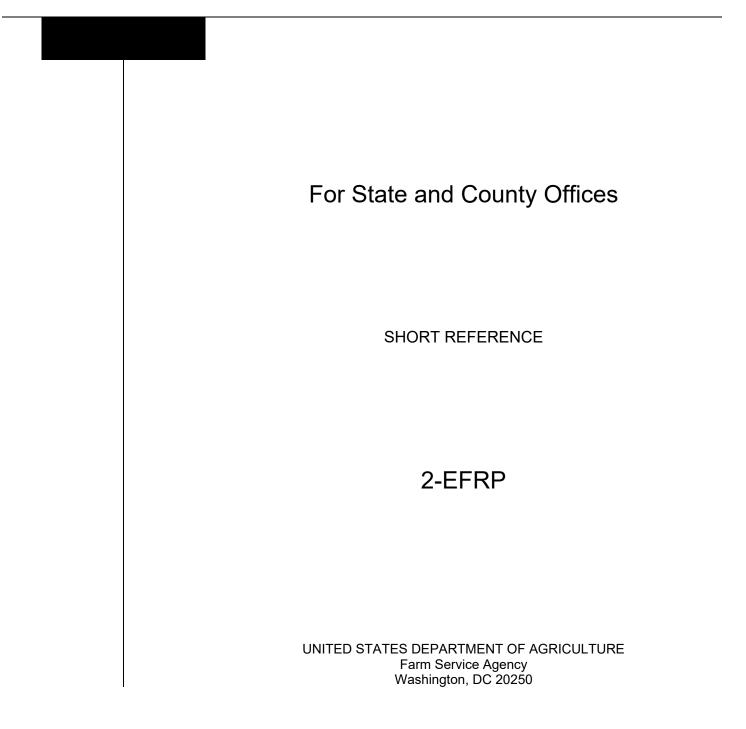


Emergency Forest Restoration Automation



UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency Washington, DC 20250

Emergency Forest Restoration Program Automation 2-EFRP

Amendment 1

Approved by: Deputy Administrator, Farm Programs

() ilis Beam

Amendment Transmittal

A Reason for Issuance

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

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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	4-PL.
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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)

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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:

- <u>"Application"</u> refers to an FSA-848 or FSA-848A before county committee approval
- <u>"Agreement"</u> 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.

Menu	Program
Welcome USER NAME	Select Program for cost share
Program Select Program	All required fields are denoted by an asterisk {*} * Select Program : Select Program V
	Continue

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.

Menu	Program
Welcome USER NAME	Select Program for cost share
State	All required fields are denoted by an asterisk {*}
Reports Program Select Program	* Select Program : Select Program V * State : Select State V * County : Select County V

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.

	Department of Agriculture vice Agency	Emergency Forest Restoration Program - EFRP
	EFRP Home About EFRP Help	
		You are logged in as a County user
Menu	Emergency Forest Restoration	Program
Welcome		
EFRP Program	Emergency Forest Restoration Program	
Select Program	USDA Farm Service Agency's (FSA) Emergend	y Forest Restoration Program (EFRP)
Cost Share	provides emergency funding and technical as non-industrial private forest land who carry of	ut emergency measures to restore the
New Application	land after the land is damaged by a natural di	saster.
Edit Application	Please select a task area from the menu on th	ne left to continue.
Needs/Environmental		
Agreement Approval	Last Modified: Fri Apr 15 15:03:50 CDT 2016	
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		
FERP Home ESA Intern	EFRPHome01 et FSA Intranet USDA.gov	
Site Map Policies and I	inks FOIA Accessibility Privacy Non-Discrimi	nation Information Quality FirstGov White House

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)

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.

C Fields, Descriptions, and Actions (Continued)

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/	Provides the ability to terminate existing approved agreements or	
Reinstate Agreement	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)

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.

Menu	Application Signup - Applicant Information	
Welcome		
EFRP Program	Following are the producer details.	
Select Program	All required fields are denoted by an asterisk {*}	
Cost Share		
New Application	* State : Alabama 🗸 * County : Escambia 🖌	
Edit Application	* Producers : Add Producer	
Needs/Environmental	* Select Primary Applicant :	
Agreement Approval	Select Applicant(s) Action	
J	A Producer Remove	
Un-submit		
Inactivate Application	Continue	

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)

Field	Description/Action
Add	CLICK "Add Producer". The SCIMS Customer Search Page will be
Producer	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.

C Application Information Page Options (Continued)

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.

Menu	Application Sign	up - Add Con	tributors			
Welcome						
EFRP Program						
Select Program	Following are the Pro	oducer/Contribut	tor details.			
Cost Share	All required fields are d	enoted by an aster	isk{*}			
	Producer Farm Detai	ls				
New Application	*Producer(s)	Farm No.	Tract No.	*Field No.	State	County
Edit Application	A Producer B Producer	0000799	0003092	1	01	053
Needs/Environmental	A Producer B Producer	0000799	0003093	2,6	01	053
Agreement Approval	A Producer B Producer	0000799	0003095		01	053
Un-submit	A Producer B Producer	0000799	0003091		01	053
Inactivate Application	A Producer B Producer	0000799	0003094		01	053
	A Producer B Producer	0000799	0002332		01	053
Search						
View/Print Forms and	Save & Add Da	amage Documentat	ion <	Back		

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	After all applicable information has been entered, CLICK "Save and					
Documentation	Add Damage Documentation".					
Back	The previous Application Signup - Applicant Information Page will					
	be displayed.					

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.

Menu	Application Signup - Documentation				
Welcome	Control No: 01_053_2016_0004 Applicant Name: A Producer Status: INCOMPLETE	Cr	Creation Date: 05/02/2016 Disaster ID: 1502		
Select Program Cost Share			Add/View Notes		
New Application	Following fields are useful for documenting the Da	amage.			
	All required fields are denoted by an asterisk {*}				
Edit Application	* Select Disaster ID : Spring 2011 Southeastern	States Torna	dos - 1502 '	~	
Needs/Environmental	* Select Disaster Type : Tornado				
Agreement Approval	Description of Site :				
Un-submit	Type of Agricultural Produc				
Inactivate Application	Flowers or Bulbs Grain or Row Crops				
Search	Crops : Hay Forage or Pasture				
View/Print Forms and Letters	☑ Other Crop	2			
Performance and Payment	U Seed Crops				
Certification	Livestock : Select Live Stock	✓ .	Add		
Record & Pay	Selected Livestock	Number or Weight	Unit	Link To Remove	
View & Print Existing	Horses, Mules and Donkeys	150	Head Count	<u>Remove</u>	
Certifications					
Retry Payment	Save & Add Practice(s)				

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	Enter a narrative description of the site to differentiate between
Site	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	 may be selected, but both are not required. 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.

Menu	Application Signup - Add Practices									
Welcome	Administrative County									
EFRP Program	Control No : 01_053_2016_0004 Creation Date : 05/02/2016									
Select Program	Applicant Name : A Producer Disaster ID : 1502 Status : INCOMPLETE									
Cost Share							Add/\	/iew Notes		
New Application	Following fields lets you to add or edit a practice									
Edit Application	All required fields are der	oted	by an asterisk	{*}						
Needs/Environmental	* Select Practice :	EF3	- Bottomland N	lixed Forest	Restoration	\checkmark				
Needs/Environmental	* Practice Rate Type :	• c	omponent Rate		Rate		Physical County			
Agreement Approval	Disaster Type:	Torna	ado				Cou			
Un-submit			* Farm No.	Tract No.	Field No.	* Acres	State	Cou ty		
	Farm, Tract, Field & Acres :		0000799	0003092	1		01	053		
Inactivate Application	Acres .	✓	0000799	0003093	2	30	01	053		
Search										
View/Print Forms and	Save & Add Pract	tice (Component(s)	C	ancel					
Lettere										

3-14-19

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	Click the applicable option, whether using a component rate or practice
Туре	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 (\checkmark) 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	Saves practice information that was loaded on the page.
Component(s)	Talans the second to the Ameliantian O's Detition Detition
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.

Menu	Application Signup - Add Practice Components								
Welcome EFRP Program Select Program	Control No: 01_053_2016_0004 Creation Date: 05/02 Applicant Name: A Producer Disaster ID: Status: INC OMPLETE Add//view								05/02/2016 • ID : 1502 • <u>View Notes</u>
Cost Share New Application	Add or Edit	component rate.							
Edit Application Needs/Environmental Agreement Approval Un-submit	S * Practi	All required fields are denoted by an asterisk {*} Selected Practice: 01-EF3 * Practice extent(Acre): 20 * Select Components : Select Components V Add							
Inactivate Application Search	Component Code	* Technical Practices	Rate Type	Component Unit	Avg Actual Cost (\$)	Regular CostShare (%)	Limited resource CostShare (%)	* Extent Requested	
View/Print Forms and Letters Performance and	LABOR- LABOR	460 - Land Clearing	Percent of Cost - Not to Exceed	Hour	\$ 10.00	75.00 %	75.00 %	12	<u>Remove</u>
Payment Certification Record & Pay		d Component Back							
-/	Show/Hide sele	cted practice's farm, tract, and fie	lds						

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	Enter damaged or actual acres on which the practice is being applied, and						
Extent(Acre)	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)

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	Using the drop-down menu, select a technical practice for each
Practices	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	Saves the selected components to the application and continues to the
Component	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	The farm no, tract no, field no, acres and State/county will be displayed
Selected	or hidden.
Practice's Farm,	
Tract, and Fields	

C Fields, Descriptions, and Actions (Continued)

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

Menu	Applicati	on Signup - Add	l Contributo	ors				
Welcome EFRP Program	Applicant Na	01_053 2016 0004 ame: A Producer		Creation Date: 05/02/2016 Disaster ID: 1502				
Select Program	Status : INC	COMPLETE				Add/View Notes		
Cost Share New Application	Following are the contributor details.							
Edit Application	All required fi	ields are denoted by a	n asterisk {*}					
Needs/Environmental	Estimated Needed Contribution: \$ 120.00 Selected Practice: 01-EF3							
Agreement Approval				Со	py Per	cent Share Values		
		Components						
Un-submit		Component Code	Technical	Practice	E	xtent Requested		
Inactivate Application		LABOR-LABOR	-	460		12		
			Producer	Limited Reso	urce	* Percent Share(%)		
Search			A Producer	No		50		
View/Print Forms and Letters			B Producer	No		50		
Performance and Payment	Confirm	Contributions	Back					

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.

Welcome							
EFRP Program	Control No: 01_053_2016_0004 Applicant Name: A Producer Status: INCOMPLETE			Cre	Creation Date: 05/02/20 Disaster ID: 15		
Select Program							
Cost Share					Add/View Not		
	Following are th	he contributor d	ataile				
New Application	Following are ti		ctails.				
Edit Application	All required fields	are denoted by a	n asterisk {*}				
Laterspineadorr							
Needs/Environmental	Components						
					Extent Requested		
Agreement Approval	Component Code	Technic	al Practice	Exte	nt Requested		
Agreement Approval		Technic 460	al Practice	Exte	ent Requested		
Un-submit	Code		Limited Resource		nt Requested Requested Cost Share(\$)		
- ···	Code	460	Limited	12 Percent Share	Requested Cost		
Un-submit	Code	460 Producer	Limited Resource	12 Percent Share (%)	Requested Cost Share(\$)		

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.

Menu	Applicatio	n Signup -	• Practice	Summai	y			
Welcome EFRP Program Select Program Cost Share	Control No: 01_053_2016_0004 Creation Date: 05/02/2 Applicant Name: A Producer Disaster ID: 1 Status: INCOMPLETE Add/View No							
New Application	Following is the practice summary.							
Edit Application	Disaster Typ	e: 01-EF3 e: Tornado						
Needs/Environmental	Farms Farm No. Tract No. Field No.					Acres		
Agreement Approval	0000799		0003093				30.00	
Un-submit	Components							
Inactivate Application	Component Code							
Search	LABOR- LABOR					12		
View/Print Forms and Letters		Producer	Producer Type	Limited Resource	Percent Sharc (%)	Requested Cost Share (\$)		
Performance and Payment		A Producer	Individual	No	50%	\$ 45		
Certification		B Producer	Individual	No	50%	\$ 45		
Record & Pay								
View & Print Existing Certifications	Do you want to Confirm Ba	add this Pract ack Cancel						

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.

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.

Menu		Applicati	on Signup - Pr	actice Summa	iry					
Welcom	e									
EFRP F	Program		01_053_2016_000 ame: A Producer	Creation Date: 05/02/2016 Disaster ID: 1502						
Select	Program	Status : INC	OMPLETE							
Cost S	hare					Ad	d/View Notes			
	plication	Following is	the summary of a	all practices.						
Edit Ap	plication	Practices Added								
		Name	Request	ed Cost Share(\$)		Remove	Edit			
Needs/	Environmental	01-EF3			\$ 90	Remove	Edit			
Agreen	nent Approval	*Remove will	remove the practice	e completely and yo	u will lose all	practice data addeo	d so far.			
Un-sub	mit	Add Ano	ther Practice	Go to eligibility						
Inactiv	ate Application	Print FSA	848 PDF							
Search										

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.

Menu	Application Signup - Additional In	nformation		
Welcome EFRP Program Select Program Cost Share	Control No: 01_053 2016 0004 Applicant Name: A Producer Status : INCOMPLETE	Cr	eation Date: 05/02/ Disaster ID: <u>Add/View</u> !	1502
New Application	Following is the Eligibility information.			
Edit Application	Program Eligibility	<i>f</i>		
Needs/Environmental	Question	*Yes/No	Reason	
Agreement Approval	Are the Land Eligibility requirements met as defined in 1-EFRPPart 1 Section 8?	Yes O No(Must provide reason)		\bigcirc
Un-submit	Are the Person Eligibility requirements met as defined in 1-EFRPPart 1 Section 7?	○ Yes ● No(Must provide reason)	not met	\bigcirc
Inactivate Application	Eligibility Check Results:			
	Name	Туре	Eligible	
Search	A Producer	Individual	Yes	
View/Print Forms and	B Producer	Individual	Yes	
Performance and Payment	*Signature Date (MM/DD/YYYY): *Submitted Date (MM/DD/YYYY): 05/04/2016	_		
Certification	Submit Back			

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.

T: 11/T : 1	
Field/Link	Description and Action
Eligibility	Answer the program eligibility questions by clicking the applicable
Information	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	Enter date the applicant signed the FSA-848.
(mm/dd/yyyy)	
Submitted Date	Enter date FSA-848 was submitted to the FSA Service Center.
(mm/dd/yyyy)	
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.

Menu	Application Signup - Additional Informa	ation					
Welcome							
EFRP Program	The 01_053_2016_0004 application submitted successfully						
Select Program							
Cost Share		0					
New Application	Control No: 01_053_2016_0004 Applicant Name: A Producer Status: COMPLETE	Creation Date: 05/02/2016 Disaster ID: 1502					
Edit Application		Add/View Notes					
	Eligibility Check Successful						
Needs/Environmental	Print FSA848 PDF Lack Of Funds Letter	Generate Referral Letter					
Agreement Approval							

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.

Menu	Edit Applicatio	n						
Welcome								
EFRP Program								
Select Program	Application result	s						
Cost Share	Control Number	<u>Primary</u> Applicant	Application Status	<u>Disaste</u>	r ID	<u>State</u> County	<u>Date</u> <u>Created</u>	Edit Application
New Application	01_053_2016_0004	A Producer	INCOMPLETE	States	stern	Alabama - Escambia	05/02/2016	Edit
Edit Application				Tornados	5	Lacambia		
		Practice	Summary					
Needs/Environmental		Practic	e Control Nu	ımber	Pra	ctice Stat	us Proces	s Status
A second second second		01-0	53-2016-0004	4-01-EF3	IN	ICOMPLETE	<u>Edit</u>	
Agreement Approval		01-0	053-2016-0004	4-01-EF8	IN	ICOMPLETE	<u>Edit</u>	
Un-submit								
Inactivate Application	Back To Main Me	nu						

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	Click "Edit" under the Process column header in the Practice Summary						
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)

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.

Welcome								
FRP Program								
Select Program	Application result	5						
Cost Share	Control Number	Primary Applicant	Application Status	<u>Dis</u>	aster ID	<u>State</u> <u>County</u>	<u>Date</u> <u>Created</u>	Print FSA848 Form
New Application Edit Application	01 053 2016 0001	B Producer	COMPLETE	South	g 2011 eastern s Tornados	Alabama - Escambia	04/28/2016	PDF
Needs/Environmental	01 053 2016 0004	A Producer	COMPLETE	South	g 2011 eastern s Tornados	Alabama - Escambia	05/02/2016	PDF
Agreement Approval		Practice S	Summary					
Un-submit		Practice Control Number	Practice Sta	itus	Pr	ocess	Sta	atus
Inactivate Application Search		01-053- 2016- 0004-01- EF3	PENDING_APPF	ROVAL		ntalComplia etermination		OMPLETE OMPLETE
View/Print Forms and Letters		01-053- 2016- 0004-01- EF8	PENDING_APPF	ROVAL		ntalComplian etermination		OMPLETE OMPLETE
Performance and Payment	1							

3-14-19

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	See paragraph 63 for additional information.		
Compliance			
Needs	See to paragraphs 61 and 62 for additional information.		
Determination			

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.

lenu	Application	Signup - N	eeds Determi	nation		
Welcome						
FRP Program		050 0046 00				D - 1 05 (00 (00
Select Program	Control No: 01_053_2016_0004 Creation Date : Applicant Name : A Producer Disaste Status: COMPLETE Disaste					
Cost Share						Add/View No
New Application						
Edit Application	Following data	need to be fil	led out for Needs	Determinatio	on.	
	All required fields	are denoted by	y an asterisk{*}			
Needs/Environmental	Practice Extent	S				
	Practice Con	trol Number	Disaster Type	e Extent R	equested	* Extent Needed
Agreement Approval	01-	EF3	Tornado	15	.00	15.00
Jn-submit	1					
Search	Component Extension Component Code	ents Component Unit	Technical Practices	Extent Requested	* Extent Needed	* Management Activity
/iew/Print Forms and	LABOR-LABOR	Hour	460	10.00	15	⊖ Yes ● No
Letters						0103 0110
erformance and ayment	Filter Components By Technical Practice :	ect Technical P	Practice			v
Certification	Add Another Sel	ect Componen	ts			
Decord & Day		dd				
Record & Pay						
view & Print Existing	T 1 1 1 0 1					
Certifications	Technical Pract Technical Pr		TechPractice Uni	t * Cost	Shared?	* Units Planned
Retry Payment						
ted y r dymene	460-Land Cl	earing	Acre	• Ye	s 🔿 No	10
greement laintenance	Add Another Technical Sel Practice :	ect Technical P	Practice			✓ Add
Revise Agreement						
	Continue to	Next Step	Cancel			
Aareement In Process						

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 			
	-			

	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)

	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.

C Fields, Descriptions, and Actions (Continued)

61 Application Signup - Needs Determination – Step 1 (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.

C Fields, Descriptions, and Actions (Continued)

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.

