FSA
HANDBOOK

Emergency Conservation Program Software for 2024 and Subsequent Years

For State and County Offices

SHORT REFERENCE

3-ECP

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

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Emergency Conservation Program Software for 2024 and Subsequent Years **3-ECP**	**Amendment 2**

Approved by: Deputy Administrator, Farm Programs

Amendment Transmittal

A Reasons for Amendment

Subparagraph 3 C has been amended to add instructions for reporting system outages.

Subparagraph 21 B has been amended to update instructions for requesting system access for NRCS TSP's.

Subparagraphs 23 B, 24 B, 25 B and C, 26 B, 254 B, 351 B, and 901 B have been amended to update screenshots of the Application Search Page.

Paragraph 26 has been amended to add instructions for additional search criteria.

Paragraphs 53 and 54 have been amended to add guidance for handling disasters impacting multiple counties.

Paragraph 56 has been added to provide instructions for using RTI comments for interactive communication.

Subparagraph 102 C has been amended to add instructions for requesting to add an approved practice to an existing signup.

Paragraph 104 has been amended to clarify late-file provisions and extension request process.

Paragraph 105 has been amended to update closed signups extensions and to clarify that late-file provisions apply to signups that have been closed early.

Subparagraphs 201 F and 201 G have been amended to update the ECP software screenshot.

Subparagraph 202 B has been amended to reference a warning message that displays when a new application is created for a producer who already has an active ECP application in the selected administrative county.

A Reasons for Amendment (Continued)

Subparagraph 203 A has been amended to update instructions for handling farms and tracts where a reconstitution occurs before the ECP application is approved.

Subparagraph 204 D has been amended to:

- update instructions for selecting a signup when all land is physically located outside the administrative county
- clarify that disapproval of applications is permitted without first selecting a disaster event and signup
- explain the restriction of one application per producer per disaster event per administrative county.

Subparagraph 206 A has been amended to clarify using:

- technical code 500 F for debris removal scenarios for fences
- the same GIS line used for debris removal as the line representing the fence repair or replacement scenario.

Subparagraph 206 B has been amended to refer to paragraph 219 for instructions on copying an existing practice to start an application for a producer sharing in the cost of restoration or repair.

Subparagraphs 206 B and C have been amended to emphasize that only one GIS object type can be used per practice instance.

Subparagraph 207 A has been amended to refer to paragraph 219 for instructions on copying an existing practice to start an application for a producer sharing in the cost of restoration or repair.

Paragraph 219 has been added to provide detailed instructions for copying a practice from an existing application when creating a new application for a producer sharing in the cost of restoration or repair.

Paragraph 251 has been amended to:

- clarify that FSA-23 and FSA-850 do not need to be attached to applications when all practices are being disapproved
- explain that the national minimum cost of restoration is validated by the system, but any higher level established by the State is not
- emphasize applications cannot be approved until after funds have been requested and allocated
- refer to paragraph 256 for entry of state and national level determinations.

A Reasons for Amendment (Continued)

Paragraph 252 has been amended to clarify that advance payments requested when the application is submitted are issued at the time producer concurrence of the COC conditional approval is entered in the system.

Subparagraph 255 C has been amended to clarify that a conditional approval letter cannot be generated when the status of the application is "Conditionally Approved – Obligation Failed".

Paragraph 256 has been added to provide instructions for entering State and national approval or disapproval determinations.

Subparagraph 302 A has been amended to reference corrections to applications when a correction is appropriate as opposed to revising an application.

Subparagraph 302 D has been amended to provide instructions for adding extents to a practice marked as complete on a previous version of the application during the revision process.

Subparagraph 304 A has been amended to update instructions for voluntarily withdrawing an application.

Subparagraph 304 B has been amended to update instructions for accessing the "Cancel/Undo Cancel" process.

Paragraphs 307 through 309 have been added to provide instructions for correcting applications.

Subparagraph 352 C has been amended to clarify that advance payments may be re-requested if a receivable was erroneously requested.

Subparagraph 356 A has been amended to add information on deleting a certification.

Subparagraph 356 B has been amended to update the "Delete Certification" option on the Certifications Details Screen.

Subparagraph 361 D has been amended to add a note about Report of Certifications and Payments.

Paragraph 362 has been amended to clarify that advance payments may be re-requested if a receivable was erroneously requested and to clarify actions when the producer requests an advance payment after the application has been approved.

Paragraph 363 has been amended to explain the impact of marking a practice complete on FSA-801C.

Paragraph 902 has been amended to include instructions on selection of either CSV or PDF format for the Extent Needed Summary Report.

A Reasons for Amendment (Continued)

Paragraph 905.5 has been added to provide instructions for accessing the ECP Practices Dashboard Report.

Paragraph 906 D has been amended to add an example of the Practices Nearing Expiration Letter that no longer contains practice lifespan information.

Exhibit 5 has been amended to add notifications related to requests for extensions and manually entered comments.

Exhibit 6 has been added to provide instructions for and examples of manual adjustments to maximum cost share amount.

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Part 1 General Information

1 Basic Provisions

A Purpose

This handbook provides automation procedure for administering ECP for 2024 and subsequent years.

Note: See 2-ECP for 2023 and prior years.

B Authority and Responsibility

PDD has the authority and responsibility for the automation instructions in this handbook. CD has the authority and responsibility for policy outlined in the related handbooks.

C Related Handbooks

The following handbooks are related to ECP.

IF the area of concern is about…	THEN see…
audits and investigations	9-AO.
program appeals	1-APP.
document retention period	32-AS.
approved abbreviations, signatures, and authorizations	1-CM.
acreage compliance	2-CP.
conservation compliance	6-CP.
ECP policy and procedure	1-ECP.
interest rates	50-FI.
establishing claims	58-FI.
prompt payment provisions	61-FI.
reporting to IRS	62-FI.
receipts, payments, and deposits	64-FI.
web-based eligibility records	3-PL.
actively engaged determinations	6-PL.
foreign persons provisions	6-PL.
payment eligibility determinations	6-PL.
receipt for service	1-RFS.

2 Responsibilities

A Background

The responsibilities for ECP functions described in this paragraph are in addition to the responsibilities in 1-ECP.

B Office Responsibilities

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

Office	Responsibilities
PDD	Implements automated processes to support ECP functions in State and County Offices. Provides procedural assistance to State Offices on data entry requirements and software operations.
CD	Provides ECP policies for administering and delivering conservation cost share programs.
State Offices	Provide: • application training to County Offices • procedural assistance to County Offices on data entry requirements and software operations.
FPAC Business Center, ISD	Develops software and provides technical assistance to PDD.

3 Submitting Software Issues

A Overview

County Offices are to report issues to their State Office specialist. If the specialist is unable to resolve the issue, then the specialist will submit the issue to the FSA Farm Programs Software Issues SharePoint site at
PDD Software Issues SharePoint Site.

Note: The PDD Software Issues SharePoint site is **only** for State Office Specialists and the National Office. County Offices **must not** request access.

B Providing State Office Access to the PDD Software Issue Site:

State Office specialists who do not have access to the PDD SharePoint website can request access through the SharePoint site.

*--C System Outages

System outages can be reported during business hours to FPACNow IT Service Desk using the "Report an Issue" tile.

Outside of business hours, call (800) 255-2434 (preferred) or send an e-mail to FPACITServiceDesk@usda.gov. E-mail responses may be delayed outside business hours.--*

4-20 (Reserved)

Part 2 Common Functions

21 Accessing ECP System

A Overview

ECP functions:

- are within the web-based software
- can only be updated by FSA or NRCS employees with eAuthentication Level II certification.

B Security Roles

The following are security roles.

- FSA County Office employees with authorized access will be able to administer applications nationwide; however, determinations for applications outside of their assigned counties will be made by the administrative State and county.
- FSA State Office employees with authorization will have full access to all applications within their State. Although designated State Office users have the capability to edit applications, this access does not constitute authority to create, edit, or inactivate applications. State Office users must use discretion within the software as State Office users have full County Office functionality.
- FSA National Office employees with authorized access will have full access to all applications nationwide.
- NRCS Service Center employees with authorized access will have full access to applicable steps within the application and certification process when designated as TSP.

  --Otherwise, users will have read-only access. NRCS users can request access to ECP software by submitting FSA-13-A with the role app.fsa.ecp.nrcstsp requested in item 20 to the state Security Liaison Representative (SLR). FSA-13-A must be approved by the employee's supervisor. SLR's must submit the form to FPAC.InformationAssuranceServiceDesk@usda.gov for assigning the role to the NRCS employee.--
- Users requiring read-only access for purposes other than roles listed above should submit FSA-13-A for role app.fsa.ecp.viewonly in item 20 of the form.

21 Accessing ECP (Continued)

C Accessing ECP Software

Access the ECP application according to the following table.

Step	Action
1	Access the FSA Applications Intranet page at **https://intranet.fsa.usda.gov/fsa/applications.asp**.
2	Under "FSA Applications", "Applications Directory", CLICK "A-C".
3	CLICK "Conservation ECP – Emergency Conservation Program".

22 Top Navigation Bar

A ECP System Primary Function Links

The top navigation bar displays on all screens within the ECP system. The following table provides an explanation of the links in the top navigation bar.

Option	Explanation
Home	Allows users to navigate to the ECP Home Screen.
Tools	Allows users to select a link for other functions. Follow paragraph 23 for further instructions.
Admin	Allows all users to open and view requests to implement, signups, and disaster events. Only authorized users can create and submit requests to implement, approve signups, and create disaster events. Follow paragraph 24 for further instructions.
Summary Reports	Allows users to create application reports and letters. Follow paragraph 25 for further instructions.

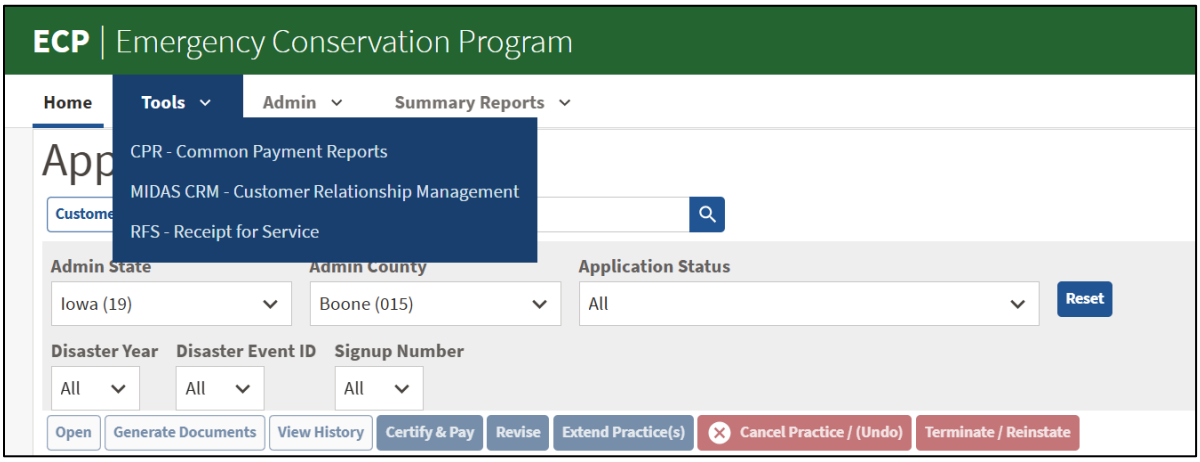
23 Tools Header

A Overview

The Tools header provides links to allow users to perform a variety of functions.

B Example of Options from Tools Header

The following is an example of the options from the Tools header for the ECP program.
*--



--*

C Available Links and Descriptions

The following table provides the available links from the Tools header.

Link	Description
CPR-Common Payment Reports	Clicking this link will navigate to the CPR Home Screen. Follow 11-CM for further instructions.
MIDAS CRM-Customer Relationship Management	Clicking this link will navigate to the MIDAS CRM Home Screen. Follow 10-CM for further instructions.
RFS-Receipt for Service	Clicking this link will navigate to the Receipt for Service website for a user to create a receipt for service. Follow 1-RFS for further instructions.

24 Admin Header

A Overview

The Admin header from the top navigation allows users to request ECP, approve signups, and record disaster events. Follow Part 3 for further instructions.

County Office users will be able to:

- request to implement a signup
- manage approved signups
- view existing disaster events.

State Office users will be able to:

- view signups
- view disaster events
- forward RTI to National Office for approval
- return RTI to County Offices for more information.

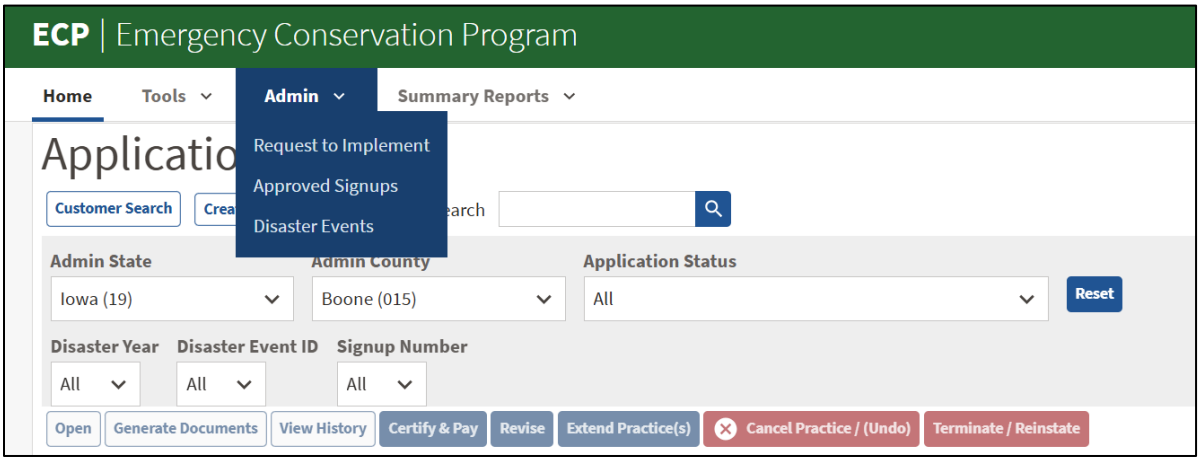
National Office users will be able to:

- approve or disapprove signups
- create disaster events.

B Example of Options from Admin Header

The following is an example of the options from the Admin header.

*--



--*

25 Summary Reports Header

A Overview

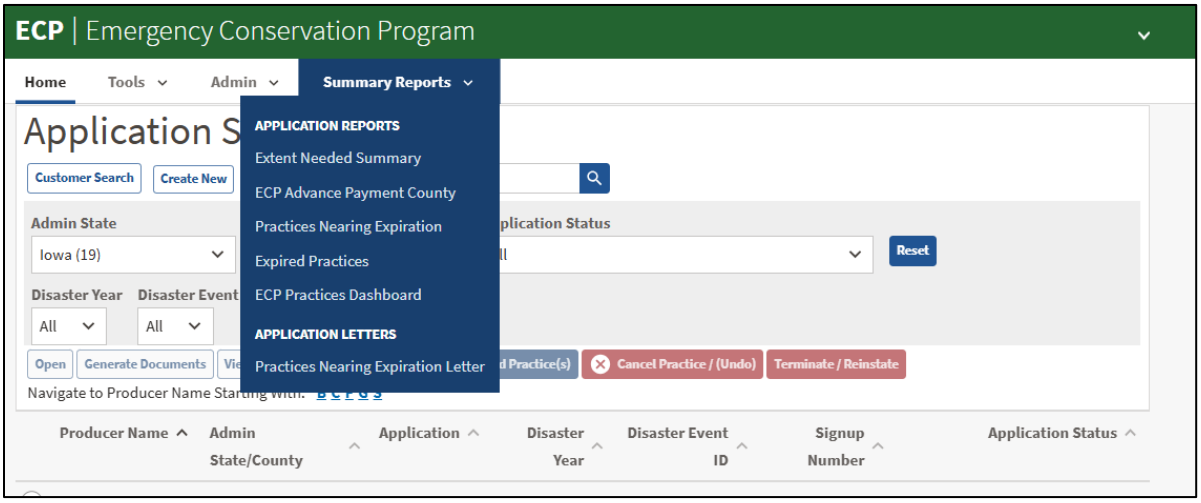
The Summary Reports on the top navigation allows users to generate application reports.

Follow Part 9 for further instructions on generating reports.

Note: Reports are specific to the user's role.

B Example of Available Reports for a County or State Office User

The following is an example of the list of reports available for a county or State Office user.
*--

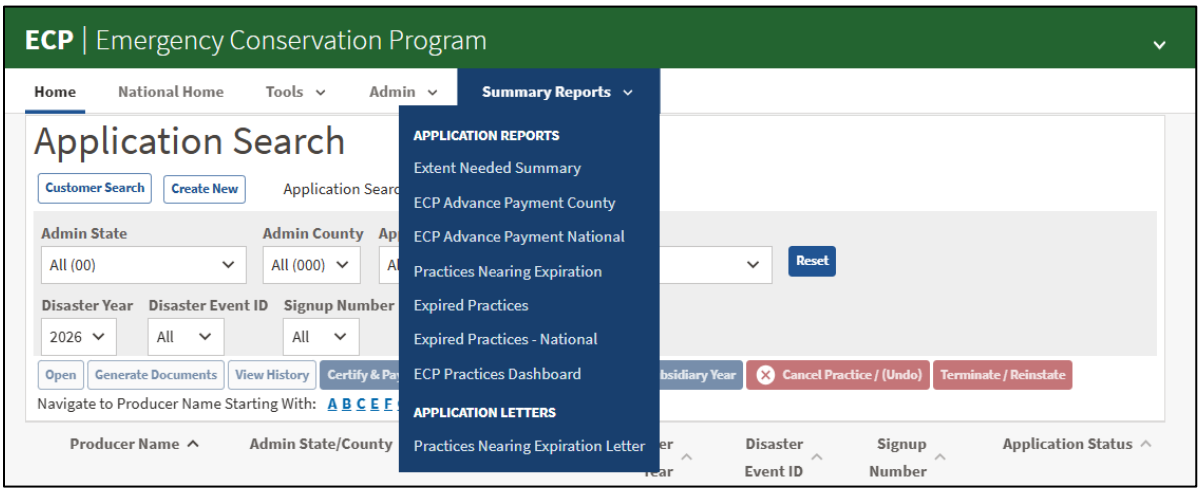


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25 Summary Reports Header

C Example of Available Reports for a National User

The following is an example of the list of reports available for a national user.
*--



--*

26 Application Search Screen

A Overview

After a user has logged into the ECP system, the Application Search Screen is displayed. *--This is referred to as the ECP Home Screen or the starting point for the ECP Program. The Application Search Screen provides users with the opportunity to search for a single application, or to use multiple filters to search for applications that share common attributes. Available filters include:

- Administrative State
- Administrative County
- Application Status
- Disaster Year
- Disaster Event ID
- Signup Number.

By default, the Application Search Screen page opens with the administrative State and administrative county set according to the user's headquarters county and the disaster year set to the current year. All other filters are set to "All". Users can expand the search results by changing the administrative State, administrative county, and disaster year criteria to "All" or further refine the results by selecting a specific value for other search criteria that are originally defaulted to "All".--*

26 Application Search Screen (Continued)

A Overview (Continued)

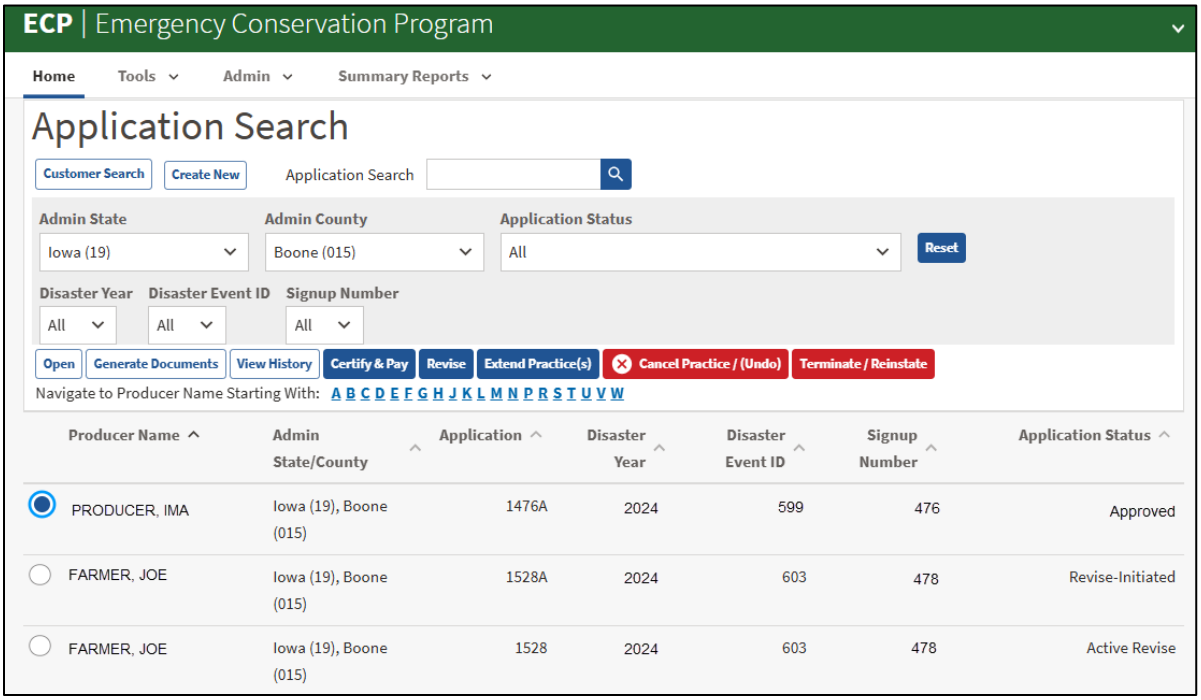
*--For example, the user could search for all applications in the administrative State and county for the 2026 disaster year with an application status of "Pending COC Determination". The dynamic search functionality on the Home Screen retains prior selected filter values until they are changed or reset by the user. With each filter selection made by the user, a new search is initiated, displaying the results of all filter selections.

Notes: ECP policy limits producers to 1 application per administrative county per disaster event.

When selecting an application from the search results, users can select the radio button or click anywhere within the specific row before selecting an action for the selected record.--*

B Example of Application Search Screen

The followng is an example of the Application Search Screen.
*--



--*

26 Application Search Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Application Search Screen.

Field	Description/Action
Customer Search	Users can select this option to search for a specific producer. Choosing this option will initiate a SCIMS search. The user will select the producer from the SCIMS Search Screen and if an application is found, it will be displayed on the Application Search Screen. **Note:** Nationwide customer service is available for the ECP program. Follow paragraphs 203 and 301 for a description of edits permitted as part of nationwide customer service.
Create New	CLICK "Create New" to create a new application. The user will select the producer from the SCIMS Search Screen. Follow Part 4 for completing the ECP application.
Application Search	***--**Allows users to search for a specific application number. To search for all applications in an application family, enter only the application number with no alphabetical suffix and all versions of the application will display in the search results.**--***
Admin State	Displays the user's administrative State. System allows for nationwide customer service and users can select another State.
Admin County	Displays the user's assigned administrative county. System allows for nationwide customer service and users can select another county. **Note:** Multi-county users will have their assigned county in bold font.

26 Application Search Screen (Continued)

C Field Descriptions and Actions (Continued)

Field	Description/Action
Application Status	Allows users to filter to a specific status. **Note:** Users can only filter when multiple statuses exist.
Reset	CLICK "Reset" to reset to the values based on the user's role and assigned county.
*--Disaster Year	Allows users to filter to a single disaster year by selecting from a drop-down list.
Disaster Event ID	Allows users to filter to a single disaster event ID by selecting from a drop-down list.
Signup Number	Allows users to filter to a single signup number by selecting from a drop-down list.--*
Open	Allows users to access an existing application. After selecting an application, CLICK "Open".
Generate Documents	Allows user to generate forms, letters, and reports for an application. After selecting an application, CLICK "Generate Documents". A pop-up screen is displayed allowing users to generate applicable document(s). The system defaults to "Forms". Click "Letters" or "Reports" to navigate to available documents.
View History	Allows users to view the history of existing applications. After selecting the application using the applicable radio button, CLICK "View History". Users will be able to view the entire history or filter to a specific: • date range • page (land, needs determination, etc.). Each page is represented by a chevron in the header.

26 Application Search Screen (Continued)

C Field Descriptions and Actions (Continued)

Field	Description/Action
Certify and Pay	Allows users to certify and pay approved applications. After selecting the application using the applicable radio button CLICK "Certify and Pay". The Certification and Payments Screen is displayed. Follow Part 5 for further instructions.
Revise	Allows user to revise an approved application. After selecting the application using the applicable radio button CLICK "Revise". The Revise Application Screen is displayed. User must select one or more reasons for the revision. Software navigates to the appropriate starting point for the revision based upon the reason(s) selected.
Extend Practice(s)	Allows users to record determinations for producers' requests to extend the approved practice end date for one or more practices. CLICK "Extend Practices" after selecting an application with approved practices. The Extend Practice(s) Screen is displayed. Follow paragraph 214 and paragraph 215 for further details.
Cancel Practice/(Undo)	Allows users to cancel one or more practices or an application prior to approval. Follow paragraph 302 for further instructions.

