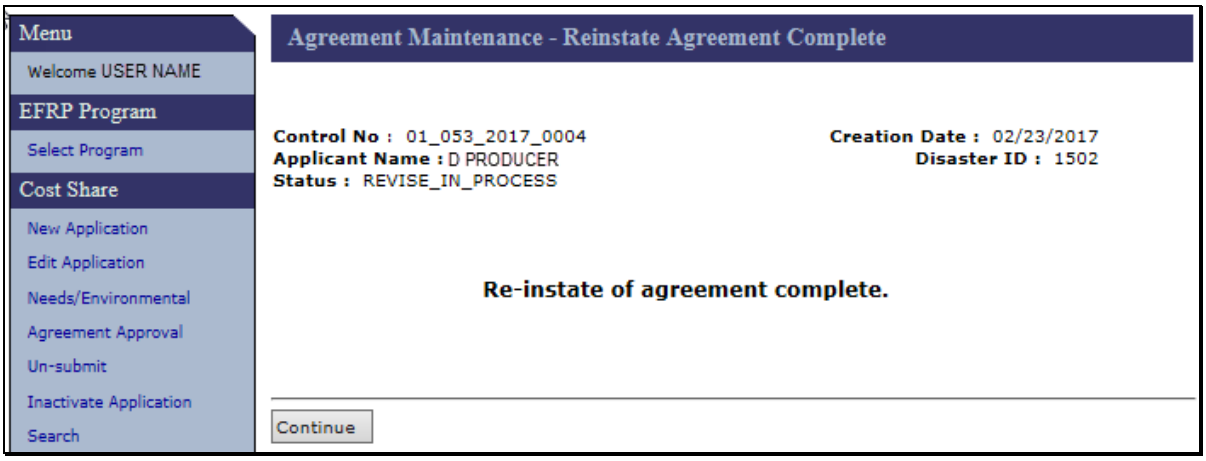
A Overview

After Yes is selected on the Agreement Maintenance - Reinstate Agreement Page, the Agreement Maintenance - Reinstate Agreement Complete Page will be displayed.

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

B Example of Agreement Maintenance - Reinstate Agreement Complete Page

Following is an example of the Agreement Maintenance - Reinstate Agreement Complete Page.



C Action

Additional steps are needed to return the agreement to "Contract Approved" status. To complete the process, CLICK "**Agreement in Process**" in the left navigation menu under Agreement Maintenance. The agreement being re-instated will be displayed in the list of available agreements with a status of "Revise in Process". See Paragraph 191 for steps to access the agreement, navigate through the revision process, and enter COC/CED approval of the agreement reinstatement.

Selecting "**Continue**" returns the user to the Terminate Contract Page.

211-215 (Reserved)

Section 4 Submit to COC/CED

216 Submit to COC/CED

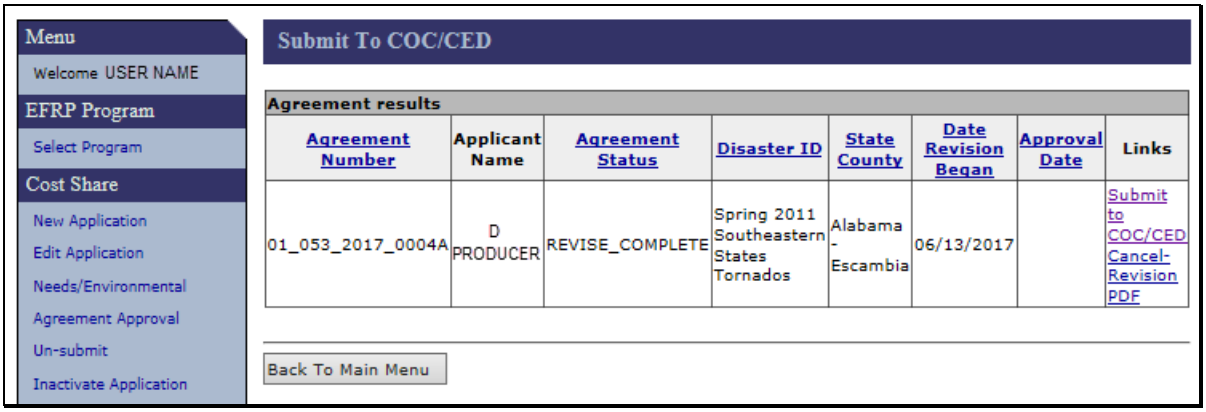
A Overview

To submit a revised agreement to COC/CED, from the EFRP Home Page, CLICK "**Submit to COC/CED**" on the left navigation menu.

B Example of Submit to COC/CED Page

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

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



C Fields, Descriptions, and Actions

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

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

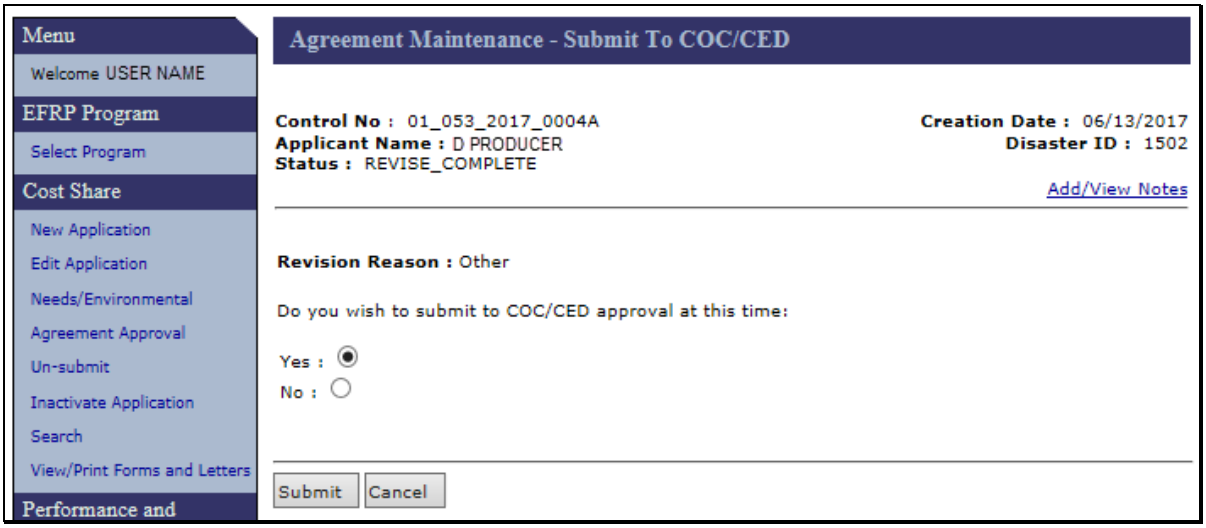
217 Agreement Maintenance - Submit to COC/CED

A Overview

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

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

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



C Fields, Descriptions, and Actions

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

Field/Link	Description and Action
Yes/No	Select "Yes" to continue with submission to COC/CED. Select "No" to cancel submission to COC/CED.
Submit	If "Yes" was selected, the Agreement Maintenance - Submit to COC/CED Complete Page will be displayed. See paragraph 218 for additional information. If "No" was selected, the Submit to COC/CED Page will be displayed.
Cancel	The Submit to COC/CED Page will be displayed.

218 Agreement Maintenance - Submit to COC/CED Complete

A Overview

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

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

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

C Fields, Descriptions, and Actions

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

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

219-224 (Reserved)

225 COC/CED Approval

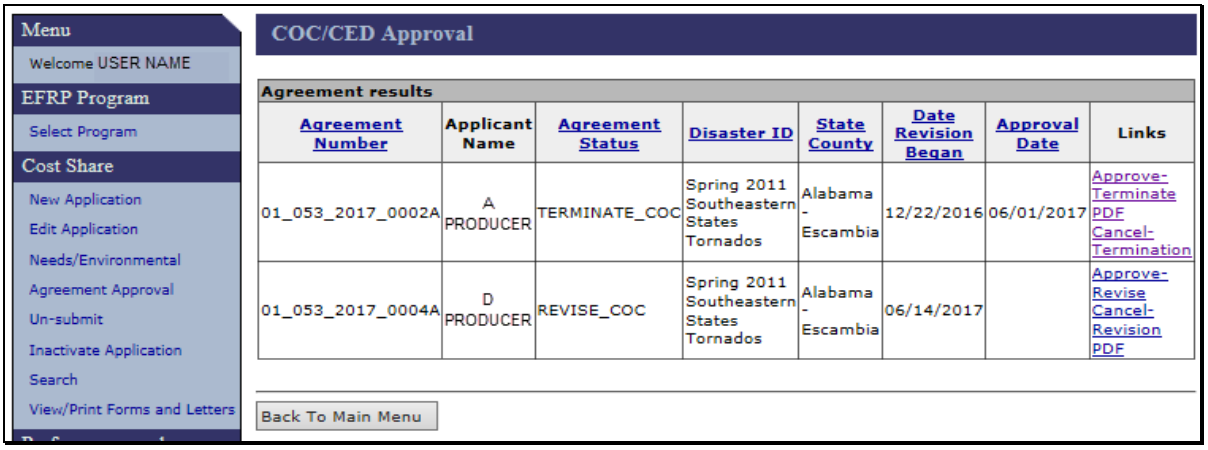
A Overview

To obtain COC approval of revised agreements, from the EFRP Home Page, CLICK "**COC/CED Approval**" on the left navigation menu.