Menu	Application Signup - Needs Determination
Welcome EFRP Program	Control No : 01_053_2016_0004 Creation Date : 05/02/2016 Applicant Name : A Producer Disaster ID : 1502
Select Program	Status : COMPLETE Add/View Notes
Cost Share	
New Application	Following fields need to be filled out for completing Needs Determination.
Edit Application	All required fields are denoted by an asterisk {*}
	Selected Practice: 01-EF3
Needs/Environmental	○ Farm Plan By NRCS
Agreement Approval	Conservation Plan: O Forest Plan By USFS Other Plan
Un-submit	* Date Referred (MM/DD/YYYY): 05/05/2016
Inactivate Application	* Referral Expiration Date (MM/DD/YYYY): 06/05/2016
Search	* Needs Statement: Yes
View/Print Forms and Letters	*Date received (MM/DD/YYYY): 05/05/2016
	*Name: Mary
Performance and Payment	*Affiliation: FSA
Certification	*Signature Date (MM/DD/YYYY): 05/05/2016
Record & Pay	
View & Print Existing	Save Submit <back cancel<="" th=""></back>

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

Menu	Environmental Compliance Check
Welcome	
EFRP Program	Add/View Notes
Select Program	Following fields need to be filled out for the Environmental Compliance Check
Cost Share	All required fields are denoted by an asterisk {*}
New Application	, , ,
	Selected Practice: 01-EF3
Edit Application	* FSA-850 or CPA-52 completed and
Needs/Environmental	all supporting documents Yes No gathered? :
Agreement Approval	* Date FSA-850 or CPA-52 completed (MM/DD/YYYY): 05/05/2016
Un-submit	
Inactivate Application	The Practice is environmentally : 🗹 Compliant
Search	Reason:
View/Print Forms and Letters	
Performance and Payment	Save Cancel
Certification	Show/Hide selected practice's farm, tract, and fields

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	CLICK the "Yes" or "No" option.
Completed and All	
Supporting Documents	Note: A completed FSA-850 is required for all EFRP
Gathered	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	If the "Yes" option is clicked, enter date.
Completed (MM/DD/YYYY)	
The Practice is	CHECK (\checkmark) " Compliant ", if the practice is environmentally
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)

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.

Velcome									
FRP Program									
Select Program	Application result	S						_	Dulut
ost Share	<u>Control Number</u>	<u>Primary</u> Applicant	<u>Application</u> <u>Status</u>	<u>Disaste</u>	r ID	<u>State</u> County	<u>Date</u> <u>Created</u>	Agreement Approval	Print FSA848/ Form
lew Application				Spring 20 Southeas		Alabama		GO TO	
dit Application	<u>01 053 2016 0004</u>	A Producer	COMPLETE	States Tornados		- Escambia	05/02/201	6 Approval	PDF
leeds/Environmental		Practice	Summary						
Agreement Approval		Practice Control Number	Control Practice Status		Process		Status		
In-submit		01-053- 2016- 0004-01-		PROVAL E		nmentalCo dsDetermi		EC_COMPLETE_ ND_COMPLETE	
nactivate Application		EF3							
earch		01-053- 2016- 0004-01- EF8	PENDING_AP	PROVAL E		nmentalCo dsDetermi		EC_COMPLETE_ ND_COMPLETE_	
iew/Print Forms and etters									

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	The Application Signup Page will be displayed. The Application Signup
Menu	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.

Menu	Agreement Approval - Assign ID
Welcome (
EFRP Program	
Select Program	Control No : 01_053 2016 0004 Creation Date : 05/02/2016 Applicant Name : A Producer Disaster ID : 1502
Cost Share	Status : COMPLETE Add/View Notes
New Application	Please assign a Disaster-ID to proceed with approval
Edit Application	* Select Disaster ID : Spring 2011 Southeastern States Tornados - 1502 🗸
Needs/Environmental	Select Disaster Type: Tornado
Agreement Approval	Continue Back

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 is pre-populated either based on the ID selected during the
Disaster ID	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	Disaster type is pre-populated based on the disaster type selected during
Туре	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.

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.

Menu	Agreement A	pproval			
Welcome USER NAME					
EFRP Program	Control No : 01_05 Applicant Name :	3_2016_0004 A Producer	Creation Date: 05/0 Disaster ID		
Select Program	Status : COMPLETE				
Cost Share	·		<u>Add/Viev</u>	v notes	
New Application	Below is the list of	practices associated with an ap	oplication.		
Edit Application	Practice Summary	1			
Needs/Environmental	Practice Control Number	Process State	Appro Dat		
	01-053-2016-0004- 01-EF3	EnvironmentCompliance-Eligible NeedsDetermination-Complete-Nee	eded Add		
Agreement Approval	01-053-2016-0004-	EnvironmentCompliance-Eligible NeedsDetermination-Complete-Nee	eded Add		
	01-EF8				
Un-submit	01-EF8				

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.

Menu	Agreement A	pproval	
Welcome USER NAME	Control No : 01_0 Applicant Name : Status : COMPLETE		Creation Date: 05/02/2016 Disaster ID: 1502
Select Program	Status : COMPLETE		Add/View Notes
ost Share	Balawis the list of	practices accessized with an appli	artian
New Application	Below is the list of	practices associated with an appli	cation.
Edit Application	Practice Summary	/	
Needs/Environmental	Practice Control Number	Process State	Approval Data
Agreement Approval	01-053-2016-0004- 01-EF3	EnvironmentCompliance-Eligible NeedsDetermination-Complete-Neede	d Add
<u> </u>	01-053-2016-0004- 01-EF8	EnvironmentCompliance-Eligible NeedsDetermination-Complete-Neede	d <u>Edit Remove</u>
Un-submit			

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				
Diconnecto All	- Assign ID Page.				
Disapprove All	Disapproves all practices associated with the application.				

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.

	Menu	Application Signup - Component Rate Practice Approval									
	Welcome USER NAME EFRP Program Select Program	Control No:01_053_2016_0004Creation Date:05/02/2016Applicant Name:A ProducerDisaster ID:1502Status:COMPLETECOMPLETEComplement									
	Cost Share	Following fields need to be filled out for component rate practice approval. All required fields are denoted by an asterisk {*}									
	Edit Application		Selected Practice: 01-EF3 * Practice Begin Date(MM/DD/YYYY): 05/09/2016								
	Needs/Environmental			End Dat	te(MM/DD/Y)	(YY): 11/09/	2016				
9	Agreement Approval	Practice Exte	ents nt Request	ed	E	ctent Neede	d	* E)	tent Appr	oved	
	Un-submit			15.	00		15.00			15.00	
	Inactivate Application	Components	5								
	Search	Component Code	Technical Practice	Avg Actual Cost (\$)	Regular CostShare (%)	Limited Resource CostShare (%)	Extent Requested	Extent Needed		Component Unit	
	View/Print Forms and Letters	LABOR- LABOR	460	\$ 10.00	75.00 %	75.00 %	10.00	15.00	15.00	Hour	
	Performance and Payment		Pro	oducer	I	imited Res	ource	* Pe	ercent Sha	re(%)	
	Certification		A Produ	cer		No				60.00	
	Record & Pay	B Producer No 40.00									
	View & Print Existing Certifications	Continue to Next Step Cancel									
	Retry Payment	Show/Hide selected practice's farm, tract, and fields									

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	Enter the date practice is to begin as the approval date. Users can use					
Date	ne 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.							
	Application Signup - Component Rate Practice Approval Errors • Total Approved Amount for practice cannot be zero • Obligation Amount cannot be zero							
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	When all required information has been entered, CLICK "Continue to							
Step	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.							

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.

Menu	Applicatio	on Signu	ıp - Co	mponen	t Rate I	Practic	e App	oroval	Summar	Т У	
Welcome EFRP Program Select Program	Control No: 01_053_2016_0004 Applicant Name: A Producer Disaster ID: 1502 Status: COMPLETE										
Cost Share	Following is	the Compo	onent Ra	ate practico	e approva	al summ	ary.				
New Application	Selecte	d Practice	: 01-EF3	:							
Edit Application		Practice Begin Date: 05/09/2016 Practice End Date: 11/09/2016									
Needs/Environmental	Practice Exte	ents									
	Ext	ent Reque	sted		Exter	nt Neede			Extent	Approved	
Agreement Approval				15.00			15	.00			15.00
Un-submit	Components	1									
Inactivate Application Search	Component Code		Avg Actual Cost (\$)	Regular CostShare (%)	Limited Resourd CostSha (%)	e Ex	tent lested	Extent Needed	Extent Approved	Component Unit	Total Cost (\$)
View/Print Forms and	LABOR- LABOR	460	\$ 10.00	75.00 %	75.00	% 10.00)	15.00	15.00	Hour	\$ 150.00
Letters		Produ	icer	Limited Re	esource	Percen	t Share	e(%)	Amount Ap	proved(\$)	
Performance and Payment		A Produc		No			60	.00 %		\$ 68.00	
		B Produ	cer	No			40	0.00 %		\$ 45.00	
Certification											
Record & Pay	Continue	to Next Ste	ep	<back< th=""><th>Cancel</th><th></th><th></th><th></th><th></th><th></th><th></th></back<>	Cancel						
View & Print Existing											

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

Par. 83

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	CSS automatically calculates approved cost share. After user has
Step	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.

A Overview

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

B Example of Agreement Approval - Fund Selection Page

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

Menu	Agreen	nent Approval						
Welcome USER NAME								
EFRP Program								
Select Program		: 01_053 2016 0004 Name: A Producer		Creatio	n Date : 05/02/2016 Disaster ID : 1502			
Cost Share	Status : C							
New Application					Add/View Notes			
new Application								
Edit Application	Below is th	e list of practices associ	ated with the	application	•			
Needs/Environmental	All required	fields are denoted by an ast	erisk{*}					
weeus/Environmental	Lack O	f Funds Letter						
Agreement Approval								
	Practice S	ummary	1					
Un-submit	Practice control Number	Process State	Requested Costshare (\$)	Approved Costshare (\$)	* Fund-Available Amount(\$)			
Inactivate Application	01-053-	EnvironmentCompliance-	(47	(+)				
Search	2016-0004-01-	Eligible NeedsDetermination-	\$75.00	\$113.00	3340-8483.00 🗸			
	EF3	Complete-Needed						
/iew/Print Forms and Letters	01-053- 2016-	EnvironmentCompliance- Eligible	4222.00	\$222.0C	3340-8483.00 🗸			
erformance and	0004-01- EF8	NeedsDetermination- Complete-Needed	\$332.00	\$332.00	3340-8483.00 🗸			
ayment		complete Needed	11					
Certification								
Record & Pay	COC/C	COC/CED Willing to Approve Date(MM/DD/YYYY): [if saving and continuing later]						
View & Print Existing		* COC/CED Approval Dat						
Certifications		() Lif co	MM/DD/YYYY): ontinuing now]]			
Retry Payment		[ii ci						
teay rayment	Save	Continue Back Print	t FSA848A PDF					
	Jave	Back Plin	CT SA040A PDF					

84 Agreement Approval - Fund Selection (Continued)

C Fields, Descriptions, and Actions

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

	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	Enter date, if funds are available.
Date	Enter date, il funds are avallable.
(mm/dd/yyyy)	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.

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.

Menu	Agreem	ent Approval						
Welcome								
EFRP Program								
Select Program	Control No: 01_053 2016 0004 Creation Date: 05/02/2016 Applicant Name: A Producer Disaster ID: 1502							
Cost Share	Status : CO				Add/View Notes			
New Application								
Edit Application	Below is the list of practices and their cost share information of an application.							
Needs/Environmental	Approved Practices							
Agreement Approval	Practice Control Number	Process State	Requested Costshare (\$)	Approved Costshare (\$)	Fund- Available Amount(\$)			
Un-submit	01-053- 2016-0004- 01-EF3	EnvironmentCompliance-Eligible NeedsDetermination-Complete- Needed	\$75.00	\$113.00	3340- 8483.00			
Inactivate Application Search	01-053- 2016-0004- 01-EF8	EnvironmentCompliance-Eligible NeedsDetermination-Complete- Needed	\$332.00	\$332.00	3340- 8483.00			
View/Print Forms and Letters	COC/CED Ap	proval Date of FSA 848A (MM,	/DD/YYYY):0	5/09/2016				
Performance and Payment	Continue	Back						

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.

Menu	Agreement Approval	- Eligibilit	y Inf	formation	າ	
Welcome EFRP Program	Control No : 01_053_2016_0	0004			Creation Date : 0	5/02/2016
Select Program	Applicant Name : A Produ Status : COMPLETE	Disaster				
Cost Share					<u>Add/\</u>	<u>/iew Notes</u>
New Application	Below is the eligibility info	rmation of	f an ap	plication.		
Edit Application	Program Eligibility Ouestion		*Yes/No		Reason	
Needs/Environmental	Are the Land Eligibility requirements met as defined in 1-EFRP Part 1 Section 8?) (Mu	Yes O No st provide eason)		\bigcirc
Agreement Approval Un-submit	Are the Person Eligibility requirements met as defined in 1-EFRP Part 1 Section 7?		(Mu	Yes 🔿 No st provide eason)		$\langle \rangle$
Inactivate Application	Eligibility Flags				1	
	Name	Туре		Eligible		
Search	A Producer Individ		ual Yes			
View/Print Forms and Letters	B Producer Individ		lal	Yes		
Performance and	Approve Disapprove All	Back	A	dd/Remove	Producer	

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		CLICK the "Yes" or "No" option.			
requirements met as defined in			-		
1-EFRP Part 1, Section 7?					
Reason		If "No" is selected an explanation is required in the			
		"Reason" block.			
Are the Land Eligibility		CLICK the "Yes" or "No" option.			
requirements met as defined in					
1-EFRP Part 1, Sec	tion 8?				
Reason			cted an explanation is required in the		
		"Reason" block.			
Approve		orove" after revi	iewing all information.		
	IF		THEN		
	the user answered "no" to		the user will not be allowed to proceed		
	either program	m eligibility	and "Approve" will not be available.		
	question				
			"Disapprove All" and "Add/Remove Producer" will be available.		
CSS returned eligibility fla		"No" for the	Producer' will be available.		
			the user can also correct eligibility and		
	the user answered "Yes" to both program eligibility		try "approving" again.		
			"Approve" will be available.		
	questions		Note: "Add/Remove Producer" will also		
	CSS returned "Yes" for the		be available.		
eligibility flags					
Disapprove All	If user clicks "Disapprove All", the Agreement Disapproval				
			played. See paragraph 88 for additional		
	information.				
Back	User is returned to the Agreement Approval - Confirmation Page.				
Add/Remove	This option is used to add or remove a producer. If only one producer				
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 aligh the option 				
	the user does not need to add producers, then click the option next to the producer to be removed and CLICK " Remove ".				
	next to	s me producer to	b de removed and CLICK Kemove.		

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.

Menu	Agreement Approval-Eligibility Success		
Welcome			
EFRP Program	Control No: 01_053_2016_0004 Applicant Name: A Producer	Creation Date: 05/02/2016 Disaster ID: 1502	
Select Program	Status : CONTRACT_APPROVED		
Cost Share	Agreement Approval and Obligation Successful	Add/View Notes	
New Application			
Edit Application	Print FSA848A PDF Approval Letter		

C Fields, Descriptions, and Actions

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

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

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.

Menu	Agreement Disapprov	val Information						
Welcome								
EFRP Program								
Select Program	Control No:01_053_2016_0005Creation Date:05/09/2016Applicant Name:A ProducerDisaster ID:1502							
Cost Share	Status : COMPLETE	Status : COMPLETE						
New Application	Below is the list of practices	associated with the application.						
Edit Application	All required fields are denoted b	All required fields are denoted by an asterisk {*}						
Needs/Environmental								
Agreement Approval	Practice control Process Stat Number	te * Disapproval Reasons						
Un-submit	01-053- 2016- 0005-01- NeedsDetermina	Bractice or Bregram Beguirements not met						
Inactivate Application	EF3 Complete-Need							
Search								
View/Print Forms and Letters		lītest						
Performance and Payment	* Please enter appeals langua per 1-APP par. 14 :							
Certification		·						
Record & Pay	Continue Back							
View & Print Existing								

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	Required free form text box. Enter applicable appeal
as per 1-APP, paragraph 14	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.

Menu	Agreement D	isapproval Confrimation				
Welcome						
EFRP Program	Control No: 01_053 2016 0005 Creation Date: 05/09/2016 Applicant Name: A producer Disaster ID: 1502					
Select Program	Status : COMPLETE	A Producer	Disaster 10 1 1502			
Cost Share	Disapproved Prac	tice Summary				
New Application	Practice control Number	Process State	* Disapproval Reasons			
Edit Application	01-053-2016- 0005-01-EF3	EnvironmentCompliance-Eligible NeedsDetermination-Complete-Needed	Practice or Program Requirements not met			
Needs/Environmental						
Agreement Approval	1-APP par. 14: Tes	t				
Un-submit						
Inactivate Application	Above practices will be disapproved. Do you wish to disapprove? Yes No					

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.

Menu	Agreement Disapproval Success				
ECP Program	Control No: 01_053_2016_0005 Applicant Name : Producer A	Creation Date : 05/09/2016 Disaster ID : 1502			
Select Program	Status : DISAPPROVED Agreement Disapproval Success	shi			
Cost Share					
New Application	Disapproval Letter				
Edit Application					

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.

Menu	Agreement	Approval						
Welcome USER NAME	Control No: 01_053_2017_0009 Creation Date: 03/06/2017 Applicant Name: A Producer Disaster ID: 1502							
EFRP Program	Status : COMPLETE							
Select Program						Add/View Notes		
Cost Share								
New Application	Below is the	Below is the list of practices associated with the application.						
Edit Application	All required fie	lds are denoted by an asterisk{*}						
Needs/Environmental	Lack Of Funds	Letter						
Agreement Approval	Lack OF Funds	Letter						
Un-submit	Practice Sum	ima r y						
Inactivate Application	Practice	Due en en Cherte	Rec	juested	Approved Costshare	* Fund-Available		
Search	Number	Process State	Cost	share(\$)	(\$)	Amount(\$)		
View/Print Forms and Letters	01-053- 2017-0009-	EnvironmentCompliance-Eligible NeedsDetermination-Complete-		\$0.00	\$ 360.00	3340-16906.00 🗸		
Performance and	01-EF2	Needed	2	\$0.00	\$ 360.00	3340-16906.00 🗸		
Payment								
Certification		Practice Summary						
Record &Pay	Practice control Number	Process State			* Disapprov	al Reasons		
View & Print Existing Certifications		EnvironmentCompliance-Eligit	ole					
Retry Payment	01-053-2017- 0009-02-EF3	NeedsDetermination Complet		Practice of	or Program Re	quirements not met 🗸		
Agreement Maintenance								
Revise Agreement				Exp	lanation of reas	son for		
Agreement In Process	* Please enter	appeals language as per 1-APP pa	ar. 14:		oval and applica ohts are typed h			
Terminate/Reinstate Agreement					gino are typed i			
Submit to COC/CED	c	COC/CED Willing to Approve Date(MM/DD/YYYY):						
COC/CED Approval	* COC/	[if saving and co CED Approval Date of FSA 848A ()	ontinui MM/DI	Ing later]∟ D/YYYY):□				
Search	200	* COC/CED Approval Date of FSA 848A (MM/DD)YYYY): [if continuing now] [03/10/2017						
Reports								
	Save Contin	ue Back Print FSA848A PDF						

91 Agreement Approval - Partial Disapproval (Continued)

C Fields, Descriptions, and Actions

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

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

Par. 91

91 Agreement Approval - Partial Disapproval (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	Required free form text box. Enter applicable appeal					
language according to	language according to 1-APP, paragraph 14 for the					
1-APP, paragraph 14	disapproved practices.					
COC Willing to Approve	Enter date, if funds are not available or if insufficient funds					
Date (mm/dd/yyyy)	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)

	General Page				
Field/Link	Description and Action				
COC Approval Date (mm/dd/yyyy)	If funds are available for the practices being approved:	If funds are not available for the practices being approved:			
	• enter approval date in the "COC/CED Approval Date of FSA-848A" data field and CLICK " Continue "	 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 subparagraph D.	• go to paragraph 93.			
	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.				