26 Application Search Screen (Continued)

C Field Descriptions and Actions (Continued)

Field	Description/Action
Terminate/Reinstate	Allows users to terminate one or more approved practices. If all practices are terminated, the application is also terminated. Follow paragraph 305 and paragraph 306 for further instructions.
Navigate to Producer Name Starting With:	Allows users to navigate to applications based on the first letter of the producer's last name or business name. Click on the desired letter. The list of applications jumps to the first producer with a last name or entity name that begins with the selected letter.
Producer Name	Displays the producer's name. To sort alphabetically, click the ▲ to the right of "Producer Name".
Admin/State/County	Displays the selected administrative State and County. To sort alphabetically, click the ▲ to the right of "Admin/State/County".
Application	Displays the system generated application number. To sort numerically, click the ▲ to the right of "Application".
*--Disaster Year	Displays the fiscal year the disaster event associated with the application occurred. To sort numerically, click the ▲ to the right of "Application".
Disaster Event ID	Displays the ID number of the disaster event associated with the application. To sort numerically, click the ▲ to the right of "Application".
Signup Number	Displays the signup number of the signup associated with the application. To sort numerically, click the ▲ to the right of "Application".--*
Application Status	Displays the status of the application. See Exhibit 4 for a complete list of application statuses and their descriptions. To sort alphabetically, click the ▲ to the right of "Application Status".

27 Subscribing to ECP Notifications

A Overview

--The ECP software uses Business Notification Admin (BNA) to send event-based-- notifications to county, State, and national users.

Users should only subscribe based on their county, State, or national role.

B Accessing Business Notification Admin

Access Business Notification Admin according to the following table.

Step	Action
1	Access the FSA Applications Intranet page at **https://intranet.fsa.usda.gov/fsa/applications.asp**.
2	Under "FSA Applications", "Applications Directory", CLICK "A-C".
3	CLICK "Business Notification Admin".

C Action

Instructions for subscribing are located on the Business Notification Admin Home Screen under Program Information.

To subscribe:

- CLICK "Event"
- CLICK "Event List"
- scroll to event name.

Users should subscribe to ECP Events using the following events.

User Role	Event Name	State	County
FSA County	ECPFSACOUNTY	Admin State(s)	Admin County(s)
FSA State	ECPFSASTATE	Admin State(s)	All Counties
FSA National	ECPFSANATIONAL	National Users Only	National Users Only
NRCS	ECPTSPNRCS	Admin State(s)	Admin County(s)

Note: Notifications are limited to one email of the same type of action on the same application per day. See Exhibit 5 for a complete list of notifications and the recipient(s) of each type of notification.

28 Reprocessing Notifications

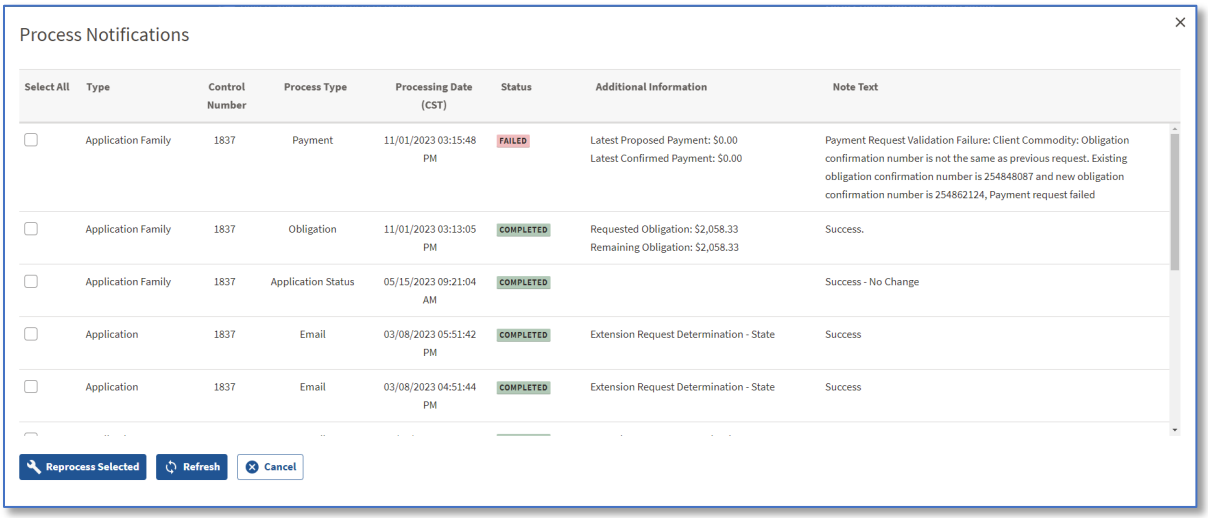
A Overview

In the event that an automated notification does not process such as system outage or lack of funding, users have the ability to reprocess notifications.

Within an ECP application the “Reprocess Process Notification” button is located at the bottom of the screen and allows users to resend or reprocess notifications such as resending emails to the original recipient, reprocessing obligation or reprocessing failed payments.

B Example of the Process Notifications Screen

The following is an example of the Process Notifications Screen.



28 Reprocessing Notifications (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Process Notifications Screen.

Field/Button	Description/Action
Select All	Allows user to select one or more process notifications.
Type	Displays the type of notification. Application notifications apply to activities specific to a single version of the application. Application Family notifications apply to activities that are common to multiple versions of the same application such as obligation ID.
Control Number	Displays the application control number and suffix. Suffixes are only applicable to applications that have been revised.
Process Type	Displays the specific type of process notification.
Processing Date (CST)	Displays the month, day, year, hour, minute and second that the process notification was last attempted. Times are based upon central standard time.
Status	Indicates if the process notification was successful (Completed) or failed (Failed).
Additional Information	Provides additional information such as the type of email notification, requested and remaining obligation amounts, and the latest proposed and confirmed payment amounts. **Note:** An email notification is created for each practice that is certified, requested for extension, etc., however, the system limits the emails sent to one email per activity type per day.
Note Text	Provides details on the success or failure of the process notification.
Reprocess Selected	Reattempts the process notifications where the check box at the left end of the row has been checked.
Refresh	Refreshes the screen. If a failed process succeeds after reprocessing the change in status from Failed to Completed.
Cancel	Closes the Process Notifications pop-up screen and returns the user to the previous page.

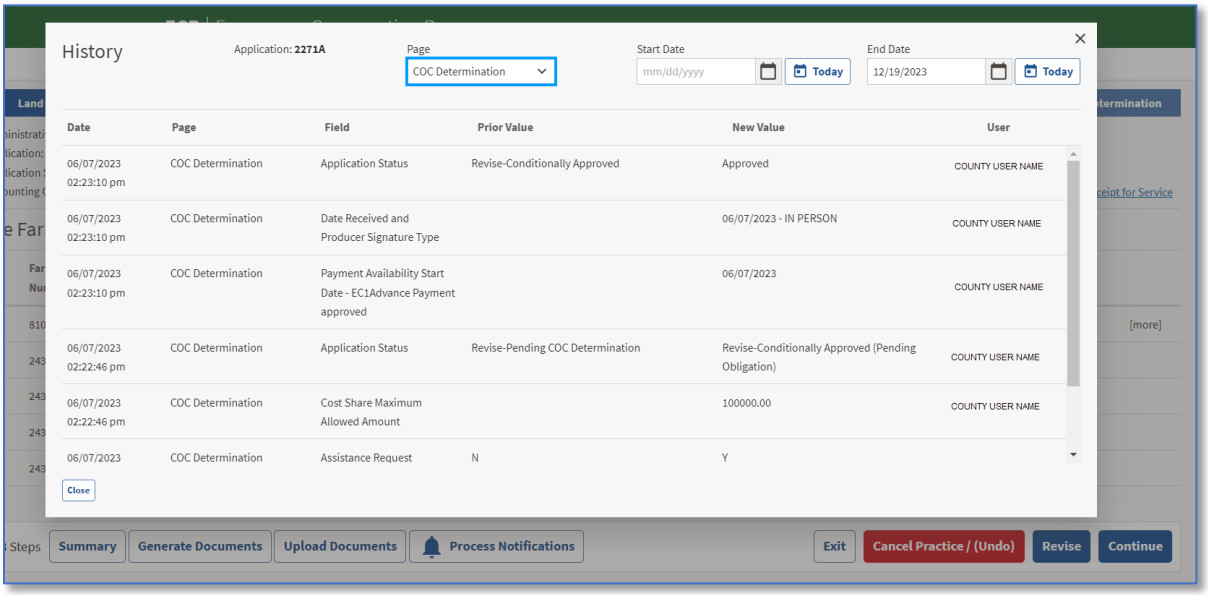
29 View History

A Overview

The system allows users to view a history of specific information that has been entered or edited. The View History is an excellent tool for troubleshooting issues and determining prior actions.

B Example of View History Screen

The following is an example of the View History Screen



29 View History (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the View History Screen.

Field	Description/Action
Application	Displays the application number.
Page	Allows users to navigate to different screens to view the history. Also displays the screen where the information is entered.
Start Date	Allows users to filter to a specific start date. Clicking the "Today" icon will populate the current date.
End Date	Allows users to filter to a specific end date. Clicking the "Today" icon will populate the current date.
Date	Displays the date and time of the action.
Page	Provides a drop-down menu of pages where information has been edited (for example Land, Disaster, Map, etc.). User may select the history for a single page or select "All" to see a chronological history of all edits to the application. It is recommended that a single page be selected as the entire history of edits to the application can be quite long. The history displayed defaults to the history for the page the user was on at the time "View History" was clicked.
Field	Displays the field name where the information was entered.
Prior Value	Displays the prior value entered. A blank value indicates this is the first-time information has been entered in the field.
New Value	Displays the current value entered.
User	Displays the name of the employee who made the entry.
Close	Closes the History pop-up screen and returns the user to the previous page.

30 Generate Documents

A Overview

The system provides the ability to print forms, letters, reports, or generate a receipt for service.

The “Generate Documents” button is:

- displayed on every screen allowing a user to quickly generate applicable forms, letters, and reports
- allows forms to be generated based on the status of the application.

Note: The system provides limited letters to generate. See 1-ECP for a list of all letters that must be sent to the producer.

B Action

After clicking “Generate Documents”, a pop-up screen, is displayed allowing the user to navigate between forms, letters, and reports.

Note: Forms is the default pop-up selection.

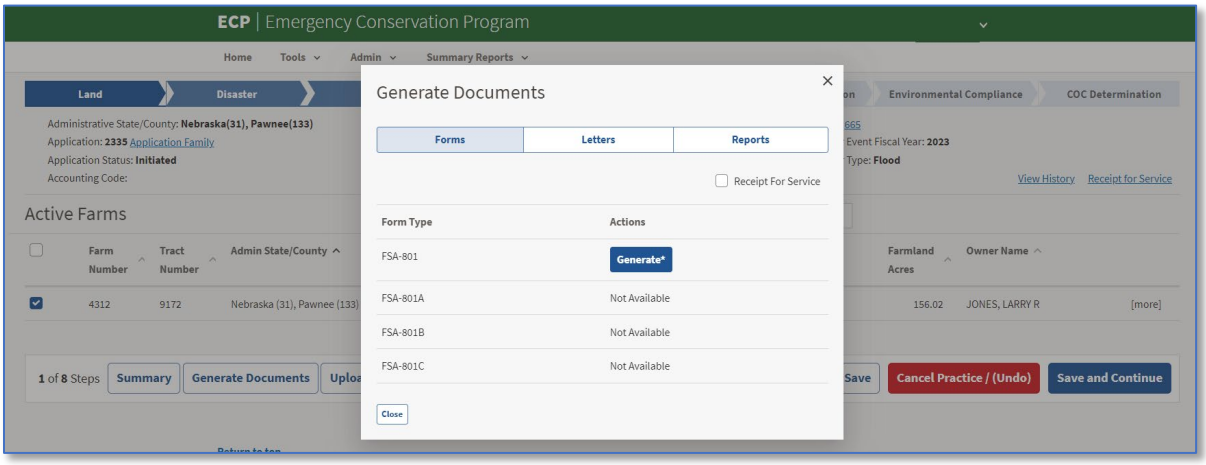
CLICK “Generate” to select and print the desired form, letter, or report.

Note: If the document cannot be generated based on the application status, Not Available is displayed next to the applicable document.

30 Generate Documents (Continued)

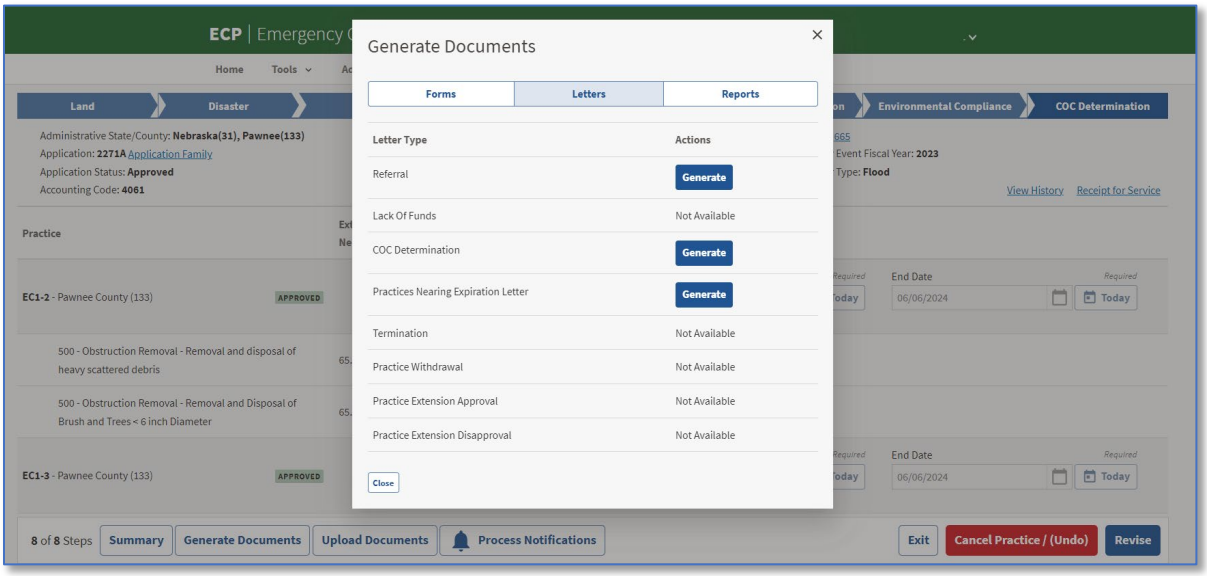
C Example of Forms Selection Screen

The following is an example of the available forms that can be generated.



D Example of Letters Selection Screen

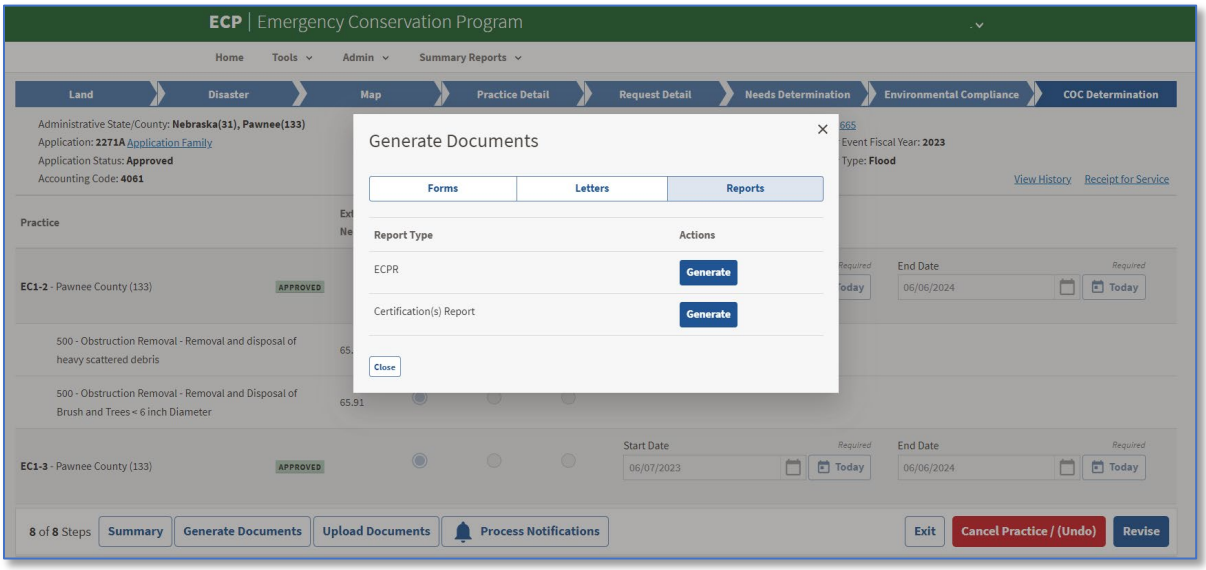
The following is an example of the available letters that can be generated.



30 Generate Documents (Continued)

E Example of Reports Selection Screen

The following is an example of the available reports that can be generated.



31 Special Functionality for Generating FSA-801A and FSA-801C

A Overview

FSA-801A and FSA-801C allow users to include or exclude practices on the form according to the current actions that will be completed.

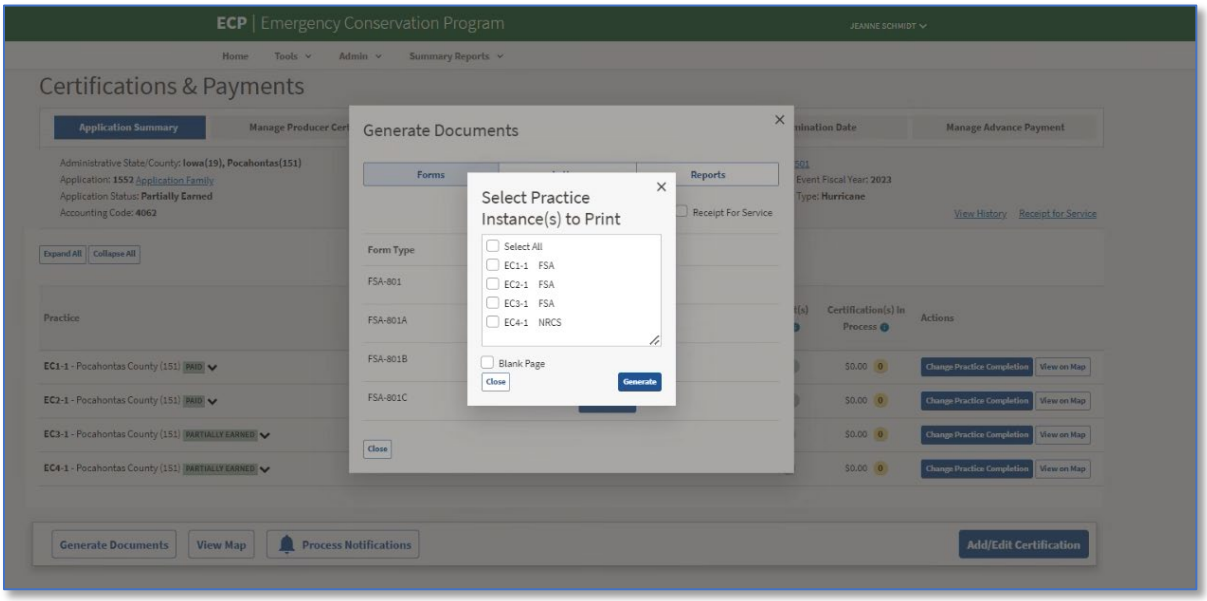
Note: Clicking "Blank Page" will include a blank page with the FSA-801A and FSA-801C to add any additional practices if necessary for TSP's doing field visits.

B Example of Practice Instance(s) for FSA-801A

The following is an example of the practice instance(s) available to print on the FSA-801A.

When printing the FSA-801A for the TSP signature, the user is able to generate an agency specific form by selecting only those practices assigned to a specific agency to be included on the FSA-801A.

Note: If determinations are not being made for all practices, only include those practices for which needs determinations are being completed.

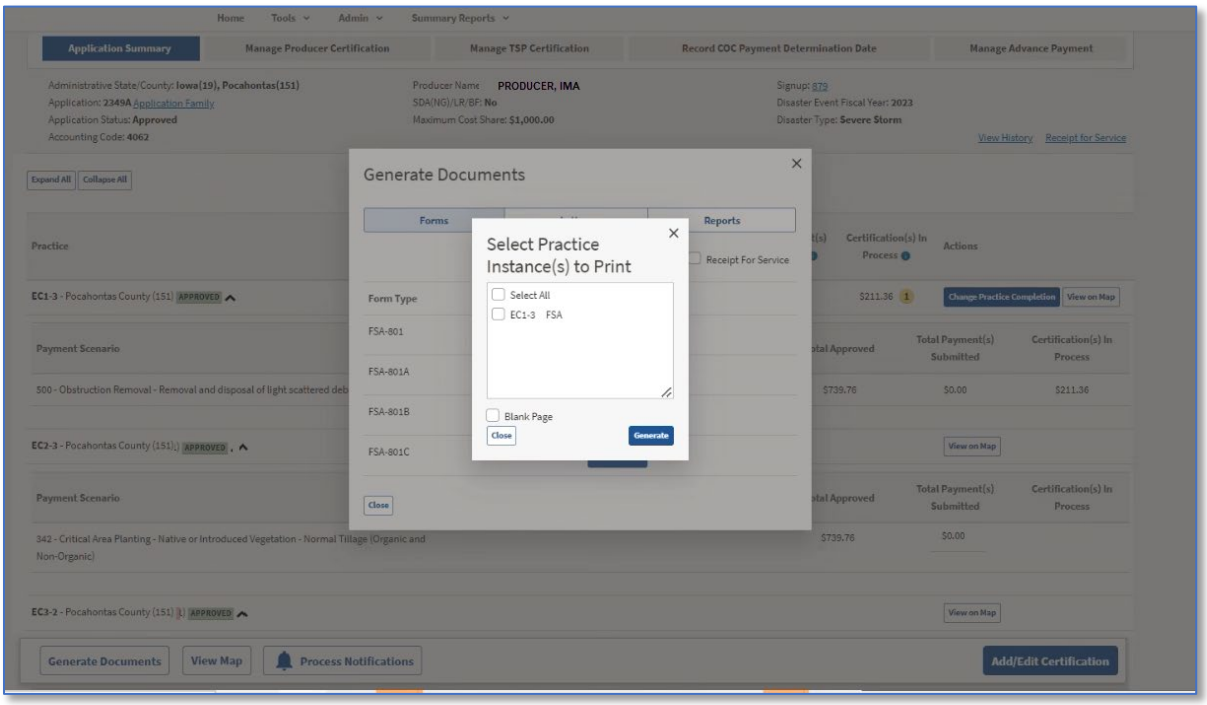


31 Special Functionality for Generating FSA-801A and FSA-801C (Continued)

C Example of Practice Instance(s) for FSA-801C

The following is an example of the practice instance(s) available to generate on the FSA-801C.

Even though there are multiple practices included on the application, there is only one practice available to print on the FSA-801C because the producer has only certified performance for one practice.



32-50 (Reserved)

Part 3 Requesting ECP

Section 1 Request to Implement

51 General Information

A Overview

County Office users will initiate the request to implement ECP from the "Admin" section on the ECP Header navigation bar.

State Office specialists will review the request, and the National Office users will approve the request.

B Action

Using the drop-down menu from the ECP Home Screen:

- CLICK "Admin"
- CLICK "Request to Implement" and the Request to Implement Search Screen will be displayed.

52 Request to Implement Search Screen

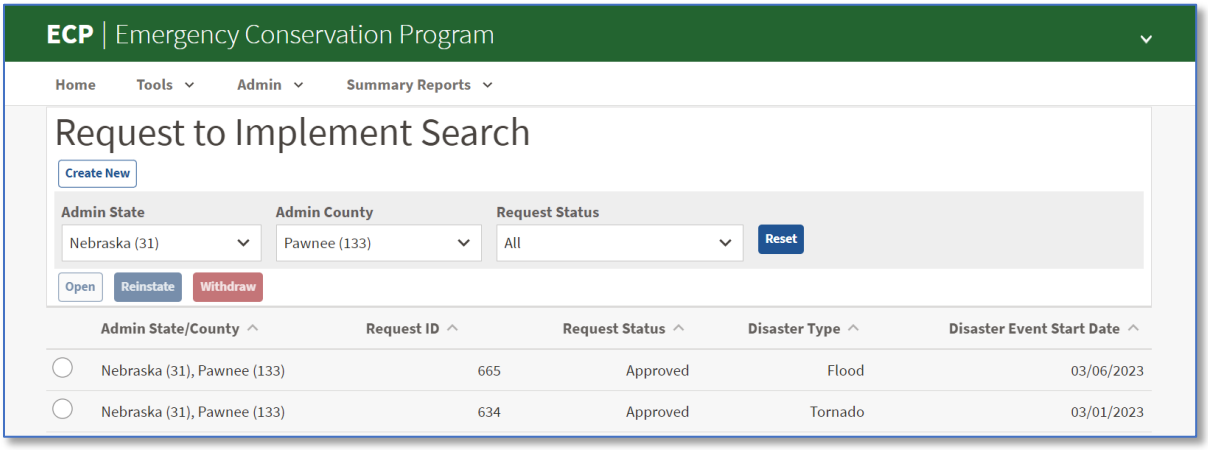
A Overview

The Request to Implement Search Screen is the starting point for requesting authorization to conduct an ECP signup. The Request to Implement Screen:

- defaults to the user's administrative State and county for county users
- defaults to the user's administrative State and all counties for State Office users
- is sorted alphabetically by administrative county for State and county users
- displays all requests to implement according to search criteria chosen by the user.