B Example of COC/CED Approval Page

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

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



225 COC/CED Approval (Continued)

C Fields, Descriptions, and Actions

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

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

226 Agreement Maintenance - Check ID

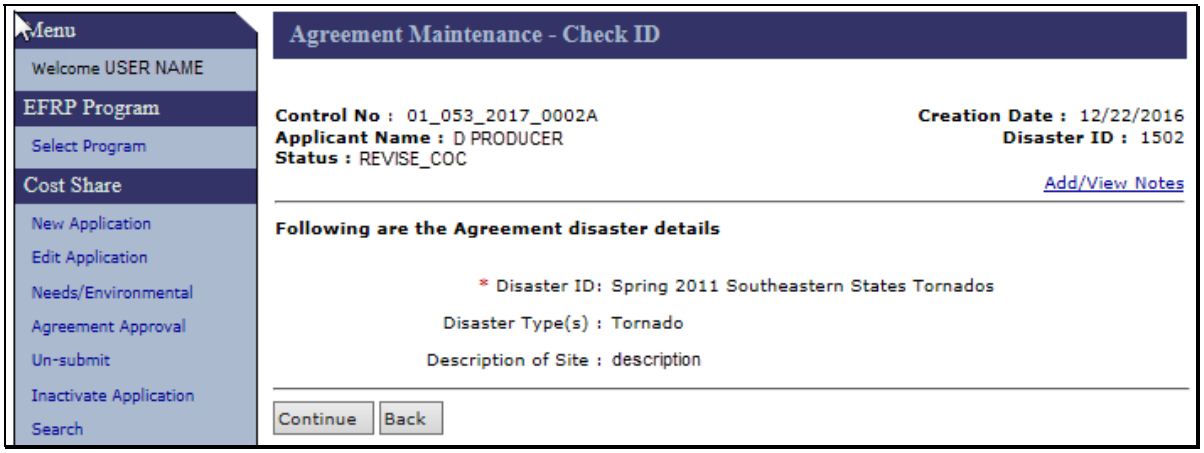
A Overview

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

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

B Example of Agreement Maintenance - Check ID

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



C Fields, Descriptions, and Actions

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

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

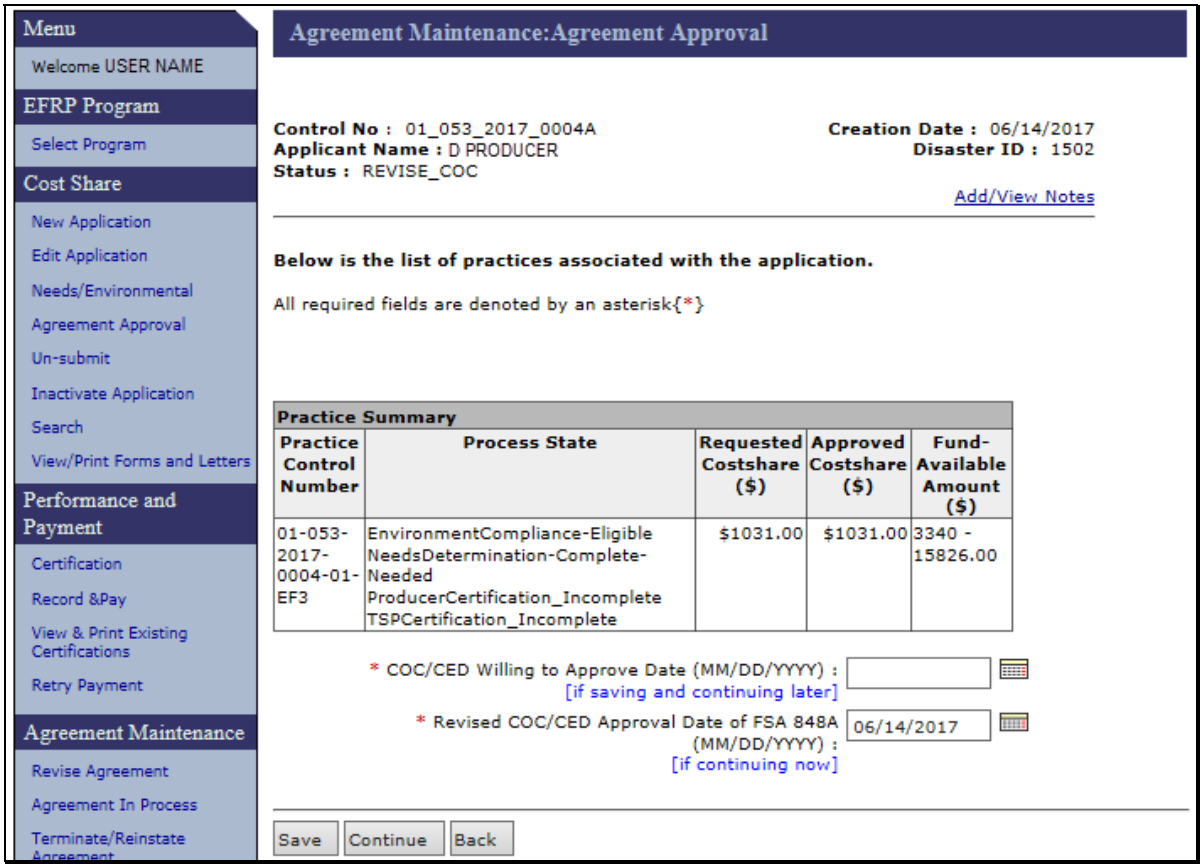
227 Agreement Maintenance - Agreement Approval

A Overview

The Agreement Maintenance: Agreement Approval Page will be displayed when "**Continue**" is clicked from the Agreement Maintenance: Check ID Page.

B Example of Agreement Maintenance - Agreement Approval Page

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 and 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 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 “Back” option is not enabled on this page.

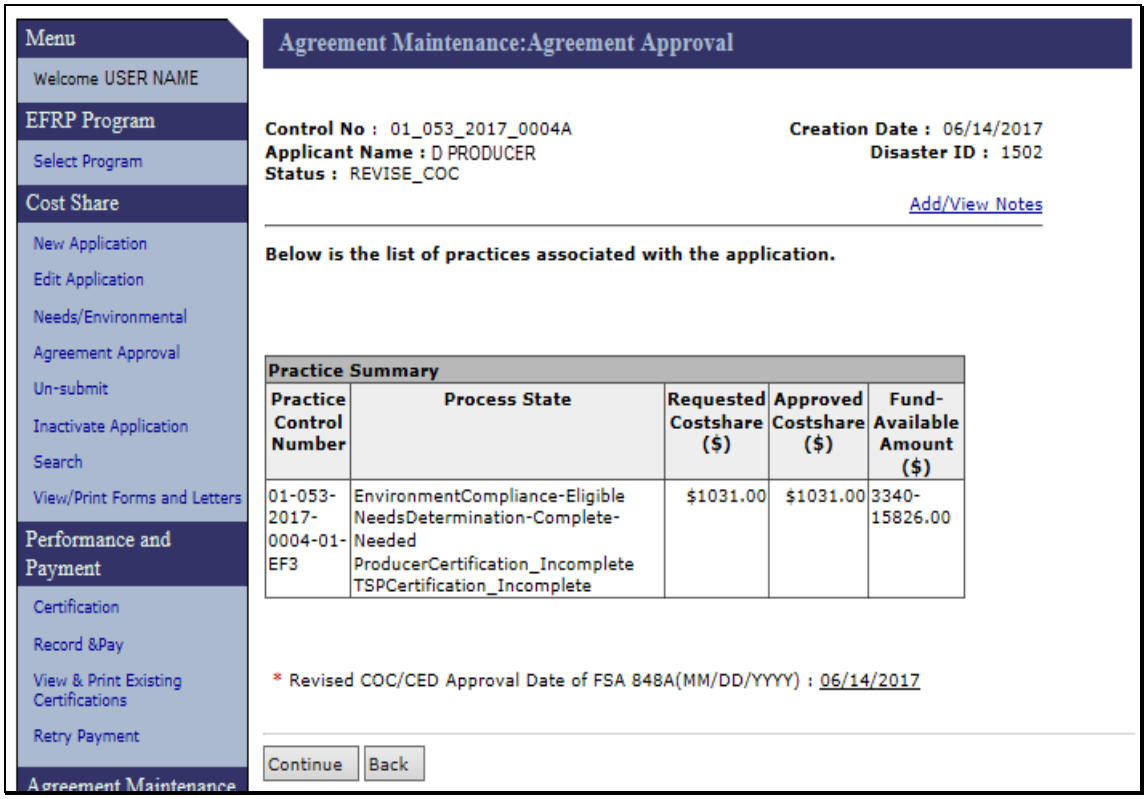
228 Agreement Maintenance - Agreement Approval Confirmation

A Overview

The Agreement Maintenance: Agreement Approval Page confirmation will be displayed when "**Continue**" is selected from the Agreement Maintenance - Agreement Approval Page.