91 Agreement Approval - Partial Disapproval (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. User is returned to the Agreement Approval, Approval Data Page. Back Print FSA-848A User can print FSA-848A, Cost-Share Agreement. PDF 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.

Menu	Agreement A	Approval					
Welcome USER NAME		1_053_2017_0009 e: A Producer			Creation Date: 03/06/2017 Disaster ID: 1502		
EFRP Program	Status : COMPL				Di	Gaster 1D . 1302	
Select Program						Add/View Notes	
Cost Share	Below is the lis	st of practices and the	eir cost share inf	ormation of	an applicati	on.	
New Application	Approved Prac	tices					
Edit Application	Practice Control	Process S	State	Requested		Fund-Available	
Needs/Environmental	Number			Costshare (\$)	Costshare (\$)	Amount(\$)	
Agreement Approval		EnvironmentComplianc		\$0.00	\$360.00	3340- 16906.00	
Un-submit	0009-01-EF2	NeedsDetermination-Co	mplete-Needed				
Inactivate Application	Disapproved P	ractices					
Search		Practice Control Process State Disapproval Reasons					
View/Print Forms and Letters	Number 01-053-2017-	EnvironmentCompli	anco-Eligible		Practice or P	rogram	
Performance and	0009-02-EF3	NeedsDetermination		d	Requirements not met		
Payment	1-APP par. 14:	Explanation of reason f	or disapproval is t	yped here by	the user.		
Certification	COC/CED A	pproval Date of FSA 8	848A (MM/DD/Y	YYY): <u>03/10/</u>	2017		
Record &Pay							
View & Print Existing Certifications	Continue Back	k Disapproval Letter					
Patry Payment							

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
Duen	Disapproval Page.
Disapproval	CLICK " Disapproval Letter " to generate the disapproval letter for the
Letter	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	CLICK "Disapproval Letter" to generate the disapproval letter for the
Letter	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 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.

Menu	Agreement A	Appro	oval				
Welcome USER NAME	Control No : 0				Creation Date: 05/22/2017 Disaster ID: 1502		
EFRP Program	Applicant Name : A PRODUCER Status : COMPLETE				L	1303tel 10 . 1302	
Select Program						Add/View Notes	
Cost Share	Below is the li	st of p	practices and their cost share inf	ormation of	an applica	tion.	
New Application	Approved Pra	ctices					
Edit Application	Practice		Process State	Requested		Fund-Available	
Needs/Environmental	Control Number			Costshare (\$)	Costshare (\$)	e Amount(\$)	
Agreement Approval	01-053-2017- 0019-01-EF3	EnvironmentCompliance-Eligible NeedsDetermination-Complete-Needed		\$26.00	\$26.0	0 3344- 0.00	
Un-submit			·				
Inactivate Application	Disapproved F	ractio	ces				
Search View/Print Forms and Letters	Practice Cor Number		Process Stat	e		Disapproval Reasons	
Performance and	01-053-2017-0 01-EF5	019-	EnvironmentCompliance-Eligible Ne Complete-Needed	edsDetermina	ation- L	ow Priority	
Payment	1-APP par. 14	: test					
Certification	COC/CED A	pprov	val Date of FSA 848A (MM/DD/Y	YYY): 05/22/	2017		
Record &Pay							
View & Print Existing Certifications	Continue Bac	k Di	sapproval Letter				

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 Informati			
	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)

Par. 93

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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.

Menu	Un-Submit Ap	plication					
Welcome							
EFRP Program							
Select Program	Application result	s					
Cost Share	Control Number	Primary Applicant	Application Status	Disaster ID	<u>State</u> County	<u>Date</u> <u>Created</u>	Un- Submit
New Application Edit Application	01_053_2016_0001	C Producer	COMPLETE	Spring 2011 Southeastern States Tornados	Alabama - Escambia	04/28/2016	<u>Un-</u> Submit
Needs/Environmental	<u>01 053 2016 0004</u>	A Producer	COMPLETE	Spring 2011 Southeastern States Tornados	Alabama - Escambia	05/02/2016	<u>Un-</u> Submit
Agreement Approval							
Un-submit	Back To Main Me	nu					

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.

Menu	Application Signup - Unsubmit		
Welcome			
EFRP Program	Control No: 01_053_2016_0004 Creation Date: 05/02/2016 Applicant Name: Disaster ID: 1502		
Select Program	Status : COMPLETE		
Cost Share	Add/View Notes		
New Application			
Edit Application	This Application will be un-submitted, Signature date and Submitted dates are erased.		
Needs/Environmental			
Agreement Approval	Please confirm Un-submit.		
Un-submit	Confirm Cancel		

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)

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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.

Menu	Inactivate Application						
Welcome							
EFRP Program							
Select Program	Application result	S					
Cost Share	Control Number	<u>Primary</u> Applicant	Application Status	Disaster ID	<u>State</u> County	<u>Date</u> <u>Created</u>	Inactivate Application
New Application	01_053_2016_0001	B Producer	COMPLETE	Spring 2011 Southeastern States Tornados	Alabama - Escambia	04/28/2016	Inactivate Application
Needs/Environmental	<u>01 053 2016 0004</u>	A Producer	COMPLETE	Spring 2011 Southeastern States Tornados	Alabama - Escambia	05/02/2016	Inactivate Application
Agreement Approval							
Un-submit	Back To Main Me	enu					

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.

Menu	Application Signup - Inactivate			
Welcome				
EFRP Program	Control No : 01_053_2016_0001Creation Date : 04/28/2016Applicant Name : Disaster ID : 1502Disaster ID : 1502			
Select Program	Status : COMPLETE Add/View Notes			
Cost Share				
New Application				
Edit Application	This Application has been selected for Inactivation. A reason for inactivation is required. Please select from the following:			
Needs/Environmental	R1-Producer no longer interested			
Agreement Approval				
Un-submit	Please confirm inactivate reason.			
Inactivate Application				
Search	Confirm Cancel			

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	Select from the drop-down menu one of the following reasons the		
Reason	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.

Menu	Application Signup - Inactivate Confirmation			
Welcome				
EFRP Program	Control No: 01_053_2016_0001 Applicant Name: B Producer	Creation Date : 04/28/2016 Disaster ID : 1502		
Select Program	Status : COMPLETE	Add/View Notes		
Cost Share				
New Application				
Edit Application	Inactivate Reason: R1-Producer no longer interested			
Needs/Environmental				
Agreement Approval	Once Inactivate is complete, the record you wish to Inactivate this Application? Cancel.			
Un-submit				
Inactivate Application	Yes No			

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)

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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.

Menu	Search Criteria
Welcome USER NAME	Choose from the options below to get the list of assistance requests.
EFRP Program	* State : Alabama
Select Program	* County : Escambia
Cost Share	Disaster ID : Select DisasterID V
New Application	Disaster Types : Select DisasterType 🗸
Edit Application	Application Control Number :
Needs/Environmental	Producer Name : Find Producer
Agreement Approval	Fiscal Year : Select Year V
Inactivate Application	Application Status : Select Application Status
Search	Practice Status : Select Practice Status
View/Print Forms and Letters	
Performance and	Search Clear

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.

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114 Application Search Criteria (Continued)

E. 11/L . 1	D : /:	
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.

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114 Application Search Criteria (Continued)

Field/Link	Description	Action
Application	Free form data field for entering	Type the application control number of the
Control	a specific application control	desired application/agreement.
Number	number when known.	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)

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.

Par. 114

114 Application Search Criteria (Continued)

Field/Link	Description	Action
Field/Link Application Status	DescriptionDrop-down list of specificapplication statuses availablefor use as a search criteria.Defaults to "Select ApplicationStatus". Select applicationstatuses include:• Approved• Cancelled• Complete• Disapproved• Finalized• Incomplete• Paid• Partially Earned.Note: If a specific application statuses will be displayed in the search results, including application statuses associated with agreements, which are not listed in this drop- down menu.	Action 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".

Par. 114

114 Application Search Criteria (Continued)

Field/Link	Description	Action
Practice	Drop-down list of specific	Select the desired practice status to limit
Status	practice statuses available for	search results to only
	use as a search criteria.	applications/agreements containing a
	Defaults to "Select Practice	practice having that specific status.
	Status". Selectable practice	
	statuses include:	Example: Selecting "Payment Failed"
		returns search results
	Approved	containing applications
	Cancelled	where a payment has been
	• Disapproved	attempted through Record
	• Inactive	and Pay, but the payment
	• Incomplete	was not successfully issued.
	• Paid	
	Partially Earned	
	Payment Failed	
	Pending Approval	
	 Pending Certification. 	
Search	Retrieves information based on	CLICK "Search" to conduct the search
	the search criteria selected/	according to the selected criteria.
	entered. The Search Results	5
	Page will be displayed.	
Clear	Resets all data entry search	CLICK "Clear" to remove all
	criteria fields.	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	Search Results								
Welcome USER NAME	Deleusie e liet ef eeu								
EFRP Program	Below is a list of as	sistance re	equests for	the criteri	a you selecte	ea.			
Select Program	New Search								
Cost Share	Your request: State=	=Alabama,	County=Esca	ambia					
New Application	Cost Share Applicat	ion search	results						
Edit Application	Control Number	Primary Applicant	Applicatio	n Status	Disaster ID	<u>State</u> County	<u>Date</u> <u>Created</u>	Show/Hide Practice Summary	Edit Application
Agreement Approval	01 053 2017 0001	A	CONTRACT_		Spring 2011 Southeastern	Alabama -	12/20/2016		
Un-submit	01_035_2017_0001	PRODUCER	CONTRACT_	APPROVED	States Tornados	Escambia			
Inactivate Application Search View/Print Forms and Letters	01_053_2017_0002 .	A PRODUCER	INCOMPLET	E	Spring 2011 Southeastern States Tornados	Alabama - Escambia	12/22/2016	Show	Edit
Performance and Payment	01_053_2017_0003	B PRODUCER	COMPLETE		Spring 2011 Southeastern States Tornados	Alabama - Escambia	01/19/2017	Show	<u>Go To</u> Approval
Record &Pay View & Print Existing Certifications	01_053_2017_0004	C PRODUCER	CONTRACT_	APPROVED	Spring 2011 Southeastern States Tornados	Alabama - Escambia	02/23/2017	' <u>Hide</u>	
Retry Payment		Practice Summary							
Agreement Maintenance		Practice Control Number Action(s) Process Status							
Revise Agreement Agreement In Process		01-053- 2017- 0004-01-	APPROVED	Producer	tMaintenance Certification tification	PC_PRO	ND_COMP DUCER_CERT	LETE_ELIGIB	D INCOMPLETE
Terminate/Reinstate Agreement		EF3		<u>TSPCer</u>	uncation	TC1	SP_CERTIFI	CATION_INC	OMPLETE

Par. 115

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	After clicking "Search" all records in the search results will be			
Practice	displayed as collapsed with the "Show" link available.			
Summary				
Column	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	Depending upon the application status, links to specific processes			
Column	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	<u>Hide</u>	
	Practice Practice Control Number		Practice Action(s)		Process Status			
	01-053- 2017- 0004-01- EF3	APPROVED	ProducerC	tMaintenance Certification tification		ND_COMP	ETE_ELIGIBL LETE_NEEDE IFICATION_I CATION_INCC	D NCOMPLETE

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.

Application	Application Status		
Status	Description	Process Link	Action
Approved	Agreement has been	Agreement	Takes the user to the
	approved but no payments	Maintenance	Revise Contract Page.
	have been issued under the		See paragraph 171.
	agreement.	Producer	Takes the user to the
		Certification	Producer Certification -
			Component Rate Practice
			Page. See paragraph 131.
		Retry Payment	Takes the user to the
			Retry Payment Page. See
			paragraph 161.
		TSP	Takes the user to the TSP
		Certification	Certification Page. See
			paragraph 133.
Cancelled	Status is not used.	N/A	N/A
Complete	Practices and components	Environmental	Takes the user to the
	have been added to the	Compliance	Environmental
	application, but the		Compliance Check Page.
	application has not yet been		See paragraph 63.
	approved. Environmental	Needs	Takes the user to the
	compliance and needs	Determination	Application Signup -
	determination information		Needs Determination
	may or may not be		Page, step 1. See
	completed.		paragraph 61.
Disapproved	All practices on the	None	No action is permitted on
	application have been		disapproved status
	disapproved.		applications.

Application Status	Application Status Description	Process Link	Action
Finalized	Agreement has been replaced with a successor agreement through the "Finalize and Copy" option process.	None	No action is permitted on finalized status agreements from within the application search results. The
	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".		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 Producer Certification	Takes the user to the Revise Contract Page. See paragraph 171.Takes the user to the Producer Certification
		TSP Certification	- Component Rate Practice Page. See paragraph 131. Takes the user to the TSP Certification Page. See paragraph 133.

Application	Application Status		
Status	Description	Process Link	Action
Partially	Payments have been	Agreement	Takes the user to the
Earned	issued under the	Maintenance	Revise Contract Page.
	agreement but not all		See paragraph 171.
	practices have been	Producer	Takes the user to the
	marked as "Practice	Certification	Producer Certification -
	Complete".		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	None	No action is permitted
	revision or that has been		from the Search Results
	submitted to COC/CED		Page for a Revise COC
	for approval but has not		status agreement. See
	yet been approved.		paragraph 225.
	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		

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

116 Application Search Results Practice Summary (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.

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

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.

Menu	Search Results												
Welcome USER NAME EFRP Program	Below is a list of as	Below is a list of assistance requests for the criteria you selected. New Search Y͡p ur request: State=Alabama, County=Escambia											
Select Program Cost Share	New Search Ypur request: State=												
New Application	Cost Share Application search results												
Edit Application	Control Number	Primary Applicant	Application Status	Disaster ID	<u>State</u> <u>County</u>	<u>Date</u> <u>Created</u>	Show/Hide Practice Summary	Edit Application					
Agreement Approval Un-submit	01_053_2017_0001	A PRODUCER	CONTRACT_APPROVED	Spring 2011 Southeastern States Tornados	Alabama - Escambia	12/20/2016	<u>Show</u>						
Inactivate Application Search View/Print Forms and Letters	01_053_2017_0002 .	A PRODUCER	INCOMPLETE	Spring 2011 Southeastern States Tornados	Alabama - Escambia	12/22/2016	<u>Show</u>	<u>Edit</u>					
Performance and Payment Certification	01_053_2017_0003	B PRODUCER	COMPLETE	Spring 2011 Southeastern States Tornados	Alabama - Escambia	01/19/2017	<u>Show</u>	<u>Go To</u> Approval					

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

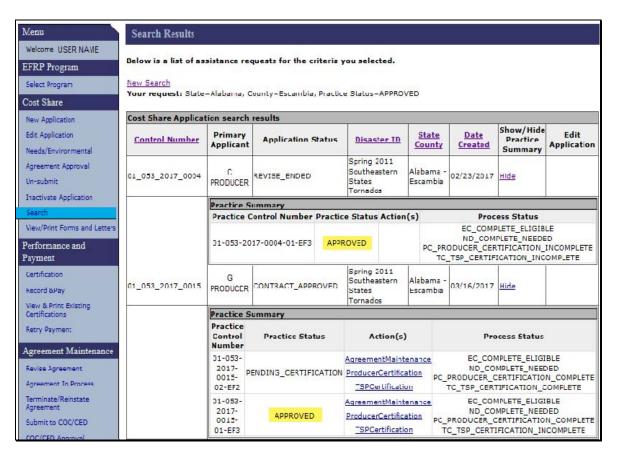
118 Application Search by Practice Status

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.



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.

Menu	Search Results
Welcome USER NAME	
EFRP Program	No records found matching the specified criteria.
Select Program	New Search
Cost Share	Your request: State=Alabama, County=Escambia, Practice Status=CANCELLED

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	Search Results										
Welcome USER NAME EFRP Program	Below is a list of as	sistance re	que	sts for the criteria	a you selecte	d.					
Select Program Cost Share	<u>New Search</u> Your request: State:	=Alabama,	Cour	ty=Escambia, Pract	ice Status=DI	SAPPROVI	ED				
	Cost Share Applicat	ion consch		ulte							
New Application	Cost Share Applicat		res	uits				Show/Hide	Edit		
Edit Application	Control Number	Primary Applicant	Ap	plication Status	Disaster ID	<u>State</u> County	<u>Date</u> <u>Created</u>	Practice Summary	Application		
Needs/Environmental					Spring 2011	Alabama		Summary			
Un-submit	01_053_2017_0009	S PRODUCER	TERI	MINATE_CONTRACT	Southeastern States Tornados	- Escambia	03/06/2017	7 <u>Hide</u>			
Inactivate Application		Practice	2		Tornados						
Search		Practic		mary							
View/Print Forms and Letters		Contro Numbe		Practice Status	Action(s)		Proc	ess Status			
Performance and					RetryPayment			LETE_ELIGIB			
Payment		01-053-2	DAVMENT FATLED		NetryPayment	PC_PROD	DUCER_CER	PLETE_NEEDE TIFICATION_I (CATION_INC)	INCOMPLETE		
Record &Pay		01-053-2017- 0009-02-EF3		DISAPPROVED		10_1	EC_COMP	LETE_ELIGIBLE			
View & Print Existing Certifications		0005 02			Spring 2011						
Retry Payment	01_053_2017_0011	M PRODUCER	DISA	APPROVED	Southeastern States Tornados	Alabama - Escambia	03/09/2017	7 <u>Hide</u>			
Agreement Maintenance		Practice !	Sum	marv	101110005						
Revise Agreement				ontrol Number	Practice Stat	tus Act	ion(s)	Process S	tatus		
Agreement In Process		01-053	-201	7-0011-03-EF4	DISAPPROVE	D		C_COMPLETE			
Terminate/Reinstate Agreement					Spring 2011	Alabama					
Submit to COC/CED	01_053_2017_0012	Z PRODUCER	сом	IPLETE	Southeastern States Tornados	- Escambia	03/10/2017	7 <u>Hide</u>	<u>Go To</u> Approval		
COC/CED Approval		Deactica	Zuuma		Tornados						
Search		Practice Summary Practice									
Reports		Contro Numbe		Practice Status		Action(s)	Process Status				
		01-053-20 0012-01-		PENDING_APPROVA	AL	EnvironmentalCompliance NeedsDetermination		EC_COMPLETE_ELIGIBLE ND_COMPLETE_NEEDED			
		01-053-20 0012-01-		DISAPPROVED				EC_INCO ND_INCO			

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.