B Example of Request to Implement Search Screen

The following is an example of the Request to Implement Search Screen.



52 Request to Implement Search Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Request to Implement Search Screen.

Field/Button	Description/Action
Create New	Allows authorized users to create a new request to implement. CLICK "Create New" to create a new request.
Admin State	Defaults to the user's administrative State. Using the drop-down menu, select the applicable administrative State. **Note:** A user's assigned State(s) and County(s) are in bold font.
Admin County	Defaults to the user's administrative county. Using the drop-down menu, select the applicable administrative county.
Request Status	Allows users to filter requests previously entered in the system by status. Using the drop-down menu, select the applicable status.
Reset	CLICK "Reset" to return to the original search values.
Open	Allows users to open an existing request. Users will need to first select an existing request before clicking "Open".
Reinstate	Allows users to reinstate a request that has been withdrawn or disapproved. Users will need to first select an existing withdrawn request before clicking "Reinstate".
Withdraw	Allows users to withdraw a request. Users will need to first select an existing request before clicking "Withdraw".

52 Request to Implement Search Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Admin State/County	Displays the administrative State and county for the request to implement. To sort alphabetically, click the ▲ to the right of "Admin/State/County".
Request ID	Displays the system-generated requested identification number. To sort numerically, click the ▲ to the right of "Request ID".
Request Status	Displays the status of the request to implement. To sort alphabetically, click the ▲ to the right of "Request Status".
Disaster Type	Displays the disaster type. To sort alphabetically, click the ▲ to the right of "Disaster Type".
Disaster Event Start Date	Displays the start date of the disaster event. To sort numerically, click the ▲ to the right of "Disaster Event Start Date".

53 County Request

A Overview

The request to implement:

- is submitted for a physical location on behalf of the COC responsible for administering FSA programs in that physical location
- covers all farms in that physical location.

Note: Farms physically located in a disaster-affected county that are administered by a county that was not impacted by the disaster are covered by the approved signup for the physical location.

The additional administrative county:

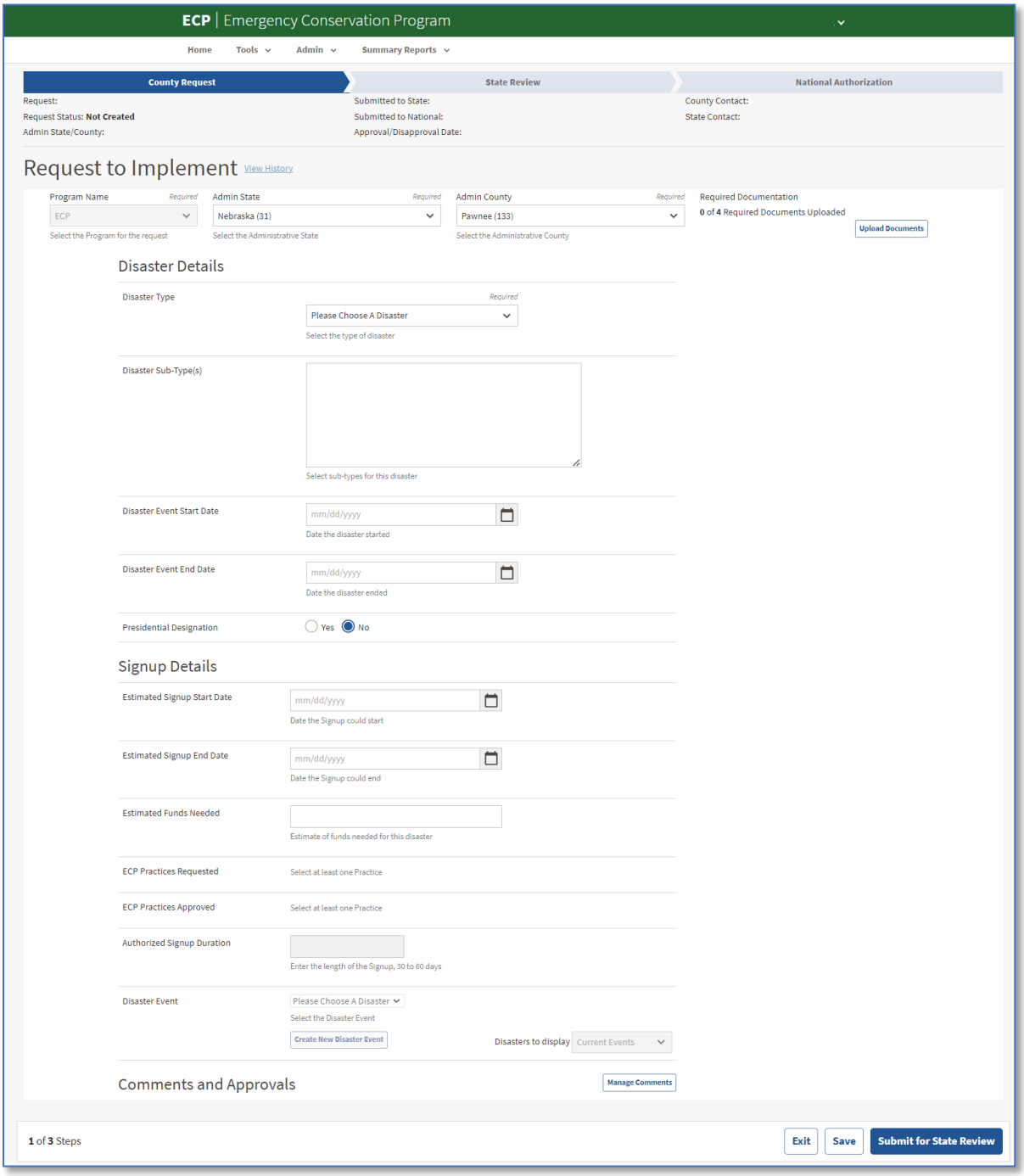
- does not need to submit a separate request to implement a signup
- can create applications for producers on farms physically located in an approved county, associate the applications with the approved signup, and then request funding to cover the applications for the farms they administer in the disaster-affected physical location.

Note: Requests to implement ECP can also be performed by a State Office user, however the State Office user will be prompted to enter a reason why the county was unable to submit the request.

53 County Request (Continued)

B Example of County Request Screen

The following is an example of the County Request Screen for a county user.



53 County Request (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for County Request Screen.

Field/Button	Description/Action
Header Information	
Request	Displays the system generated Identification Number. **Note:** The number is generated after the request has been saved.
Request Status	Displays the status of the request.
Admin State/County	Displays the administrative State and county for the request.
Submitted to State	Displays the date the county submitted to the State Office for review.
Submitted to National	Displays the date the State submitted the request to the National Office for approval.
Approval/Disapproval Date	Displays the date the request was either approved or disapproved.
County Contact	A hyperlink of the contact name of the County Office employee who entered the request. **Note:** Clicking the hyperlink will allow the user to email the County Office contact.
State Contact	A hyperlink of the contact name of the State Office specialist who reviewed the request. **Note:** Clicking the hyperlink will allow the user to email the State Office contact.

53 County Request (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Request to Implement	
View History	CLICK "View History" to see a history of the ECP Request to Implement.
Program Name	Displays the name of the program. Currently the only available program is "ECP" and is a view only field.
Admin State	Using the drop-down menu, select the applicable administrative State.
Admin County	Using the drop-down menu, select the applicable administrative county.
Required Documentation	Displays the number of required documents that have been uploaded. The number of required documents to be added using the "Upload Documents" button varies according to the level of ***--**the request to implement being edited or viewed. Three**--*** documents are required to be uploaded to the request at the county level. **Note:** The Request to Implement must be created before documents can be added.
Upload Documents	CLICK "Upload Documents" to upload applicable required documentation or to view documents that have been uploaded. Documents can only be loaded after the disaster type has been selected and the request has been initially saved. Uploaded documents can be replaced or removed. **Note:** Documents must be in a PDF.

53 County Request (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Disaster Details	
Disaster Type	Using the drop-down menu select the applicable disaster type. **Example:** "Tornado".
Disaster Sub-Type(s)	Select the applicable disaster sub-type after selecting the Disaster Type. Available sub-types vary according to the disaster type that is selected. **Example:** "High winds, including micro-bursts".
Disaster Event Start Date	Users can manually enter the date or use the available calendar widget to populate the date the disaster event started in the affected county.
Disaster Event End Date	Users can manually enter the date or use the available calendar widget to populate the date the disaster event ended in the affected county. **Note:** For an ongoing disaster event, such as drought, the end date is not required.
Presidential Designation	Identifies if there is a Presidential Designation. Click applicable Yes/No response. If the response is "Yes" the user will also be asked to enter the 4 to 10-character presidential designation number, if known. **Note:** If the number is not known, it can be entered later by a State or national user.

53 County Request (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Signup Details	
Estimated Signup Start Date	Users can manually enter the date or use the available calendar widget to populate the estimated signup start date. This is only an estimate, and the actual signup start date will be entered after approval. **Note:** The system will prevent a user from saving a date that falls on a weekend or holiday.
Estimated Signup End Date	Users can manually enter the date or use the available calendar widget to populate the estimated signup end date. **Notes:** Estimated Signup End Date cannot be greater than 60 calendar days after Estimated Signup Start Date. The system will prevent a user from saving a date that falls on a weekend or holiday.
Estimated Funds Needed	User must enter the estimated cost share funds that are expected to be needed to cover all potential ECP applications. This is a very rough estimate. Actual funds requested will be based upon the scenario extents determined as needed after the signup has been approved and applications have been received.
ECP Practices Requested	Click the ECP practice(s) that are expected to be used for the signup. **Note:** Practices available for selection will vary according to the selected disaster type.
ECP Practices Approved	Displays the practices approved
Authorized Signup Duration	Displays the authorized signup duration as entered by the national program manager.
Disaster Event	Displays the disaster event after the national program manager creates the event. Each individual disaster event is assigned a unique identifying number. A single disaster event may impact multiple counties. The disaster event is created based upon the first request to implement processed by the national program manager.

53 County Request (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Signup Details (Continued)	
Comments and Approvals	A free form text field to add additional comments. ***--**If the disaster event impacted neighboring counties, add a comment identifying the other counties impacted by the same disaster. This will assist the national program manager to properly associate multiple impacted counties with the same disaster event. Disaster events are created by the national program manager and are named according to the initial county to be approved for a signup for the disaster event.**--*** **Note:** The request must be saved before comments can be added. **Warning**: Do **not** add any information that contains PII.
Footer Actions	
Exit	CLICK "Exit" to exit the application. Data will not be saved unless previously saved.
Save	CLICK "Save" to save the information entered.
Submit for State Review	CLICK "Submit" for State Review to submit the ECP request to the State Office. **Note:** The request must be saved and all required documents must be attached **before** the request can be submitted for State Review.

54 State Review

A Overview

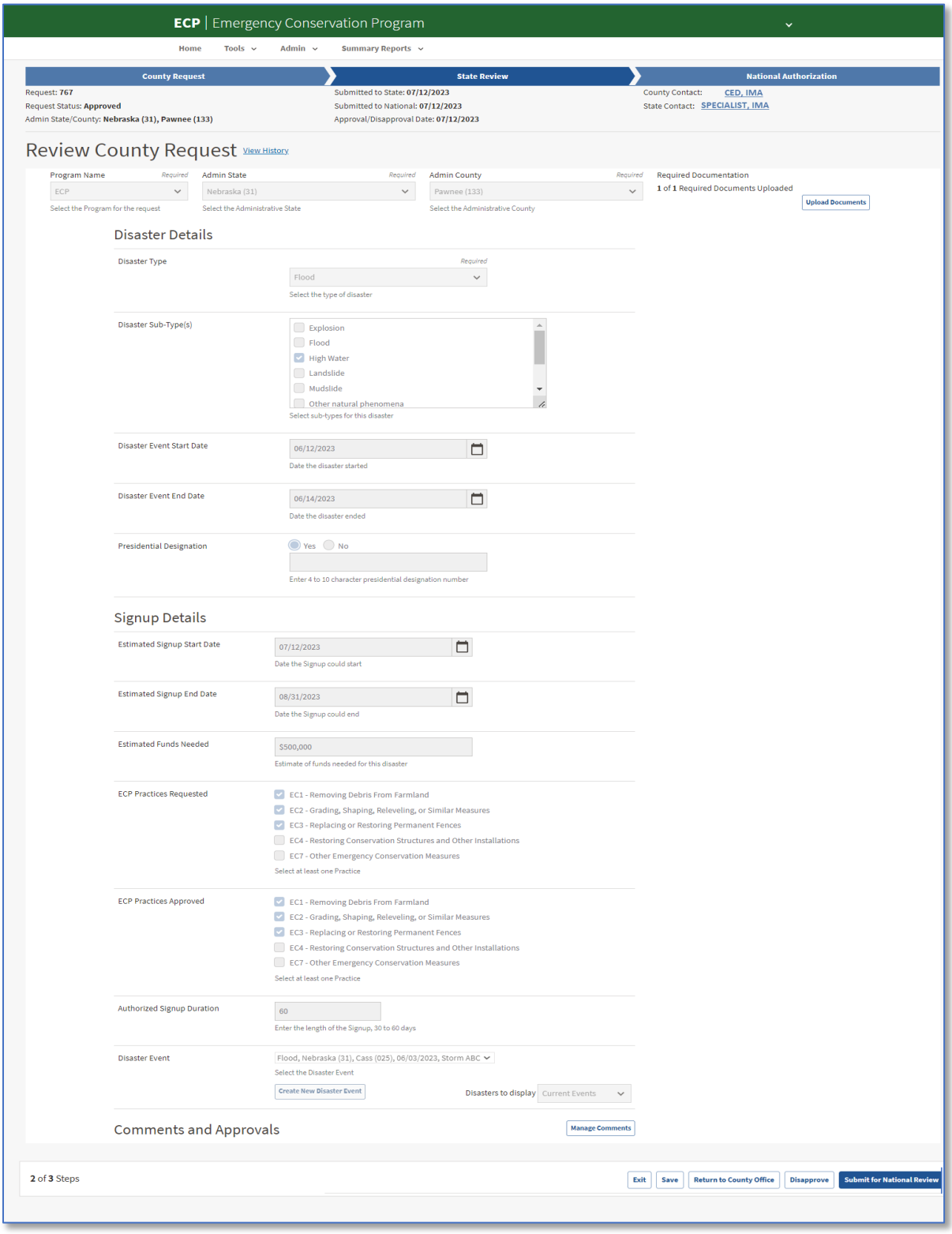
The State Office reviews all requests to implement ECP. The State Office must upload the SED Memo by clicking "Upload Documents" on the State Review Screen before submitting to the National Office for approval.

--Note:** For widespread disaster events that are known to impact many counties, State specialists should consult the national program manager. The national program manager can duplicate RTI's to create ECP signups for multiple counties while minimizing the number of individual RTI's that must be created.**--

54 State Review

B Example of State Review Screen

The following is an example of the State Review Screen.



54 State Review (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the State Review Screen.

Field/Button	Description/Action
Header Information	
Request	Displays the system generated request identification number.
Request Status	Displays the status of the request.
Admin State/County	Displays the administrative State and county for the request.
Submitted to State	Displays the date the request was submitted to the State Office for review.
Submitted to National	Displays the date the State submitted the request to the National Office for approval.
Approval/ Disapproval Date	Displays the date the request was either approved or disapproved.
County Contact	A hyperlink of the contact name of the County Office employee who entered the request. **Note:** Clicking the hyperlink will allow the user to email the County Office contact.
State Contact	A hyperlink of the contact name of the State Office specialist who reviewed the request. **Note:** Clicking the hyperlink will allow the user to email the state office contact.

54 State Review (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Review County Request	
View History	CLICK "View History" to see a history of the ECP Request to Implement.
Program Name	Displays the name of the program. Currently the only program available is "ECP" and is a view only field.
Admin State	Displays the administrative State.
Admin County	Displays the administrative County.
Required Documentation	Displays the number of required documents that have been uploaded. The number of required documents to be added using the "Upload Documents" button varies according to the level of the request to implement being edited or viewed. **Note:** The SED memo is required to be uploaded to the request at the State level.
Upload Documents	CLICK "Upload Documents" to upload applicable required documentation or to view documents that have been uploaded. **Note:** Documents must be in a PDF.

54 State Review (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Disaster Details	
Displays the information entered by the County Office. The State Office user is unable to edit this information except for the Presidential Designation data element. If the State Office user changes the Presidential Designation answer from "No" to "Yes" the 4-to-10-character presidential designation number will be required to be entered before approval.	
Signup Details	
Displays the information entered by the County Office.	
Comments and Approvals	
Manage Comments	A free form text field to add additional comments. **Important:** Do **not** enter any PII information.
Footer Actions	
Exit	CLICK "Exit" to exit the application. Data will not be saved unless previously saved.
Recall	Requests can be recalled back to the State Office for a variety of reasons. This button will only be displayed when both of the following conditions have been met: • the request has been submitted to the National Office for review • State Office user has navigated back to the State Review Screen. CLICK "Recall" when a request is to be recalled to the State Office level.
Save	CLICK "Save" to save the information entered.
Return to County Office	CLICK "Return to County Office" when more information is needed before the State Office can submit to National Office for Review. A Return Confirmation pop-up screen is displayed. Comments must be entered before returning request to the county.
Disapprove	CLICK "Disapprove" when the request will be disapproved. A pop-up screen will display prompting the user to enter disapproval reason.
Submit for National Review	CLICK "Submit for National Review" to submit the ECP request to the National Office.
Exit	CLICK "Exit" to exit the RTI being reviewed and return to the Request to Implement Search screen.

55 National Authorization

A Overview

The National Office will review all Requests to Implement and provide an approval or disapproval.

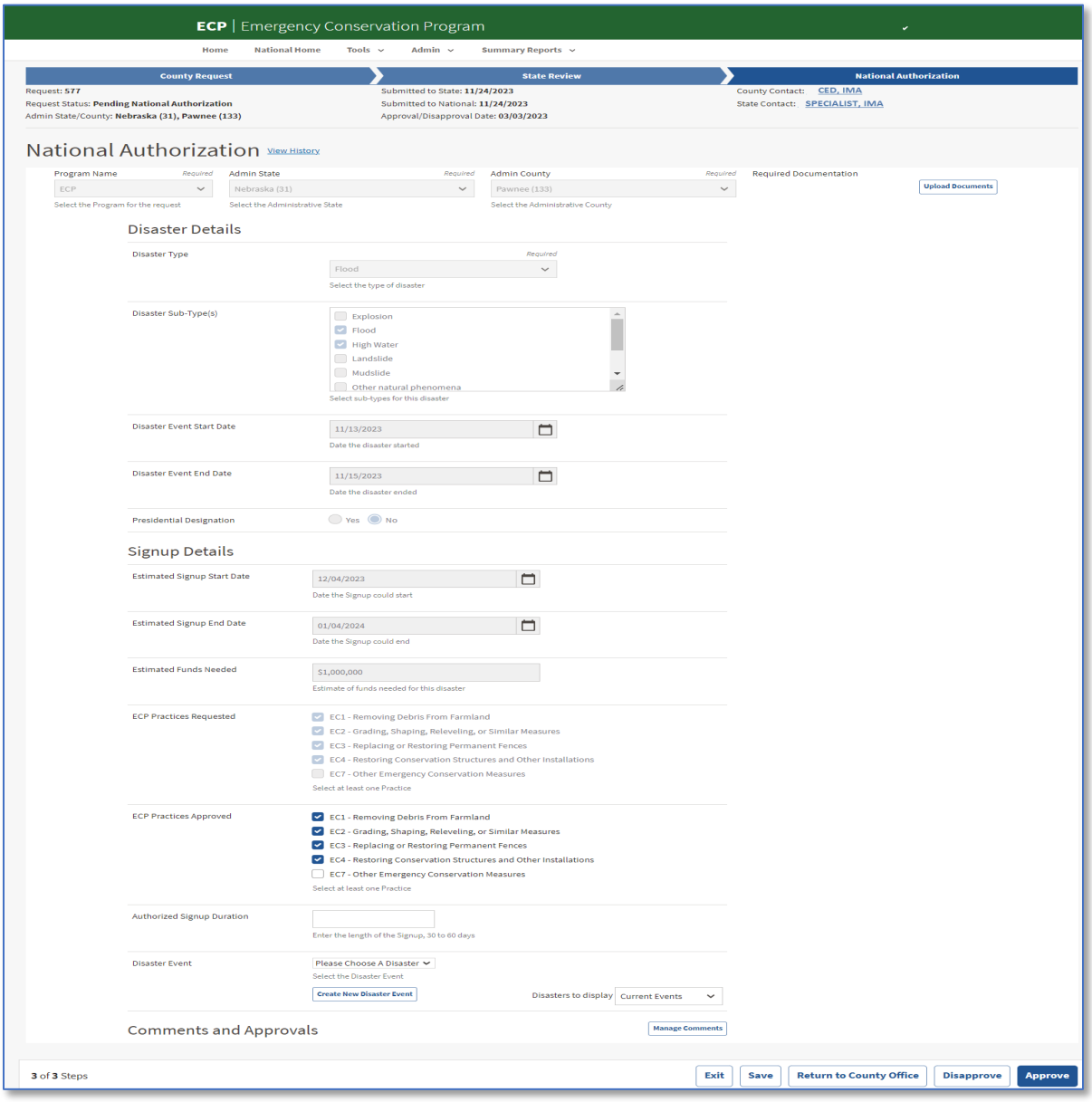
If the request to implement is approved, a signup is created with a status of Authorized.

Note: The identifying number assigned to the Request to Implement becomes the signup number.

55 National Authorization (Continued)

B Example of National Authorization Screen

The following is an example of the National Authorization Screen.



55 National Authorization (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the National Authorization Screen.

Field/Button	Description/Action
Header Information	
Request	Displays the system generated request identification number.
Request Status	Displays the status of the request.
Admin State/County	Displays the administrative State and county for the request.
Submitted to State	Displays the date the request was submitted to the State Office for review.
Submitted to National	Displays the date the State submitted the request to the National Office for approval.
Approval/ Disapproval Date	Displays the date the request was either approved or disapproved.
County Contact	A hyperlink of the contact name of the County Office employee who entered the request. **Note:** Clicking the hyperlink will allow the user to email the county contact.
State Contact	A hyperlink of the contact name of the State Office specialist who reviewed the request. **Note:** Clicking the hyperlink will allow the user to email the State Office contact.

55 National Authorization (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
National Authorization	
View History	CLICK "View History" to see a history of the ECP Request to Implement.
Program Name	Displays the name of the program. Currently the only program is "ECP" and is a view only field.
Admin State	Displays the administrative State.
Admin County	Displays the administrative county.
Required Documentation	Displays the number of required documents that have been uploaded. Documents are not required to be added at the national level.
Upload Documents	CLICK "Upload Documents" to view existing uploaded documents. **Note:** The document must be in a PDF.
Disaster Details	
Displays the information entered by the County Office. **Note:** If County or State Office user did not enter a Disaster Event End Date, the National Office will enter the current date as the end date in order to approve the Request to Implement. The National Office will not revise the end date after the Request to Implement is approved as the end date will not prevent the County Office from accepting applications.	

55 National Authorization (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Signup Details	
Estimated Signup Start Date	Displays the estimated signup start date.
Estimated Signup End Date	Displays the estimated signup end date.
Estimated Funds Needed	Displays the estimated funds needed to implement ECP for the applicable disaster.
ECP Practices Requested	Displays the applicable ECP practice(s) requested by the county.
ECP Practices Approved	Click the applicable ECP practice(s) that will be approved.
Authorized Signup Duration	Enter the length of the signup. **Note:** Signups are authorized between 30 and 60 days.
Disaster Event	Using the drop-down menu, select the applicable disaster. If the disaster is not an available option, CLICK "Create New Disaster Event" to create the new disaster. Follow paragraph 72 for further instructions.
Disasters to display	Using the drop-down menu, select one of the following: • "Current Events" • "Previous 12 months" • "All Events".
Comments and Approvals	
Manage Comments	A free form text field to add additional comments. **Important:** Do **not** enter any PII information.

55 National Authorization (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Footer Actions	
Exit	CLICK "Exit" to exit the application. Data will not be saved unless previously saved.
Save	CLICK "Save" to save the information entered.
Return to County Office	CLICK "Return to County Office" when more information is needed before approval by the National Office. A Return Confirmation pop-up screen is displayed. Comments must be entered before returning request to the county.
Disapprove	CLICK "Disapprove" when the request will be disapproved. A Disapprove Confirmation pop-up screen is displayed Comments must be entered before returning the request to the county. The status is updated to Disapproved on the Request to Implement Screen.
Approve	CLICK "Approve" to approve the Request to Implement a signup. The status is updated to Approved on the Request to Implement Screen. **Note:** The signup is now authorized, however the signup is not activated. Follow paragraph 103 for activating a signup.