B Example of Agreement Maintenance - Agreement Approval Confirmation Page

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



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 and 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.

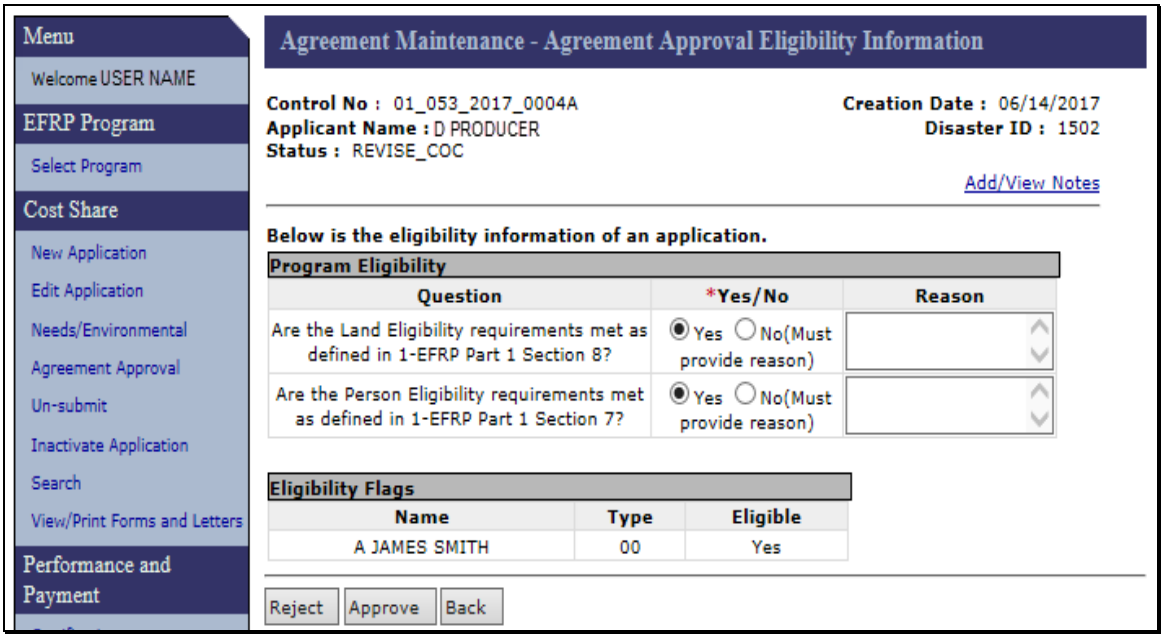
229 Agreement Maintenance - Agreement Approval Eligibility Information

A Overview

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

B Example of Agreement Maintenance - Agreement Approval Eligibility Information Page

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 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 program eligibility questions	"**Approve**" and the Agreement Maintenance - COC/CED Approval Complete Page will be displayed. See paragraph 230 for additional information.

230 Agreement Maintenance - COC/CED Approval Complete

A Overview

After clicking "**Approve**" on the Agreement Maintenance - Agreement Approval Eligibility Information Page, the Agreement Maintenance - COC/CED Approval Complete Page will be displayed.

After a revision has been COC approved, a new obligation may or may not occur; however, no money will be collected or paid out at this time.

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

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

C Action

Click "Continue". The COC/CED Approval Page will be displayed.

231 Agreement Maintenance - Cancel Termination

A Overview

After clicking "**Cancel Termination**" on the COC/CED Approval Page, the Agreement Maintenance - Cancel Termination Page will be displayed.

Note: The Cancel Termination process link is only available when the user navigates to the application being terminated by selecting COC/CED Approval under the Agreement Maintenance menu on the left. Neither agreement search results nor application search results will include the "Cancel Termination" process link**.**

B Example of Agreement Maintenance - Cancel Termination Page

Following is an example of the Agreement Maintenance - Cancel Termination Page.

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Maintenance - Cancel Termination Page.

Field/Link	Description/Action
Yes	The Agreement Maintenance - Cancellation Termination Page will be displayed. See paragraph 232 for additional information.
Back	The COC/CED Approval Page will be displayed.

232 Agreement Maintenance - Cancellation Termination

A Overview

After clicking "**Yes**" on the Agreement Maintenance - Cancel Termination Page, the Agreement Maintenance - Cancellation Termination Page will be displayed.

B Example of Agreement Maintenance - COC/CED Cancellation Termination Page

Following is an example of the Agreement Maintenance - Cancellation Termination Page.

C Action

Click "Continue". The COC/CED Approval Page will be displayed. See paragraph 225.

233-235 (Reserved)

236 Search Agreements

A Overview

To search agreements, from the EFRP Home Page, CLICK "**Search**" under the Agreement Maintenance menu on the left. The Search Agreements Page will be displayed.

Note: The agreement search should not be confused with the application search that is also found on the left navigation menu, and located under the Cost Share header (paragraph 114). Although the two searches are similar in their functionality, the agreement search does not include applications in the search results. Additionally, records contained in the agreement search results often contain additional process links that are not present in the application search results.

B Example of Search Agreements Page

Following is an example of the Search Agreements Page.

236 Search Agreements (Continued)

C Fields, Descriptions, and Actions

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

Field/Link	Description	Action
State	Drop-down list containing only the currently selected State.	Select the desired State. State and National Office users are limited to the State selected during program selection (paragraph 22).
County	Drop-down list containing only the currently selected county.	Select the desired county. State and National Office users are limited to the county selected during program selection (paragraph 22).
Disaster ID	Drop-down list containing all disaster ID's associated with the State and county and an additional option of "ID Not Assigned". Defaults to "Select Disaster ID".	Select the applicable disaster ID to limit search results to a specific disaster ID, if desired. Disaster ID is not required. **Notes:** Selecting a disaster ID limits search results to only those agreements associated with the specified disaster ID. If no disaster ID is specified search results will display all agreements meeting the other selected search criteria, meaning that agreements associated with multiple different disaster ID's may display in the search results.
Disaster Types	Drop-down list containing all available disaster types for the selected Disaster ID. Defaults to "Select Disaster Type". Available disaster types include: • Drought • Earthquake • Flood • High Winds • Hurricane/Typhoon • Ice Storm • Landslide • Other • Severe Snowstorm • Tidal Wave • Tornado • Volcanic Eruption • Wildfire. **Note**: If no specific disaster ID is selected, all disaster types display in the drop-down.	Select the applicable disaster type if desired. Disaster Type is not required. **Notes:** Selecting a disaster type limits search results to only those agreements associated with the specified disaster type. If no disaster type is specified, search results will be displayed with all agreements meeting the other selected search criteria, meaning that agreements associated with multiple different disaster types may be displayed in the search results.

236 Search Agreements (Continued)

C Fields, Descriptions, and Actions (Continued)

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

236 Search Agreements (Continued)

C Fields, Descriptions, and Actions (Continued)

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

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 a 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 is not designated as a 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".