Menu	Search Results
Welcome USER NAME	
EFRP Program	No records found matching the specified criteria.
Select Program	New Search
Cost Share	Your request: State=Alabama, County=Escambia, Practice Status=INACTIVE

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.

Menu	Search Results									
Welcome USER NAME EFRP Program	Below is a list of as	ssistance	requests for	the criteria	a you selec	ted.				
Select Program Cost Share	New Search Your request: State	e=Alabama	, County=Esc	ambia, Pract	ice Status=	INCOMPLET	E			
New Application	Cost Share Application search results									
Edit Application Needs/Environmental	Control Number	Primary Applicant	Application Status	<u>Disaster I</u>	D State County	<u>Date</u> <u>Created</u>	Show/Hide Practice Summary	Edit Application		
Agreement Approval	01_053_2017_0014	Р	INCOMPLETE	Spring 2011 Southeaster States	n -	03/16/2017	Hide	<u>Edit</u>		
Inactivate Application		PRODUCER		Tornados	Escambia					
Search View/Print Forms and Letters			e Control Nu		ractice Sta			ess Status		
Performance and Payment			-2017-0014-0		INCOMPLET		-			

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.

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	Search Results											
Welcome EFRP Program	Below is a list of as	sistance re	equests for th	e <mark>criteria</mark>	you selecte	d.						
Select Program Cost Share	New Search Your request: State:	=Alabama,	County=Escan	nbia, Practic	ce Status= P/	AID						
New Application	Cost Share Applicat	tion search	results									
Edit Application	Control Number	Primary Applicant	Application	Status	Disaster ID	State County	Date Created	Show/Hide Practice Summary	Edit Application			
Agreement Approval Un-submit Inactivate Application	01_053_2017_0013	C PRODUCER	TERMINATE_C		pring 2011 outheastern tates ornados	Alabama - Escambia	03/14/2017	Hide				
		Practice Summary										
Search View/Print Forms and Letters			e Control mber	Practice Status	Action (s)		Process Status					
Performance and Payment			2017-0013- -EF4	PAID		EC_COMPLETE_ELIGIBLE ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION_INCOMPLET TC_TSP_CERTIFICATION_INCOMPLET						
Record &Pay View & Print Existing Certifications	01_053_2017_0015	C PRODUCER	PARTIALLY_E	EARNED Southeastern Southeastern States Tormados			03/14/2017	Hide				
Retry Payment		Practi	ice Summar	v			· · · ·					
Agreement Maintenance		Practi Contr Numb	ol Practice		ction(s)		Pro	cess Status	5			
Agreement In Process Terminate/Reinstate			15- APPROVE		entMaintena rCertificatio		ND_COMP	PLETE_ELIGI PLETE_NEED CERTIFICA				
Agreement Submit to COC/CED		01-EF	-		ertification entMaintena	1	C_TSP_CE EC_COMP	RTIFICATIO	N_FINAL BLE			
COC/CED Approval Search		2017-00 01-EF	15- PAID		rCertificatio ertification	PC_P	RODUCER	PLETE_NEED _CERTIFICATION RTIFICATION	TION_FINAL			

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.

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	Search Results									
Welcome USER NAME EFRP Program Select Program Cost Share	Below is a list of a New Search Your request: State						(_EARNED			
New Application	Cost Share Applica	tion searc	h results							
Edit Application	Control Number	Primary Applicant	Application Stat		Disaster ID	<u>State</u> County	Date Created	Show/Hide Practice Summary	e Edit Application	
Agreement Approval Un-submit	01_053_2017_0017	C PRODUCER	PARTIALLY_EARNE		Southeastern	Alabama - Escambia	03/14/2017	7 <u>Hide</u>		
Inactivate Application		Practice	Summary							
Search View/Print Forms and Letters Performance and		Practice Control Number	Practice Status	A	tion(s)	Process Status				
Payment Certification Record &Pay		01-053- 2017-0017- 01-EF3	PARTIALLY _EARNED	AgreementMaintenance ProducerCertification TSPCertification		EC_COMPLETE_ELIGIBLE ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION_FIN TC_TSP_CERTIFICATION_FINAL			ED ION_FINAL	
View & Print Existing Certifications Retry Payment		01-053- 2017- 0017-01- EF4	PAID	Produce	ntMaintenan Certification ertification	ND COMPLETE NEEDED				

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.

Menu	Search Results								
Welcome USER NAME EFRP Program Select Program Cost Share	Below is a list of ass <u>New Search</u> Your request: States		-				AILED		
New Application	Cost Share Applicat	ion search	resu	ults					
Edit Application Needs/Environmental	Control Number	Primary Applicant		plication Status	<u>Disaster ID</u>	State County	Date Created	Show/Hide Practice Summary	Edit Application
Agreement Approval Un-submit	01_053_2017_0002A	A PRODUCER	CONTRACT_APPROVED		Spring 2011 Southeastern States Tornados	Alabama • Escambia	12/22/2016	Hide	
Inactivate Application		Practice !	Sumr	nary					
Search View/Print Forms and Letters		Practice Control Number		Practice Status	Action(s)		Proce	ess Status	
Performance and Payment Certification				PAYMENT_FAILED	<u>RetryPaymen</u>	EC_COMPLETE_EL ND_COMPLETE_N PC_PRODUCER_CERTIFICAT TC_TSP_CERTIFICATION		LETE_NEEDE	D COMPLETE

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	Search Results								
EFRP Program	Below is a list of as	sistance	requests for	the criteri	ia you selee	ted.			
Select Program	New Search								
Construction of the Decision	Your request: State	e=Alabama	, County=Esc	ambia, Prac	ctice Status=	PENDING_A	PPROVAL		
Cost Share	Cost Share Applica	tion coord	sh results						
New Application	Cost Share Applica		See and see all				Show/Hid		
Edit Application	Control Number	Primary Application Applicant Status		Disaster I	D State County	Date Created	Practice	Application	
Agreement Approval Un-submit	01_053_2017_0003	B PRODUCER	COMPLETE	Spring 201: Southeaste States		01/19/2017	Hide	<u>Go To</u> <u>Approval</u>	
Inactivate Application		D		Tornados					
Search		Practice	Summary		1				
View/Print Forms and Letters				ce Status Actio		Action(s)	Pro	Process Status	
Performance and Payment		01-053 2017-000 01-EF3	3- PENDING	_APPROVAL		entalComplia Determinatio			
Certification Record &Pay		01-053	- 3- PENDING	_APPROVAL		entalComplia Determinatio			
View & Print Existing Certifications Retry Payment	01_053_2017_0012			Spring 201: Southeaste States Tornados		03/10/2017	Hide	<u>Go To</u> Approval	
Agreement Maintenance		Practice :	Summary						
Revise Agreement Agreement In Process		Practice Control Number	Practice S	Status	Action	ı(s)	Proces	s Status	
Terminate/Reinstate Agreement		01-053- 2017-	PENDING AP		vironmental	Compliance		TE_ELIGIBLE	
Submit to COC/CED		0012-01- EF3	PENDING_AP	TROVAL	NeedsDeter	mination	ND_COMPL	ETE_NEEDED	
COC/CED Approval Search		01-053- 2017- 0012-01-	DISAPPRO	OVED			EC_INCOMPLETE		
Reports		EF4							

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

• 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	Search Results											
Welcome USER NAME EFRP Program	Below is a list of as	sistance r	equests for the criteria	you selected.								
Select Program Cost Share	<u>New Search</u> Your request: State=Alabama, County=Escambia, Practice Status=PENDING_CERTIFICATION											
New Application	Cost Share Application search results											
Edit Application	Control Number	Primary Applicant	Application Status	<u>Disaster ID</u>	<u>State</u> County	<u>Date</u> <u>Created</u>	Show/Hide Practice Summary	Edit Application				
Agreement Approval Un-submit	01_053_2017_0015	C PRODUCER	CONTRACT_APPROVED	Spring 2011 Southeastern States Tornados	Alabama Escambia	03/16/2017	Hide					
Inactivate Application		Practice S	Summary									
Search View/Print Forms and Letters		Practice Control Number	Practice Status	Action(s))	Process Status						
Performance and Payment Certification		01-053- 2017- 0015- 02-EF2	PENDING_CERTIFICATION	AgreementMaint ProducerCertifica TSPCertificatio	ation PC			DED N_COMPLETE				
Certification Record &Pay View & Print Existing Certifications		01-053- 2017- 0015- 01-EF3	APPROVED	AgreementMaint ProducerCertifica TSPCertificatio	ation PC			DED N_COMPLETE				

con

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.

Menu	View Print Forms
Welcome USER NAME	Choose from the options below to get the list of assistance requests.
EFRP Program	* State : Alabama 🗸
Select Program	* County : Escambia
Cost Share	Disaster ID : Select DisasterID V
New Application	Disaster Types : Select DisasterType V
Edit Application	Application/Agreement Number :
Needs/Environmental	Producer Name : Find Producer
Agreement Approval	Fiscal Year : Select Year V
Inactivate Application	Cost Share Status : Select Cost Share Status 🗸
Search	
View/Print Forms and Letters	Search Clear

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)

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.

C Fields, Descriptions, and Actions (Continued)

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.

Menu	View Print Form	Results							
Welcome USER NAME EFRP Program Select Program	Below is a list of ag <u>View/Print Search</u> Your request: State		for the criteria you so County=Escambia	elected.				1	2 Next>
Cost Share	View Print Forms re	esults							
New Application	Control Number	Applicant Name	Application Status	Disaster ID	State County	Date Created	Approval Date	Forms	Letters
Edit Application Needs/Environmental Agreement Approval	01_053_2017_0002	A PRODUCER	ACTIVE_TERMINATE	Spring 2011 Southeastern States Tornados	Alabama - Escambia	12/20/2016	12/21/2016	FSA848	
Un-submit Inactivate Application	01_053_2017_0002A	A PRODUCER	CONTRACT_APPROVED	Spring 2011 Southeastern States Tornados	Alabama - Escambia	12/22/2016	06/01/2017		
Search View/Print Forms and Letters Performance and Payment Certification	01_053_2017_0003	B PRODUCER	COMPLETE	Spring 2011 Southeastern States Tornados	Alabama - Escambia	01/19/2017		<u>FSA848</u>	<u>Generate</u> <u>Referral</u> <u>Letter</u> <u>Lack cf</u> <u>Funds</u> <u>Letter</u>
Record & Pay View & Print Existing Certifications	01_053_2017_0004	D PRODUCER	DISAPPROVED	Spring 2011 Southeastern States Tornados	Alabama - Escambia	02/23/2017	02/23/2017	<u>FSA848</u>	<u>Disapprov</u> Letter
Retry Payment Agreement Maintenance	01_053_2017_0005	C PRODUCER	INCOMPLETE	Spring 2011 Southeastern States Tornados	Alabama - Escambia	03/02/2017		FSA848	

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	Application approved.
	request for cost-sharing for the	
	indicated practice(s) has been	
	approved.	
Disapproval	Letter to the producer stating their	One or more practice(s) has been
Letter	request for cost-sharing for the	disapproved.
	indicated practice(s) has been	
	disapproved.	
Lack of	Letter to the producer stating while	Completed application signed and
Funds	their cost-sharing application has been	submitted by the producer.
	tentatively approved, at this time the	
	demand for the indicated practice has	
	exceeded available Funds	
Referral	Letter to the producer stating their	Completed application signed and
Letter	application has been referred to the	submitted by the producer.
	Technical Service Provider for a needs	
	determination.	
FSA-848	FSA-848, which is the cost-share	Application started with producer
	application.	assigned and farm(s), tract(s), and
		field(s) selected.
FSA-848A	Form FSA-848A, which is the	Application approved.
	cost-share agreement.	
FSA-848B	Form FSA-848B, cost-share	Application approved.
	certifications and payments, which is	
	used to document cost-share	
	certifications and payments.	

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.

	Certification S	earch Re	sults						
Welcome									
EFRP Program									
Select Program	Agreement result	S							
Cost Share	Agreement Number	<u>Applicant</u> <u>Name</u>	<u>Agreement</u>	Status	<u>Disaster ID</u>	<u>State</u> County	<u>Date</u> <u>Revision</u> <u>Began</u>	<u>Approval</u> <u>Date</u>	Links
New Application Edit Application	01 053 2016 0004	Producer A	CONTRACT_A	PPROVED	Southeastern	Alabama - Escambia	05/09/2016	05/09/2016	PDF
Needs/Environmental		Practice S	Summary		Tornados	Ebcambia			
Agreement Approval		Practice Control Number	Practice Status		Process		Process	Status	
Un-submit		01-053- 2016- 0004-01- EF3	APPROVED	Produce	entMaintenance erCertification Certification	Proc	luœrCertifical SPCertification		
Inactivate Application Search		01-053- 2016- 0004-01- EF8	APPROVED	Produc	entMaintenance erCertification Certification	Prod	luœrCertificat SPCertification		

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	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	The Revise Contract Page will be displayed. See paragraph 171 for								
Maintenance	additional information.								
Producer	The Producer Certification - Component Rate Practice Page will be								
Certification	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.

Menu	Produ	ıcer Certi	ficati	on-Co	ompon	ent I	Rate P	ractice			
Welcome					•						
EFRP Program											
Select Program		Control No: 01_053_2016_0004 Creation Date: 05/02/2016 Applicant Name: PRODUCER A Disaster ID: 1502									
Cost Share		CONTRACT_A									dd/View Notes
New Application											
Edit Application	denoted b	table lists all y an asterisk	; {*}	es on t	he contra	ict for	producer	certificat	ion. /	All requir	ed fields are
Needs/Environmental	Selected I	Practice:01-E	F8								
· · · · · · · · · · · · · · · · · · ·	Compon	ents									
Agreement Approval Un-submit	Name	Extent Requested		nnical ctice	Avg Actual Cost	Cost	lax Share egular	Max Costsha %Limite	ed	Extent Needed	
on submic	FLC35W	13.00	391		(\$) \$ 51.00	5	0.00 %	Resource 50.00		13.00	13.00
Inactivate Application	120551	13.00	551	Danca			(_	urrent	Prior
Search			nited source	Char	e Am	oved ount \$)	Actual Cost(\$	nt Prior Costs) (\$)	E	xtent	Extent Performed
View/Print Forms and Letters		Producer A	No	50.	00 1	66.00	18	0 0		6	o
Performance and Payment		Producer B	No	50.	00 166.00		18	0 0		6	0
Certification											
Record & Pay		* Prac	ctice Co	omplete	e?: ●Ye	s ON	lo				
		* Total	installa	ation co	st: 360						
View & Print Existing Certifications			* Acre	e Serve	d: 12]				
					FLC3	5W	ſ				
Retry Payment		Compo	nents C	Complet	ie:						
Agreement											
Maintenance	* Date	e receipts an received	d docui	mentati	on 05/1	7/2016					
Revise Agreement	FSA_										
Agreement In Process		FSA_848B PDF * Producer Signature Date (MM/DD/YYYY): 05/17/2016									
Terminate/Reinstate Agreement											
Submit to COC/CED	Save	Continue	e To Ne	ext Step		Cancel					

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	Enter actual cost for the producer's share. Calculated by multiplying
Cost (\$)	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.
renormed	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)

Field/Link Description and Action Click: Practice Complete? "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 Only applicable if the "Practice Complete?" question has been answered "Yes". Enter the total cost incurred to install the practice. Installation Cost **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 Select the components that are complete by clicking on the completed Complete 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. Enter date receipts and documentation are received from the producer. **Dates Receipts** and **Note:** When applicable, the prompt payment interest date will be Documentation calculated by the software by adding 30 calendar days to the later of Received the date documents are received or the producer signature date. Before producer signature date is entered, CLICK "FSA-848B PDF" to FSA-848B PDF print FSA-848B. After the producer's signature is obtained on the printed form, re-access the Producer Signature Date 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

C Fields, Descriptions, and Actions (Continued)

documents are received or the producer signature date.

131 Producer Certification – Component Rate Practice (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	The Producer Certification Confirm - Component Rate Practice Page will be
Next Step	displayed. See paragraph 132 for additional information.
Cancel	The Certification Search Results Page will be displayed. See paragraph 130 for additional information.

C Fields, Descriptions, and Actions (Continued)

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.

Menu	Produ	icer Ce	ertific	ation C	onfii	m-	Com	iponei	nt Rat	e P	ractice	1	
Welcome													
EFRP Program													
Select Program	Control N Applican	lo:01_ t Name	053_20	016_0004					C	Creat		e: 05/02/2016 ster ID: 1502	
Cost Share	Status :										А	dd/View Notes	
New Application													
Edit Application	Following denoted b				the co	ontra	act for	produce	r certific	ation	. All requ	ired fields are	
	Selected F	Practice:(01-EF8										
Needs/Environmental	Compon	onte											
Agreement Approval	Name	Components Name Extent Technical Avg Max Max Extent Extent Requested Practice Actual CostShare CostShare Needed Approved											
Un-submit					Cos (\$		% Re	gular	%Limited Resource				
Inactivate Application	FLC35W	13.00	39	91	\$ 51	.00	5	0.00 %	50.0	0 %	13.00	13.00	
Search		Name	Limit Resou	ed Sha	ire .	Åm	oved Curren ount Actua \$) Cost(\$		Costs	5 Extent		Prior Extent Performed	
View/Print Forms and Letters		Produce A	r No	50	0.00	.00 166		18				0	
Performance and Payment		Produce B	^{er} No 5		0.00	.00 166.00		18	30 0		6	0	
Certification													
Record & Pay				Complete allation co			0						
,		_		Acre Serve									
View & Print Existing Certifications	Components Complete : FLC35W * Date receipts and documentation 05/17/2016												
Certandadons	received(MM/DD/TTTT):												
Retry Payment		* Prod	ucer Si (M	gnature D M/DD/YYY	(Y): 05	5/17,	/2016						
Agreement Maintenance													
Revise Agreement													
Agreement In Process	Submit	Can	ncel										

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	Calculated by the system. Prior extent performed will not be populated						
Performed	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.