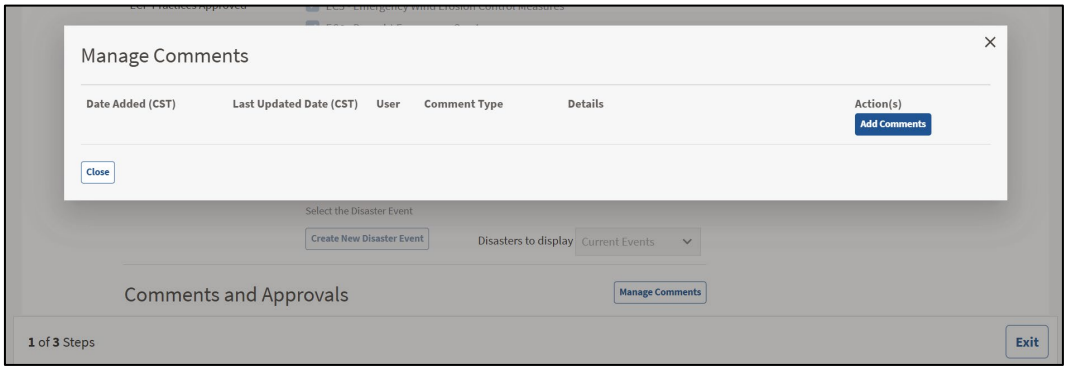
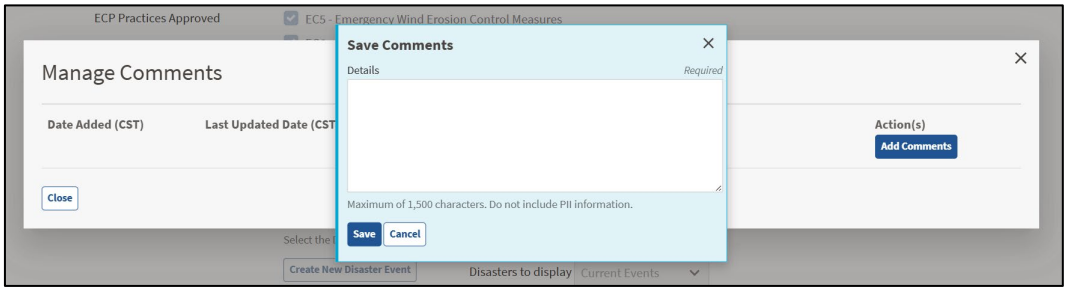
*--56 Using RTI Comments for Interactive Communication

A Overview

During the request to implement ECP process, interactive communication between the county, State, and national levels may be needed as additional data is requested and provided or as new information relevant to the request to implement arises. The Manage Comments process contained on the RTI screens allows users to add comments to the request and to select which level (county, State, or national) should be notified that a comment has been added.

B Adding Comments

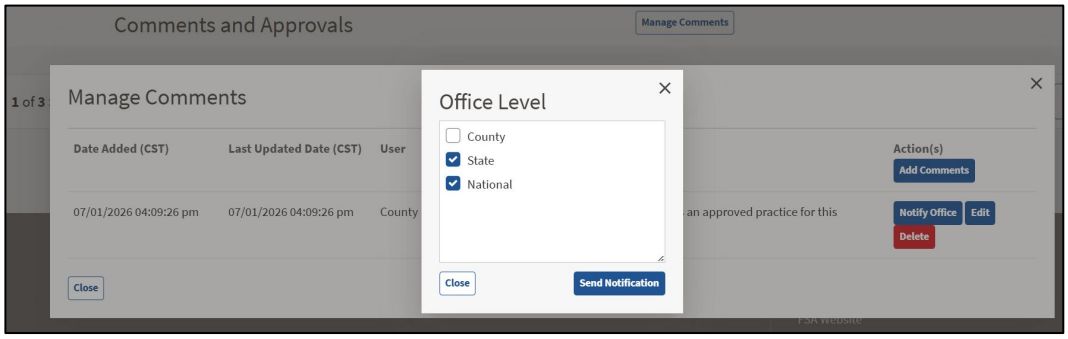
The following table provides instructions for adding comments to an RTI and for triggering notifications to specific levels to alert that level that a comment has been added.

Step	Action
1	In the Comments and Approvals section of the page, CLICK “Manage Comments”. 
2	On the Manage Comments modal, CLICK “Add Comments”. 
3	In the Save Comments popup, type the comment and CLICK “Save”. 

--*

*--56 Using RTI Comments for Interactive Communication (Continued)

B Adding Comments (Continued)

Step	Action
4	In the redisplayed Manage Comments modal, CLICK "Notify Office".  **Note:** The options to edit or delete a comment are only available for the user who entered the comment.
5	In the Office Level popup, select the level(s) to be notified and CLICK "Send Notification".  **Note:** Comments can be added and notifications can be sent, even after the RTI has been approved.

--*

57-70 (Reserved)

Section 2 Disaster Events

71 General Information

A Overview

Disasters associated with the user's State and county:

- are displayed at the top of the list
- include disasters affecting multiple counties.

B County and State Office Action

County and State Office users can open and review attributes of a disaster, however they do not have the ability to edit any disaster information. Disaster events are created and managed by the national program manager.

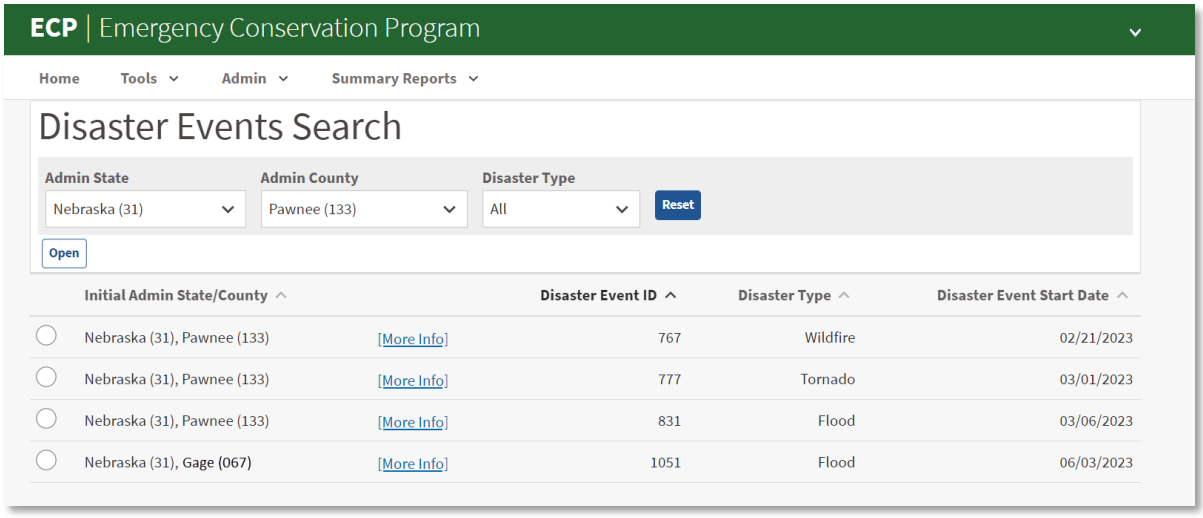
72 Disaster Events Search Screen

A Overview

The Disaster Events Search Screen allows users to view existing disaster events.

B Example of Disaster Events Search Screen

The following is an example of the Disaster Events Search Screen.



72 Disaster Events Search Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Disaster Events Search Screen.

Field/Button	Description/Action
Admin State	Defaults to the user's administrative State. Using the drop-down menu, select the applicable administrative State.
Admin County	Defaults to the user's administrative county. Using the drop-down menu select the applicable administrative county.
Disaster Type	Defaults to "All". Using the drop-down menu select the applicable disaster type to see a single specific disaster type.
Reset	CLICK "Reset" to return to the original search values.
Open	Allows users to open an existing disaster event to view the details of the disaster event and the affected counties. Users will need to first select an existing disaster event before clicking "Open".
Initial Admin State/County	Displays the initial administrative county. To sort alphabetically, click the ▲ to the right of "Admin/State/County".
[More Info]	A hyperlink to that displays all counties impacted by the disaster event. CLICK [More Info].
Disaster Event ID	Displays the system assigned Disaster Event ID. To sort numerically, click the ▲ to the right of "Disaster Event ID".
Disaster Type	Displays the type of disaster. To sort alphabetically, click the ▲ to the right of "Disaster Type".
Disaster Event Start Date	Displays the start date of the disaster event. To sort by date, click the ▲ to the right of "Disaster Event Start Date".

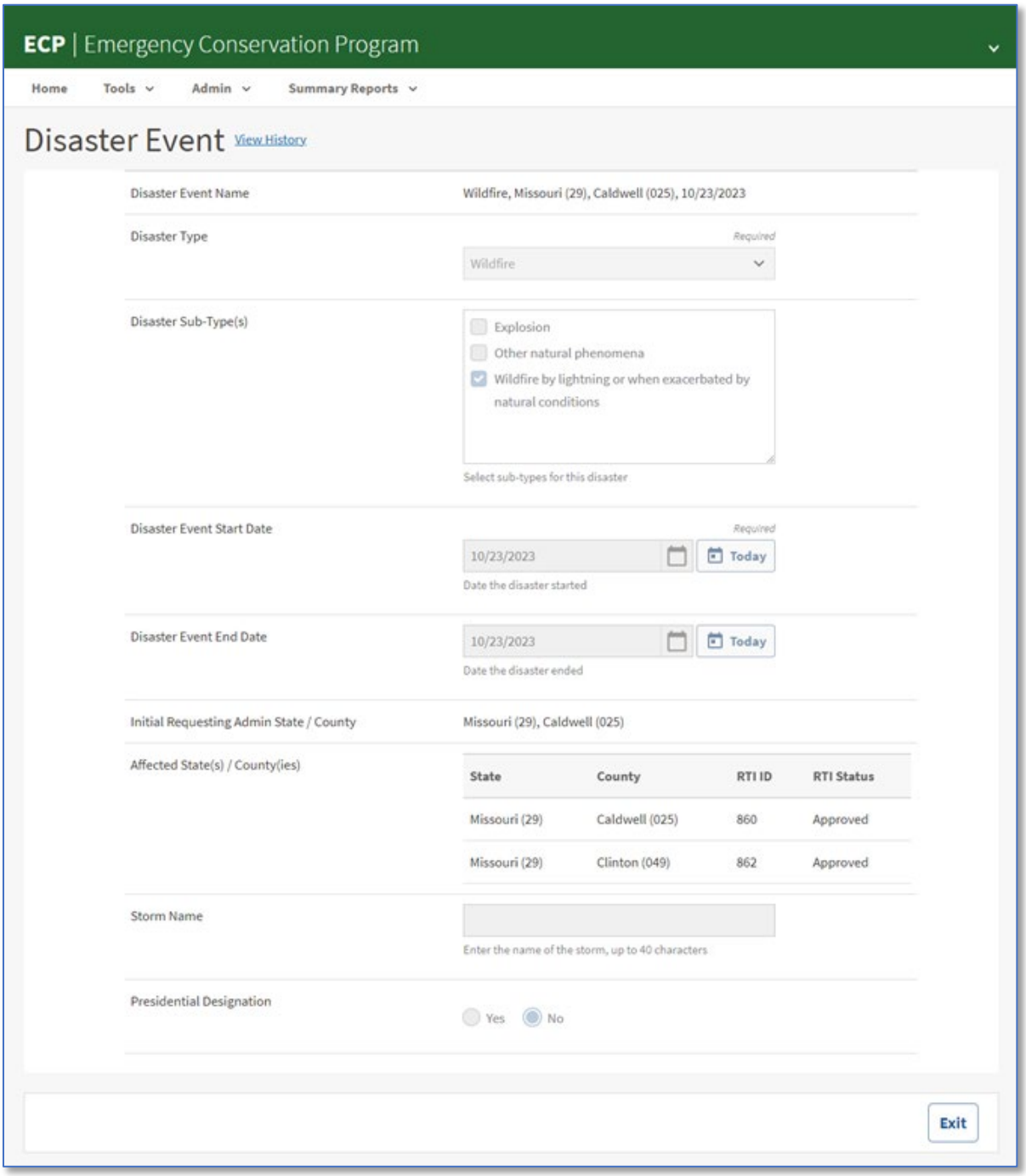
73 Disaster Event Screen

A Overview

The Disaster Event Screen allows users to view disaster event details.

B Example of Disaster Event Screen

The following is an example of the Disaster Event Screen.



73 Disaster Event Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Disaster Event Screen.

Field/Button	Description/Action
View History	A hyperlink that allows a user to view the history of the actions taken for the disaster event. CLICK "View History".
Disaster Event Name	Displays the disaster event name that consists of the disaster type, administrative State and county of the first county to report the disaster event, and the disaster event start date.
Disaster Type	Displays the type of disaster event.
Disaster Sub-Type(s)	Displays the sub-type(s) associated to the disaster event with check marks in the box on the left. Unchecked disaster sub-types are not associated to the disaster event.
Disaster Event Start Date	Displays the date the disaster event began.
Disaster Event End Date	Displays the date the disaster event ended.
Initial Requesting Admin State/County	Displays the administrative State and county first submitting a RTI ECP for the specific disaster event.
Affected State(s)/County(ies)	Displays the: • State and all physical location counties impacted by the disaster that have submitted an RTI • county specific RTI ID • RTI statuses.
Storm Name	Displays the storm name for named storms or wildfires. Storm names are typically applicable only to such storms as hurricanes, wildfires, and storms with Presidential Disaster designations.
Presidential Designation	Displays • "Yes" for Presidentially designated disasters • "No" for storms without a Presidential Disaster designation.
Exit	CLICK "Exit" to return to Disaster Events Search Screen.

--Note:** National Office can add or delete disaster subtypes, edit disaster start and end dates, change storm name, and change the presidential designation indicator.**--

74-100 (Reserved)

Section 3 Signups

101 General Information

A Overview

Once a Request to Implement is approved, a signup is automatically created using the same control number that was used for the request.

Approved signup statuses include the following:

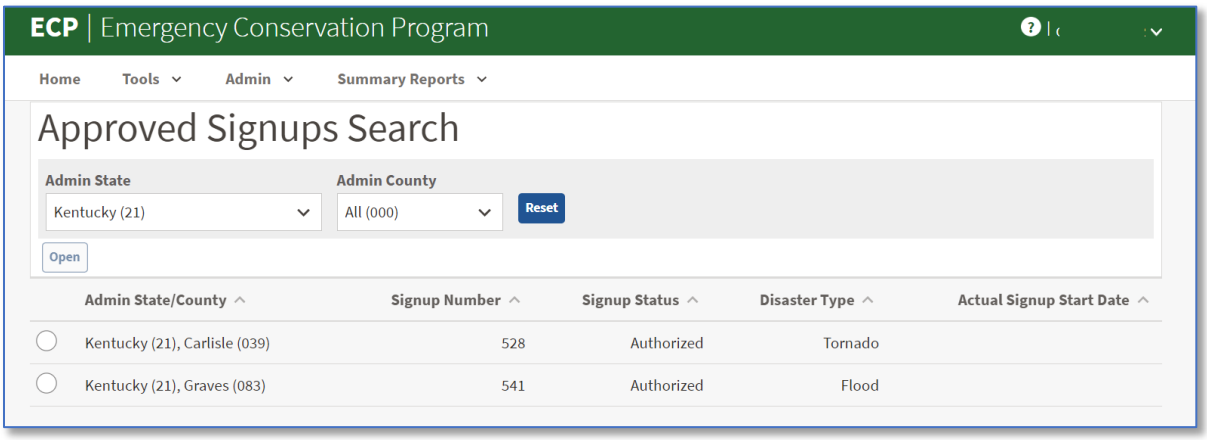
- authorized
- active
- closed.

Signups can be authorized for between 30 and 60 days. A signup extension can be requested for up to an additional 60 days, if necessary.

Note: Applications can always be entered for producers but cannot be approved until it is associated to an approved signup. See paragraph 204 for further instructions.

B Example of Approved Signups Search Screen

The following is an example of the Approved Signups Search Screen.



101 General Information (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Approved Signups Search Screen.

Field/Button	Description/Action
Admin State	Defaults to the user's administrative State. Using the drop-down menu, select the applicable administrative State.
Admin County	Defaults to the user's administrative county. Using the drop-down menu select the applicable administrative county.
Reset	CLICK "Reset" to return to the original search values.
Open	Allows users to open an existing signup. Users will need to first select an existing signup before clicking "Open".
Admin State/County	Displays the administrative State and county for the applicable signup. To sort alphabetically, click the ▲ to the right of "Admin/State/County".
Signup Number	Displays the signup number. To sort numerically, click the ▲ to the right of "Signup Number".
Signup Status	Displays the signup status. To sort alphabetically, click the ▲ to the right of "Signup Status".
Disaster Type	Displays the disaster type. To sort alphabetically, click the ▲ to the right of "Disaster Type".
Disaster Signup Start Date	Displays the disaster signup start date. To sort numerically, click the ▲ to the right of "Disaster Signup Start Date".

102 Signup Screen

A Overview

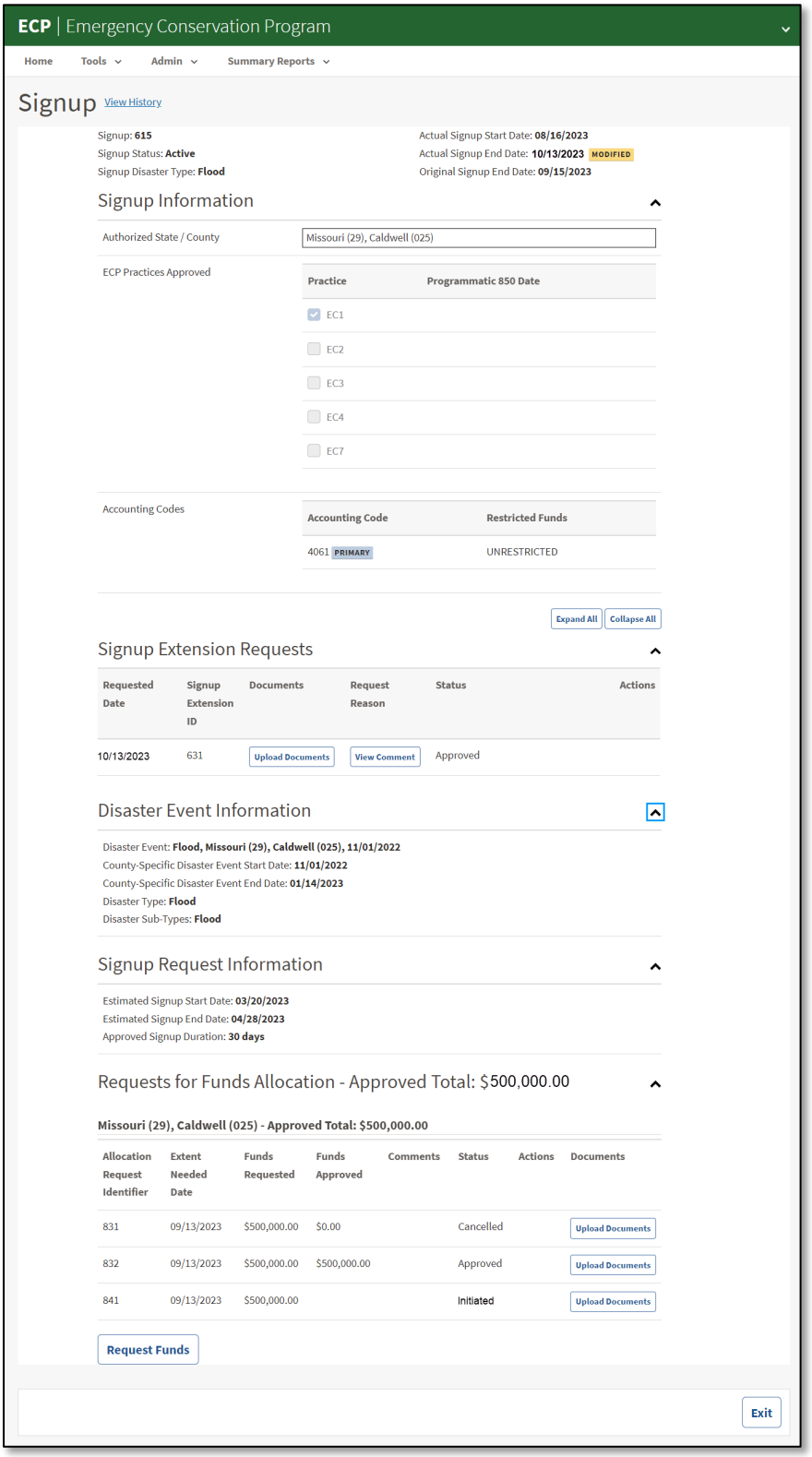
The Signup Screen allows users to

- activate an authorized signup
- close an active signup early
- request a signup extension
- *--edit ECP practices approved for the signup (national users only)--*
- submit requests for funding
- manage the program accounting code for the signup (national users only).

102 Signup Screen (Continued)

B Example of Signup Screen

The following is an example of the Signup Screen for an active signup.



102 Signup Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Signup Screen.

Field/Button	Description/Action
View History	A hyperlink that allows users to view this historical transaction for the signup. CLICK "View History".
Signup	Displays the signup number.
Signup Status	Displays the status of the signup.
Signup Disaster Type	Displays the disaster type.
Actual Signup Start Date	Displays the date the signup starts.
Actual Signup End Date	Displays the date the signup ends. Will be flagged as "Modified" if an extension of the signup has been approved.
Original Signup End Date	Displays the original signup end date when actual signup end date has been changed due to an approved extension request. Only displays when an extension has been approved.
Signup Information	
Authorized State/County	Displays the State and county for the signup.
ECP Practices Approved	Displays all ECP practices and programmatic FSA-850 date (if applicable). A checkmark indicates the practice is approved. ***--Note:** If an additional practice must be requested for the signup, use the Manage Comments process in the RTI associated with the signup according to paragraph 56 to request the additional practice and notify the State and national levels of the request.**--***
Accounting Codes	Displays the accounting code and if the funds have any restrictions. **Note:** In extremely rare circumstances the National Office may authorize the use of more than one accounting code for a signup. If this occurs, multiple accounting codes will be displayed with the first accounting code approved designated as the primary code. Regardless an application will only have one accounting code.

102 Signup Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Signup Extension Requests	
Requested Date	Displays the new ending date requested for an extension.
Signup Extension ID	Displays the extension ID. **Note**: Signup Extension ID will be different than the original signup ID.
Documents	CLICK "Upload Documents" to upload documents associated with the sign-up extension.
Request Reason	CLICK "View Comment" to view comments associated with the extension request.
Status	Displays the status of the extension requested.
Action	Provides available actions according to the user's office assignment and the status of the extension request. See paragraph 104.
Disaster Event Information	
Disaster Event	Displays the system assigned identifier of the signup consisting of the disaster type, admin State and county first reporting the disaster event, and the disaster event start date.
County-Specific Disaster Event Start Date	Displays the start date of the disaster event for the county associated with this specific signup. Start date for the specific county may vary from the start date of the disaster event.
County-Specific Disaster Event End Date	Displays the end date of the disaster event for the county associated with this specific signup. End date for the specific county may vary from the end date of the disaster event.
Disaster Type	Displays the type of disaster event.
Disaster Sub-Types	Displays the sub-type(s) of the disaster event.

102 Signup Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Signup Request Information	
Estimated Signup Start Date	Displays the signup start date included on the request to implement ECP. Actual start date may be different.
Estimated Signup End Date	Displays signup end date on the request to implement ECP. Actual end date may be different.
Approved Signup Duration	Displays the approved number of days for the signup. The approval duration is between 30 and 60 days and does not reflect any approved signup extensions.
Requests for Funds Allocation	
Allocation Request Identifier	Displays the system assigned ID associated with the signup.
Extent Needed Date	Displays the date the Extent Needed Summary Report was generated.
Funds Requested	Displays the amount of the request.
Funds Approved	Displays the amount of the funds approved.
Comments	Displays any comments that were entered.
Status	Displays the status of the request.
Actions	Provides the ability for a State Office user to edit or submit to the National Office. National users have the ability to approve, disapprove, or edit a funds request.
Documents	CLICK “Upload Documents” to upload documents associated with the request or to view previous documents submitted.
Exit	CLICK “Exit” to navigate to the Signup Search Screen.
Request Funds	CLICK “Request Funds” to request funds for ECP Applications for land physically located in the approved county affected by the disaster event. The Request Funds option allows other administrative counties with land physically located in the approved county to accept and pay applications using the approved signup. Follow paragraphs 106 and 107 for further instructions.