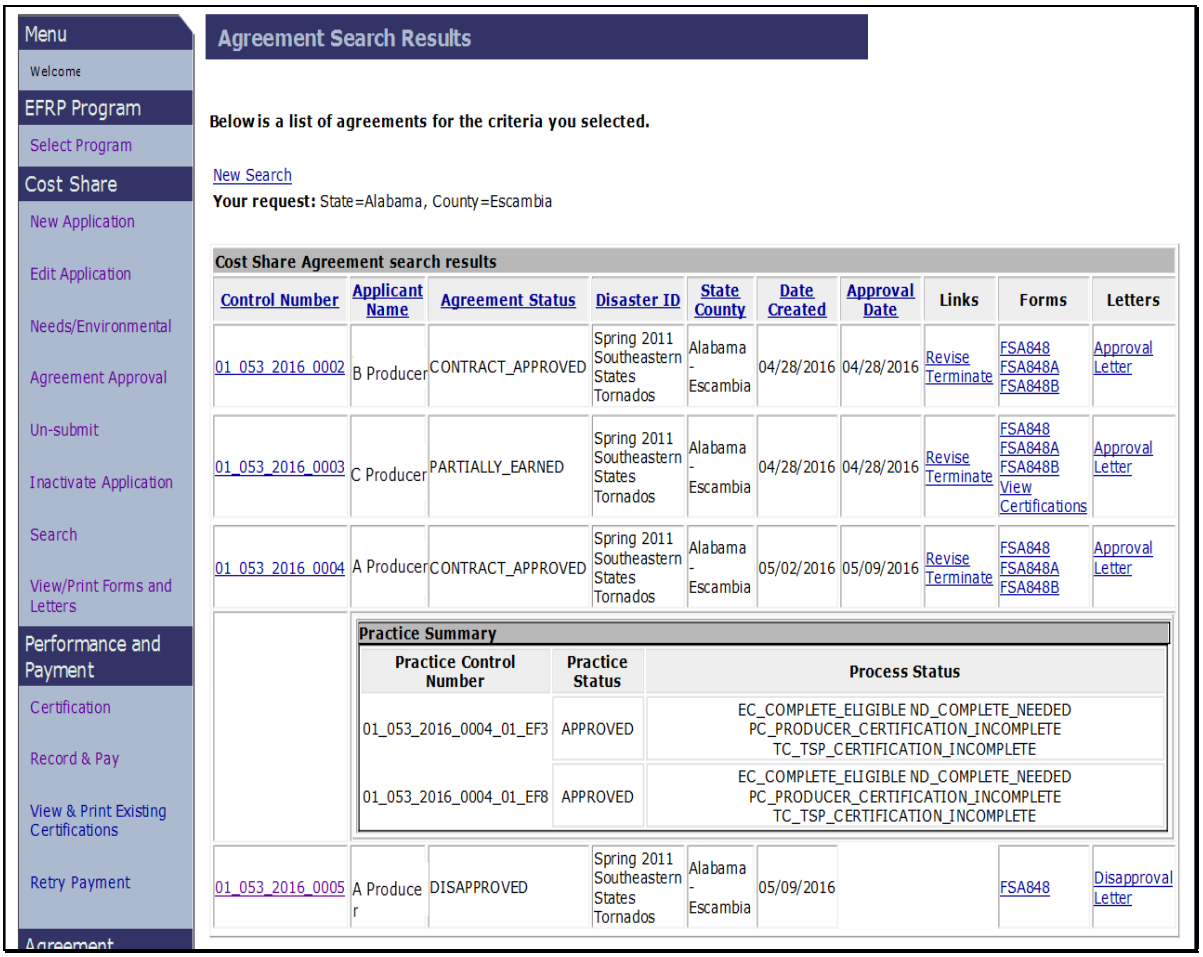
237 Agreement Search Results

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

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.



Menu
Welcome
EFRP 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
Certification
Record & Pay
View & Print Existing Certifications
Retry Payment
Agreement

Agreement Search Results

Below is a list of agreements for the criteria you selected.

New Search

Your request: State=Alabama, County=Escambia

Cost Share Agreement search results

Control Number	Applicant Name	Agreement Status	Disaster ID	State County	Date Created	Approval Date	Links	Forms	Letters
01_053_2016_0002	B Producer	CONTRACT_APPROVED	Spring 2011 Southeastern States Tornados	Alabama - Escambia	04/28/2016	04/28/2016	Revise Terminate	FSA848 FSA848A FSA848B	Approval Letter
01_053_2016_0003	C Producer	PARTIALLY_EARNED	Spring 2011 Southeastern States Tornados	Alabama - Escambia	04/28/2016	04/28/2016	Revise Terminate	FSA848 FSA848A FSA848B View Certifications	Approval Letter
01_053_2016_0004	A Producer	CONTRACT_APPROVED	Spring 2011 Southeastern States Tornados	Alabama - Escambia	05/02/2016	05/09/2016	Revise Terminate	FSA848 FSA848A FSA848B	Approval Letter

Practice Summary

Practice Control Number	Practice Status	Process Status
01_053_2016_0004_01_EF3	APPROVED	EC_COMPLETE_ELIGIBLE ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION_INCOMPLETE TC_TSP_CERTIFICATION_INCOMPLETE
01_053_2016_0004_01_EF8	APPROVED	EC_COMPLETE_ELIGIBLE ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION_INCOMPLETE TC_TSP_CERTIFICATION_INCOMPLETE

01_053_2016_0005	A Produce r	DISAPPROVED	Spring 2011 Southeastern States Tornados	Alabama - Escambia	05/09/2016			FSA848	Disapproval Letter

237 Agreement Search Results (Continued)

C Fields, Descriptions, and Actions

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

Field/Link	Description and Action
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 agreement control number link for agreement number 01_053_2016_0004. Clicking the agreement control number link again on a record with the Practice Summary closes the Practice Summary.
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.
FSA-848	Generates FSA-848, Cost-share Request
FSA-848A	Generates FSA-848A, Cost-Share Agreement.
FSA-848B	Generates FSA-848B, Cost-Share Performance Certification and Payment.
View Certifications	Only applicable to agreements with a “Paid” or “Partially Earned” status. The View Existing Certifications Page will be displayed. See paragraph 152.
Approval Letter	Generates an approval letter listing the practices approved.
Disapproval Letter	Generates a disapproval letter listing the practices disapproved.

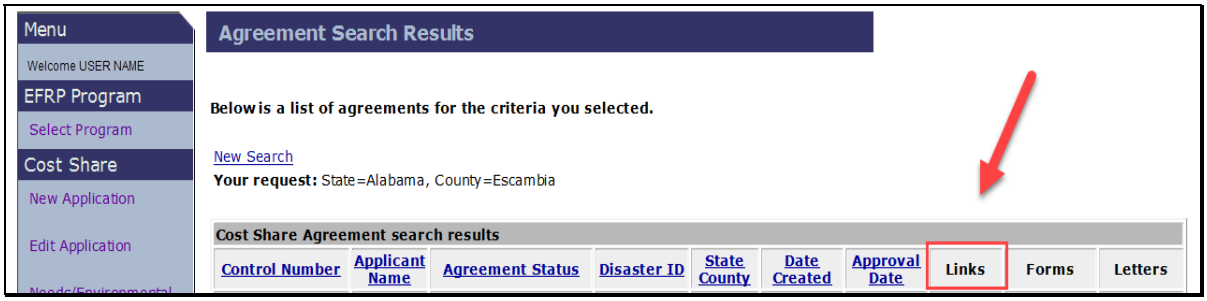
238 Agreement Search - Process Links by Agreement Status

A Overview

The available process links that will be displayed 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 columns. 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 will be displayed in the Link column of the agreement search results.

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

238 Agreement Search - Process Links by Agreement Status (Continued)

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

Agreement Status	Agreement Status Description	Process Link	Action
Approved	Agreement has been approved but no payments have been issued under the agreement.	Revise	Takes the user to the Revise Contract Page. See paragraph 171.
		Terminate	Takes the user to the Terminate Contract Page. See paragraph 201.
Cancelled	Status is not used.	N/A	N/A
Disapproved	All practices on the application have been disapproved. **Note:** Disapproved applications are not agreements but will be displayed in agreement search results.	None	No action is permitted on disapproved status applications.
Finalized	Agreement has been replaced with a successor contract through "Finalize and Copy" process. **Note**: The 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".	Terminate	Takes the user to the Terminate Contract Page. See paragraph 201.

238 Agreement Search - Process Links by Agreement Status (Continued)

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

Agreement Status	Agreement Status Description	Process Link	Agreement Status
Paid	Payments have been issued under the agreement and all practices have been marked "Practice Complete".	Revise	Takes the user to the Revise Contract Page. See paragraph 171.
		Terminate	Takes the user to the Terminate Contract Page. See paragraph 201.
Partially Earned	Payments have been issued under the agreement but not all practices have been marked "Practice Complete".	Revise	Takes the user to the Revise Contract Page. See paragraph 171.
		Terminate	Takes the user to the Terminate Contract Page. See paragraph 201.

238 Agreement Search - Process Links by Agreement Status (Continued)

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

Agreement Status	Agreement Status Description	Process Link	Action
Revise COC	Successor agreement of a revision or that has been submitted to COC/CED for approval but has not yet been approved. **Notes**: The Revise COC status also applies to a previously terminated contract that is in the process of being reinstated and has been submitted to the COC/CED for approval of the reinstatement. To cancel a revision, see paragraphs 225 and 192.	Approve - Revise	Takes the user to the Agreement Maintenance - Check ID Page. See Paragraph 226.
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 contract that is in the process of being reinstated but has not yet been submitted to the COC/CED for approval of the reinstatement.	Submit to COC/CED	Takes the user to the Agreement Maintenance - Submit to COC/CED Page. See paragraph 217.
Revise Ended	Agreement that has been replaced with a successor contract through "Revise Agreement" process.	None	No action is permitted on Revise Ended status applications.