Select Program Cost Share New Application Edit Application	Control M Applican Status : Following All require 01-EF8	ertificatio	_2016_000 Producer APPROVED	Λ			Cre		ate: 05/02/201 saster ID: 150
EFRP Program Select Program Cost Share New Application Edit Application Needs/Environmental	Applican Status : Following All require 01-EF8	t Name : CONTRACT_	Producer . APPROVED	Λ			Cre		
Select Program Cost Share New Application Edit Application Needs/Environmental	Applican Status : Following All require 01-EF8	t Name : CONTRACT_	Producer . APPROVED	Λ			Cre		
Cost Share New Application Edit Application Needs/Environmental	Status : Following All require 01-EF8	CONTRACT_	APPROVED.					Di	eactor ID + 150
Sost Share New Application Edit Application Needs/Environmental	Following All require 01-EF8	are the comp							Saster 10 - 150
Edit Application Needs/Environmental	All require 01-EF8		anant nu						Add/View Note
alt Application leeds/Environmental	All require 01-EF8		anant nra						
leeds/Environmental						TSP certificat	ton.		
	Practice	Extents							
are amont Approval	Exte		Extent	E	Extent	*Curre	nt Extent		Prior Extent
greenenc Approvar	Reque	ested N	leeded	Αμ	proved	Perf	ormed		Performed
n-submit	20.	00	20.00		20.00		12		0
in Submit									
activate Application	Compone	ent Extents				_			
earch	Name	Technical Practice			Extent Needed	Extent Approved	Ext	rrent ent ormed	Prior Extent Performed
ew/Print Forms and	FLC35W	391	13.00	0	13.00	13.00		12	0
tters			1						
rformance and	Technica	I Practice E	xtents						
ayment	Name	Cost Share	d Units	Plann	ed *Cu	rrent Units	Applied	Prior	Units Applied
ertification	391	Yes	13.00			12		0	
						L	_		
ecord & Pay									
iew & Print Existing erufications	* Self certifying performance without FSA, NRCS or other Technical Service ○Ycs ● No Provider certification?:								
etry Payment									
	* Perso	on who certifi	ed perform	nance:	Name	: Me			
reement	* Person who certified performance: Affiliation: Uther								
intenance	* Parformance Bapart								
evise Agreement	* Performance Report:								
	* Certification Date Referred D5/17/2016								
greement In Process	* Certification Referral Expiration								
erminate/Reinstate	Date(MM/DD/YYYY):								
greement	*Date received(MM/DD/YYYY): 05/17/2016								
	FSA_	848B PDF							
ubmit to COC/CED	* TSP/Self Certification Date 05/17/2016								
OC/CED Approval			(MM/DD/)			10			
	Cove	Centing	to Mont Ci	ta 10		and a			
earch	Save Continue to Next Step Cancel								

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	Click the "Yes" option if the producer is self-certifying
Without FSA, NRCS or Other	performance. Click the "No" option if FSA, NRCS or other
Technical Service Provider	technical service provider is certifying performance.
Certification?	
Person Who Certified	Enter the name and affiliation of the person who certified
Performance	performance.
Performance Report	Enter any information that is relevant to the installation of the
	practice.
Certification Date Referred	Enter the date referred.
Certification Referral	Auto-populated to a date 1 month after the certification date
Expiration Date	referred. The date may be changed.

133 TSP Certification (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.					

C Fields, Descriptions, and Actions (Continued)

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.

Menu	TSP C	ertificatio	on Confi	mat	ion					
Welcome (
EFRP Program	Control I	No: 01 053	2016 000	4			Crea	tion D	ate: 05/02/201	
Select Program	Control No : 01_053_2016_0004 Applicant Name : Producer A Status : CONTRACT APPROVED				Creation Date: 05/02/2016 Disaster ID: 1502					
Cost Share	Status	conner_	ATTROVED			Add/View Notes				
New Application										
Edit Application		are the com ed fields are				SP certification	n.			
Needs/Environmental	Practice	Extents								
Agreement Approval	Ext Requ		Extent Needed		xtent proved	*Current Perfor			Prior Extent Performed	
Un-submit	20.	.00	20.00	20.00 12				0		
inactivate Application	Compon	ent Extents								
Inactivate Application Search	Name	Technical Practice			Extent Needed	Extent Approved	*Current Extent Performed		Prior Extent Performed	
	FLC35W	391	13.00)	13.00	13.00	12		0	
View/Print Forms and Letters										
Performance and		al Practice I		N	- 1 * Co		and a d	Dula		
Payment	391	Cost Share Yes		21anno 8.00	ed *Cu	rrent Units A 12	ррпеа	Prior	Units Applied	
Certification									-	
Record & Pay										
		ertifying perf CS or other 1	Fechnical Se	ervice	No					
View & Print Existing Certifications		Provid	ler certifica	tion?:						
Retry Payment	* Person who certified performance: Affiliation: Other									
			ormance R	- Colored Barrier 1997						
greement	* Date Referred(MM/DD/YYYY): 05/17/2016 * Referral Expiration Date									
1aintenance	* Referral Expiration Date (MM/DD/YYYY):									
Revise Agreement	*Date received(MM/DD/YYYY): 05/17/2016									
Agreement In Process		TSP/Self Certification Date (MM/DD/YYYY):								

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)

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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.

Menu	Record and Pa	ay Searc	h Results					
Welcome								
EFRP Program								
Select Program	Agreement result	s						
Cost Share	Agreement Number	Applicant Name	Agreement Status	<u>Disaster ID</u>	<u>State</u> County	<u>Date</u> <u>Revision</u> <u>Began</u>	Approval Date	Links
New Application Edit Application	<u>01 053 2016 0004</u>	Producer A	CONTRACT_APPROVED	Southeastern	Alabama - Escambia	05/09/2016	05/09/2016	Record & Pay
Needs/Environmental			Summary				-	
Agreement Approval		Practice Control Number	Practice Status	Proces	is	Proc	ess Status	
Un-submit		01-053- 2016- 0004- 01-EF3	APPROVED	Agreem en tMai ProducerCertif TSPCertifica	ication	ProduœrCerti TSPCertific	fication_Incon ation_Incomp	
Inactivate Application Search		01-053- 2016- 0004-	PENDING_CERTIFICATION	Agreem en tMai ProducerCertif	ntenance ication	ProducerCert TSPCertific	ification_Com cation_Compl	
View/Print Forms and		01-EF8		<u>TSPCertifica</u>	<u>ition</u>			

Par. 141

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	The Revise Contract Page will be displayed. See paragraph 171						
Maintenance	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.

Menu	Record and Pay Main							
Welcome								
EFRP Program								
Select Program	Applica	nt Name	053_2016_00 Producer	А		Creat	tion Date : Disaster	05/02/2016 • ID : 1502
Cost Share	Status :	CONTRA	CT_APPROVE	D			۵dd	View Notes
New Application							<u>//dd</u> /	
	Following	g table lists	s all practices	on the	e contract for pa	ayment.		
Edit Application	Practic	es Summ	ary					
Needs/Environmental	Select	Practice Control Number	Practice Status	Fund ID	Certification Complete		Prior CostShare Earned	Payment Data
Agreement Approval Un-submit		01-053- 2016- 0004-01- EF8	Pending Certification	3340	Yes	180.00	0.00	Edit
Inactivate Application	FSA	_848B PDF	=					
Search	* COF S	ignature D	oate (MM/DD/	YYYY)	:			
View/Print Forms and Letters								
Performance and								
Payment	Submi	t Cance	el					
Certification								

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	Enter the County Office signature date. County Office signature date
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.

Menu	Recor	d and	Pay Cor	npone	ent Rate	• Practice					
Welcome USER NAME											
FRP Program											
Select Program	Control M Applican		053 2016 Produ						0		te: 05/02/201
Cost Share	Status :	CONTRA	CT_APPRO	VED						,	Add/View Note
lew Application	Fellowing	table liet		n ont Day	ta avastica.	- on the cent	n at fax D	a courd a p	d Dave All		
dit Application	by an aste			onent Ra	te practice:	s on the cont	act for R	ecord an	a Pay. All	required field	ls are denoted
	Selected I	Practice:	01-EF8								
leeds/Environmental	Compon	ents									
Agreement Approval	Name	Exte Reque		hnical ictice	Avg Actual	Max CostShare % Regular	Ma Costsh Limi	are %	Extent Needed	Extent Approved	Extent Performed
In-submit					Cost(\$)	% Regular	Reso				
nactivate Application	FLC 35W	13.00	391		\$ 51.00	50.00 %	5	0.00 %	13.00	13.00	12.00
Search		Name	Limited Resource		Descent	Approved Amount	Actual	Share	Cost Share		Prior Extent Performed
etters		Produc A				100.00					
erformance and				50.00 %	6 50.00	166.00	180.00	90.0	0.00	6.00	0.00
ertification		Produ B	cer No	50.00 %	6 50.00	166.00	180.00	90.0	0.00	6.00	0.00
Record & Pay											
liew & Print Existing Certifications			* Practic * Total inst			Yes O No					
etry Payment			*	Acre ser	ved : 12			_			
greement aintenance		с	CC 770 Cor (MI	mpletion M/DD/YY	Date 05/1 (YY) :	17/2016] [
tevise Agreement											

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	Enter the date CCC-770 was completed, if applicable.
Date	
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.

Menu	Recor	d and	Pay Co	mpone	ent Rate	Practice	-Confir	matio	n		
Welcome USER NAME											
EFRP Program											
Select Program			053 2016 Produce						C	Creation Dat Disa	e: 05/02/2010 ster ID: 1502
Cost Share	Status :	CONTRA	CT_APPRO	VED							Add/View Notes
New Application											
Edit Application	asterisk{*	*}	s all practic	es on the	e contract f	for producer	certificatio	on All ree	quired field	ls are denote	d by an
Needs/Environmental	Selected I	Practice:									
	Compon	ents									
Agreement Approval	Name	Exte Reques		hnical actice	Avg Actual Cost(\$)	Max CostShare % Regular	Ma Costsha Limi	are %	Extent Needed	Extent Approved	Extent Performed
Un-submit					•		Reso				
Inactivate Application	FLC 35W	13.00	391		\$ 51.00	50.00 %	o 50	0.00 %	13.00	13.00	12.00
Search		Name	Limited Resource	Cost Share Percen (%)	Charo	Approved Amount (\$)	Actual	Share Earned	Cost Share Earned	Current Extent Performed	Prior Extent Performed
View/Print Forms and Letters				(70)				(\$)	(\$)		
Performance and		Produc A	er No	50.00 %	6 50.00	166.00	180.00	90.0	0.00	6.00	0.00
Payment Certification		Produc B	er No	50.00 %	6 50.00	166.00	180.00	90.0	0 0.00	6.00	0.00
Record & Pay											
View & Print Existing Certifications			omplete? Ilation co		0.00						
	* Acr	e serve	d: <u>12</u>								
Retry Payment	cco	C 770 C	ompletio	n Date	(MM/DD	/YYYY):05	/17/2016				
Agreement											
Maintenance	Save	And Co	ntinue	Back	Cancel						

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 save				
	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.

Menu	Record	Record and Pay Main-Confirmation							
Welcome									
EFRP Program									
Select Program		Control No: 01_053 2016 0004 Creation Date: 05/02/2016 Applicant Name: Producer A Disaster ID: 1502							
Cost Share	Status : (CONTRACT_A	PPROV	/ED			/View Notes		
New Application									
Edit Application	Following t	able lists all p	oractice	es on the contra	ict for payme	ent.			
Lacoppieddon	Practices	s Summary							
Needs/Environmental	Practice Control Number	Practice Status	Fund ID	Certification Complete		Prior CostShare Earned	Payment Data		
Agreement Approval	01-053- 2016-	Pending	3340	No	180.00	0.00	Edit		
Un-submit	0004-01- EF8	Certification	5540	NO	180.00	0.00			
Inactivate Application	* COF Sig	nature Date :	05/17	/2016					
Search									
View/Print Forms and Letters									
Performance and	Confirm	Cancel							

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)

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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.

Menu	Existing Certific	Existing Certifications							
Welcome									
EFRP Program	Agreement results								
Select Program	<u>Agreement</u> <u>Number</u>	<u>Applicant</u> <u>Name</u>	Agreement Status	<u>Disaster ID</u>	<u>State</u> <u>County</u>	<u>Date</u> <u>Revision</u> <u>Began</u>	<u>Approval</u> <u>Date</u>	Links	
Cost Share New Application Edit Application	01_053_2016_0003	Producer C			Alabama - Escambia	04/28/2016	04/28/2016	<u>View</u> <u>Certifications</u>	
Needs/Environmental Agreement Approval Un-submit	01_053_2016_0004	Producer A			Alabama - Escambia	05/09/2016	05/09/2016	<u>View</u> Certifications	
Inactivate Application Search	Back To Main Menu								

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.

Welcome USER NAME EFRP Program Control No : 01_053_2016_0004 Creation Date : 05/02/20
Control No : 01_053_2016_0004 Creation Date : 05/02/20
Select Program Applicant Name : Producer A Disaster ID : 15
Cost Share Status : PAID Add/View Not
New Application
Edit Application Following table lists all practices on the contract for producer certification
Needs/Environmental Certification Summary
Agreement Approval COF Signature Date Certification Links
05/17/2016 Partial PDF
Un-submit Practice Summary Practice Cost Share
Inactivate Application Number Status Earned (5) Status
Search 01-053-2016- 0004-01-EF3 PAID 73.00 ProducerCertification_Final TSPCertification_Final
View/Print Forms and Letters Cancel

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)

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

Menu	D	14-						
Welcome USER NAME	Retry Payment R	esults						
EFRP Program	Agreement results							
Select Program	<u>Agreement</u> <u>Number</u>	Applicant Name	Ag	reement Status	<u>Disaster ID</u>	<u>State</u> County	<u>Date</u> <u>Revision</u> Began	Approval Date
Cost Share New Application	01 053 2017 0002A	A PRODUCER	A DUCER CONTRACT_APPROVED		Spring 2011 Southeastern States	Alabama -		06/01/2017
Edit Application			GEN		Tornados	Escambia		
Needs/Environmental Agreement Approval Un-submit	<u>01 053 2017 0009</u>	S PRODUCER	CONTRACT_APPROVED		Southeastern States	Alabama - Escambia	03/10/2017	03/10/2017
		Practice S	Sum	mary				
Inactivate Application Search		Contro	Practice Control Practice Status Number		Process	Process Status		tus
View/Print Forms and Letters Performance and		01-053-20 0009-01-		PAYMENT_FAILED	RetryPayment		cerCertificati Certification	
Payment		01-053-2		DISAPPROVED				
Certification Record &Pay				1				
View & Print Existing	Back To Main Menu						-	

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.

Menu	Retry Payr	nent						
Welcome USER NAME EFRP Program Select Program Cost Share	Control No : Applicant Na Status : CON	me : S PRODU	ICER	Creation Date : 03/06/2017 Disaster ID : 1502 Add/View Notes				
New Application Edit Application Needs/Environmental Agreement Approval Un-submit	Following table Selected Pract Only the f	ice: 01-EF2						
Inactivate Application Search View/Print Forms and Letters	Payments Fa Payment Control Number			Prior Amount Paid(\$)	Current Cost			Remove Valid Contributor Payment Failures
Performance and Payment Certification Record &Pay View & Print Existing Certifications Retry Payment	PC_1017371	S PRODUCER	0.00	0			Producer S PRODUCER is not paid due to reduction issues:- Reduction Message: Invalid Tax ID Number	Do Not Retry
Agreement Maintenance Revise Agreement	Retry Paymen	it Cancel						

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.

Menu	Retry Pays	ment						
Welcome USER NAME EFRP Program Select Program Cost Share	Control No : Applicant Na Status : CON	me : S PRODU		Creation Date : 03/06/2017 Disaster ID : 1502 Add/View Note:				
New Application Edit Application Needs/Environmental Agreement Approval Un-submit		tice: 01-EF2						
Inactivate Application	unavailab	le to retry	<i>.</i>	· ·				
Inactivate Application Search	Valid Payme	nt Failures		-				
				Prior Amount Paid(\$)	Current	Payment Amount (\$)	Failure Reason	Reinstate Contributor Payment
Search View/Print Forms and Letters Performance and	Valid Payme Payment Control	nt Failures Contributor	Prior Cost Share Earned	Prior Amount Paid(\$)	Current Cost Share Earned (\$)	Amount (\$)	Failure Reason Producer S PRODUCER is not paid due to reduction issues:- Reduction Message: Invalid Tax ID Number	Contributor

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.

Welcome USER NAME							
EFRP Program							
Select Program	Control No: 01_053_2017_0009 Applicant Name: S PRODUCER						Disaster ID : 130
Cost Share	Status : CON	TRACT_APPRO	/ED				Add/View Note
New Application	Following table	e lists all contrib	outors on the	practice th	nat have faile	d payments	
Edit Application	Selected Prac						
Needs/Environmental	Only the f	ollowing co	ontributo	r navme	ents will h	he retrie	d
Agreement Approval	Payments Fa		Shenbaco	payme		be reare	u.
	-	1	1				
	Payment Control Number	Contributor Name	Share Earned	Amount	Current Cost Share Earned (\$)	Payment Amount (\$)	Failure Reason
Inactivate Application	Control		Share	Amount	Cost Share	Amount	
Inactivate Application Search View/Print Forms and Letters Performance and	Control		Share Earned	Amount	Cost Share	Amount (\$)	Failure Reason Producer S PRODUCER is not paid due to reduction issues:- Reduction Message: Invalid Tax ID Number
Inactivate Application Search View/Print Forms and Letters Performance and Payment	Control Number	Name	Share Earned (\$)	Amount Paid(\$)	Cost Share Earned (\$)	Amount (\$)	Producer S PRODUCER is not paid due to reduction issues:- Reduction Message:
Un-submit Inactivate Application Search View/Print Forms and Letters Performance and Payment Certification Record &Pay	Control Number	Name	Share Earned (\$)	Amount Paid(\$)	Cost Share Earned (\$)	Amount (\$)	Producer S PRODUCER is not paid due to reduction issues:- Reduction Message:

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

Followin	ng is an	example	of the S	learch A	greements	for Re	vision	Page.
1 0110 // 11		••••••						

Menu	Search Agreements for Revision
Welcome USER NAME	Choose from the options below to get the list of assistance requests.
EFRP Program	* State : Alabama 🗸
Select Program	* County : Escambia
Cost Share	Disaster ID : Select DisasterID 🗸
New Application	Disaster Types : Select DisasterType 🗸
Edit Application	Agreement Number :
Needs/Environmental	Producer Name : Find Producer
Agreement Approval	
Un-submit	Fiscal Year : Select Year 🗸
Inactivate Application	Agreement Status : Select Contract Status 🗸
Search	
View/Print Forms and Letters	Search Clear

169 Search Agreements for Revision (Continued)

C Fields, Descriptions, and Actions

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

Field/Link	Description 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	Revise Agreemen	t Search B	lesults							
Wecome USER NAME EFRP Program Selact Program Cost Share	Below is a list of ag <u>New Search</u> Your request: State		for the criteria you se County=Escambia	elected.						
New Application	Cost Share Agreem	ent search	results							
Edit Application	Control Number	Applicant Name	Agreement Status	Disaster ID	State County	Date Created	Approval Date	Links	Forms	Letters
Needs/Environmental Agreement Approval Un-submit	01 053 2017 0002A	A PRODUCER	CONTRACT_APPROVED	Spring 2011 Southeastern States Tornados	Alabama - Escambia	12/22/2016	06/01/2017	Revise <u>Terminate</u>	EDADADA	Approval Letter
Inactivate Application Search View/Print Forms and Letters	<u>01 053 2017 0004</u>	D PRODUCER	CONTRACT_APPROVED	Spring 2011 Southeastern States Tornados	Alabama - Escambia	02/23/2017	02/23/2017	<u>Revise</u> Terminate		Approval Letter
View/Print Forms and Letters		Practice S	Summary	· · · · · · · · · · · · · · · · · · ·						
Performance and Payment		Practic Contro Numbe	Fractice Stat	tus		Ч	rocess Stat	us		
Certification Record &Pay View & Print Existing		01-053-20		CATION		PRODUCER		TION_COM	PLETE	
Certifications Retry Payment	01 053 2017 0015	C PRODUCER	ACTIVE_REVISE	Spring 2011 Southeastern States Tornados	Alabama - Escambia	03/16/2017	04/25/2017		FSA848	
Agreement Maintenance Revise Agreement Agreement In Process	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 Practic						
	Summary box will be displayed for the selected record. In the example						
	above the user has clicked Control Number <u>01_053_2017_0004</u> 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)

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.