103 Activate Signup Screen

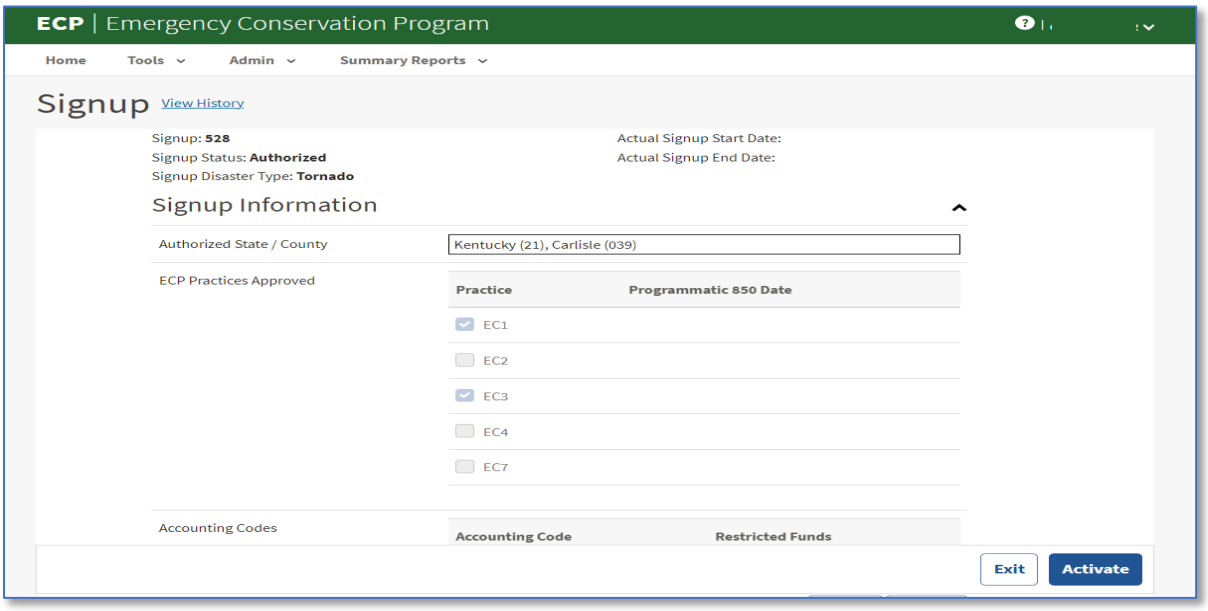
A Overview

Activating a signup that has been authorized through a RTI approval allows counties to begin processing and approving applications.

Note: The accounting code will not be included on the Activate Signup Screen when first activating the signup. The accounting code is assigned when funds are requested and approved.

B Example of Activate Signup Screen

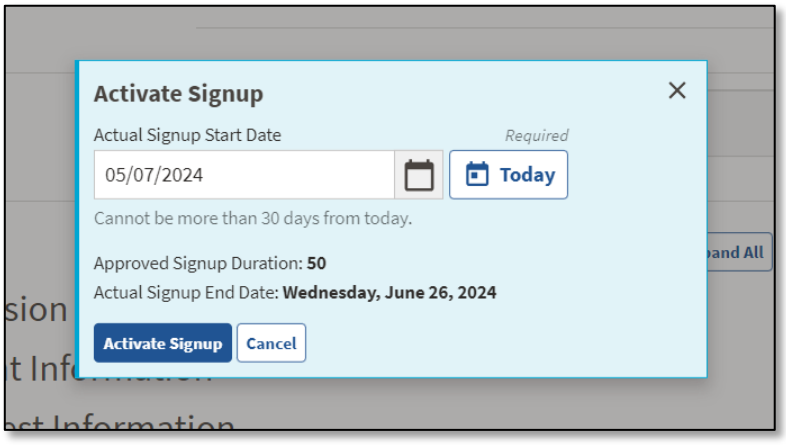
The following is an example of the Activate Signup Screen for an authorized signup that has not yet been activated.



103 Activate Signup (Continued)

C Action

Activate a signup according to the following table.

Step	Action
1	Review the practices approved by the National Office and the number of days authorized by the National Office for the signup.
2	CLICK "Activate". **Note:** The "Activate" option is only displayed for users associated with the approved county.
3	Enter the signup start date on the pop-up screen.  **Notes:** Signup start date may be the current date or a future date. To exit the pop-up window without activating the signup CLICK "Cancel".
4	CLICK "Activate Signup". The Signup Screen is re-displayed. If the signup start date was entered as the current date the status of the signup is updated to Active.

104 Extending a Signup

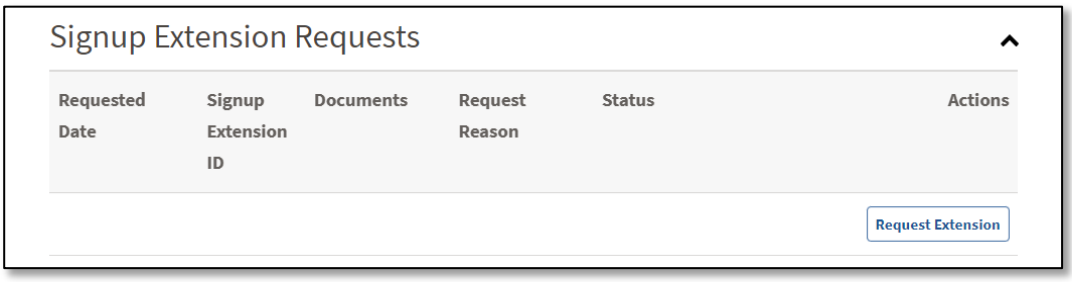
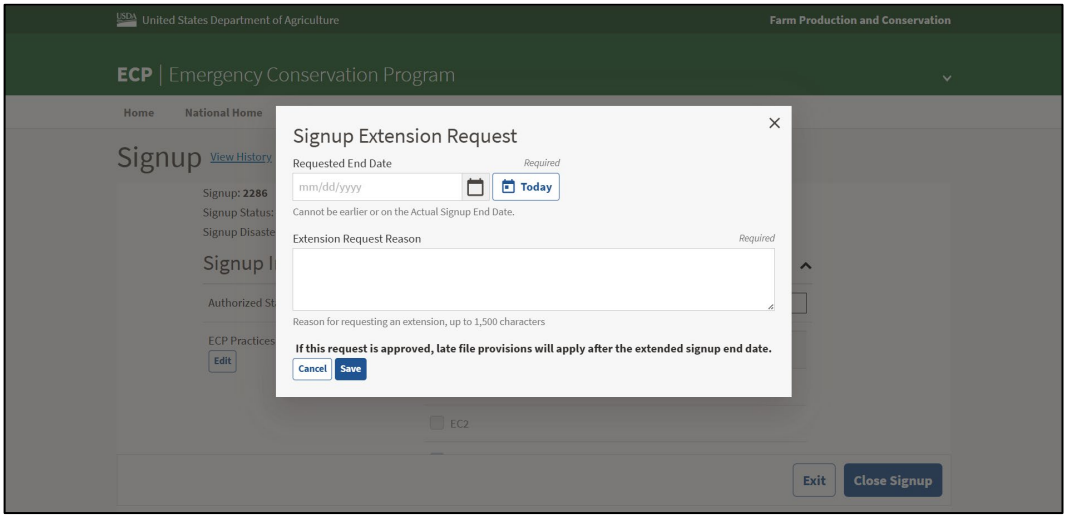
A Overview

When the approved signup period is not sufficient to accommodate all potential applications, extension of the signup may be requested. If approved by the National Office, the signup will remain active until the revised signup end date.

* * *

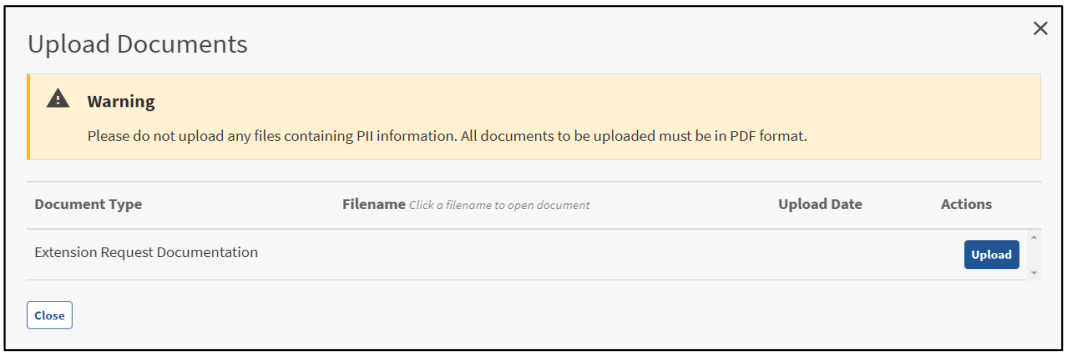
B County Request for Extension

The following table provides the instructions for requesting a signup extension

Step	Action
1	In the Signup Extension Requests section of the Signup Screen, CLICK "Request Extension". 
2	On the Signup Extension Request Screen: • enter the Requested End Date • enter an explanation of the reason the extension is needed • CLICK "Save". *--  --*

104 Extending a Signup (Continued)

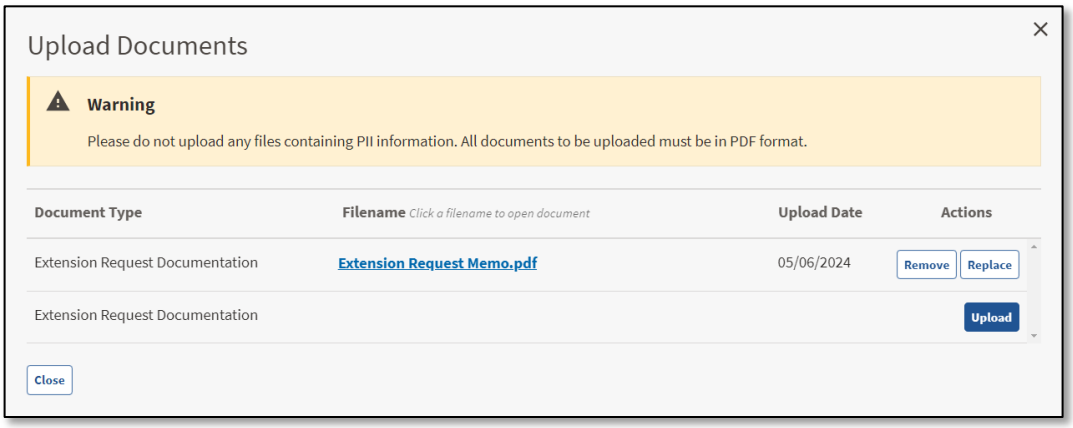
B County Request for Extension (Continued)

Step	Action
3	CLICK "Upload Documents".  **Note:** ECP policy requires a COC memo requesting the extension to be attached to the extension request. Additional supporting documentation may also be attached.
4	On the Upload Documents Screen: • CLICK "Upload" • search for and attach the document • repeat the upload process if more than one document will be attached • after all documents are uploaded, CLICK "Close". **Note:** Attachments must be PDF. 
5	CLICK "Submit to State" to submit the extension request for State Office Review. *--The status of the signup extension request is updated to State Review. A notification that an extension of the signup has been requested is generated and sent to the State level.--*  **Note:** "CLICK View Comment" to view the previously entered comment. CLICK "Edit" to edit the previously entered comment or the requested end date.

104 Extending a Signup (Continued)

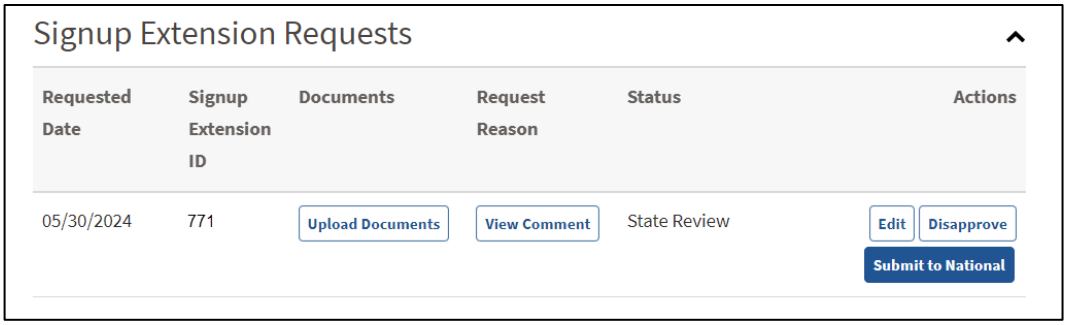
C State Review of Extension Request

The following table provides instructions for the State Office to review and approve or disapprove a signup extension request.

Step	Action
1	In the Signup Extension Requests section of the Signup Screen, CLICK "Upload Documents" to view supporting documentation submitted by the County Office. 
2	On the Upload Documents Screen, click on the filename to open and view a document. After completing all actions on the Upload Documents pop-up, CLICK "Close" to return to the Signup Screen.  **Note:** There is not an option to return the extension request to the county. If the County Office failed to attach an extension request memo the State specialist will need to either: • obtain a copy of the memo from the county and upload it • disapprove the request for extension and have the county submit a new request with the document attached.

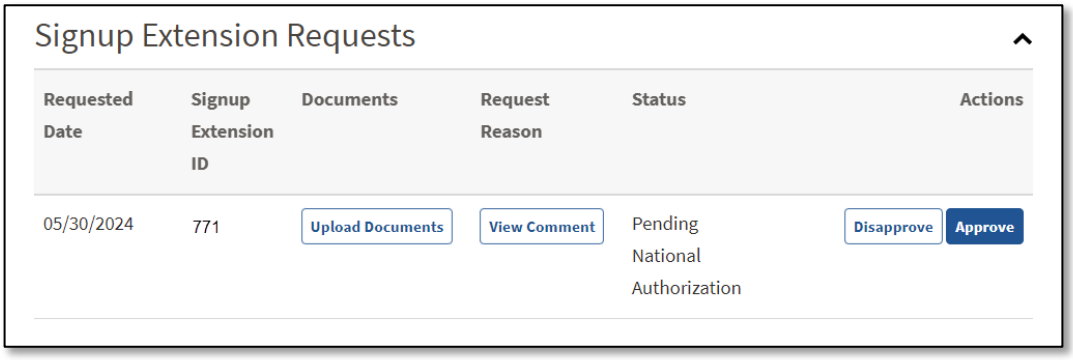
104 Extending a Signup (Continued)

C State Review of Extension Request (Continued)

Step	Action
3	The following actions can be taken upon closing the Upload Documents pop-up Screen. State Office users can CLICK: • "View Comment" to view the comment added when the request was created • "Edit" to change the requested end date of the extension request • "Disapprove" to update the status of the request to "Disapproved" • "Submit to National" to update the status to "Pending National Authorization".  ***--Note:** Notifications are sent to the county, State, and national levels containing the STC's determination to either disapprove or submit the request to the national level.--**

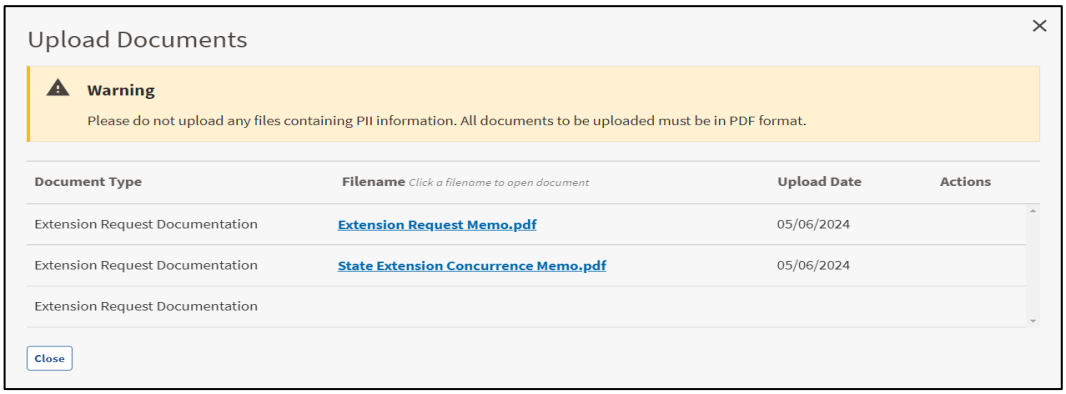
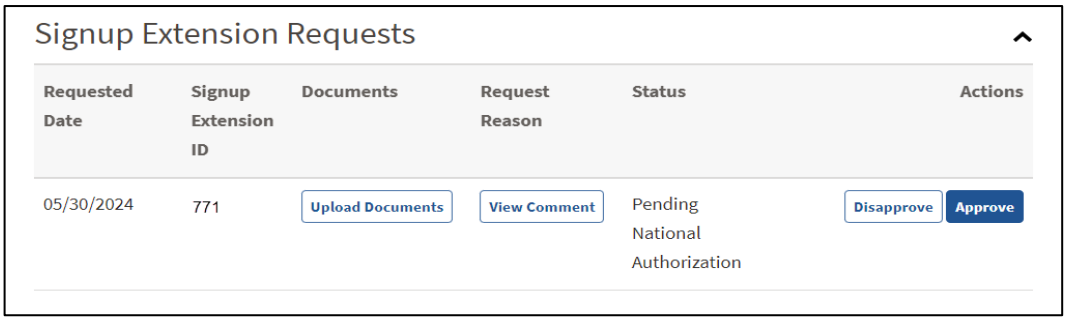
D National Review of Extension Request

The following table provides instructions for the National Office review of the sign-up extension request.

Step	Action
1	In the Signup Extension Requests section of the Signup Screen, CLICK "Upload Documents" to view supporting documentation submitted by the County and State Offices. 

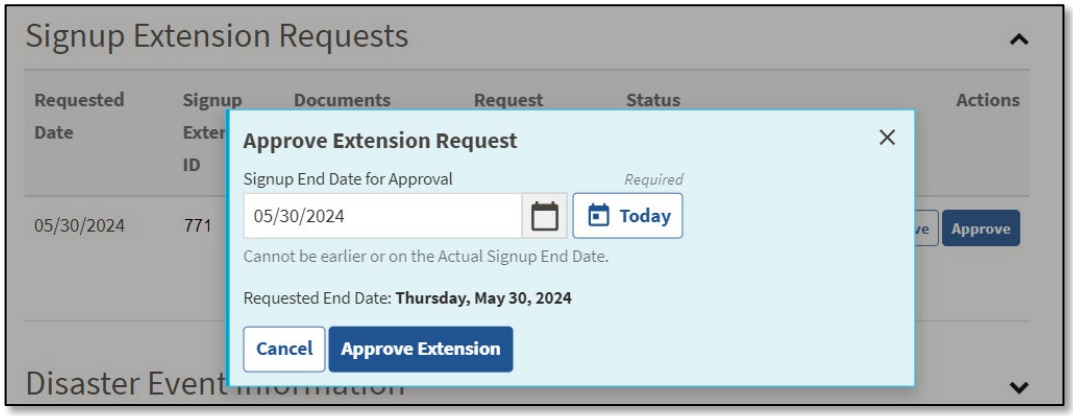
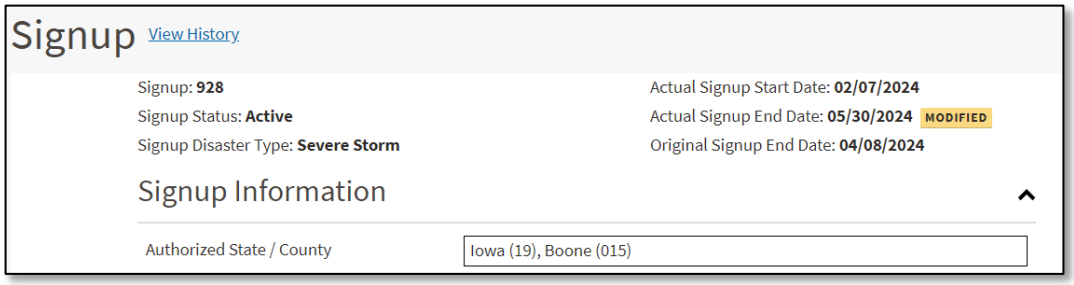
104 Extending a Signup (Continued)

D National Review of Extension Request (Continued)

Step	Action
2	On the Upload Documents pop-up Screen, click on the filename to open and view a document. After reviewing documents CLICK "Close" to return to the Signup Screen.  **Notes:** There is not an option to return the extension request to the State or County Office. The national user does not have the ability to upload documents. If required information is missing the national user will disapprove the request and a new extension request containing the required documents will need to be created. ***--**Notifications are sent to the county, State, and national levels containing the national program manager's determination to either approve or disapprove the request.**--***
3	The following actions can be taken upon closing the Upload Documents pop-up Screen. National Office users can CLICK: • "View Comment" to see the comment added when the request was created • "Disapprove" to enter a reason for disapproval and update the status of the request to "Disapproved" • "Approve" to display the Approve Extension Request pop-up. 

104 Extending a Signup (Continued)

D National Review of Extension Request (Continued)

Step	Action
4	On the Approve Extension Request pop-up the national program manager can: • edit the requested Signup End Date or leave the existing value • CLICK "Approve Extension" to update the status of the extension request to "Approved" and update the signup status to "Active" • CLICK "Cancel" to return to the Signup Screen without acting on the extension request. 
5	The Actual Signup End Date is updated to reflect the approved extension and is flagged as "Modified". The Original Signup End Date is displayed under the new Actual Signup End Date. 

105 Closing Signups Early

A Overview

It is not necessary to close a signup. Once the actual signup end date is reached, the signup status will automatically change to Closed at midnight. If the user wants to close the signup before the scheduled end date, they can do so by taking the steps outlined in subparagraph C.

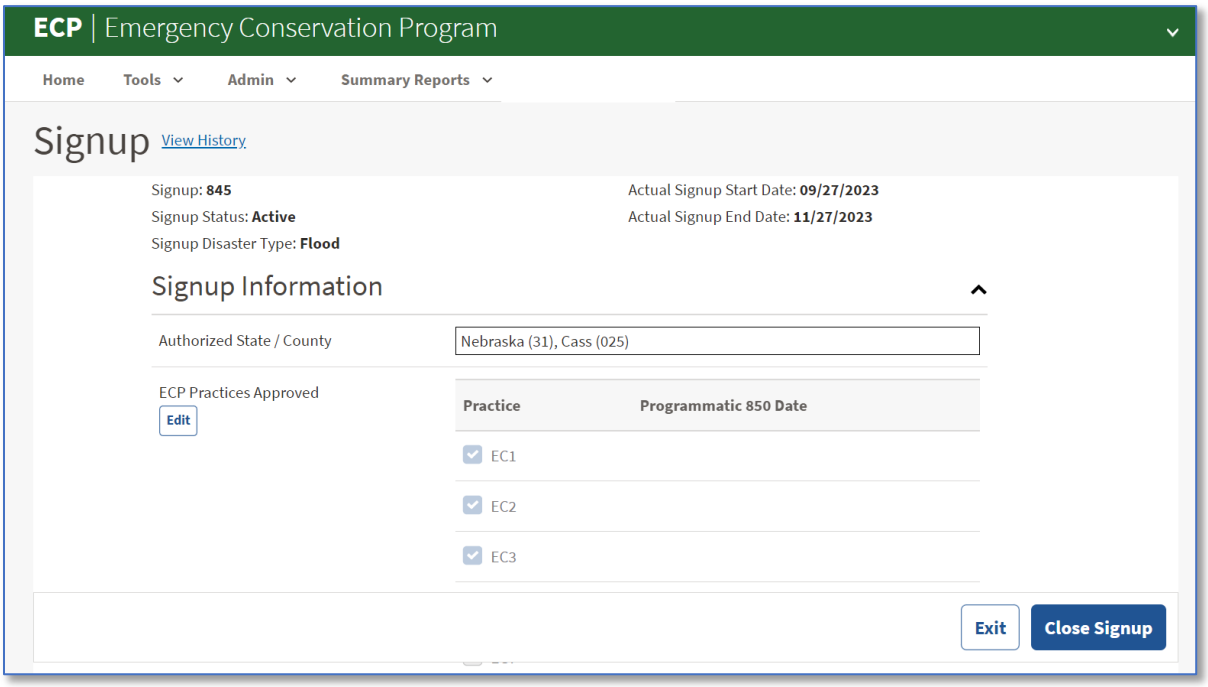
Example: Drought conditions change and the county decides to close the signup early.

The actual signup end date will display the last day applications would be considered timely filed. A "modified" indicator will display next to the date to alert users that the signup was closed early.