238 Agreement Search - Process Links by Agreement Status (Continued)

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

Application Status	Application Status Description	Process Link	Action
Revise In Process	• Successor agreement of a revision that has not yet been designated "Revise Complete" • Previously terminated agreement in the process of being re-instated but not yet designated as submitted to the COC/CED for approval.	Edit	Takes the user to the Agreements Signup - Applicant Information Page. See paragraph 172.
Terminate COC	Agreement in the process of being terminated that has not yet received a "Terminate COC/CED Approval Date". Note: To cancel a termination see paragraphs 225 and 231.	Approve - Terminate	Takes the user to the Agreement Maintenance - Check ID Page. See paragraph 226.
Terminate Contract	Agreement that has been terminated.	Reinstate	Takes the user to the Agreement Maintenance - Reinstate Agreement Page. See paragraph 208.
Terminate Ended	Parent of a terminated successor agreement. Terminate ended status is given to the parent after the successor agreement terminated.	None	No action is permitted on Terminate Ended status agreements.

239-243 (Reserved)

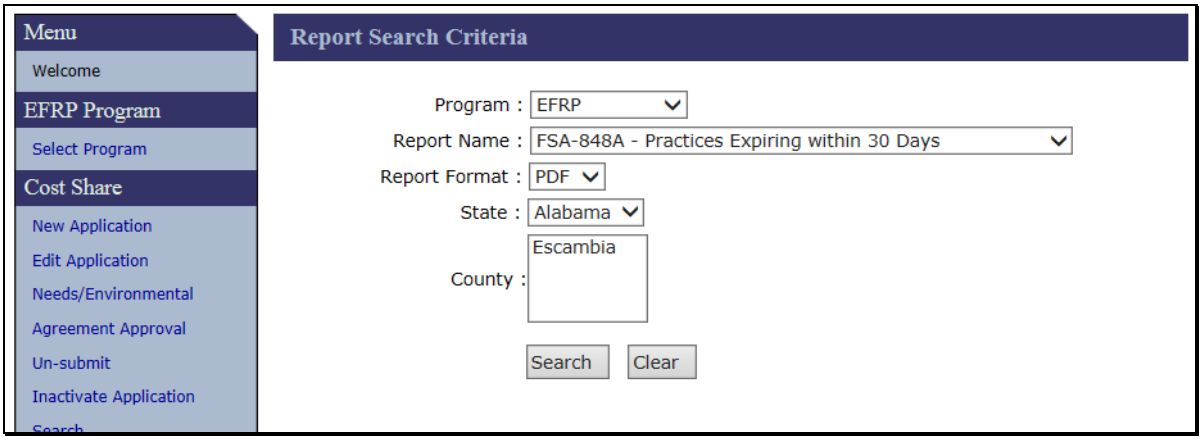
244 Report Search Criteria

A Overview

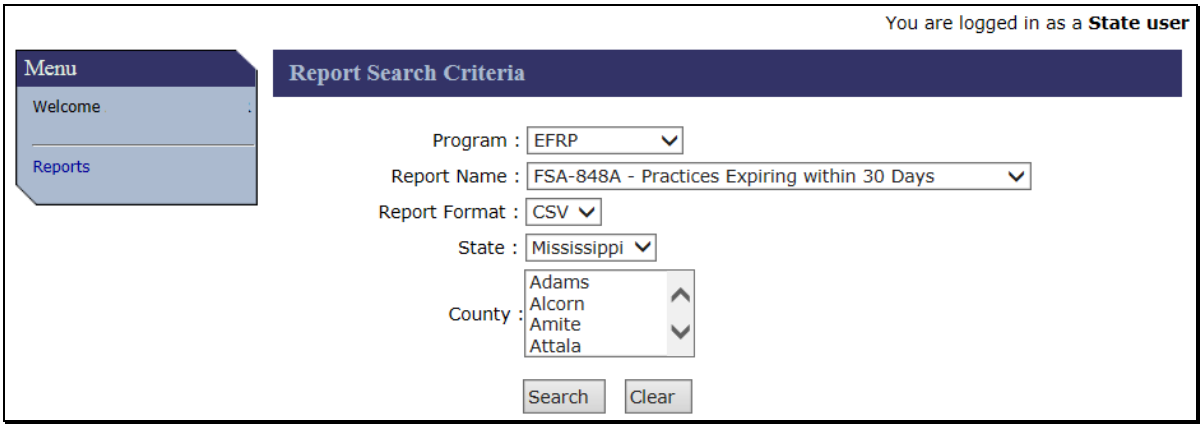
Several standard reports are available for State and County Offices to use as tools for Cost Share. To access reports, from the EFRP Home Page, CLICK **"Reports"** on the left navigation menu. The Report Search Criteria Page is displayed.

B Example of Report Search Criteria

Following is an example of the County Office Report Search Criteria Page.



Following is an example of the State Office Report Search Criteria Page.



244 Report Search Criteria (Continued)

C County Office Report Descriptions

The following table provides the report and expected results for County Office reports.

Notes: Only one report can be created at a time.

Users can display and print the report in either PDF or CSV format. PDF format generates a static report that can only be printed or viewed. CSV format generates a report in an Excel spreadsheet permitting the user to sort and reformat the report in Excel.

Report	Result
FSA-848A - Practices Expiring within 30 Days	Use this report to identify producers who need to be sent Practices Expiring in 30 days letters. Report will be displayed with all practices with a "Practice Completion Date" that falls within the next 30 calendar days. Agreements with multiple practices will have multiple rows in the report if more than one practice associated with the agreement will expire in the next 30 days. Practice statuses in this report include approved, disapproved, and practices with performance reported ("Partially Earned" or "Pending Certification"). **Note**: Using the "Disapprove All" option on the Agreement Approval Page disapproves all practices on the application, but saves the practice end date. In this scenario, disapproved practices are on the report when the practice completion date falls within the next 30 days. **Do not** send letters for practices with a status of disapproved.
FSA-848 Letters Practices Expiring in 30 Days Letter	Use this option to generate and print the letters with practices expiring in 30 days. Generates one letter for each practice on the FSA-848A - Practices Expiring within 30 Days Report. Letters are generated without regard to status. **Notes**: Letters generated for disapproved practices **should not be mailed**. Letters can only be generated in PDF format.

244 Report Search Criteria (Continued)

C County Office Report Descriptions (Continued)

Report	Result
FSA-848 Pending Needs Determination	Use this report to identify completed applications that require needs determinations to be made and entered for one or more practices. Report lists all practices associated with applications having a status of "Complete" where one or more practices do not yet have needs determination information entered. Practice statuses included in the report are "Pending Approval" and "Disapproved". Only disapproved status practices that result from simultaneous approval and disapproval of practices (paragraph 91) will be displayed on this report. Disapproved practices resulting from using the "disapprove all" option during the agreement approval process are not included in this report. Needs determination cannot be entered for disapproved practices. All practices other than disapproved practices show as "PENDING_APPROVAL" in the "Practice Status" column. However, practices that do not yet have components assigned appear with no data in the "Requested Cost Share" column. Needs determination information **cannot** be entered for practices with no components assigned (users can add associated components on the Needs Determination Page if necessary). In contrast, non-cost-shared practices will be displayed with "0.00" in the "Requested Cost Share" column. Needs determination can be entered for any practice with components assigned, including non-cost-shared practices with components assigned.

244 Report Search Criteria (Continued)

C County Office Report Descriptions (Continued)

Report	Result
FSA-848 Pending Needs Determination	Applications with more than one associated practice may be displayed with more than one line of data in the report, as an entry is included in the report for every practice associated with the application that does not have needs determination data entered. If some of the practices associated with the application have needs determination data entered while others do not, only the practices without needs determination data will be displayed in the report. Data displayed in this report is similar to the search results when the "Needs/Environmental" process link is selected from the left navigation menu. However, the data in this report is specific to only the needs determination for the practice. Therefore, if a practice has needs determination entered, but environmental compliance information has not been entered for the practice, that practice will not be displayed in this report. In contrast, the application with needs determination entered for all of its practices but no environmental compliance information loaded for one or more practices will be displayed in the search results after clicking the "Needs/Environmental" process link. **Note**: For the application to have a status of "Complete", at least one practice on the application must have components associated with it, and the user must have answered the eligibility questions, entered the signature date, and entered the submitted date for the application on the "Application Signup - Additional Information" Page in the "Edit Application" process.

244 Report Search Criteria (Continued)

C County Office Report Descriptions (Continued)

Report	Result
FSA-848A with Expiration Date Exceeded	Use this report to identify applications and agreements needing action because the completion date for the practice(s) included on the application or agreement has passed. Report contains all practices with expected practice completion dates that have passed and that have not yet had the "Practice complete?" question that appears in the Producer Certification process answered with "Yes". Practice statuses included in the report include • "Approved" (no performance reported) • "Partially Earned" (partial performance reported with a payment issued) • "Pending Approval" (approval data entered but no COC/CED approval date for the application) • "Pending Certification" (TSP and producer certification of performance, but no COF Signature Date entered for the payment) • "Payment Failed" (payment attempted but not successful) • "Disapproved" (approval data entered for the practice, but user subsequently disapproved the practice using "Disapprove All". **Note**: Practice End Dates (expected Practice completion dates) are entered on the Application Signup - Practice Approval Page. After entering practice begin and practice end dates on this screen, the user still can disapprove all practices on the Agreement Approval Page. If the user entered begin and end dates on the Practice Approval Page but later uses the "Disapprove All" option on the Agreement Approval Page, practice end dates remain associated to the disapproved practice and that practice will eventually end up on this report. There is no way to remove these disapproved practices from the report.