C Fields, Descriptions, and Actions (Continued)

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

Menu **Revise Contract** Welcome USER NAME EFRP Program Control No: 01_053_2017_0004 Applicant Name : D PRODUCER Creation Date : 02/23/2017 Disaster ID: 1502 Select Program Status : CONTRACT_APPROVED Add/View Notes Cost Share Below is the list of practices and their cost share information of an application. New Application Edit Application **Practices Summary** Needs/Environmental Practice Program Practice Prgram Accounting Total CostShare CostShare Code - Funds Approved Amount Control Code Code Earned (\$) Agreement Approval Number Available (\$) Un-submit 01-053-2017- EFRP EE3 3340-15826.00 1031.00 150.00 0004-01-EF3 Inactivate Application Search View/Print Forms and Letters Performance and * Revision Reason : × Other Payment modify * Agreement Description : Certification Record & Pay View & Print Existing Continue Cancel

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.

Menu	Agreements Signup - Applicant Information				
Welcome USER NAME	Following are the producer details.				
EFRP Program	All required fields are denoted by an asterisk{*}				
Select Program					
Cost Share	* State : Alabama				
New Application	* County : Escambia V				
Edit Application	* Producers : Add Producer				
Needs/Environmental	* Select Primary Applicant :				
Agreement Approval	Select Applicant(s) Actio	n			
Un-submit	D PRODUCER Remov	e			
Inactivate Application Search	Continue				

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 Nationa						
	Office users are limited to the State selected on the Program Pag						
	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)

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 result 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.					

C Fields, Descriptions, and Actions (Continued)

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.

Welcome USER NAME	Control No : 01_053_2			Creati		06/12/2017		
EFRP Program	Applicant Name : D PR Status : REVISE_IN_PR				Disaster ID: 1502			
Select Program					Ado	/View Notes		
Cost Share								
New Application	Following are the Prod	lucer/Contributo	r details.					
Edit Application	All required fields are denoted by an asterisk{*}							
Needs/Environmental	Producer Farm Details							
Needs/ Environmental	* Producer(s)	Farm No.	Tract No.	* Field No.	State	County		
Agreement Approval	D PRODUCER	0001572	0000685		01	053		
Un-submit	D PRODUCER	0001572	0000684	69	01	053		
Inactivate Application	D PRODUCER	0001572	0000686		01	053		
Search	D PRODUCER	0003122	0000859		01	053		
View/Print Forms and Letters	D PRODUCER	0003122	0000862		01	053		
Performance and								

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	The Agreement Approval Page is displayed.			
Contract Summary				
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.

Menu	Agreement A	pproval	
Welcome USER NAME	Control No : 0 Applicant Nam	: 06/12/2017 ster ID : 1502	
EFRP Program	Status : REVIS		
Select Program		Ad	d/View Notes
Cost Share	Palaw is the lis	t of practices associated with an application.	
New Application	below is the lis	it of practices associated with an application.	
Edit Application	Practice Summ		
Needs/Environmental	Practice Summ		
Agreement Approval	Control Number	Process State	Approval Data
Un-submit	01-053-2017-	EnvironmentCompliance-Eligible NeedsDetermination-Complete-Needed	Edit
Inactivate Application	0004-01-EF3	ProducerCertification_Incomplete TSPCertification_Incomplete	
Search			
View/Print Forms and Letters			
Performance and Payment	Continue Can	cel	

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.

Menu	Agreement A	Approval			
Welcome USER NAME	Control No: 01_053_2017_0004A Creation Date: 06/12/2017 Applicant Name: D PRODUCER Disaster ID: 1502				
EFRP Program	Status: REVISE_IN_PROCESS				
Select Program				Ad	d/View Notes
Cost Share	Deless is the li				
New Application	Below is the lis	st of practices associated w	ith an application.		
Edit Application	Practice Summ	N 3 FV			
Needs/Environmental	Practice				
Agreement Approval	Control Number	1	Process State		Approval Data
Un-submit	01-053-2017-	EnvironmentCompliance-Eligi	ible NeedsDetermination-(Complete-Needed	Edit
Inactivate Application	0004-01-EF3	ProducerCertification_Incomp	elete TSPCertification_Inco	omplete	
Search					
View/Print Forms and Letters	The farms below	v are not associated to any other and the second se second second se	er practice		
Performance and					
Payment	•	* Farm	Tract	Fi	eld
Certification		0001572	00	00686	20
Record &Pay					
View & Print Existing Certifications	Continue Can	cel			

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	e 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.

Menu	Applicati	on Signup - Add I	Practices					
Welcome USER NAME EFRP Program Select Program	Control No: 01_053_2017_0004A Creation Date: 06/13/201' Applicant Name: D PRODUCER Disaster ID: 150 Status: REVISE_IN_PROCESS Add/View Note						ID: 1502	
Cost Share New Application	-	Following fields lets you to add or edit a practice						
Edit Application Needs/Environmental		All required fields are denoted by an asterisk{*} * Select Practice : EF3 - Bottomland Mixed Forest Restoration 🗸						
Agreement Approval Un-submit	* Pra	* Practice Rate Type : Component Rate Disaster Type : Tornado						
Inactivate Application Search		Farm, Tract, Field & Acres :						
View/Print Forms and Letters	Select ✓	* Farm No. 0001572	Tract No. 0000684	Field No. 69	* Acres 5.00	State 01	County 053	
Performance and Payment	Save & Add	Practice Component	(s) Cancel					

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	Click "Save & Add Practice Component(s)" and Agreement
Component(s)	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.

Menu Welcome USER NAME	Agreement	Signup - A	dd Practice	Compon	ents			
EFRP Program Select Program	Control No: 01_053_2017_0004A Creation Date: 06/13/20 Applicant Name: D PRODUCER D isaster ID: 1: Status: REVISE_IN_PROCESS Add/View No							
Cost Share New Application	Add or Edit c	omponents.						
Edit Application Needs/Environmental	All required fie	lds are denot	ed by an ast	erisk{*}				
Agreement Approval Un-submit	* Practice e	ted Practice: extent(Acre):	5.00					1
Inactivate Application	* Select C	omponents :					✓ Add	
View/Print Forms and Letters Performance and	Component Name			Av Rate Actu	g Reg Jal Costs	Cocte		t Remove ed Link
Payment	Nothing found			(\$		%) (%		
Certification Record &Pay View & Print Existing Certifications		Component Unit	Technical Practices	Rate Type	Avg Actual Cost(\$)	Regular CostShare (%)	Limited resource CostShare (%)	Extent Approved
Retry Payment	DB3	Acre	500	Percent of Cost - Not to Exceed		75.00 %	75.00 %	5.00
Agreement Maintenance Revise Agreement Agreement In Process	Save & Contin	ue Back	· 					

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.

Menu	Agreement	Signup - Add	I Practice Co	mponents						
Welcome USER NAME EFRP Program Select Program	Control No : 01 Applicant Nan Status : REVIS	e : D PRODUC	ER					Creatio	Disaste	06/27/2017 r ID : 1502
Cost Share	Add or Edit co	mponents.								
New Application Edit Application Needs/Environmental Agreement Approval		ds are denoted octed Practice: extent(Acre):	01-EF3	{*}						
Un-submit	* Select (Components :	Select Compor	rents			✓ Add	£		
Search	*Only the selec	ted ones will b	e added to the	application						
View/Print Forms and Letters Performance and Pavment	Component Co Name	omponent Unit	*Technica	Practices	Rate Type	Avg Actual Cost (\$)	Regular CostShare (%)	Limited resource CostShare (%)		it Remove ed Link
Certification Record &Pay View & Print Existing	DB1	Acre 3	500 - Obstructio	on Removal 🗸 🗸	Percent of Cost - Not to Exceed		75.00 %	90.00 %	Extent Approve	d : <u>Remove</u>
Certifications Retry Payment	Component Name	Component Unit	Technical Practices	Rate Type	Avg Actual Cost(\$)	Co	egular stShare (%)	Limited re CostShare		Extent Approved
Agreement Maintenance Revise Agreement	DB3	Acre	500	Percent of Cost - Not to Exceed	275.0			75.00 %		5.00
Agreement In Process			-							

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.

Menu	Agre	ement Sign	up - Comp	oonent R	ate Practice A	pproval				
Welcome USER NAME EFRP Program	Control No: 01_053_2017_0004A Creation Date: 06/13/2017 Applicant Name: D PRODUCER Disaster ID: 1502 Statue: PEVICE IN DROCESS									
Select Program Cost Share	Status : REVISE_IN_PROCESS Following fields need to be filled out for Component Rate practice approval. All required fields are denoted by an asterisk{*}									
New Application Edit Application		Selected Practice : 01-EF3								
Needs/Environmental		actice Begin Practice End			02/23/2017 08/23/2017					
Un-submit		ce Extents Extent Requ	iested	Ex	tent Needed	Ext	tent Appr	oved		
Inactivate Application Search			5.0	0	5.00			5.00		
View/Print Forms and Letters	Comp	onents	_				_			
Performance and Payment Certification	Name	Extent Requested	Technical Practice	Avg Actual Cost Per Unit (\$)	Max Cost/Share Regular(%)	Max Cost Share Limited Resource (%)	Extent Needed	Extent Approved		
Record &Pay	DB3	5.00	500	\$ 275.00	75.00 %	75.00 %	5.00	5.00		
View & Print Existing Certifications		Nar	me	Limi	ted Resource	Per	cent Shai	re(%)		
Certifications Retry Payment		A JAMES	SMITH		No			100.00		
Agreement Maintenance	Continue to Next Step Cancel									
Revise Agreement Agreement In Process		Hide selected								
Terminate/Reinstate Agreement		No. Tract No 572 000068		Acres St 5.00	01 053					

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:
	 "Continue" on Agreements Signup -Applicant Information page (paragraph 172) "Save & Go To Contract Summary" on Agreements Signup – Add Contributors page (paragraph 173) "Edit" on Agreement Approval page (paragraph 174) "Save & Add Practice Component(s)" on Agreement Signup – Add Practices page (paragraph 175) "Save & Continue" on Agreement Signup - Add Practice Components page (paragraph 176).
	 Enter the desired extended completion date on this page and CLICK "Continue to Next Step". Continue processing the revision all the way through COC approval of the revised agreement.

Practice Extents					
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
	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	CLICK "Show/Hide selected practice's farm, tract, and fields"
practice's farm, tract,	to either show or hide a list of the farm, tract, and field numbers and
and fields	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.

Welcome USER NAME	Application Signup - Component Rate Practice Approval Confirmation Control No: 01_053 2017 0004A Creation Date: 06/13/2017 Creation Date: 06/13/2017									
EFRP Program	Applicant Name : D PRODUCER Disaster ID : 1502 Status : REVISE_IN_PROCESS Disaster ID : 1502): 1502	
elect Program	Following is the Component Rate practice approval summary.									
ost Share	Selected Practice : 01-EF3									
ew Application	Pra	ctice Begin	Date : 02/23	3/2017	7					
dit Application	Pr	ractice End	Date : 08/2	3/2017	7					
eeds/Environmental										
greement Approval		ce Extents		_						
		Extent Requ			Extent Needed			Extent Approved		
n-submit	5.00 5.00 5.00									
			5.00	0		5.00			5.00	
			5.0	0		5.00			5.00	
nactivate Application	Compo	onents	5.0	0		5.00			5.00	
nactivate Application Search /iew/Print Forms and Letters		Extent	A	Avg	Max Cost/Share	Max Cost Share		Extent	Total	
inactivate Application Search /iew/Print Forms and Letters erformance and ayment Certification	Name	Extent	A Technical Practice	Avg Actual Cost Per Unit	Max Cost/Share Regular (%)	Max Cost	Extent	Extent Approved	Total	
nactivate Application iearch iew/Print Forms and Letters erformance and ayment Certification Lecord &Pay	Name	Extent Requested	Technical Practice	Avg Actual Cost Per	Cost/Share Regular	Max Cost Share Limited Resource (%)	Extent Needed	Approved	Total Cost (\$)	
activate Application earch iew/Print Forms and Letters ifformance and syment ertification ecord &Pay iew & Print Existing	Name	Extent Requested	Technical Practice	Avg Actual Cost Per Unit (\$) \$ 275.00	Cost/Share Regular (%)	Max Cost Share Limited Resource (%) 75.00 %	Extent Needed	Approved 5.00	Total Cost (\$) \$ 1375.00	
nactivate Application earch fiew/Print Forms and Letters erformance and ayment Certification	Name	Extent Requested 5.00	Technical Practice 500 2 Limite	Avg Actual Cost Per Unit (\$) \$ 275.00	Cost/Share Regular (%) 75.00 %	Max Cost Share Limited Resource (%) 75.00 %	Extent Needed 5.00	Approved 5.00 punt Appro	Total Cost (\$) \$ 1375.00	

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.

Menu	Agreement Approval - Assign Disaster ID
Welcome USER NAME	
EFRP Program	Control No: 01_053_2017_0004A Creation Date: 06/13/2017
Select Program	Applicant Name : D PRODUCER Disaster ID : 1502 Status : REVISE_IN_PROCESS
Cost Share	
New Application	Please assign a Disaster-ID to proceed with approval
Edit Application	Select Disaster ID : Spring 2011 Southeastern States Tornados - 1502 🗸
Needs/Environmental	Select Disaster Type : Tornado
Agreement Approval	
Un-submit	Description of Site : description
Inactivate Application	¥
Search View/Print Forms and Letters	Continue Back

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.

Menu	Agreeme	ent Approval					
Welcome USER NAME							
EFRP Program	Control No	: 01_053_2017_0004A		Creatio	n Date: 06/13/2017		
Select Program	Applicant Name : D PRODUCER Disaster ID : 1502 Status : REVISE_IN_PROCESS						
Cost Share					Add/View Notes		
New Application	Below is th	e list of practices associated with the	application.				
Edit Application	All required	fields are denoted by an asterisk{*}					
Needs/Environmental	Anrequired	An required nelos are denoted by an asteriską 7					
Agreement Approval	Lack Of Fur	Lack Of Funds Letter					
Un-submit							
Inactivate Application	Practice Su	ummary					
Search View/Print Forms and Letters	Practice control Number	Process State	Requested Costshare (\$)	Approve Cost Share	* Fund-Available Amount(\$)		
Performance and Payment	01-053- 2017- 0004-01- EF3	EnvironmentCompliance-Eligible NeedsDetermination-Complete-Needed ProducerCertification_Incomplete TSPCertification_Incomplete			3340-15826.00 🗸		
		ther practices will not be approved on this	contract unless	approval d	lata is entered on		
Certification Record &Pay	Warning: O previous sci						
		reen					

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	The program accounting code will be prefilled; however, it can be edited			
Amount(\$)	f 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.

Menu Welcome USER NAME	Agreem	ent Approval					
EFRP Program Select Program	Applicant	: 01_053_2017_0004A Name: D PRODUCER EVISE_IN_PROCESS	Crea		06/13/2017 er ID: 1502		
Cost Share	Add/View Notes						
New Application	Below is t	he list of practices and their cost shar	e information	of an ann	lication.		
Edit Application		Below is the list of practices and their cost share information of an application.					
Needs/Environmental	Approved						
Agreement Approval Un-submit	Practice Control Number	Process State	Requested Costshare (\$)				
Inactivate Application Search View/Print Forms and Letters	2017-	EnvironmentCompliance-Eligible NeedsDetermination-Complete-Needed ProducerCertification_Incomplete TSPCertification_Incomplete	\$1031.00	\$1031.00	3340- 15826.00		
Performance and Payment							
Certification							
Record &Pay	ReviseCom	plete Back					

C Fields, Descriptions, and Actions

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

Field/Link	Description and Action			
Revise Complete	CLICK "Revise Complete" and the Agreement Approval, with contract			
	ummary 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.

Menu Welcome USER NAME	Agreement Approval
EFRP Program Select Program	Control No: 01_053_2017_0004A Creation Date: 06/13/2017 Applicant Name: D PRODUCER Disaster ID: 1502 Status: REVISE_COMPLETE Disaster ID: 1502
Cost Share	
New Application Edit Application	Revision is Complete.
Needs/Environmental Agreement Approval Un-submit	
Inactivate Application	Exit Continue to Submit To COC/CED Back

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	Agreement is submitted to COC/CED for approval. Agreement			
To COC/CED	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)

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

Menu	Edit Contract							
Welcome USER NAME	Agreement results							
EFRP Program Select Program		Applicant Name	Agreement Status	Disaster ID	<u>State</u> County	<u>Date</u> <u>Revision</u> <u>Began</u>	Approval Date	Links
Cost Share New Application Edit Application	01_053_2017_0004	D PRODUCER	ACTIVE_REVISE	Spring 2011 Southeastern States Tornados	Alabama - Escambia	02/23/2017	02/23/2017	PDF
Needs/Environmental Agreement Approval Un-submit	01_053_2017_0004A	D PRODUCER	REVISE_COMPLETE	Spring 2011 Southeastern States Tornados	Alabama - Escambia	06/13/2017		<u>Edit</u> Cancel- Revision
Inactivate Application Search	01_053_2017_0024A	S PRODUCER	REVISE_IN_PROCESS	Spring 2011 Southeastern States Tornados	Alabama - Escambia	06/01/2017	06/02/2017	<u>Edit</u> <u>Cancel-</u> Reinstate
View/Print Forms and Letters Performance and Payment	Back To Main Menu		·					

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

Menu	Agreement Maintenance - Cancel Revision			
Welcome USER NAME	Control No: 01_053_2017_0004A	Creation Date : 06/13/2017		
EFRP Program	Applicant Name : D PRODUCER	Disaster ID: 1502		
Select Program	Status : REVISE_COMPLETE	Add/View Notes		
Cost Share				
New Application				
Edit Application	Revision Reason : Other			
Needs/Environmental				
Agreement Approval	Do you wish to cancel this Revision request at this time?			
Un-submit				
Inactivate Application	Yes Back			
Search				

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.

Menu	Agreement Maintenance - Cancellation	
Welcome USER NAME EFRP Program Select Program	Control No: 01_053_2017_0004 Applicant Name: D PRODUCER Status: CONTRACT_APPROVED	Creation Date : 02/23/2017 Disaster ID : 1502
Cost Share		
New Application Edit Application Needs/Environmental Agreement Approval	Contract Revision Cancellation request is succ	essfully processed.

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.

Menu	Agreement Maintenance - Cancel Reinstate	
Welcome USER NAME		
EFRP Program	Control No : 01_053_2017_0024A Applicant Name : S PRODUCER	Creation Date: 06/01/2017 Disaster ID: 1502
Select Program	Status : REVISE_IN_PROCESS	Add/View Notes
Cost Share		Add/ view Notes
New Application		
Edit Application	Do you wish to cancel this Reinstate request at this time?	
Needs/Environmental		
Agreement Approval	Yes Back	
Un-submit		

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. Se	
	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.