--Warning:** Once a signup has been closed it cannot be reopened. If necessary, a request to extend a closed signup can be submitted according to paragraph 104. If approved, the extension will allow additional timely-filed applications to be submitted.**--

B Example of Signup Screen to Close Signup

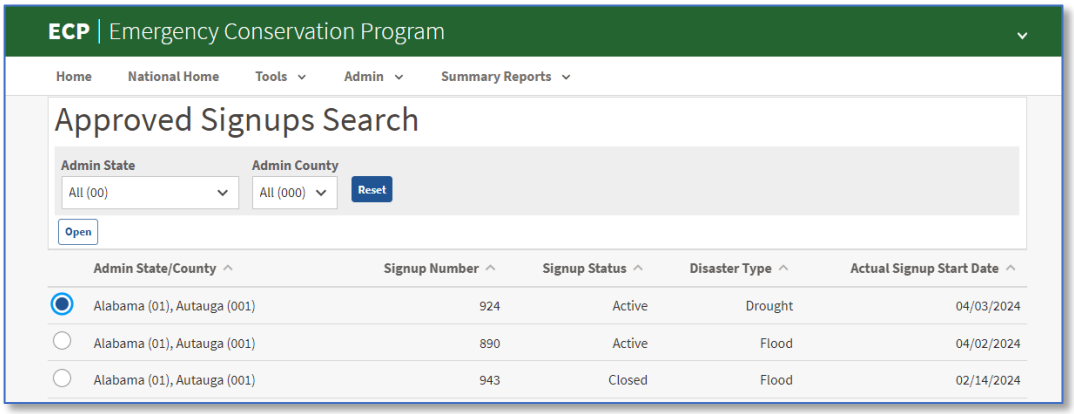
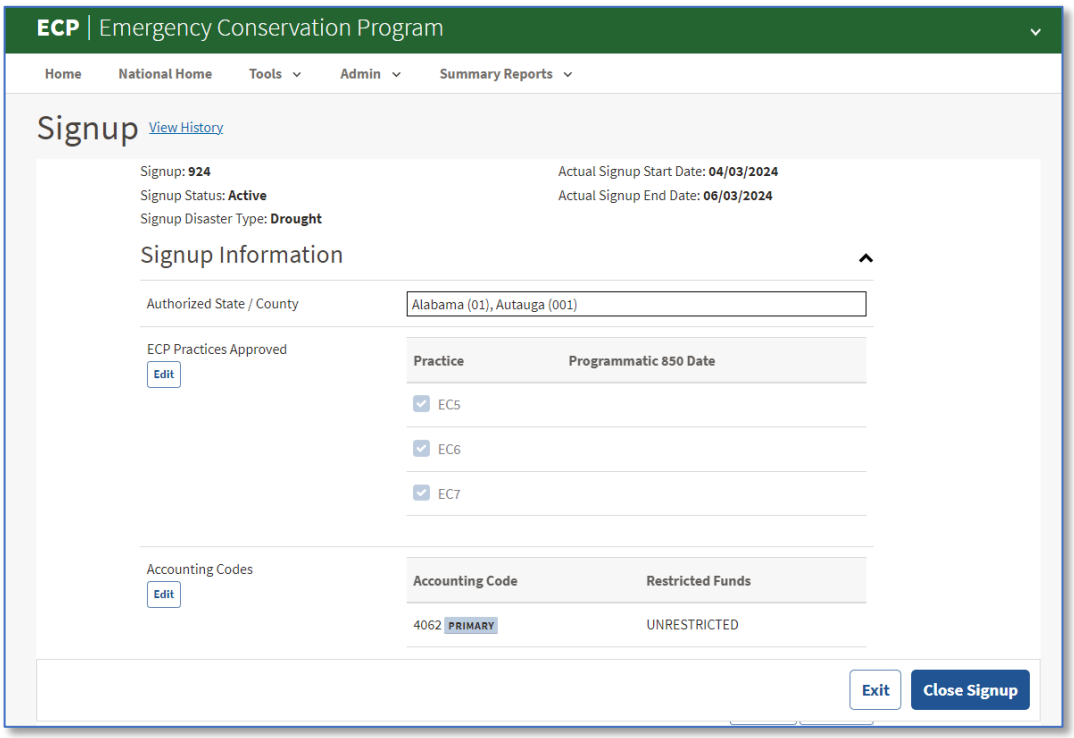
The following is an example of the Signup Screen allowing users to close a signup early.



105 Closing Signups Early (Continued)

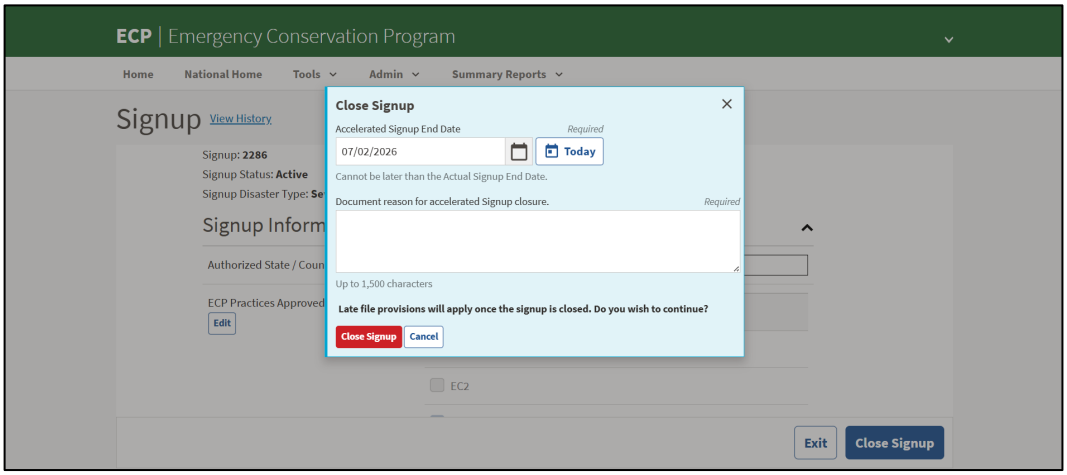
C Action for Closing Signup Early

The following table provides the steps to close a signup early.

Step	Action
1	On the Approved Signup Search Screen: • select applicable signup with an Active status. • CLICK "Open". The Signup Screen is displayed. 
2	On the Signup Screen, CLICK "Close Signup". **Note:** The "Close Signup" option is only displayed for users associated with the approved county. 

105 Closing Signups Early (Continued)

C Action for Closing Signup Early (Continued)

Step	Action
3	On the pop-up screen: • enter the signup end date • document the reason for accelerated signup closure • CLICK “Close Signup”. The Signup Screen is re-displayed. *--  --* **Note:** Signup closes at midnight to allow producers to file applications for the entire business day.

106 Request for Funds Allocation

A Overview

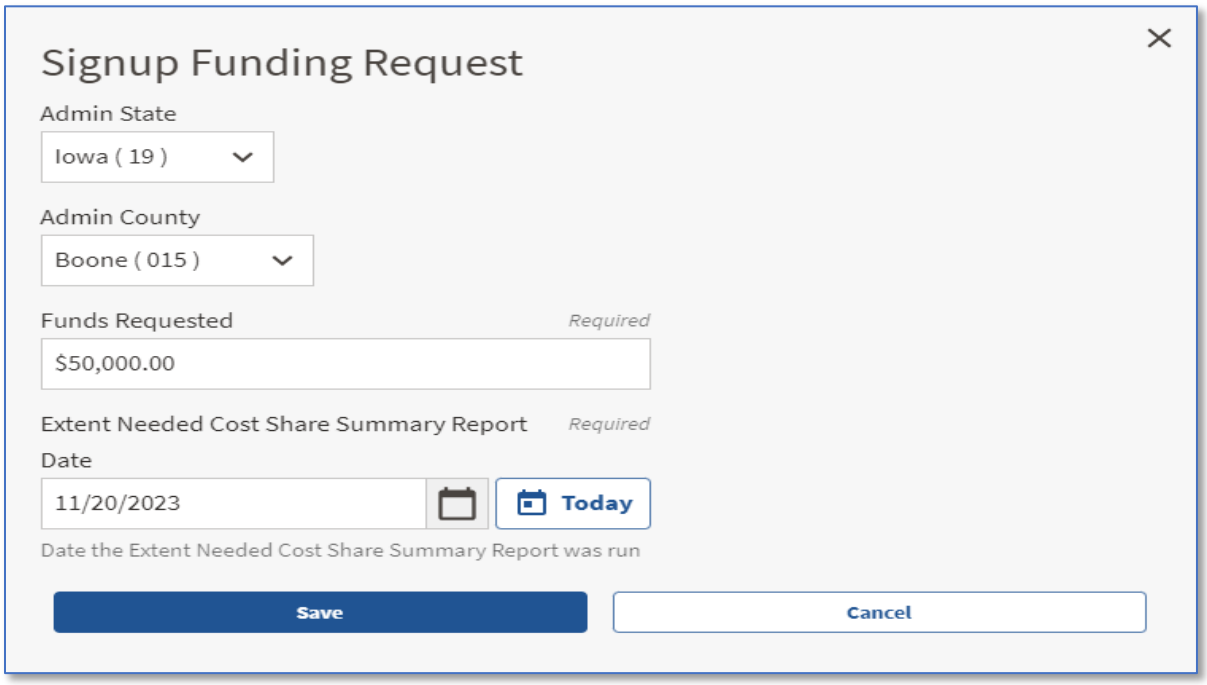
After needs determinations have been made:

- run and upload the Extent Needed Summary Report using the “Upload Documents” button
- initiate a Request for Funds Allocation.

Note: Follow paragraph 902 for running the “Extent Needed Summary Report”. When the user CLICKS “Submit to State”, the request status will be updated to Pending State Review and email notifications will be sent to the State Office user.

B Example of Signup Funding Request Screen

The following is an example of the Signup Funding Request Screen that is displayed when the user clicks “Request Funds”. See paragraph 102.



106 Request for Funds Allocation (Continued)

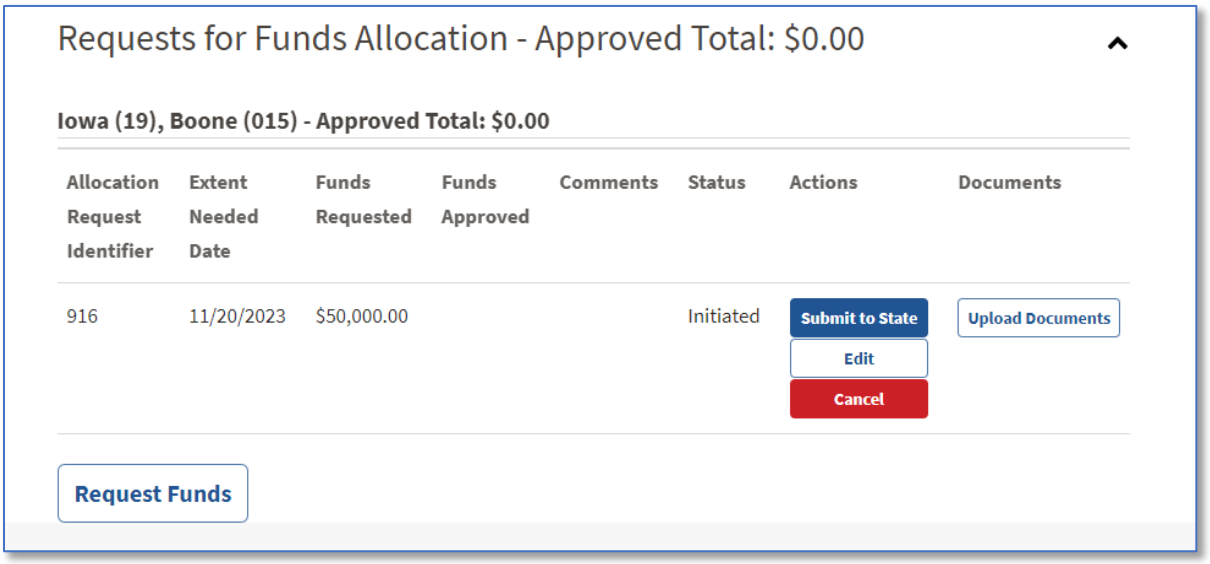
C Action

On the Signup pop-up Screen:

- enter the requested amount of funds needed
- CLICK “Save” and the Request for Funds Allocation Screen is displayed
- CLICK “Submit to State”
- CLICK “Request Funds”.

D Example of Requests for Funds Allocation Screen

The following is an example of the Requests for Funds Allocation Screen.



106 Request for Funds Allocation (Continued)

E State Office Action

When the State Office receives a request for funds, State office will:

- review the Extent Needed Summary Report
- submit to the National Office.

Note: The request status is updated to Pending National Authorization after submission to the National Office. The user can also cancel the request and if canceled, the status will be updated to Cancelled.

F National Office Action

The National Office will approve, disapprove, or cancel the request. If approved, funds will be allocated in Common Obligation Framework and the status of the request will be updated to Approved.

The National Office will assign a program accounting code for the signup. Once the allocation is received, the user will be able to successfully approve applications in the system.

107 Requesting Funds for Land Administered by Another County

A Overview

When administering land located in another county that is disaster affected, it is not necessary to request a new signup to be able to approve an ECP application for that land.

Use the already approved signup for the approved physical county when creating the application.

Example: Caldwell County was affected by a disaster, requested to implement ECP, and was approved to conduct a signup.

Clinton County:

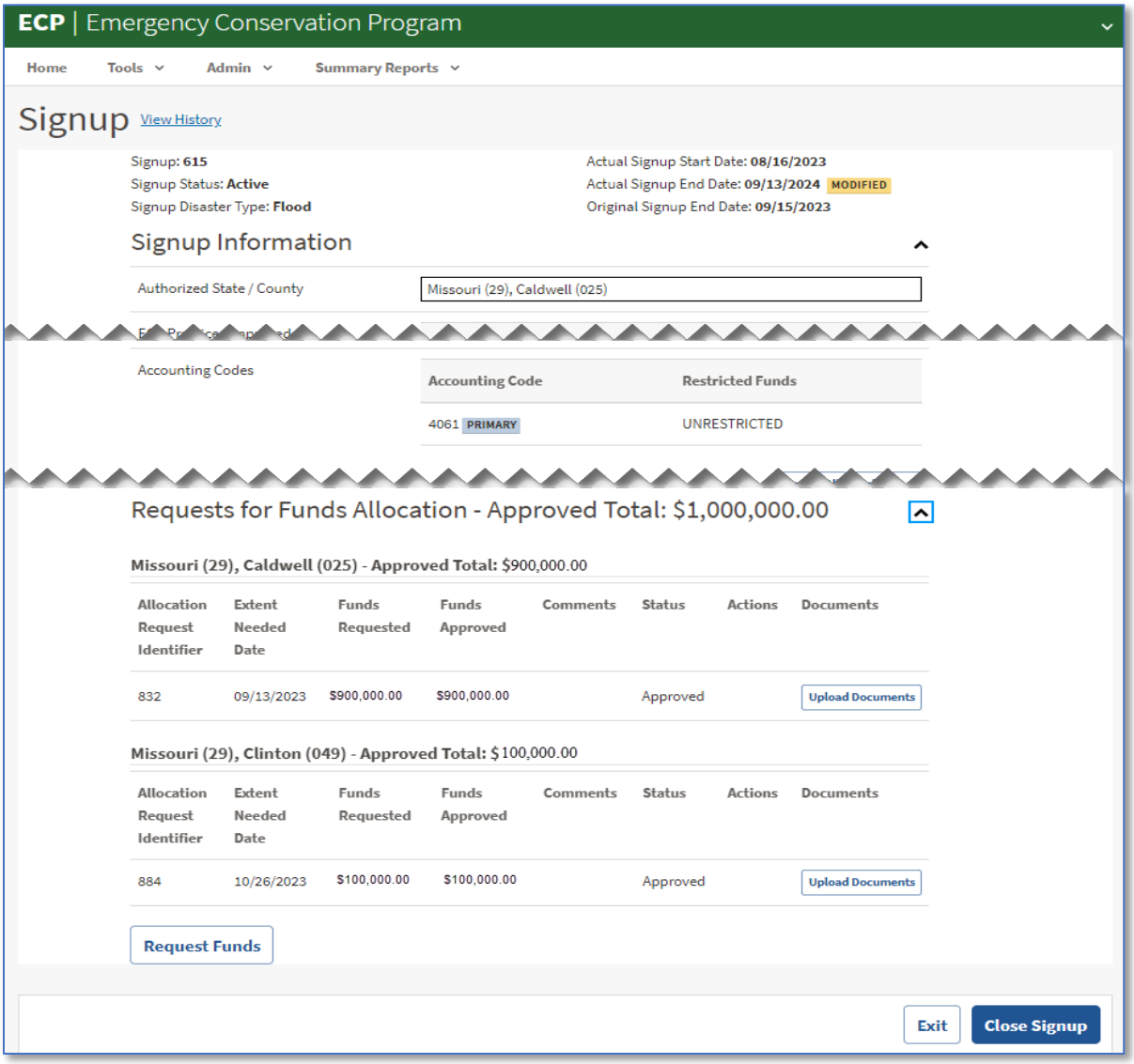
- administers a small number of farms physically located in Caldwell County affected by the disaster
- was not affected by the disaster
- did not request to implement ECP.

Clinton County will request funds under Caldwell County's signup. Once funds have been allocated, applications for land that is physically located in Caldwell County but administered by Clinton County may be approved by Clinton County.

107 Requesting Funds for Land Administered by Another County (Continued)

B Example of Funds Request Section on Signup Screen

The following is an example of the Funds Request section on the Signup Screen based on the example in subparagraph A.



107 Requesting Funds for Land Administered by Another County (Continued)

C Action

Counties will request funds for the administrative county according to paragraph 106.

Note: When both counties have approved signups for the same disaster, use the administrative county's signup when creating the application and requesting funds.

108-200 (Reserved)

Part 4 Application Software

Section 1 Creating Applications

201 ECP Software

A Overview

The ECP application software is designed to allow users to navigate between the following tabs for creating and approving applications:

- Land
- Disaster
- Map
- Practice Detail
- Request Detail
- Needs Determination
- Environmental Compliance
- COC Determination.

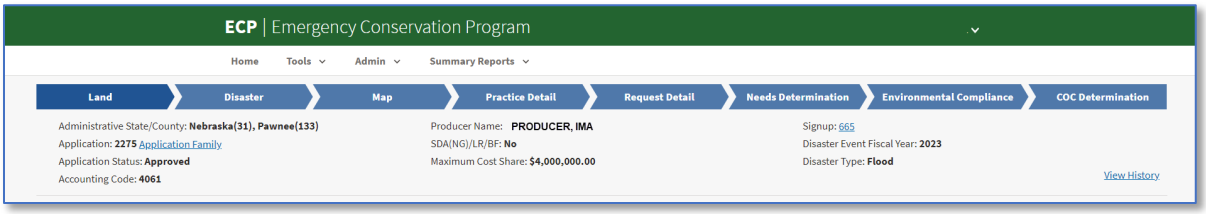
B Header

The same header will be displayed on each screen. When the application is created, some of the header information is blank. As the application progresses, header information will populate.

Note: Header tabs are enabled as the user completes each section. Once information has been saved, the user will be able to navigate between tabs by clicking on the specific tab.

C Example of Header

The following is an example of the header displayed on each screen.



201 ECP Software

D Field Descriptions for Header

The following table provides the field descriptions for the header.

Field/Button	Description
Administrative State/County	Displays the administrative State name, State code, county name, and county code for the application.
Application	Displays the system generated application number. Application numbers are assigned sequentially from a nationwide pool.
Application Status	Displays the application status.
Application Family	The application family represents all versions of the cost share application including original and any revised versions. Clicking the hyperlink will display all versions of the application and allow the user to click a specific version for viewing or processing. **Warning**: Clicking a version of the application will navigate the user away from the current application and any unsaved edits will be lost. User will need to save edits before selecting another application.
Accounting Code	Displays the accounting code for the application associated with the approved signup once funding has been approved.
Producer Name	Displays the producer's name.
SDA(NG)/LR/BF	A Yes/No indicator to identify if the producer is a socially disadvantaged (not including gender), limited resource, or beginning farmer.
Maximum Cost Share	Displays the maximum cost share calculated according to the approved FSA-23. See 1-ECP, Exhibit 61 for instructions for completing the FSA-23. See paragraph 251 for loading the maximum cost share amount during approval.
Signup	Displays the approved signup number as a hyperlink. Clicking the hyperlink, will navigate the user to Signup Screen. See Section 3 of this part for further instructions.
Disaster Event Fiscal Year	Displays the FY of the disaster. ECP eligibility determinations are based upon the disaster event FY.
Disaster Type	Displays the disaster type associated with the application.
View History	A hyperlink to display the history of actions taken on the application.

201 ECP Software (Continued)

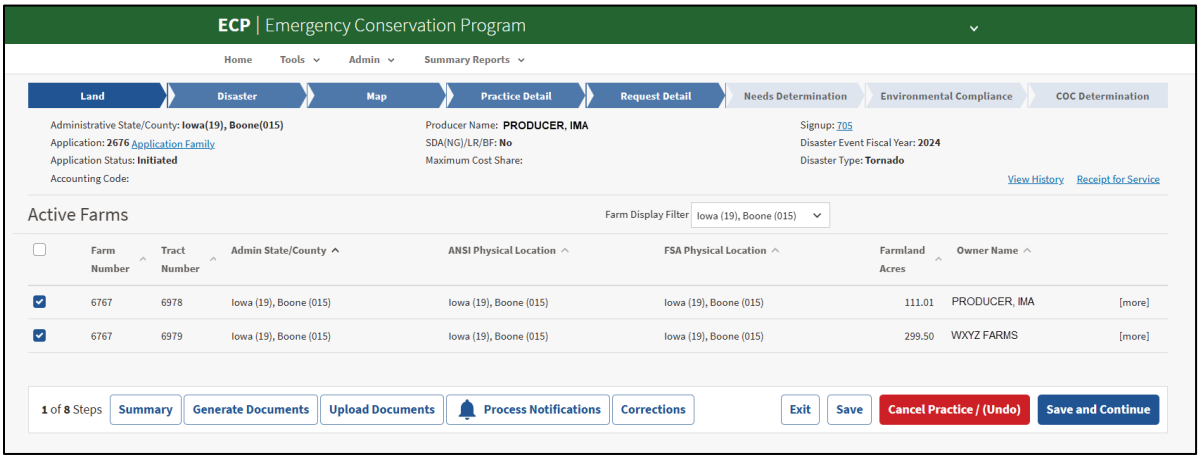
E Footers

Footers are displayed on each screen and the actual footers displayed vary depending on the status of the application.

F Example of Footer Section After Application Is Saved

The following is an example of the footer displayed for a saved application.

*--



--*

201 ECP Software (Continued)

G Field Descriptions and Actions for Footers

The following table provides the field descriptions and actions in a footer for a saved application.

Field/Button	Description/Action
Summary	After selecting an application, CLICK "Summary" for a snapshot view of information contained in the system. As the application progresses, the Summary Screen will expand allowing users to view all information.
Generate Documents	After selecting an application, CLICK "Generate Documents" to generate forms, letters, and reports for an application. A pop-up screen is displayed allowing users to generate applicable document(s). Documents will show as "Not Available" until the application has progressed to the point that the information needed to generate the document has been entered. For example, the "COC Determination" letter is not available until the COC has either approved or disapproved practices on the application. The system defaults to "Forms". CLICK "Letters" or "Reports" to navigate to other types of available documents.
Upload Documents	After selecting an application, CLICK "Upload Documents, to upload documents. Examples of documents that can be uploaded include but are not limited to: • Practice Extension Request • FSA-23 • FSA-850. **Important:** Do not upload any documents containing PII information.

201 ECP Software (Continued)

G Footer Descriptions and Actions for Footer (Continued)

Field/Button	Description/Action
Process Notifications	After selecting an application, CLICK "Process Notifications" to view and or reprocess emails, obligations, and requested payments. Follow paragraph 28 for further instructions.
*--Corrections	Allows corrections of certain data entry errors without the need to revise the application. For "Initiated" status applications, the producer associated with the application can be changed. Follow paragraph 307 for further instructions.--*
Exit	A pop-up warning message that all selections (edits, etc.) will be lost is displayed and the user is asked if they wish to continue with the exit. Clicking: • "Yes" returns the user to the Application Search screen • "No" closes the pop-up and returns the user to the page.
Save	Saves any edits that were performed on the page without navigating away from the page.
Cancel Practice/(Undo)	After selecting an application, CLICK "Cancel Practice/(Undo)" to cancel, undo cancel, or delete a practice. If an application does not have any practices **and** the user clicks "Cancel Practice/(Undo)", the application is deleted. If all practices are cancelled, application will be moved to Cancelled Status. Deleted practice(s) will be permanently removed from the application. Practices can be deleted until TSP review is completed. TSP Reviewed practices can only be cancelled. No further edits are allowed on a cancelled practice until Cancelled status is reverted. Before cancelling a practice, confirm that there are no other dependent practices and/or payment scenarios that require completion of the selected practice(s). COC Determination will be removed from cancelled practices.
Save and Continue	Saves any edits that were performed on the page and moves the user ahead to the next step in the application process.

202 Creating a New Application

A Overview

All ECP applications are created from the Application Screen.

B Action

From the Application Selection Screen:

- CLICK “Create New”

- select producer from the SCIMS Search Screen. The Land Screen containing a list of all active farms and tracts associated with the producer are displayed.