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 will be displayed with a status of incomplete.
	
	• Applications that have producer signature and submitted dates entered but have not yet been approved will be displayed with a status of complete.
	
	• Agreements that are in the process of being revised but the revised agreement has not yet been approved will be displayed 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 will be displayed with a status of "Terminate COC".

244 Report Search Criteria (Continued)

C County Office Report Descriptions (Continued)

Report	Result
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 (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 be displayed with multiple rows in the report. Practices that have had performance certified (both producer certification and TSP certification) but have not paid through the record and pay process will be displayed with a status of "Pending Certification". Practices that have not had performance certified will be displayed 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 will be displayed 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 will be displayed 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 approved practices on the application have been paid. Practices on which no cost share has been paid will not be displayed on the report.

D State Office Report Descriptions

Reports available for State Office users are the same reports available to County Office users (subparagraph C) except for the following differences:

- Only one report can be created at a time; however, State Offices can select more than one county to be displayed on reports. Use "**CTRL + CLICK**" to select multiple counties.

- State Users can view and print reports in CSV format only

- State users do not have the ability to run the "FSA-848 Letters Practices Expiring in 30 Days Letter" Report.

245-250 (Reserved)

Part 6 Payments

Section 1 Program Payment Provisions

251 General Provisions

A Introduction

This part contains the following:

- general provisions applicable to EFRP payments
- provisions for processing EFRP payments and overpayments.

B Obtaining FSA-325

FSA-325 shall be completed, according to 1-CM, by individuals or entities requesting payments **earned** by a producer who has died, disappeared, or been declared incompetent, subsequent to applying for program benefits. Payments shall be issued to the individuals or entities requesting payment on an approved FSA-325 using the deceased, incompetent, or disappeared producer's ID number.

Note: If the FSA-848A and FSA-848B has been filed by the producer, a revised FSA-848A and FSA-848B is **not** required when payments are issued under the deceased, incompetent, or disappeared producer's ID number.

C Administrative Offset

EFRP payments are subject to administrative offsets.

D Bankruptcy

Bankruptcy status does **not** exclude a producer from requesting EFRP benefits.

Note: Contact the OGC Regional Attorney for guidance on issuing EFRP payments on all bankruptcy cases.

251 General Provisions (Continued)

E Assignments

County Offices shall process assignments and joint payments according to 63-FI.

F Payment Due Date

61-FI provides general guidance for determining payment due dates for various programs. The EFRP payment system sends the current system date to NPS as the payment due date.

The system calculates the prompt payment interest date by adding 30 calendar days to the **later** of the "Date Documents are received date" or the "Producer Signature date" in NPS. These dates are entered thru producer certification. See paragraph 131.

The system **cannot** determine the payment due date because of numerous factors. County Offices shall manually determine the payment due date by determining the later of the following:

- date producer signed FSA-848B
- date producer filed payment eligibility documentation, including the following:
  - CCC-902
  - if the producer is an entity or joint operation, date members filed the requisite payment eligibility documentation
  - availability of software to process the payment.

If the payment is **not** issued within 30 calendar days after the later of the dates in this subparagraph, then prompt payment interest is payable to the producer. County Offices shall follow provisions of 61-FI for issuing the interest payment.

251 General Provisions (Continued)

G Processing Payments

Payments shall be issued as soon as **all** the following conditions exist:

- EFRP payment software is available
- producer has provided all required program documentation
- FSA-848B, Page 3, item 18, Performance Approval is approved
- program regulations are published.

H Payments Less Than $1

EFRP payment processes will:

- issue payments that round to at least $1
- **not** issue payments less than 50 cents.

I Funds Control Process

EFRP 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 FSA-848B is approved.

The funds for EFRP payments will be controlled at the National Office 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 Record and Pay Screen if a payment fails because of inadequate funding.

"**FMD obligation service does not return obligation id. reason: Insufficient funds in allotment for requested amount $5,625. Remaining balance for program 4050, state code xx, county code xxx is $1,477., paymentControlNumber:CR_128768]**".

J Conservation Funds Ledger System

EFRP 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 Record 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

Funding for EFRP is established with the following accounting codes:

- 3340
- 3341
- 3344
- 3347.

Allotments will be provided to each County Office through the funds control process. Specific allotments will be determined by the National Office. EFRP 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:

- **virginia.green@wdc.usda.gov**
- **gregory.edwards@wdc.usda.gov**
- **michele.proctor@wdc.usda.gov**
- **shanita.landon@wdc.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 EFRP payment, then State Office Specialists shall update the applicable information to the payment problem SharePoint web site. The link for the payment problem SharePoint web site is **https://sharepoint.fsa.usda.net/mgr/dafp/PDD/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@wdc.usda.gov**, and providing the specific program areas of responsibility.

252 Payment Limitation Provisions

A Payment Limitation Information for EFRP Payments

EFRP payments are limited to a maximum payment limitation amount per disaster, including payments from pooling agreements. The maximum payment limitation is $500,000 and will be attributed through direct attribution.

See 1-PL and 4-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 EFRP payments are issued for the person or legal entity
- the maximum payment limitation has been attributed to a person.

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 EFRP 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 Record and Pay screen after the payment is submitted. See paragraph 145 for additional information.

Reminder: Eligibility determinations/certifications should accurately reflect COC determinations and producer certifications, as applicable.

B EFRP Subsidiary Eligibility

The following identifies web-based eligibility determinations applicable to EFRP 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 Record and Pay screen.

Eligibility Determination/Certification	Value	Eligible for EFRP Payment	Exceptions
Controlled Substance	No Violation	Yes	
	Growing	No	
	Trafficking	No	
	Possession	No	
Fraud, Including FCIC Fraud for 2016 and prior years only	Compliant	Yes	
	Not Compliant	No	

254-259 (Reserved)

Section 2 Processing EFRP Payments

260 EFRP Payments

A Supporting Files for Integrated Payment Processing

The EFRP payment process is a web-based integrated process that uses a wide range of information and other program determinations and values to determine whether a payment should be issued and the amount of gross payment, applicable reductions, and the net payment amount. For payments to be calculated correctly, all supporting files must be updated correctly, including **all** the following.

Type of Information	How Information Is Used for Payment Processing	Source
FSA-848B	The information from the FSA-848B is used to compute the EFRP cost share payment amount for the producer. All of the following must be completed **before** performance is recorded and payments are issued: • FSA-848B, Page 1, items 10 A through E "Certification by Participant" • FSA-848B, Page 2, items 15 A through E, "Performance Certification" • FSA-848B, Page 3, item 18, "Performance Approval".	Web-based Cost Share Contract System
Payment Eligibility Information	Used to determine whether the producer and/or member of a joint operation is eligible for payment for the fiscal year in which the payment is issued.	Web-based Eligibility System
General Name and Address Information	Used to determine the producer's business type and general name and address information.	SCIMS

260 EFRP Payments (Continued)

A Supporting Files for Integrated Payment Processing (Continued)

Type of Information	How Information Is Used for Payment Processing	Source

Entity and Joint Operation Information	Used to determine the following for the year in which the payment is being issued:
	• substantive change value
	• members and member's share of the following:
	  • entities
	  • general partnerships
	  • joint ventures.
		Business File

Combined Producer Information	Used to determine whether EFRP producers or members of entities or joint operations are combined with other producers. This information is used to ensure the payment limitation is controlled properly.	Combined Producer System
Available Payment Limitation	Used to determine payment limitation availability.	Payment Limitation System
Financial Related Information	• Calculated payment information is provided to NPS. • Determined overpayment amount may be provided to NRRS.	NPS or NRRS

260 EFRP Payments (Continued)

B Prerequisites for Payments

Certain actions must be completed to ensure that the producer is eligible for payment. The following provides actions that must be completed to issue payments properly. COC, CED, or designee shall ensure that the actions are completed.

Step	Action
1	Ensure that FSA-848B has been approved and that the approval date has been recorded in the system according to paragraph 131, Producer Certification.
2	Ensure that CCC-901 is on file for the applicable year for producers seeking benefits.
3	Ensure that the applicable CCC-902 is on file according to 5-PL for the applicable year for producers and members of joint operations seeking benefits.
4	Ensure that all other eligibility determinations have been updated according to the determinations made by COC for producers and members of joint operations. See 5-PL.
5	Ensure that joint operation and entity ownership structure information is updated in Business File for the applicable year. See 3-PL (Rev. 1).
6	Ensure that the combined producer files are updated correctly for the applicable year. See 5-PL.
7	Ensure that all assignments and joint payees have been updated in Financial Services if CCC-36, CCC-37, or both were filed for EFRP cost share.