Menu	Agreement Maintenance - Cancellation	
Welcome USER NAME EFRP Program Select Program	Control No: 01_053_2017_0024A Applicant Name: S PRODUCER Status: REVISE_IN_PROCESS	Creation Date: 06/01/2017 Disaster ID: 1502
Cost Share New Application	Contract Reinstate Cancellation request is suc	cessfully processed.
Edit Application Needs/Environmental Agreement Approval	Continue	
Un-submit		

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)

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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

Menu	Terminate Contra	act						
Welcome USER NAME								
EFRP Program	Agreement results	n s	×	104 A		<i>n</i> 9	<u></u>	51 51
Select Program	Agreement Number	Applicant Name	Agreement Status	Disaster ID	State County	Date Revision Began	Approval Date	Links
Cost Share New Application Edit Application	01_053_2017_0002A	A PRODUCER	CONTRACT_APPROVED	Spring 2011 Southeastern States Tornados	Alabama - Escambia	12/22/2016	06/01/2017	Terminate PDF
Needs/Environmental Agreement Approval Un-submit	01_053_2017_0004	D PRODUCER	CONTRACT_APPROVED	Spring 2011 Southeastern States Tornados	Ala <mark>b</mark> ama - Escambia	02/23/2017	02/23/2017	Terminat PDF
Inactivate Application Search	01_053_20 <mark>1</mark> 7_0009	3 PRODUCER	TERMINATE_CONTRACT	Spring 2011 Southeastern States Tornados	Alabama - Escambia	03/10/2017	06/08/2017	<u>Reinstate</u> PDF
View/Print Forms and Letters Performance and Payment	01_053_20 <mark>1</mark> 7_0013	M PRODUCER	TERMINATE_CONTRACT	Spring 2011 Southeastern States Tornados	Alabama - Escambia	06/06/2017	06/08/2017	<u>Reinstate</u> PDF
Certification Record &Pay	01_053_2017_0015	I PRODUCER	CONTRACT_APPROVED	Spring 2011 Southeastern States Tornados	Alabama - Escambia	04/25/2017	04/25/2017	Terminate PDF

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.

Agreement Maintenance - Terminate Agreement Reason 202

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.

Menu	Agreement Maintenance - Terminate Agreement				
Welcome USER NAME					
EFRP Program	Control No: 01_05				Date: 02/23/2017
Select Program	Applicant Name : D PRODUCER Disaster ID : 1502 Status : CONTRACT_APPROVED			isaster ID : 1502	
Cost Share					Add/View Notes
New Application	Below is the list of	practices and	d their cost s	hare information of an applica	tion.
Edit Application					
Needs/Environmental	Practices Summary				
Agreement Approval	Practice Control Number	Program Code	Practice Code	Total CostShare Approved Amount (\$)	CostShare Earned (\$)
Un-submit	01-053-2017-0004- 01-EF3	EFRP	EF3	\$1031.00	\$
Inactivate Application	01 210	1	1	1	
Search	* Termination Reaso	n : Other		~	
View/Print Forms and Letters					
Performance and	Continue Back				
Payment					

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 re-	easons 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 Co	onfirmation	
	Page will be displayed. See paragraph 203 for additional		
	information.		
Back	The Terminate Contract Page will be displayed.		
	2- EFRP Amend. 1	Page 5-43	

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.

Menu	Agreement Maintenance - Terminate Agreem	ent	
Welcome USER NAME			
EFRP Program	Control No : 01_053_2017_0004	Creation Date : 02/23/2017	
Select Program	Applicant Name : D PRODUCER Status : CONTRACT_APPROVED	Disaster ID: 1502	
Cost Share		Add/View Notes	
New Application			
Edit Application	Total a first Read		
Needs/Environmental	Termination Reason : Other		
Agreement Approval	Do you wish to terminate	this Agreement ?	
Un-submit	Yes No		
Inactivate Application			

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.

Menu Welcome USER NAME	Agreement Maintenance - Terminate Complete	
EFRP Program Select Program	Control No: 01_053_2017_0004 Applicant Name: D PRODUCER Status: TERMINATE_COC	Creation Date: 02/23/2017 Disaster ID: 1502
Cost Share		
New Application	Terminete is pertially Complete places as	
Edit Application Needs/Environmental	Terminate is partially Complete, please go the termina	
Agreement Approval		
Un-submit		
Inactivate Application Search	Continue to COC/CED Approval Cancel	

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	The Agreement Maintenance: Agreement Approval Page	
Approval	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.

Menu	Agreen	nent Maintenance:Agreement Aj	oproval			
Welcome USER NAME EFRP Program Select Program Cost Share	Control No: 01_053_2017_0004 Creation Date: 02/ Applicant Name : D PRODUCER Disaster ID Status : TERMINATE_COC Add/Vie					
New Application Edit Application Needs/Environmental Agreement Approval Un-submit		the list of practices associated wi d fields are denoted by an asterisk{*		cation.		
Inactivate Application Search View/Print Forms and Letters	Practice Control	Summary Process State	Requested Costshare	Costshare	Available	
Performance and Payment Certification	2017-	EnvironmentCompliance-Eligible NeedsDetermination-Complete-	(\$) \$1031.00	(\$) \$1031.00	Amount (\$) 3340 - 15826.00	
Record &Pay View & Print Existing Certifications	0004-01- EF3	ProducerCertification_Incomplete TSPCertification_Incomplete				_
Retry Payment Agreement Maintenance	*	* COC/CED Willing to Approve Date (MM/DD/YYYY) : [if saving and continuing later] * Terminate COC/CED Approval Date. (MM/DD/YYYY) : [if continuing now]				
Revise Agreement Agreement In Process	Save	ontinue Back				

205 Agreement Maintenance: Agreement Approval (Continued)

C Fields, Descriptions, and Actions

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

Field/Link	Description and Action
COC/CED Willing to	Software permits the user to enter a "COC/CED Willing to
Approve Date	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	Enter the date the COC/CED approves the termination.
Approval Date	
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.

Menu Welcome USER NAME	Agreen	nent Maintenance:Agreement A	pproval			
EFRP Program Select Program	Applicant	lo: 01_053_2017_0004 t Name: D PRODUCER TERMINATE_COC		Creation	Date : 02 Disaster II	
Cost Share					Add/Vi	ew Notes
New Application	Below is	the list of practices associated w	vith the appl	ication.		
Edit Application						
Needs/Environmental						
Agreement Approval	Dractico	Summary				
Un-submit	Practice	Process State	Requested	Approved	Fund-	
Inactivate Application	Control		Costshare (\$)	Costshare (\$)	Available Amount	
Search	Number		(4)	(4)	(\$)	
View/Print Forms and Letters	01-053-	EnvironmentCompliance-Eligible	\$1031.00	\$1031.00	3340- 15826-00	
Performance and	0004-01-	NeedsDetermination-Complete- Needed			15826.00	
Payment	EF3	ProducerCertification_Incomplete TSPCertification_Incomplete				
Certification						
Record &Pay						
Record &Pay View & Print Existing Certifications	* Termin	ate COC/CED Approval Date.(MM/DI	D/YYYY) : <u>06/</u>	14/2017		
View & Print Existing	* Termin	ate COC/CED Approval Date.(MM/DI	D/YYYY) : <u>06/</u>	14/2017		

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.

Menu	Agreement Maintenance:Terminate final					
Welcome USER NAME						
EFRP Program	 EF3 Practice:Amount Obligated: 1031.00 .Amount to be Deobligated since Practice/Component is removed: 1031.00 					
Select Program						
Cost Share	Control No: 01_053_2017_0004	Creation Date : 02/23/2017				
New Application	Applicant Name : D PRODUCER Status : TERMINATE COC	Disaster ID: 1502				
Edit Application		Add/View Notes				
Needs/Environmental	Do you wish to Approve the termination of thi	is agreement.				
Agreement Approval						
Un-submit	Reject Approve Back					
Inactivate Application	Kelecc Abbione Dack					

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				
	emains "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.

Menu	Agroement Maintenance - COC/CED Approval Complete						
Welcome USER NAME	Deobligation success for the practice.						
EFRP Program							
Select Program							
Cost Share	Control No: 01_053_2017_0004	Creation Date: 02/23/2017					
New Application	Applicant Name : D PRODUCER Status : TERMINATE_COC	Disaster ID : 1502					
Edit Application							
Needs/Environmental	COC Approva	al is Complete					
Agreement Approval							
Un-submit							
Inactivate Application							
Search	Continue						

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.

Menu	Agreement Maintenance - Reinstate Agreement							
Welcome USER NAME								
EFRP Program								
Select Program	Control No: 01_053_2017_0004 Creation Date: 02/23/2017 Applicant Name: D PRODUCER Disaster ID: 1502							
Cost Share	Status : TERMINATE_CONTRACT							
New Application	Add/View Notes							
Edit Application								
Needs/Environmental	Termination Reason : Other							
Agreement Approval								
Un-submit	Do you wish to reinstate this Agreement ?							
Inactivate Application	Yes No							
Search								

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.

Menu	Agreement Maintenance - Reinstate Agreement Complete					
Welcome USER NAME						
EFRP Program						
Select Program	Control No: 01_053_2017_0004 Applicant Name: D PRODUCER	Creation Date: 02/23/2017 Disaster ID: 1502				
Cost Share	Status: REVISE_IN_PROCESS					
New Application						
Edit Application						
Needs/Environmental	Re-instate of agreement complete.					
Agreement Approval						
Un-submit						
Inactivate Application						
Search	Continue					

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)

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.

Menu Submit To COC/CED								
Welcome USER NAME EFRP Program Agreement results								
Select Program	Agreement Number	Applicant Name	<u>Agreement</u> <u>Status</u>	<u>Disaster ID</u>	<u>State</u> County	<u>Date</u> <u>Revision</u> Began	Approval Date	Links
Cost Share New Application Edit Application Needs/Environmental	01_053_2017_0004A	D PRODUCER		Southeastern	Alabama - Escambia	06/13/2017		<u>Submit</u> to COC/CED <u>Cancel-</u> <u>Revision</u> PDF
Agreement Approval Un-submit Inactivate Application	Back To Main Menu							

C Fields, Descriptions, and Actions

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

Field/Button	Description 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.

Menu Welcome USER NAME	Agreement Maintenance - Submit To COC/CED	
EFRP Program Select Program Cost Share	Control No: 01_053_2017_0004A Applicant Name: D PRODUCER Status: REVISE_COMPLETE	Creation Date : 06/13/2017 Disaster ID : 1502 <u>Add/View Notes</u>
New Application Edit Application	Revision Reason : Other	
Needs/Environmental Agreement Approval Un-submit	Do you wish to submit to COC/CED approval at this time: Yes : $\textcircled{\bullet}$	
Inactivate Application Search	No : O	
View/Print Forms and Letters Performance and	Submit Cancel	

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.

Menu	Agreement Maintenance - Submit To COC/CED Complete						
Welcome USER NAME							
EFRP Program	Control No: 01_053_2017_0004A Creation Date: 06/14/2017						
Select Program	Applicant Name : D PRODUCER Disaster ID : 1502 Status : REVISE_COMPLETE Disaster ID : 1502						
Cost Share							
New Application							
Edit Application	Submit to COC/CED is Complete.						
Needs/Environmental							
Agreement Approval							
Un-submit							
Inactivate Application	Continue to COC/CED Approval Cancel						

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	The Agreement Maintenance: Agreement Approval Page will be
COC/CED	displayed. See paragraph 227 for additional information.
Approval	
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)

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Section 5 COC/CED Approval

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.

Menu	COC/CED Appro	val						
Welcome USER NAME								
EFRP Program	Agreement results							
Select Program	Agreement Number	Applicant Name	Agreement Status	Disaster ID	<u>State</u> County	<u>Date</u> <u>Revision</u> <u>Began</u>	<u>Approval</u> <u>Date</u>	Links
Cost Share New Application Edit Application Needs/Environmental	01_053_2017_0002A	A PRODUCER	TERMINATE_COC	Spring 2011 Southeastern States Tornados	Alabama - Escambia	12/22/2016	06/01/2017	Approve- Terminate PDF Cancel- Termination
Agreement Approval Un-submit Inactivate Application	01_053_2017_0004A	D PRODUCER		Spring 2011 Southeastern States Tornados	Alabama - Escambia	06/14/2017		Approve- <u>Revise</u> <u>Cancel-</u> <u>Revision</u> PDF
Search								
View/Print Forms and Letters	Back To Main Menu							

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.

Menu	Agreement Maintenance - Check ID	
Welcome USER NAME		
EFRP Program	Control No : 01_053_2017_0002A	Creation Date : 12/22/2016
Select Program	Applicant Name : D PRODUCER Status : REVISE COC	Disaster ID: 1502
Cost Share		Add/View Notes
New Application	Following are the Agreement disaster details	
Edit Application		
Needs/Environmental	* Disaster ID: Spring 2011 Southeasterr	n States Tornados
Agreement Approval	Disaster Type(s) : Tornado	
Un-submit	Description of Site : description	
Inactivate Application		
Search	Continue Back	

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.

Menu	Agreen	nent Maintenance:Agreement A	pproval			
Welcome USER NAME						
EFRP Program				_		
Select Program		lo: 01_053_2017_0004A t Name: D PRODUCER		Creation	Date: 06/ Disaster II	
Cost Share	Status :	REVISE_COC	Add/View Notes			
New Application					Add/ VI	lew notes
Edit Application	Below is	the list of practices associated w	ith the appli	ication.		
Needs/Environmental		d fields are denoted by an asterisk{	*1			
Agreement Approval	All require	o neios are denoted by an asterisk{"	1			
Un-submit						
Inactivate Application		-				1
Search	Practice Practice	Summary Process State	Requested	Anneward	Eund-	
View/Print Forms and Letters	Control	Process State	Costshare	Costshare	Available	
Performance and	Number		(\$)	(\$)	Amount (\$)	
Payment		EnvironmentCompliance-Eligible	\$1031.00	\$1031.00	3340 -	
Certification	2017- 0004-01-	NeedsDetermination-Complete- Needed			15826.00	
Record &Pay	EF3	ProducerCertification_Incomplete TSPCertification Incomplete				
View & Print Existing Certifications	L	[15PGerufication_Incomplete				1
Retry Payment	* COC/CED Willing to Approve Date (MM/DD/YYYY) :					
Agreement Maintenance	* Revised COC/CED Approval Date of FSA 848A 06/14/2017					
Revise Agreement	(MM/DD/TTTT): [if continuing now]					
Agreement In Process						
Terminate/Reinstate	Save Co	ontinue Back				

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	If the agreement is being saved and continued at a later date,
Approve Date	enter the COC willing to approve date.
(mm/dd/yyyy)	
Revised COC/CED	Enter the date COC/CED approves the agreement.
Approval Date of FSA 848A	
(mm/dd/yyyy)	
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.

Menu Welcome USER NAME	Agreen	ent Maintenance:Agreement A	pproval			
EFRP Program Select Program	Applicant	lo: 01_053_2017_0004A t Name: D PRODUCER REVISE_COC		Creation	Date : 06, Disaster II	
Cost Share					<u>Add/Vi</u>	ew Notes
New Application	Below is	the list of practices associated w	vith the appl	ication.		
Edit Application		•				
Needs/Environmental						
Agreement Approval		-				
Un-submit	Practice	Summary Process State	Requested	Approved	Fund-	
Inactivate Application Search	Control Number	Process State		Costshare (\$)		
View/Print Forms and Letters	01-053- 2017-	EnvironmentCompliance-Eligible NeedsDetermination-Complete-	\$1031.00	\$1031.00		
Performance and Payment	0004-01- EF3	Needed ProducerCertification_Incomplete TSPCertification_Incomplete				
Certification		nor certification_incomplete				
Record &Pay						
View & Print Existing Certifications	* Revised	COC/CED Approval Date of FSA 84	8A(MM/DD/Y)	YYY) : <u>06/14</u>	/2017	
Retry Payment	Continue	Back				

228 Agreement Maintenance - Agreement Approval Confirmation (Continued)

C Fields, Descriptions, and Actions

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

Field/Link	Description 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.

RP Program	Control No : 01_053_2017_0004A Applicant Name : D PRODUCER		Creation Date : 06/14/20 Disaster ID : 13	
elect Program	Status : REVISE_COC			Add/View No
st Share				
New Application	Below is the eligibility informa Program Eligibility	tion of an	application.	
Edit Application	Question		*Yes/No	Reason
leeds/Environmental	Are the Land Eligibility requirements met as defined in 1-EFRP Part 1 Section 8?		● Yes ○ No(Must	^
greement Approval			provide reason)	\sim
In-submit	Are the Person Eligibility requirements met		● Yes ○ No(Must	^
activate Application	as defined in 1-EFRP Part 1 Section 7? provide reason)			\vee
earch	Eligibility Flags			
/iew/Print Forms and Letters	Name	Туре	Eligible	
ew/Princ Forms and Deccers		00	Yes	

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	• " Reject " to return to the COC/CED Approval Page
ineligible	• " Back " to return to the Agreement Maintenance - Agreement Approval Page.
the user answered "No" to either or both program	• " Reject " to return to the COC/CED Approval Page
eligibility questions	• " 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.

Menu Welcome USER NAME	Agreement Maintenance - COC/CED A	pproval Complete
EFRP Program	Control No : 01_053_2017_0004A Applicant Name : D PRODUCER	Creation Date: 06/14/2017 Disaster ID: 1502
Select Program	Status : CONTRACT_APPROVED	Disaster 10 1 1002
Cost Share		
New Application	COC Approval	is Complete
Edit Application		
Needs/Environmental		
Agreement Approval	Continue	
Un-submit	Continue	

C Action

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

231 Agreement Maintenance - Cancel Termination

A Overview

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

Note: The Cancel Termination process link is only available when the user navigates to the application being terminated by selecting COC/CED Approval under the Agreement Maintenance 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.

Menu	Agreement Maintenance - Cancel Termination					
Welcome USER NAME EFRP Program Select Program	Control No : 01_053_2017_0002A Applicant Name : A PRODUCER Status : TERMINATE_COC	Creation Date : 12/22/2016 Disaster ID : 1502				
Cost Share		Add/View Notes				
New Application Edit Application Needs/Environmental	Do you wish to cancel this Termination request at this time?					
Agreement Approval	Yes Back					

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.

Menu	Agreement Maintenance - Cancellation	
Welcome USER NAME	Control No: 01_053_2017_0002A	Creation Date : 12/22/2016
EFRP Program	Applicant Name : A PRODUCER	Disaster ID : 1502
Select Program	Status : TERMINATE_COC	
Cost Share		
New Application	Contract Termination Cancellation request is su	ccessfully processed.
Edit Application		
Needs/Environmental	Continue	

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.