--Note:** If the producer has an active application for the administrative county, a warning message is displayed to alert the user. This warning message is not a hard stop. Producers can have multiple ECP applications in an administrative county but are limited to 1 application per administrative county for the same disaster event and fiscal year.**--

203 Land Screen

A Overview

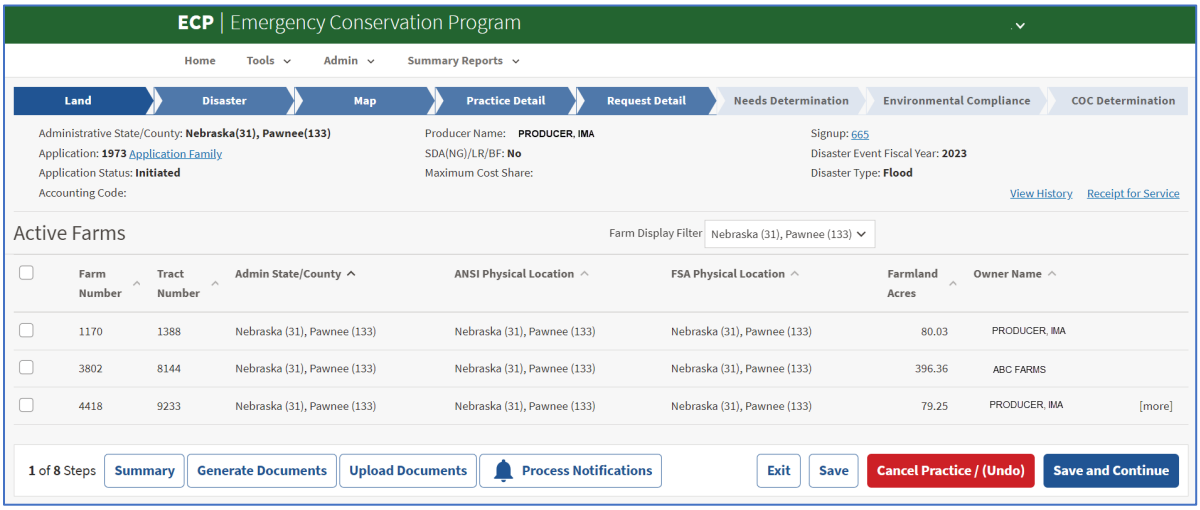
The Land Screen allows users to select active farms and tracts owned or operated by the producer. To facilitate nationwide customer service users are allowed to create an application for any administrative county, but COC determination of eligibility and approval or disapproval can only be made by the administrative county.

Notes: All active farms and tracts associated to the producer are displayed in a list. Users will need to select one or more farm(s) and tract(s) impacted by the disaster before continuing through the application process. All farms and tracts impacted by the disaster and administered by a single administrative county are to be included on a single application.

--**If the farm or tract number of impacted land changes because of a reconstitution between the time the application is initiated and the COC determination is entered, the new farm and tract number combination must be selected on the Land Screen before attempting to enter the COC determination. An error message will display that identifies farm and tract numbers containing ECP practices that are no longer associated with the producer in Farm Records.**--

B Example of Land Screen When Application is First Initiated.

The following is an example of the Land Screen when an application is first initiated.



203 Land Screen (Continued)

C Action

On the Land Screen:

- using the check box at the beginning of the row, CLICK the applicable box for the disaster-affected farm(s) and tract(s)

  Notes: Clicking the check box in the header row selects all farms and tracts in the list.

  Clicking the check box of a previously selected row un-selects the row.

- CLICK "Save and Continue." The Disaster Screen is displayed.

D Field Descriptions and Actions

The following table provides the field descriptions and actions for the Land Screen.

Field/Button	Description/Action
View History	A hyperlink to view the history of the application. **Note:** The hyperlink becomes activated after at least one Farm/Tract has been selected and edits have been saved.
Receipt for Service	A hyperlink to generate a receipt for service prefilled with the following: • producer's name • ECP as the program • Administrative State and county. **Note:** The hyperlink becomes activated after at least one Farm/Tract has been selected and edits have been saved.
Farm Display Filter	Allows users to filter to farms by a specific administrative county. Filter defaults to the user's administrative county. Click the drop-down menu to display other administrative counties. Select "All (00), All (000)" to display all farms in all administrative counties simultaneously.
Farm Number	Displays the farm number. To sort numerically, click the ▲ to the right of "Farm Number".
Tract Number	Displays the tract number. To sort numerically, click the ▲ to the right of "Tract Number".

203 Land Screen (Continued)

D Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Admin State/County	Displays the administrative State and county for the farm and tract. To sort alphabetically, click the ▲ to the right of "Admin State/County".
ANSI Physical Location	Displays the ANSI physical State and county for the farm and tract. To sort alphabetically, click the ▲ to the right of "ANSI Physical Location".
FSA Physical Location	Displays the FSA physical state and county for the farm and tract. To sort alphabetically, click the ▲ to the right of "FSA Physical Location".
Farmland Acres	Displays the acres for the farm and tract. To sort numerically, click the ▲ to the right of "Farmland Acres".
Owner Name	Displays the name of the owner(s) for the farm and tract. To sort alphabetically, click the ▲ to the right of "Owner Name".
[more]	Allows users to view additional owners when there are multiple owners. Hover over [more] to see additional owners.
Exit	CLICK "Exit" to cancel the process and return to the Application Search Screen. **Note:** Any data entered is not saved.
Save	CLICK "Save" to save data entered and remain on the Land Screen.
Save and Continue	CLICK "Save and Continue" to save data entered and proceed to the Disaster Screen.

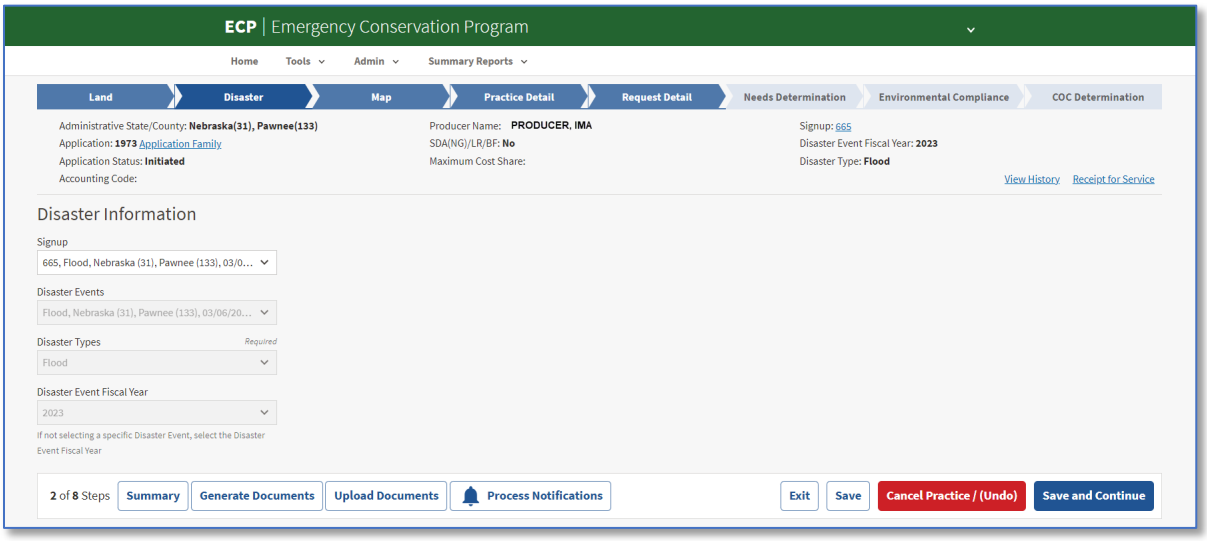
204 Disaster Screen

A Overview

The Disaster Screen allows users to select an approved signup for the specific disaster event and land.

B Example of Disaster Screen

The following is an example of the Disaster Screen.



C Action

On the Disaster Screen:

- using the drop-down menu, select the applicable signup
- CLICK “Save and Continue”.

D Determining the Signup for the Application

If the administrative county of the application has been approved to conduct an ECP signup for the disaster event, use the approved signup for the administrative county regardless of the physical location of the land that was damaged by the disaster event.

--Exception:** If all land included in the application is physically located outside the administrative county and use of the administrative county signup will result in a late-filed application but use of the physical location county signup will result in a timely-filed application, use the physical location county signup.--

If the administrative county was not impacted by the disaster event and has not been approved to conduct a signup for the disaster event, but there is land administered by the county that is located in a physical location impacted by the disaster event, use the signup for the administrative county that corresponds to the physical location of the land.

204 Disaster Screen (Continued)

D Determining the Signup for the Application (Continued)

Notes: If the producer requests to file an application before an ECP signup has been approved for the disaster event, an application can be created without designating a specific disaster and signup. The user must select a disaster type and disaster event fiscal year. Applications created without an associated disaster event and signup cannot be approved until a disaster event and signup are associated to the application.

***--**Applications can be disapproved without selecting a disaster event and signup.

If the producer already has an active application for the selected disaster event and fiscal year, a hard stop error message is displayed. Producers are limited to 1 application per disaster event per fiscal year per administrative county.**--***

E Examples of Signup Selection

The following table provides examples of the signup to be selected for various scenarios. This table is intended to clarify scenarios when admin county and physical county are not the same for part or all of the land.

Land Location	Admin County	Disaster Location	Admin County Approved for Signup	Use Signup For
County A	County A	County A	Admin County A – Yes	County A
County A	County B	County A	Admin County A – Yes Admin County B – No	County A **1/**
County A County B	County A	County A County B	Admin County A – Yes Admin County B – Yes	County A **2/**
County B County C	County A	County B County C	Admin County A – No Admin County B – Yes Admin County C – Yes	Use either County B or County C
County B	County A	County A County B	Admin County A – Yes Admin County B – No	None **3/**

1/ The signup for County A is used for the application. County B will not request permission to conduct a signup because the physical location corresponding to County B was not impacted by the disaster event. However, when requesting funds according to Paragraph 107 funds will be allocated to, and payments will be issued by Admin County B.

2/ Although both physical locations were impacted by the disaster event and both admin counties have an approved signup, only one signup can be selected for the ECP application. The signup for the admin county is used in this scenario.

3/ If the physical location of all land on the application is different than the admin county and the physical location does not have an approved signup, select "None" for both the signup and disaster event. Software will not allow practices physically located in County B to be approved without an approved ECP signup for County B.

205 Map Screen

A Overview

The Map Screen allows users to select and draw practices represented by GIS objects in the disaster-affected location(s) to assist in locating the practices during future activities such as needs determination and spot-checks.

The drawn objects are used to provide a rough estimate of the extent of the disaster impact. The actual extent of the impact will be determined as part of the needs determination process. Since the drawn objects are rough approximations of the impacted locations it is not expected that they will be updated to match the extents determined as needed after the needs determination process is completed.

Practices may consist of one or more:

- objects (polygon, line, point).
- instances.

Example: There are 5 areas of debris on a farm and the user is creating EC1 for debris removal. The user has the option to either draw:

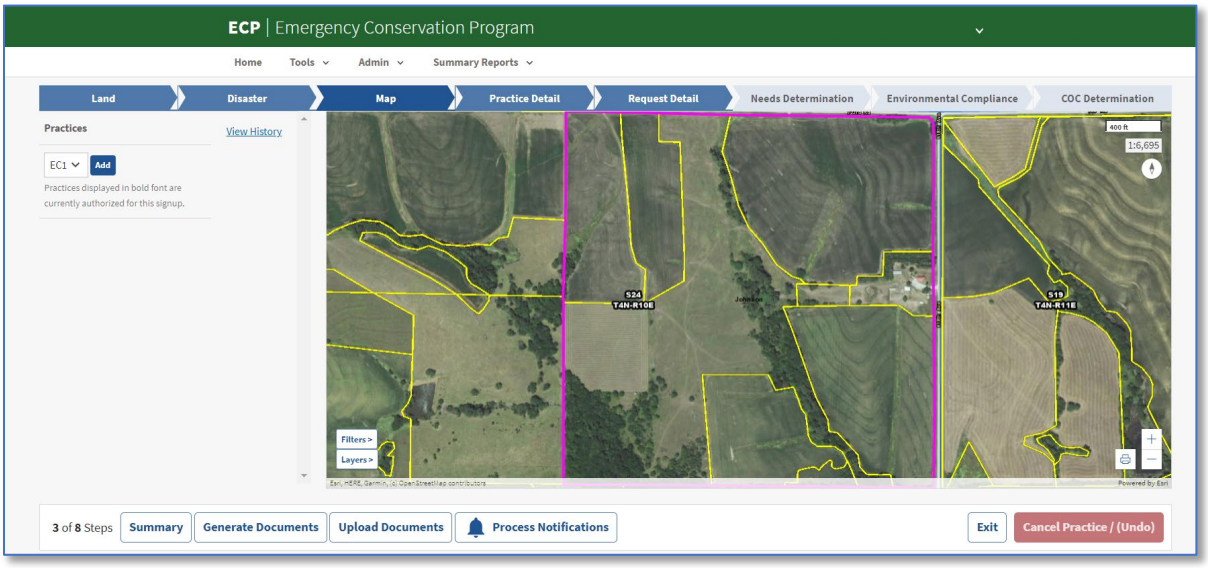
- all 5 polygons as a single instance of practice EC1(EC1-1)
- multiple instances of EC1 to represent the multiple areas (EC1-1, EC1-2, EC1-3, EC1-4, and EC1-5).

The GIS area of interest is determined by the farms and tracts selected on the Land Screen and is outlined in pink. All drawings must be made within the Area of Interest.

205 Map Screen (Continued)

B Example of Map Screen

The following is an example of the Map Screen.



206 Determining Practice Representation

A Overview

ECP software provides flexibility for users to decide how to best represent practices on the ECP application. Users may include an entire practice under a single practice instance, or they may use multiple instances of the same practice to represent different disaster-impacted areas. When determining how to best represent a practice the user should consider the impacts on management of the application throughout the cost share and spot check processes.

ECP applications are limited to one producer per application and one application per disaster per administrative county. When processing the application, every instance of a practice requires separate entries for subsequent processes such as needs determination, practice approval or disapproval, and certifications of performance by both the producer and TSP. For this reason, users will generally want to minimize the number of practice instances used to represent a specific practice. However, other factors may require the use of multiple practice instances.

The system will automatically create separate practice instances for the following conditions when:

- an object is drawn across a county line the system automatically creates multiple instances of the practice, one for each county
- two different types of objects are used to represent different scenarios on a practice.

  Note: Only one drawing tool (one object type) may be used for a practice instance.

Users may choose to create multiple practice instances in the following scenarios:

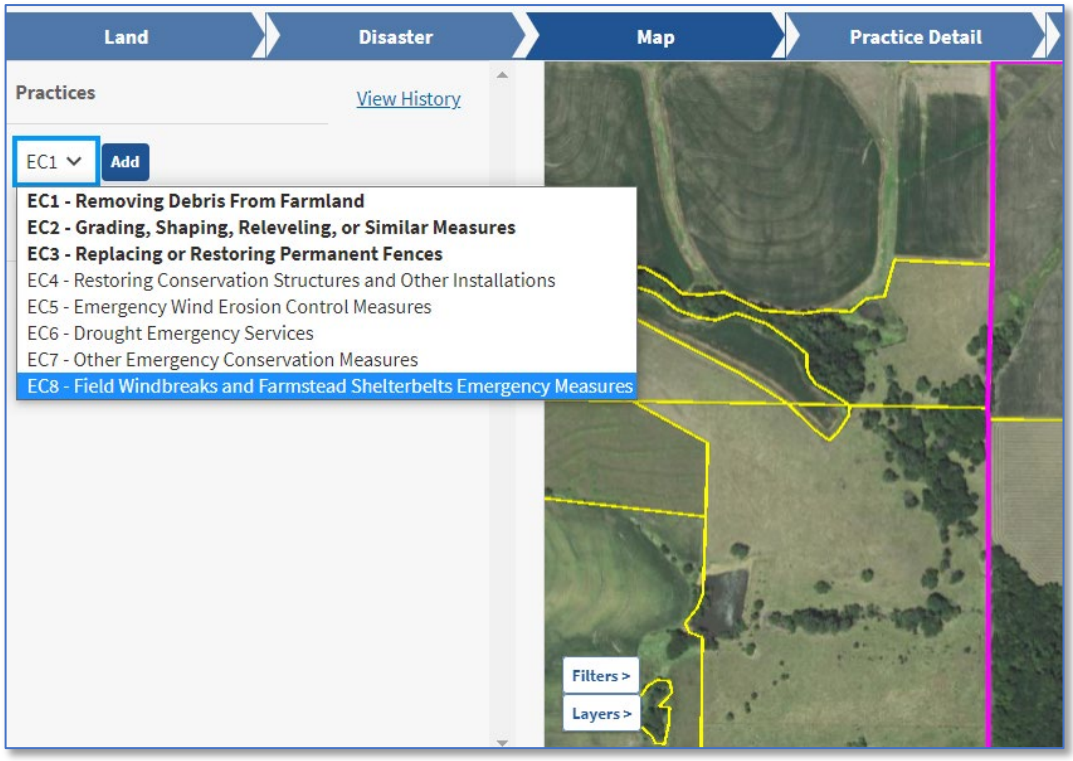
- multiple tracts of land are impacted by the disaster, but the tracts are not located near one another
- the producer's share of the expenses incurred varies from one tract of land to another
- multiple scenarios will be used for the repair and those scenarios will be implemented on different timelines.

--For practice EC3, the line that is drawn should be used to represent both debris removal of the old fence and installation of the new fence when the location of the work is the same. Linear debris removal scenarios using technical practice code 500F are available for fence debris removal. Do not use practice EC1 to create a separate practice instance for fence debris removal.--

206 Determining Practice Representation (Continued)

B Drawing Practices

--The following table provides the steps to draw practices for the application. For applications where practice shares are split among multiple producers, see paragraph 219 for instructions on how to copy a practice from an existing application that can be used to create the application of another producer sharing in the practice.--

Step	Description/Action
1	To draw a practice: • using the drop-down menu, select the applicable practice • CLICK "Add". **Note:** Authorized practices for the signup are in bold font. Practices not in bold font may be added but cannot be approved until the practice is authorized for the signup according to Part 3. 

206 Determining Practice Representation (Continued)

B Drawing Practices (Continued)

Step	Description/Action
2	Once the practice is selected, the drawing toolbox is enabled at the top left of the map displaying the available tools. Different tools are used to draw different types of objects. Tools are enabled based on the practice selected and must be selected before drawing a practice. The polygon tool is used to draw practices containing scenarios represented by an area such as removal of scattered debris where the unit of measure is usually expressed in acres. The line tool is used to draw practices containing scenarios represented by a line such as fence replacement or pipelines where the unit of measure is usually expressed as feet or linear feet. The point tool is used to draw practices containing scenarios represented by a point because the area containing the scenario is too small to be delineated as an area such as replacement wells or watering facilities where the unit of measure is a number. The following table shows the available tools for each practice. *--

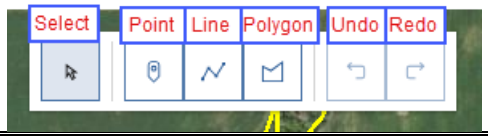
Practice	Available Objects		
	Point	Line	Polygon
EC1		✓	✓
EC2			✓
EC3	✓*	✓	
EC4		✓	✓
EC5			✓
EC6	✓	✓	✓
EC7	✓	✓	✓
EC8		✓	✓

Notes: Although multiple tools are available for some practices, only 1 object type can be included in any given practice instance.

For practice EC3, the point tool is used only for virtual fence scenarios.--

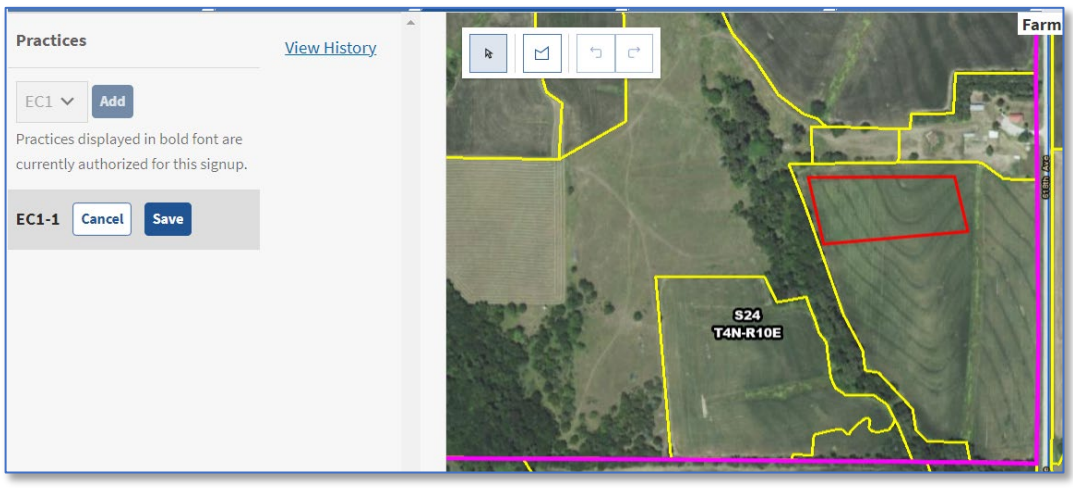
Hint: Hover over the tool icon to identify the specific tool.

The following is an example of the available icons.



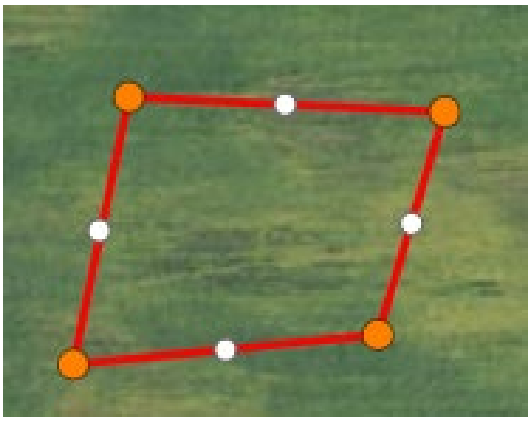
206 Determining Practice Representation (Continued)

B Drawing Practices (Continued)

Step	Description/Action
3	To draw a **polygon or line**: • select the GIS tool to be used • right click to add the first vertex • continue clicking to add vertices throughout the area until the polygon or line has been drawn • double click the last vertex to complete the drawing. To draw a **point**, a single right click adds the point. The point tool is disabled after adding the point. If multiple objects will be included on a single practice instance, re-select the same *--tool, and follow the same steps to draw the subsequent object. Only 1 object type can be included in a practice instance.--* **Hint:** While drawing a polygon or line, the "Undo" button removes the last vertex added, and the "Redo" button replaces an undone vertex. A drawn polygon, line, or point will be displayed in red. 

206 Determining Practice Representation (Continued)

B Drawing Practices (Continued)

Step	Description/Action
4	To edit an object that has been drawn but has not yet been saved, the user can click on the object to select it. **Note:** The GIS toolbar is redisplayed with a trash can icon that can be used to delete the selected object. The object will be displayed with: • existing vertices displayed in orange • shadow vertices displayed in white at the center point between existing vertices • lines displayed in red.  Users will be able to: • click and drag orange vertices to reposition them • click a white shadow vertex to add it as an additional permanent orange vertex and drag the added vertex to a new location • click on a red line of the object or within the object in the case of polygons to drag and reposition the entire object at once. **Hint:** Click anywhere outside of the selected object to finish the edit after adding or repositioning vertices.

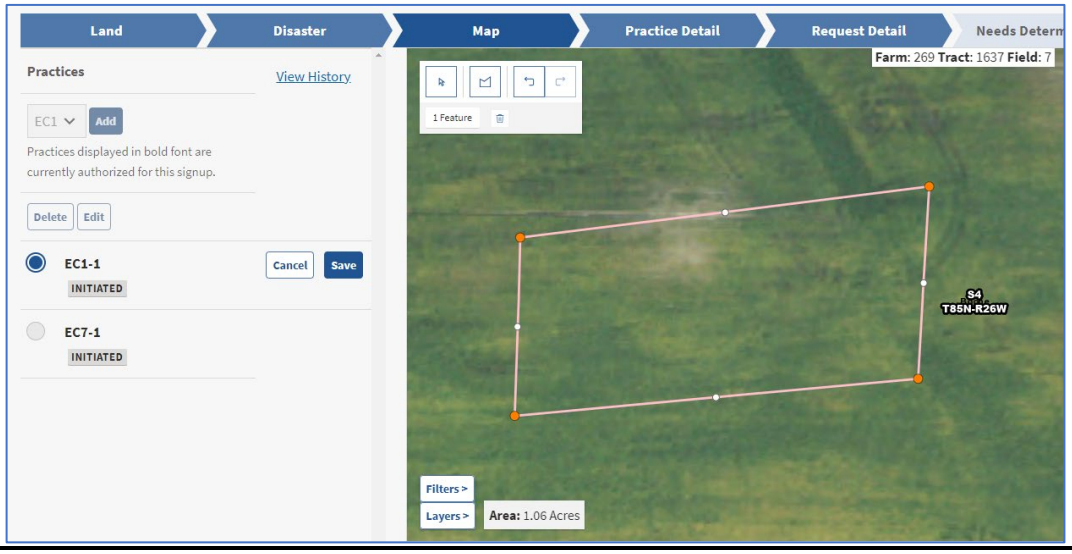
206 Determining Practice Representation (Continued)

B Drawing Practices (Continued)

Step	Description/Action
5	To edit the GIS representation of a practice after it has been saved, select the practice in the hierarchy on the left side of the screen. **Note:** Objects included as part of the practice instance are displayed with in blue font 
6	CLICK “Edit”. Objects included as part of the practice instance are displayed in pink with the selection tool in the GIS toolbar enabled. 

206 Determining Practice Representation (Continued)

B Drawing Practices (Continued)

Step	Description/Action
7	Double click the object to be edited. 