260 EFRP Payments (Continued)

C ID and Business Type Eligibility

The following table provides the ID numbers and business types that are eligible for EFRP 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 EFRP 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 EFRP payments for producers.

Step	Action
1	Payment is triggered according to subparagraph Record and Pay action. See paragraph 142.
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 the 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 • 1 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 Record and Pay Page. See paragraph 142.

C Gross Payment Calculation

A producer qualifying for EFRP 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. The producer shall receive the lesser of these amounts.

- "Incurred cost" for the practice times 75 percent, or;
- "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.

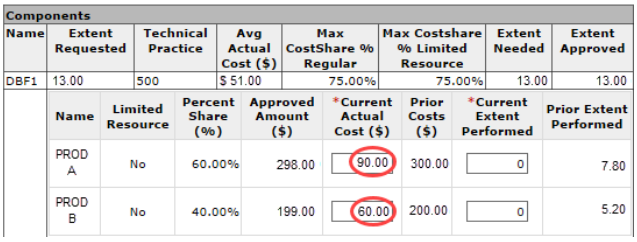
Note: Gross payment amounts will be determined by the program application and will then be processed through direct attribution where subsidiary eligibility and other reductions are applied.

261 Payment Processing (Continued)

D Correcting a Payment

If payment is incorrect after the Record and Pay process has been completed and submitted, **Do Not place the payment in Hold for Cancel in NPS**. Adjust the payment thru CSS by selecting the "Certification" option from the left navigation menu, according to Part 4, Section 1.

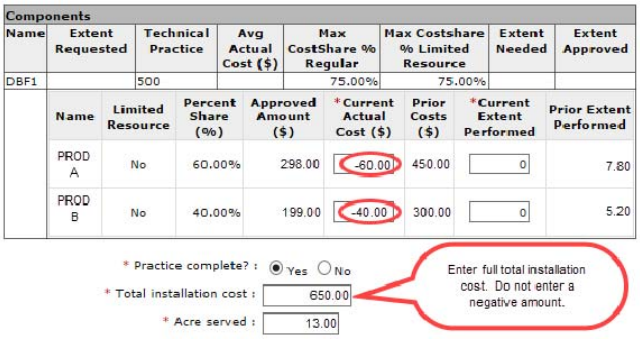
IF the incorrect value is…	THEN…	
actual cost	**Step**	**Action**
	1	create a new (additional) Producer Certification by selecting "Producer Certification" from the Certification Search Results Page.
	2	enter the corrected actual costs in the "Current Actual Cost" field on the Producer Certification - 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 record 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.



Components

Name	Extent Requested	Technical Practice	Avg Actual Cost ($)	Max CostShare % Regular	Max Costshare % Limited Resource	Extent Needed	Extent Approved
DBF1	13.00	500	$ 51.00	75.00%	75.00%	13.00	13.00

Name	Limited Resource	Percent Share (%)	Approved Amount ($)	*Current Actual Cost ($)	Prior Costs ($)	*Current Extent Performed	Prior Extent Performed
PROD A	No	60.00%	298.00	90.00	300.00	0	7.80
PROD B	No	40.00%	199.00	60.00	200.00	0	5.20



Components

Name	Extent Requested	Technical Practice	Avg Actual Cost ($)	Max CostShare % Regular	Max Costshare % Limited Resource	Extent Needed	Extent Approved
DBF1		500		75.00%	75.00%		

Name	Limited Resource	Percent Share (%)	Approved Amount ($)	*Current Actual Cost ($)	Prior Costs ($)	*Current Extent Performed	Prior Extent Performed
PROD A	No	60.00%	298.00	-60.00	450.00	0	7.80
PROD B	No	40.00%	199.00	-40.00	300.00	0	5.20

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 “Producer Certification” from the Certification Search Results Page.</td></tr>
<tr><td>2</td><td>enter the amount of the corrected extent performed in the “Current Extent Performed” field on the 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 Record 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 Certification” for the practice from the Practice Summary box that is displayed by clicking on the selected Agreement Number from the Certification Search Results 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 record and pay according to Part 4, Section 2. An additional payment of the difference will be sent to NPS.</td></tr>
</table>

Note: If an **Overpayment** occurs, and “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 EFRP Payments

EFRP payments are not sequestered.

262-267 (Reserved)

Section 3 Canceling EFRP 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
- the condition causing the incorrect payment should be corrected according to subparagraph B.

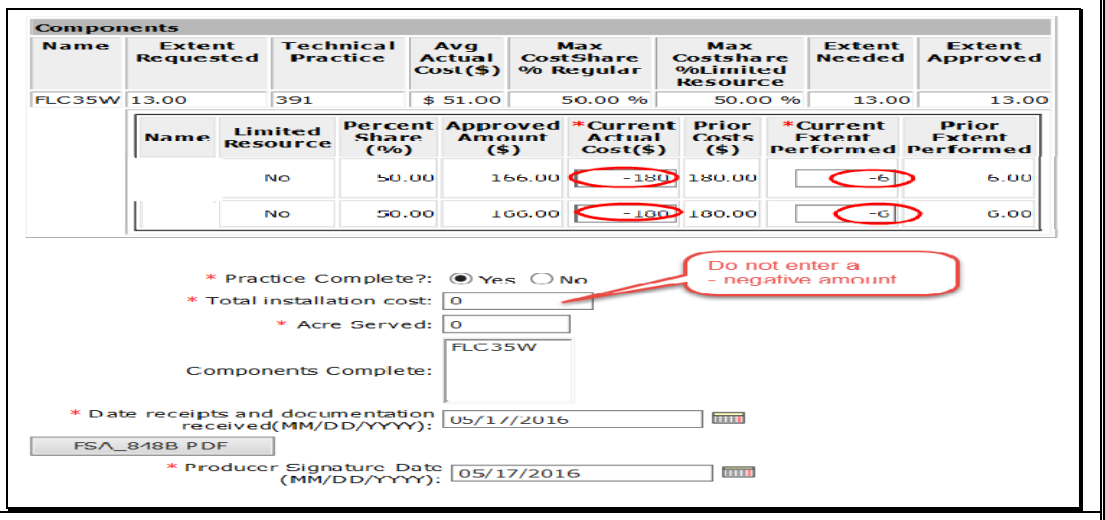
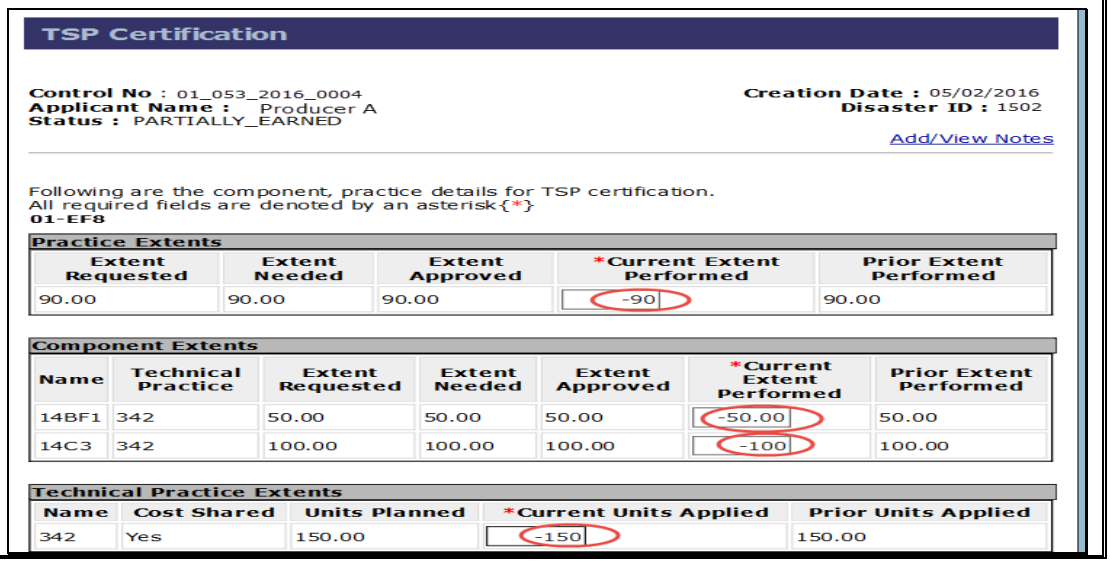
Notes: User intervention is not allowed for the cancellation process. If the condition causing the incorrect payment is corrected, the system will automatically cancel the unsigned payment in NPS and recalculate the payment amount due.