Menu	Search Agreements
Welcome USER NAME	Choose from the options below to get the list of assistance requests.
EFRP Program	* State : Alabama
Select Program	* County : Escambia
Cost Share	Disaster ID : Select DisasterID 🗸
New Application	Disaster Types : Select DisasterType 🗸
Edit Application	Agreement Number :
Needs/Environmental	Producer Name : Find Producer
Agreement Approval	Fiscal Year : Select Year 🗸
Un-submit	
Inactivate Application	Agreement Status : Select Contract Status
Search	Search Clear
View/Print Forms and Letters	Search Clear

C Fields, Descriptions, and Actions

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

currently selected State.Office users are limited to the State selected during program selection (paragraph 22).CountyDrop-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).	Field/Link	Description	Action			
CountyDrop-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 IDDrop-down list containing all disaster ID is 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 is not required.Disaster TypesDrop-down list containing all available disaster types for the selected Disaster ID. Defaults to "Select Disaster ID. Defaults to "Select Disaster Types". Available disaster types include:Notes: Selecting a disaster type if desired. Disaster ID's may display in the search results.Disaster TypesDrop-down list containing all available disaster types for the selected Disaster ID. Defaults to "Select Disaster Type". Available disaster types include:Select the applicable disaster type if desired. Disaster ID's may display in the search results.Disaster TypesDrought E Earthquake Flood High Winds Hurricane/Typhoon Ice Storm Severe Snowstorm Tidal Wave Tormado Volcanic Eruption Wildfire.Severe Snowstorm Tidal Wave Tormado Volcanic Eruption Wildfire.Note:If no specific disaster ID is selected, all disaster ID is	State		Select the desired State. State and National			
CountyDrop-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 IDDrop-down list containing all disaster D's associated with the State and county and an additional option of "ID Not Assigned".Select the applicable disaster ID to limit search results to a specific disaster ID.Defaults to "Select Disaster ID".Notes: Selecting a disaster ID limits search results to only those agreements associated with the specified disaster ID.Disaster TypesDrop-down list containing all available disaster types for the selected Disaster ID. Defaults to "Select Disaster Type". Available disaster types include:Select the applicable disaster type if desired. Disaster Type". Available disaster types include:Drought • Flood • High Winds • Hurricane/Typhoon • Ice Storm • Tidal Wave • Tormado • Volcanic Eruption • Wildfire.Select fue applicable disaster type is specified, search results will be displayed with all agreements meeting the other selected search results.Note:Selecting a disaster type is specified, search results to only those agreements associated with the specified disaster type.Disaster TypeDrought • Earthquake • Flood• Tormado • Volcanic Eruption • Wildfire.If no disaster type is specified, search results will be displayed with all agreements meeting the other selected search results.• Drought • Severe Snowstorm • Tidal Wave • Tormado • Volcanic EruptionIf no specific disaster ID is selected, all disaster types• Wildfire.Not		currently selected State.	Office users are limited to the State selected			
currently selected county.Office users are limited to the county selected during program selection (paragraph 22).Disaster IDDrop-down list containing all associated with the State and county and an additional option of "ID Not Assigned". Defaults to "Select Disaster ID".Select the applicable disaster ID limit search results to a specific disaster ID is not required.Notes:Selecting a disaster ID limits search results to only those agreements associated with the specified disaster ID.Disaster TypesDrop-down list containing all available disaster types for the selected Disaster Type". Available disaster type include:Disaster TypesDrop-down list containing all available disaster types include:Disaster TypesDrop-down list containing all available disaster type". Available disaster types include:Disaster TypesDrop-down list containing all available disaster type". Available disaster type is include:Disaster TypesDrop-down list containing all available disaster type". Available disaster type is include:Disaster TypesDrop-down list containing all available disaster type". Available disaster type is include:Disaster TypesDrop-down list containing all available disaster type.Disaster TypesDrop-down list containing all available disaster type.Disaster TypeDrop-down list containing all available disaster type.Disaster Type.Drop-down list containing all available disaster type.Disaster Type.Notes: Selecting a disaster type limits search results will be displayed with all agreements associated with multiple different disaster type i			during program selection (paragraph 22).			
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 Wildfire. Note: If no specific disaster ID is selected, all disaster types 						
selected, all disaster types						
selected, all disaster types						
display in the drop-down.						
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Field/Link	Description	Action
Agreement Number	Free form data field for entry of a specific agreement number	Type the agreement number of the desired agreement.
	when known.	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

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
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.	 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". 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.

C Fields, Descriptions, and Actions (Continued)

Field/Link	Description	Action				
Agreement	Drop-down list of specific	Select the desired agreement status to				
Status	agreement statuses available for	limit search results to only agreements				
	a search criteria. Defaults to	having that specific status, if desired.				
	"Select Contract Status".					
	Selectable agreement statuses	Note: See paragraph 238 for a				
	include:	description of agreement statuses				
		and process links available in the				
	Active Revise	Links column according to				
	• Active Terminate	agreement status.				
	• Approved					
	• Cancelled					
	Disapproved Einclined					
	• Finalized					
	Paid Desticilly Formed					
	 Partially Earned Revise COC					
	Revise CompleteRevise Ended					
	D I L D					
	Terminate COC Terminate Contract					
	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					
Search	results. Retrieves information based on	CLICK "Search " to conduct the search				
Scarch	the search criteria	according to the selected criteria. The				
	selected/entered. The Search	Agreement Search Results Page will be				
	Results Page will be displayed.	displayed.				
Clear	Resets all data entry search	CLICK "Clear" to remove all previously				
	criteria fields.	selected search criteria.				
		Note: State and county are not removed				
		as search criteria when clicking				
		"Clear".				

C Fields, Descriptions, and Actions (Continued)

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	Agreement Se	earch Re	sults								
	Welcome											
	EFRP Program	Below is a list of agreements for the criteria you selected.										
	Select Program	Derow is a list of agreements for the chitefia you selected.										
	Cost Share	New Search Your request: State=Alabama, County=Escambia										
	New Application	Your request: State	e=Alabama,	County=Escambia								
	Edit Application	Cost Share Agree	nent sear	ch results								
		Control Number	Applicant <u>Name</u>	Agreement Sta	tus <u>Disa</u>	ster ID	<u>State</u> County	<u>Date</u> <u>Created</u>	Approval Date	Links	Forms	Letters
	Needs/Environmental Agreement Approval	<u>01 053 2016 0002</u>	B Producer	CONTRACT_APPRO	Court	S	Alabama - Escambia	04/28/2016	04/28/2016	<u>Revise</u> Terminate	FSA848 FSA848A FSA848B	<u>Approval</u> <u>Letter</u>
	Un-submit Inactivate Application	<u>01_053_2016_0003</u>	C Producer	PARTIALLY_EARNE	Cout		Alabama - Escambia	04/28/2016	04/28/2016	<u>Revise</u> Terminate	FSA848 FSA848A FSA848B View Certifications	Approval Letter
	Search View/Print Forms and Letters	<u>01 053 2016 0004</u>	A Producer	CONTRACT_APPR	Cout		Alabama - Escambia	05/02/2016	05/09/2016	<u>Revise</u> Terminate	FSA848 FSA848A FSA848B	Approval Letter
ľ	Performance and		Practice	Summary								
	Payment			tice Control Number	Practice Status	:			Process S	tatus		
	Certification		01_053_2	016_0004_01_EF3	APPROVE	D		COMPLETE C_PRODUCE TC TSP (ATION_IN	COMPLETE	
	Record & Pay		01_053_2	_053_2016_0004_01_EF8 APPROVED		D	EC_COMPLETE_ELIGIBLE ND_COMPLETE_NEEDED					
	Certifications				Corir	2011				_		
	Retry Payment	01_053_2016_0005	A Produce r	DISAPPROVED			Alabama - Escambia	05/09/2016			<u>FSA848</u>	<u>Disapproval</u> <u>Letter</u>
1	∆areement											

Par. 237

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	Only applicable to agreements with a "Paid" or "Partially Earned"
Certifications	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.

Menu	Agreement Search Results
Welcome USER NAME	
EFRP Program	Below is a list of agreements for the criteria you selected.
Select Program	
Cost Share	New Search Your request: State=Alabama, County=Escambia
New Application	Tour request. State - Alabama, County - Estamola
Edit Application	Cost Share Agreement search results
Needs/Environmental	Control Number Applicant Name Agreement Status Disaster ID State County Date Created Approval Date Links Forms Letters

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.

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

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	Revise	Takes the user to the Revise Contract Page. See paragraph 171.
	"Practice Complete".	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	Revise	Takes the user to the Revise Contract Page. See paragraph 171.
	marked "Practice Complete".	Terminate	Takes the user to the Terminate Contract Page. See paragraph 201.

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

Agreement	Agreement Status		
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.	Approve - Revise	Takes the user to the Agreement Maintenance - Check ID Page. See Paragraph 226.
	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.		
Revise Complete	Successor agreement of a revision that has been designated "Revise Complete" but has not yet been submitted to COC/CED for approval.	Submit to COC/CED	Takes the user to the Agreement Maintenance - Submit to COC/CED Page. See paragraph 217.
	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.		
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.

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 CONTER CONTENT 	Edit	Takes the user to the Agreements Signup - Applicant Information Page. See paragraph 172.
Terminate COC	COC/CED for approval. 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.

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

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.

Menu	Report Search Criteria
Welcome	
EFRP Program	Program : EFRP 🗸
Select Program	Report Name : FSA-848A - Practices Expiring within 30 Days
Cost Share	Report Format : PDF 🗸
New Application	State : Alabama 🗸
Edit Application	Escambia
Needs/Environmental	County :
Agreement Approval	
Un-submit	Search Clear
Inactivate Application	
Search	

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

		You are logged in as a State user
Menu	Report Search Criteria	a de la companya de l
Welcome .		
	Program :	EFRP V
Reports	Report Name : [FSA-848A - Practices Expiring within 30 Days
	Report Format : [CSV 🗸
	State : [Mississippi 🗸
	County :	Adams Alcorn Amite Attala
		Search Clear

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	Use this report to identify producers who need to be sent Practices
Expiring within 30	Expiring in 30 days letters.
Days	
	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").
FSA-848 Letters	 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. Use this option to generate and print the letters with practices
Practices Expiring in 30 Days Letter	expiring in 30 days.
50 Days Letter	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.

Report	Result	
FSA-848	Use this report to identify completed applications that require needs	
Pending Needs Determination	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.	

Report	Result
Report FSA-848 Pending Needs Determination	ResultApplications 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

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.

Report	Result
All FSA-848 -	Use this report to identify applications and agreements where
Pending Approval	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".

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".

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.

C County Office Report Descriptions (Continued)

D State Office Report Descriptions

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

- Only one report can be created at a time; however, State Offices 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".

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
		Ű	Ехсернонз
Controlled Substance	No Violation	Yes	
	Growing	No	
	Trafficking	No	
	Possession	No	
Fraud, Including FCIC Fraud	Compliant	Yes	
for 2016 and prior years only	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.

	How Information Is Used for	
Type of Information	Payment Processing	Source
FSA-848B	The information from the FSA-848B is	Web-based
	used to compute the EFRP cost share	Cost Share Contract
	payment amount for the producer. All	System
	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".	
Payment Eligibility	Used to determine whether the producer	Web-based Eligibility
Information	and/or member of a joint operation is	System
	eligible for payment for the fiscal year	
	in which the payment is issued.	
General Name and	Used to determine the producer's	SCIMS
Address Information	business type and general name and	
	address information.	

260 EFRP Payments (Continued)

	How Information Is Used	
Type of Information	for Payment Processing	Source
Entity and Joint Operation Information	Used to determine the following for the year in which the payment is being issued:	Business File
	• substantive change value	
	• members and member's share of the following:	
	• entities	
	• general partnerships	
	• joint ventures.	
Combined Producer	Used to determine whether	Combined Producer System
Information	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.	
Available Payment	Used to determine payment	Payment Limitation System
Limitation	limitation availability.	
Financial Related	Calculated payment	NPS or NRRS
Information	information is provided	
	to NPS.	
	• Determined overpayment	
	amount may be provided to NRRS.	

A Supporting Files for Integrated Payment Processing (Continued)

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		
Socia	Social Security Numbers With the Following Business Types		
00	Individual		
07	Trust-Revocable		
22	LLC		
Emp	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		
Tem	Temporary ID Numbers With the Following Business Type		
15	Indians Represented by BIA		

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	THE	N										
actual cost	Step		Action create a new (additional) Producer Certification by selecting "Producer									
	1	Certification"						-		0	roducer	
	2								_		eld on the	
	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).									
			Comp Name	onents Exte Reque				tShare %	ax Costsha % Limited		Extent Approved	
			DBF1	13.00	500 Limited	S Percent	51.00 t Approved		Resource 75.0 Prior	*Current	Prior Extent	
		Example 2:		PROD A	Resource No	Share (%) 60.009	(\$)	Cost (\$)	Costs (\$) 300.00	Extent Performed	Performed	
				PROD B	No	40.009	% 199.0	0 60.00	200.00	0	5.20	
			prev cost 60% \$65	vious whic 5/40% 0 (co	ly inac ch resu % for tl rrect c	ccurat ulted i he act ost) r	tely ent in an o tual co ninus S	verpay	50 fo ment count nount	r the to Enter for the	tal actual -\$100 spli difference	
			Comp	onents	115							
			Name DBF1	Exte Reque		ctice 🖊			% Costsha % Limited Resource 75.0	Needed	Extent Approved	
				Name PROD	Limited Resource	Percent Share (%)	t Approved Amount (\$) % 298.0	Cost (\$)		*Current Extent Performed	Prior Extent Performed 7.80	
				A PROD B	No	40.00%		0 _40.00		0	5.20	
					* Total insta			O No 350.00		er full total inst ost. Do not en negative amoi	iter a	
	3	complete rec	ord a	nd p	ay acc	cordi			Sectio	on 2. I	Either an	
		additional pa	additional payment of the difference will be sent to NPS or an									
		overpayment	will	be so	ent to	NRF	RS.					

261 Payment Processing (Continued)

D Correcting a Payment (Continued)

IF the incorrect							
value is	THE	N					
Current Extent	Step	Action					
Performed	1	create a new (additional) Producer Certification by selecting "Producer					
	1	Certification" from the Certification Search Results Page.					
	2	enter the amount of the corrected extent performed in the "Current Extent					
		Performed" field on the Producer Certification – Component Rate Practic Page.					
		Example 1: The extent performed is 11. The user previously inaccurately entered 10 for the producer which resulted in an underpayment . Enter 1 for the producer to account for the difference: 11 (correct extent) minus 10 (extent previously entered) = 1.					
		Example 2: The extent performed is 9. The user previously inaccurately entered 12 for the producer which resulted in an overpayment . Enter -3 for the producer to account for the difference: 9 (correct extent) minus 12 (extent previously entered) = -3.					
	3	complete 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.					
TSP	Step	Action					
Certification	1	create a new TSP Certification by selecting "TSP Certification" for the					
values		practice from the Practice Summary box that is displayed by clicking on					
		the selected Agreement Number from the Certification Search Results					
		Page.					
	2	enter the difference between what should be entered and what is actually					
		entered into the "Current Extent Performed" field.					
		Example 1: 12 is entered into "Prior Extent Performed". The amount should be 13. Enter 1 into the "Current Extent Performed" field.					
		Example 2: 15 is entered into "Prior Extent Performed". The amount should be 10. Enter -5 into the "Current Extent Performed" field.					
	3	complete record and pay according to Part 4, Section 2. An additional payment of the difference will be sent to NPS.					

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)

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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			A	ction				
1	Complete Produation		•	0 0		rent Actual Cost" equal to the		
	previously entered positive amounts. This will result in zeroing out prior actual cost and extent amounts.							
	Note: Do not p		ve value in t	he "Total Ir	stallation	Cost" field		
		lace a negati			istantation	Cost neid.		
	Components							
	FLC35W 13.00		e Actual (o Regular 👘	Max Costshare %Limited Resource 50.00 %	Extent Extent Approved		
	1203300 13.00	Limited Pe	rcent Approv		Prior *C	urrent Prior		
	Name	Resource (Amounare Amounare %) (\$) 50.00 166	Cost(\$)	(\$) Per	formed Performed		
		NO	50.00 166	.00 - 180	180.00	-G G.00		
		Practice Comp			Do not en - negative			
	r *	otal installation * Acre Se						
	Co	mponents Com	plete:	/				
	* Date receipt	s and documen	tation 05/1//2	016				
	FSA_848B PDF							
	* Pirc	oducer Signatur (MM/DD/	e Date 05/17/	2016				
2	Complete TSP C	Certification l	by entering 1	negative "Cu	urrent Exte	ent Performed"		
	amounts and "Cu	urrent Units	Applied" an	nount equal	to the prev	viously entered		
	positive amounts	5.						
	TSP Certific	ation						
	Control No : 01_0	53_2016_0004			Creati	on Date : 05/02/2016		
	Applicant Name Status : PARTIAL	LY_EARNED				Disaster ID : 1502 Add/View Notes		
	Following are the All required fields	component, pra are denoted by	ctice details for an asterisk{*}	TSP certificat	ion.			
	01-EF8 Practice Extents	•						
	Extent Requested	Extent Needed	Extent Approved		nt Extent ormed	Prior Extent Performed		
	90.00	90.00	90.00	-90	>	90.00		
	Component Exte	ents						
	Name Technic Practic			Extent Approved	*Curre Exten Perform	Prior Extent		
	14BF1 342	50.00	50.00	50.00	-50.00	50.00		
	14C3 342	100.00	100.00	100.00	-100	100.00		
	Technical Practi	ce Extents						
	Name Cost Sh	ared Units I		urrent Units		Prior Units Applied		
	342 Yes	150.00		-150	1:	50.00		

268 General Provisions for Canceling Payments (Continued)

B Example (Continued)

				Actio	n		
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.							
Rec	ord and	Pay Main	1				
Applic Status	ant Name		A	e contract for pa			05/02/2016 ID: 1502
Pract	ices Sumn	ary					
Selec	t Practice Control Number	Practice Status	Fund ID	Certification Complete	Current CostShare Earned.	Prior CostShare Earned	Payment Data
	01-053- 2016- 0004-	Pending Certification	3340	No	-2100.00	2100.00	Edit
	01-EF8						

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)

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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	Any time.	Immediately.
wrong agreement or producer.		
The payment was issued and	After something affecting	Immediately.
later something affecting the	the payment amount is	
payment amount changes on	changed on FSA-848B.	
FSA-848B.		
Producer received a payment	After producer	Immediately.
and COC determines that the	misrepresentation is	
producer misrepresented their	determined.	
interest on FSA-848B.		
It is determined that the	After payment limitation	Immediately.
payment issued exceeds the	exceeded.	
producer's effective payment		
limitation amount.		
Producer's eligibility value	After an eligibility value	Immediately.
changes and this makes the	changes and make the	
producer ineligible for	producer ineligible for	
payment.	payment.	
FSA-848B was terminated after	Any time FSA-848B is	Immediately.
payments were issued to the	terminated.	
producer.		

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.

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Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

The following table lists all forms referenced in this handbook.

		Display	
Number	Title	Reference	Reference
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	Years		
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	2009 and Subsequent Program Years		
FSA-325	Application for Payment of Amounts Due		251
	Persons Who Have Died, Disappeared, or		
	Have Been Declared Incompetent		
FSA-848	Cost Share Request		Text
FSA-848A	Cost Share Agreement		Text
FSA-848B	Cost Share Performance Certification and		Text
	Payment		
FSA-850	Environmental Evaluation Checklist		63

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

Abbreviations Not Listed in 1-CM

Approved	T	Deference
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

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

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.

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