If the payment amount is determined to be incorrect and the payment has been signed in the NPS System, the payment can no longer be canceled. The incorrect payment will be issued. After the incorrect payment is made the user must perform corrective actions in CSS. 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 Record 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

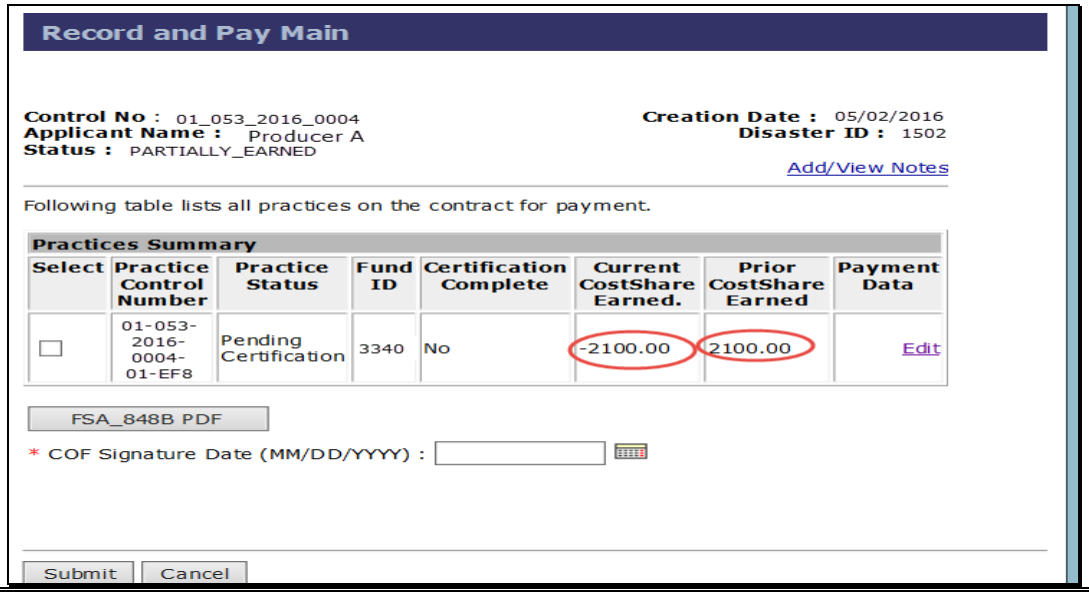
Date Documentation Received in Producer Certification is not correct and, as a result, the PPI was not calculated correctly. The following table provides the steps to correct this error.

Step	Action
1	Complete Producer Certification by entering the negative "Current Actual Cost" amount and the 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 the Record and Pay Main Screen. 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 clicked.



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 Record 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 EFRP payment calculation process
- created if there is a decrease in the producer certification information of "Current Actual Costs" field and/or "Extents".

After submitting the negative value on the Record 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 provides:

- 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 and this makes the producer ineligible for payment.	After an eligibility value changes and make 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 EFRP 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 EFRP payment
- controlled substance provisions are **not** met
- fraud including FCIC fraud provisions are **not** met
- practice was not properly performed and failed
- practice performed with material that was not approved on the FSA-848A.

Interest for ineligible producers will be charged from the date of disbursement. The system will compute this interest when the overpayment is established in NRRS.

C When Not to Charge Interest

Interest will not be charged if the producer:

- is determined to be eligible
- returns the Treasury check without being cashed
- refunds the payment voluntarily.

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

The following table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
CCC-36	Assignment of Payment		260
CCC-37	Joint Payment Authorization		260
CCC-901	Members Information 2009 and Subsequent Years		260
CCC-902	Farm Operating Plan for Payment Eligibility 2009 and Subsequent Program Years		251
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		251
FSA-848	Cost Share Request		Text
FSA-848A	Cost Share Agreement		Text
FSA-848B	Cost Share Performance Certification and Payment		Text
FSA-850	Environmental Evaluation Checklist		63

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in 1-CM

The following table lists all abbreviations not listed in 1-CM.

Approved Abbreviation	Term	Reference
CD	Conservation Division	1, 2
CFLS	Conservation Funds Ledger System	251, 261
C/S	Cost Share	Text
CSS	Cost Share Software	Text
CSV	Comma Separated values	244
EFRP	Emergency Forest Restoration Program	Text
ID	Identification	Text
PDD	Program Delivery Division	1, 2, 251
TSP	Technical Service Provider	Text
USFS	United States Forestry Service	61, 62

Redelegations of Authority

None

Definitions of Terms Used in This Handbook

Application

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

Agreement

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

Screen Index

The following screens are displayed in this handbook.

Title	Reference
Program Selection Screen	22
Emergency Forest Restoration Program Home Screen	23
Application Signup - Application Information Screen	30
Application Signup - Add Contributors Screen	31
Application Signup - Documentation Screen	32
Application Signup - Add Practices Screen	33, 175
Application Signup - Add Practice Components Screen	34
Application Signup - Add Contributors Screen	35
Application Signup - Practice Summary Screen	36, 37
Application Signup - Additional Information Screen	38, 39
Edit Application Selection Screen	53
Needs Determination/Environmental Compliance Selection Screen	60
Application Signup - Needs Determination Screen	61, 62
Environmental Compliance Check Screen	63
Agreement Approval Results Screen	79
Agreement Approval - Assign ID Screen	80, 179
Agreement Approval Screen	81, 84, 85, 91, 92,
Application Signup - Component Rate Practice Approval Screen	82, 177
Application Signup - Component Rate Practice Approval Summary	83
Agreement Approval - Eligibility Information Screen	86
Agreement Approval - Eligibility Success Screen	87
Agreement Disapproval Information Screen	88
Agreement Disapproval Confirmation Screen	89
Agreement Disapproval Success Screen	90
Un-Submit Application Selection Screen	97
Application Signup - Un-Submit Screen	98
Inactivate Application Screen	105
Application Signup - Inactivate Screen	106
Application Signup - Inactivate Confirmation Screen	107
Search Criteria Screen	114
Search Results Screen	115, 117, 118
View/Print Forms Selection Screen	122
View/Print Forms Results Screen	123
Certification Search Results Screen	130
Producer Certification - Component Rate Practice Screen	131
Producer Certification Confirm - Component Rate Practice Screen	132
TSP Certification Screen	133

Screen Index (Continued)

Title	Reference
TSP Certification Screen	133
TSP Certification Confirmation Screen	134
Record and Pay Search Results Screen	141
Record and Pay Main Screen	142
Record and Pay Component Rate Practice - Screen	143
Record and Pay Component Rate Practice - Confirmation Screen	144
Record and Pay Main - Confirmation Screen	145
Existing Certifications Screen	152
View Existing Certifications Screen	153
Retry Payment Results Screen	160
Retry Payment Screen	161
Retry Payment Confirmation Screen	162
Search Agreements for Revision Screen	169
Revise Agreement Search Results Screen	170
Revise Contract Screen	171
Agreement Signup - Applicant Information Screen	172
Agreements Signup - Add Contributors Screen	173
Agreement Signup - Add Practice Components Screen	176
Application Signup - Component Rate Practice Approval Confirmation Screen	178
Edit Contract Selection Screen	191
Agreement Maintenance - Cancel Revision Screen	192
Agreement Maintenance - Cancellation Screen	193, 195
Agreement Maintenance - Cancel Reinstate Screen	194
Terminate Contract Screen	201
Agreement Maintenance - Terminate Agreement Screen	202, 203, 204
Agreement Maintenance: Agreement Approval Screen	205, 206
Agreement Maintenance: Terminate Final Screen	207
Agreement Maintenance - COC/CED Approval Complete Screen	208
Agreement Maintenance - Reinstate Agreement Screen	209
Agreement Maintenance - Reinstate Agreement Complete Screen	210
Submit To COC/CED Screen	216
Agreement Maintenance - Submit to COC/CED Screen	217
Agreement Maintenance - Submit to COC/CED Complete Screen	218
COC/CED Approval Screen	225
Agreement Maintenance - Check ID Screen	226
Agreement Maintenance: Agreement Approval	227, 228
Agreement Maintenance - Agreement Approval Eligibility Information Screen	229
Agreement Maintenance - COC/CED Approval Complete Screen	230
Agreement Maintenance - Cancel Termination Screen	231
Agreement Maintenance - Cancellation Screen	232
Search Agreements Screen	236
Agreement Search Results Screen	237, 238
Report Search Criteria Screen	244

Screen Index (Continued)

Title	Reference
Agreement Maintenance - Cancellation Screen	232
Search Agreements Screen	236
Agreement Search Results Screen	237, 238
Report Search Criteria Screen	244
COC/CED Approval Screen	225
Agreement Maintenance – Check ID Screen	226
Agreement Maintenance: Agreement Approval	227, 228
Agreement Maintenance – Agreement Approval Eligibility	229
Agreement Maintenance – COC/CED Approval Complete Screen	230
Agreement Maintenance – Cancel Termination Screen	231
Agreement Maintenance – Cancellation Screen	232
Search Agreements Screen	236
Agreement Search Results Screen	237, 238
Report Search Criteria Screen	244