206 Determining Practice Representation (Continued)

C Drawing Multi-Part Practices in GIS

To permit users to minimize the number of practice instances needed to represent a practice, GIS in ECP software allows the use of multi-part polygons and multiple lines to represent a single practice instance. Multiple points may also be used to represent a single instance of a practice. It is not necessary to create a new practice instance for **every** polygon, line, or point *--that is drawn. Users are limited to 1 object type per practice instance. For example, it is not possible to draw a polygon as the first object for a practice instance, then add a line or a point to that same practice instance.--*

To create a multi-part practice:

- finish the first polygon or line by double clicking the last vertex or after placing the first point for objects represented by a point
- begin drawing an additional polygon, line, or point for the same practice instance by re-selecting the same drawing tool from the GIS toolbar and drawing the next polygon, line, or point that will be a sub-part of the multi-part practice
- right click to place the starting vertex for the next polygon, line, or point and continue drawing in the same manner as described in the table for subparagraph B
- CLICK “Save” to finish the practice instance.

Note: Users may create as many or as few instances of the same practice as deemed appropriate to best manage the ECP application, keeping in mind that each additional instance of a practice requires separate entries in later processes such as needs determination, producer certification, etc.

206 Determining Practice Representation (Continued)

D GIS Labels

A label is created for each practice instance. If a multi-part polygon or line, or multiple points are drawn to represent a practice, each subpart of the multi-part practice will be labeled with the same practice instance identifier (EC1-1 or EC4-1).

The label for the subpart will display the acreage or footage of that specific subpart. Clicking on the object generates a flyout label containing the acreage or footage of the subpart as well as the acreage or footage for the entire practice instance.

Note: Due to rounding the sum of the subparts may differ slightly from the quantity shown for the overall practice instance. Farm and tract numbers on which the object is located are also part of the flyout label. Examples of multi-part objects and their flyout labels are shown below.

E Example of a Flyout Label for Multi-Part Polygon

The following is an example of a flyout label for a multi-part polygon.



206 Determining Practice Representation (Continued)

F Example of a Label for Multi-Part Line

The following is an example of a label for a multi-part line.



206 Determining Practice Representation (Continued)

G Example of a Label for Multiple Points

The following is an example of a label for multiple points representing a single instance of the practice. The flyout label does not identify the number of points contained in the practice instance, but all points included in the instance are highlighted with teal rings.



207 Practices from Other Applications

A Overview

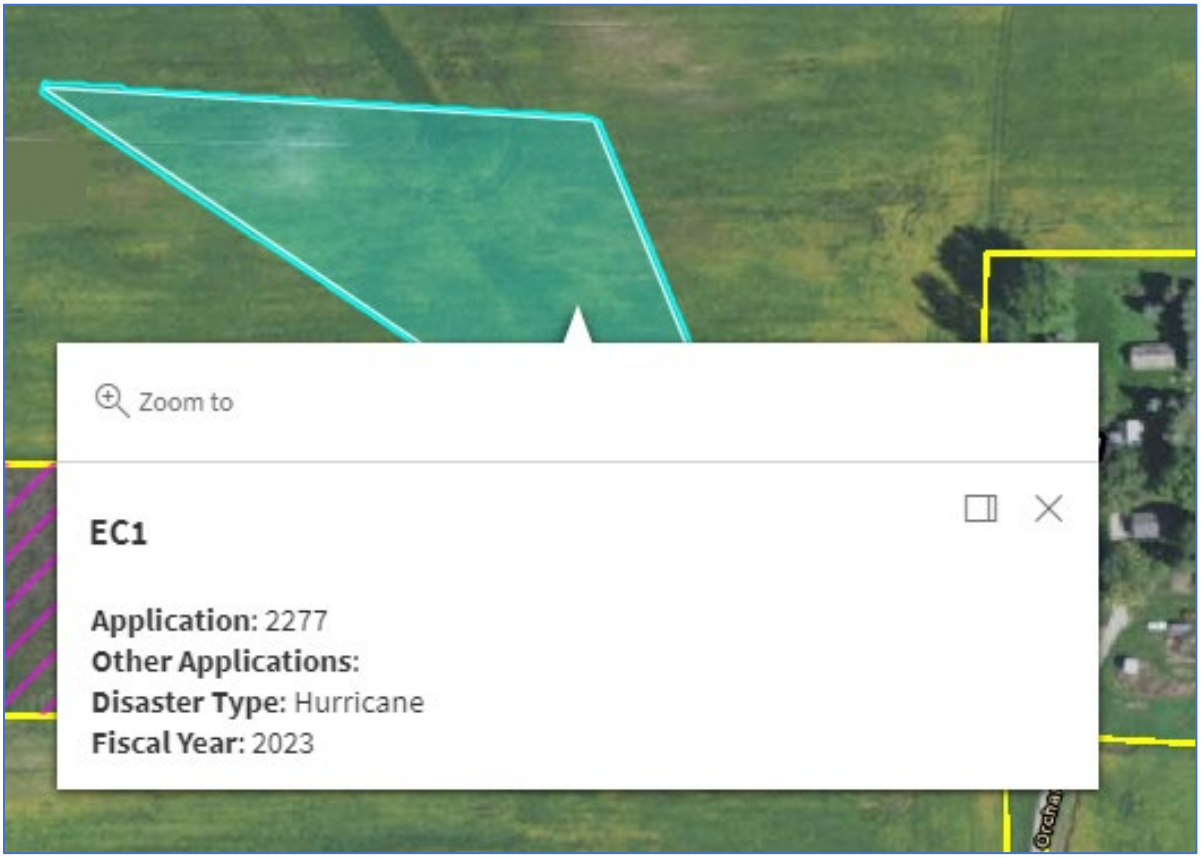
Practices from other applications including those from other fiscal years, those from other approved signups, and those from applications for other producers display on the map in white.

--The primary purpose of displaying these practices is to alert the user to the existence of these practices that may represent potential duplicate requests for assistance or may represent areas that are subject to frequent damage. Another use for displaying practices from other applications is to allow users to copy practices into new applications that will be created for producers with a partial share in the cost of a practice. See paragraph 219 for instructions on copying an existing practice.--

Labels for practices from other applications do not display until the user clicks on the object. Flyout labels for these other practices contain the ECP practice, the application number, the disaster type, and the fiscal year in which the disaster occurred. If the object was copied and used in multiple applications additional application numbers will display as "Other Applications".

B Example of Label for Practice from Another Application

The following is an example of a label for a practice from another application.



208 Limiting Practices to the Area of Interest

A Overview

When part of a practice is drawn outside the Area of Interest boundary, the system will automatically discard (or clip) any area outside the Area of Interest.

Note: The line tool allows users to draw outside the area of interest without clipping the line. Since practices represented by a line are frequently located along the boundary of a tract, the system will provide a buffer to eliminate unwanted clipping if part of the line is unintentionally placed slightly outside the tract boundary.

B Example of Practice Using Polygon Tool

The following is an example of a practice drawn using the polygon tool before and after the practice was clipped by the system.



209 Drawing Practices Which Include Non-Cropland

A Overview

When a practice is drawn that includes non-cropland, the system will prompt the user to accept or reject the non-cropland.

1-ECP states that nonagricultural land is ineligible for ECP benefits. Land classified as non-cropland in FSA farm records may or may not be considered nonagricultural land.

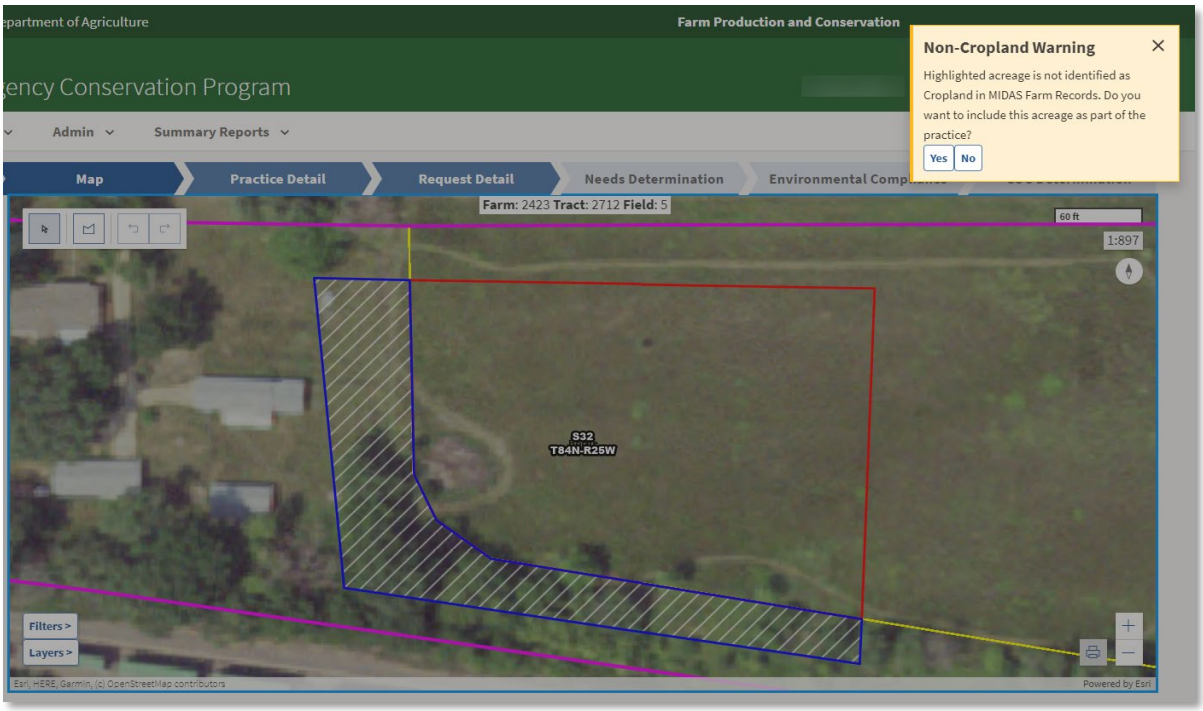
For example, pasture used to raise beef cattle may be considered non-cropland in FSA farm records, but it is considered agricultural land for ECP purposes. Pasture used for grazing horses kept for recreational use or land containing buildings are examples of areas that would typically be considered non-cropland for FSA farm records purposes and would also be considered nonagricultural land. Since non-cropland in farm records may not be the same as nonagricultural land the user must determine if the non-cropland should be included in the ECP practice or not.

Note: Land that does not meet the definition of productive agricultural use may be eligible for debris removal if the debris is interfering with normal farming operations, such as field roads and land surrounding farmsteads.

209 Drawing Practices Which Include Non-Cropland (Continued)

B Example of Pop-Up Message

The following is an example of the pop-up message displayed when a practice is drawn and the drawing includes non-cropland. If the user answers "Yes", to the pop-up question, the acreage will be included in the practice. If the user answers "No", then the acreage will not be included.



210 Layers and Filters

A Overview

The system allows users to display specific layers or filter to specific disaster types.

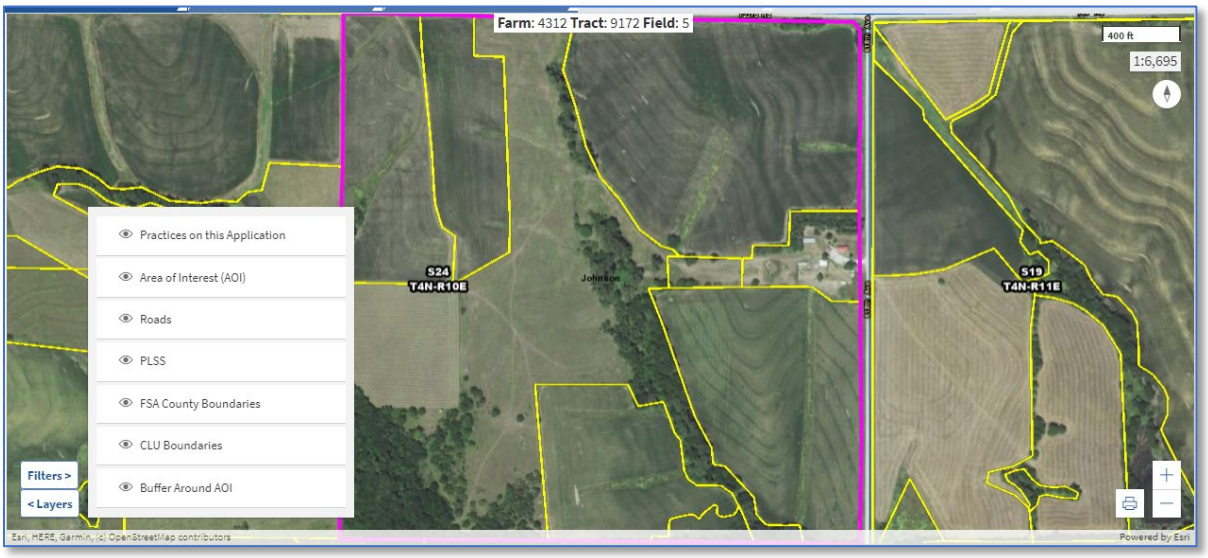
Layers are useful when drawing a practice and the user needs to select or deselect a layer to accurately draw the practice. Layers help declutter or enhance the process. All layers are defaulted to display.

Example: A user may find the "Roads" layer useful to locate the area where they want to draw the practice. However, the user may want to turn off the "Roads" layer * * * to prevent public road names from blocking specific landmarks.

Filters are useful for limiting the view of practices from other applications (such as past disasters) to a specific disaster type.

B Example of the Default GIS View

The following is an example of the default view for the GIS view.



210 Layers and Filters (Continued)

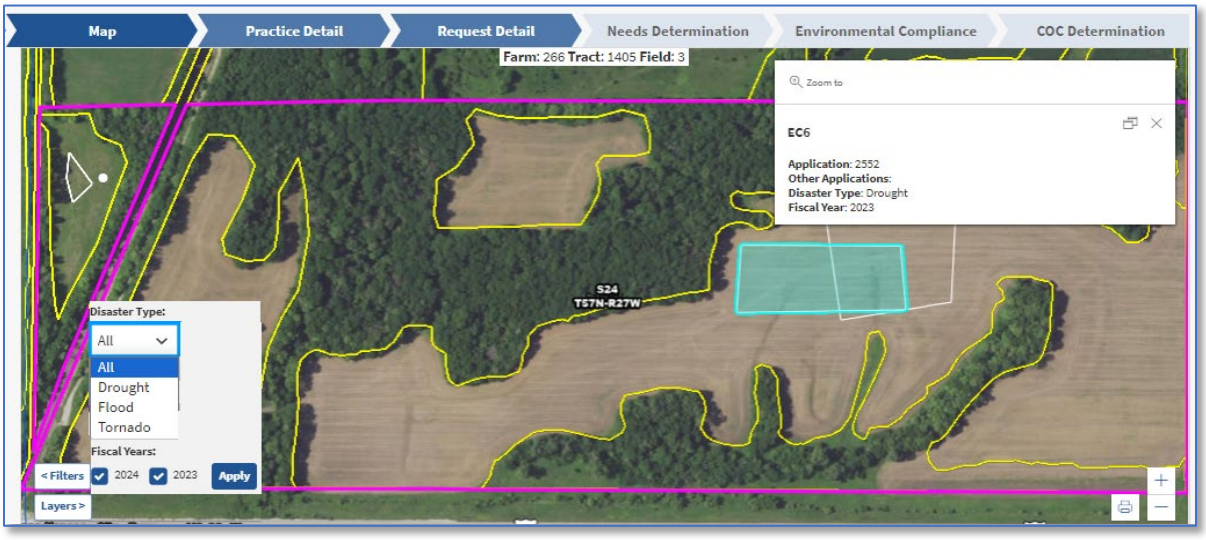
C Filters

On the GIS map:

- CLICK “Filters” on the lower left side of the map to see available filters
- using the drop-down menu, select the applicable disaster type and year.

Note: When multiple disaster types and years exist, the user can filter to a specific disaster type.

The following is an example of available filters.



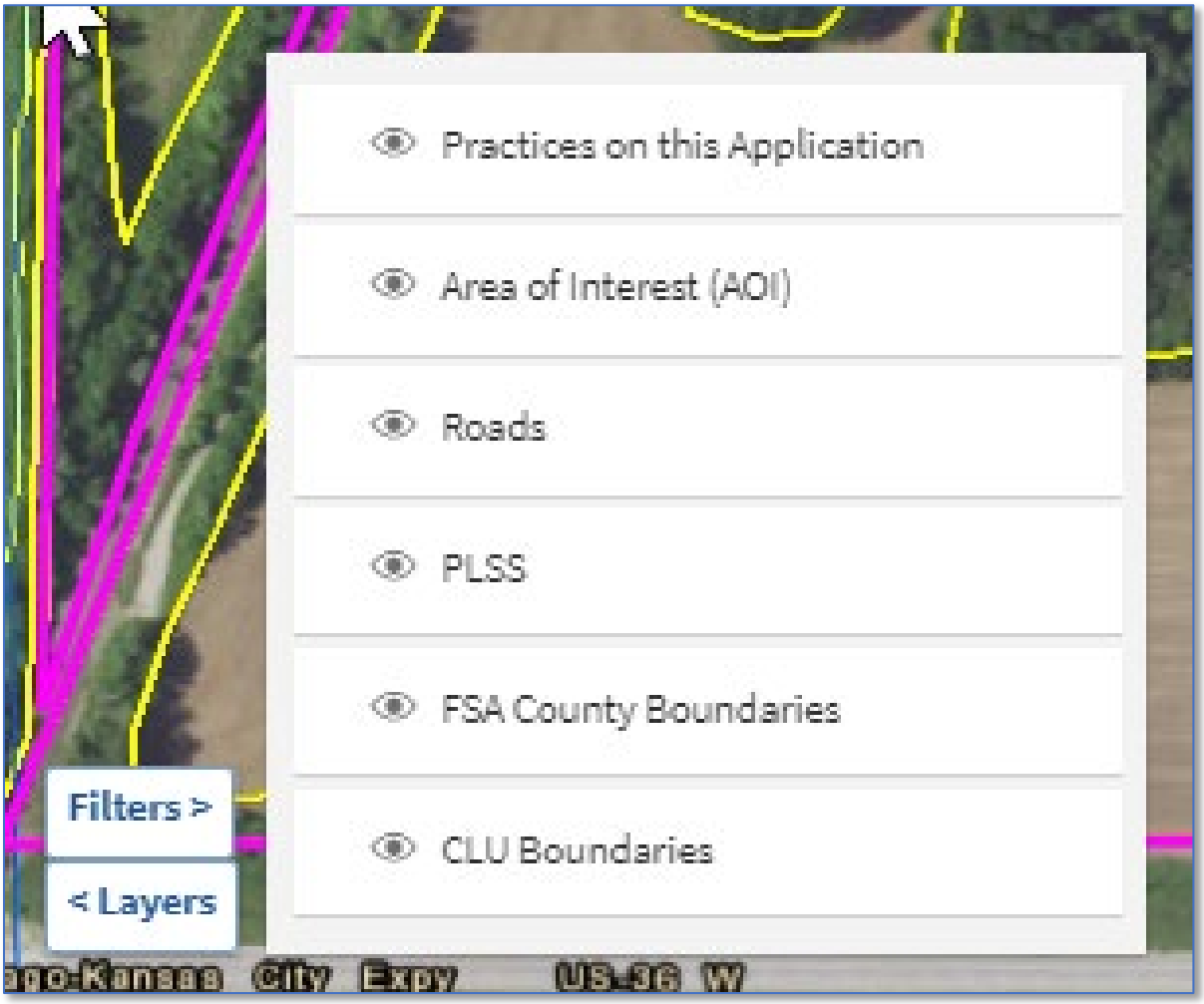
210 Layers and Filters (Continued)

D Layers

On the GIS map:

- CLICK “Layers” on the lower left side of the map to see available layers
- click on a layer to hide.
- Once layer is hidden, click the layer again to display.

The following is the list of available layers.



211 Map Print Preview Screen

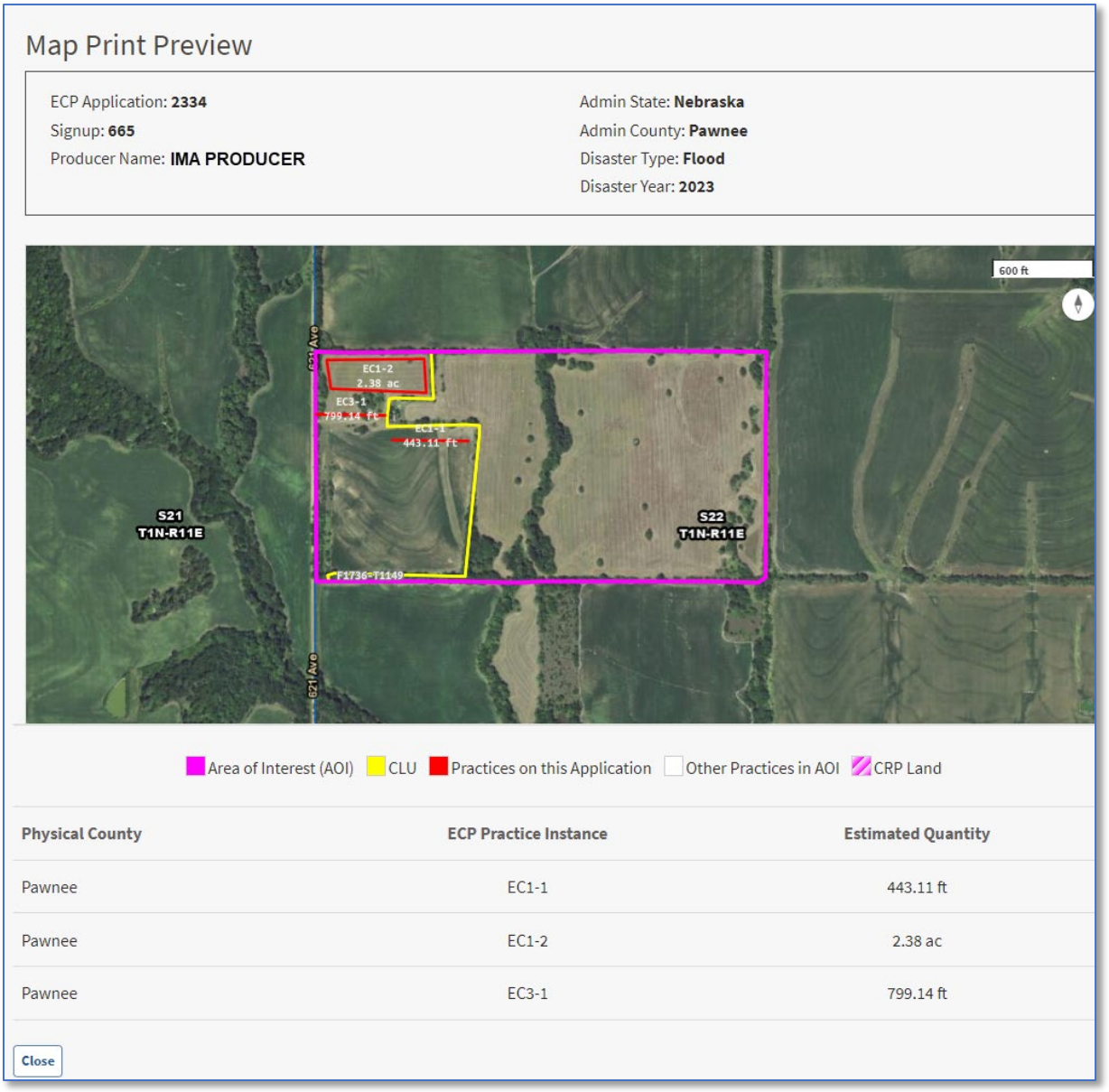
A Overview

The Map Print Preview Screen allows users to print a map of practices to show the disaster-affected location that has been drawn.

Note: It is expected that maps will be maintained digitally, and County Offices should not be printing maps unless deemed necessary.

B Example of Map Print Preview Screen

The following is an example of the Map Print Preview Screen.



Physical County	ECP Practice Instance	Estimated Quantity
Pawnee	EC1-1	443.11 ft
Pawnee	EC1-2	2.38 ac
Pawnee	EC3-1	799.14 ft

211 Map Print Preview Screen (Continued)

C Navigation Tools

Navigation tools allow users to access areas of the screen that are not presented in the initial view. Users may scroll up or down by using the sliding toggle bar on the right side of the screen.

To scroll to the bottom using the mouse wheel, select an area within the Map Print Preview Screen but outside of the map.

D Map Selections and Actions

Below the header is a map which displays drawn practices. Users can use a mouse or keyboard to pan horizontally or vertically and zoom in or out to adjust the scale and position of the practices to the desired presentation prior to printing.

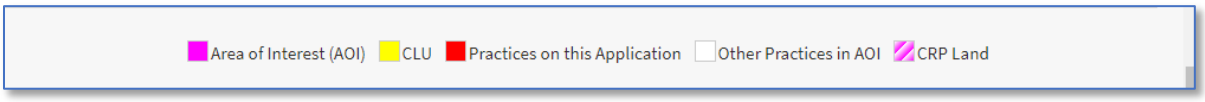
The following table provides

Action	Mouse	Keyboard
Zoom	Click on the map to use the scroll wheel or click on the + or - icons	Use the "Tab" key until either the + or – icons are selected at the bottom of the map, and then use the "Enter" button to zoom to the desired presentation.
Pan	Left click and hold to drag the map horizontally or vertically	Use the "Tab" key until the map is focused within the window and outlined in blue. Once focused, users can use the keyboard arrows to pan.

211 Map Print Preview Screen (Continued)

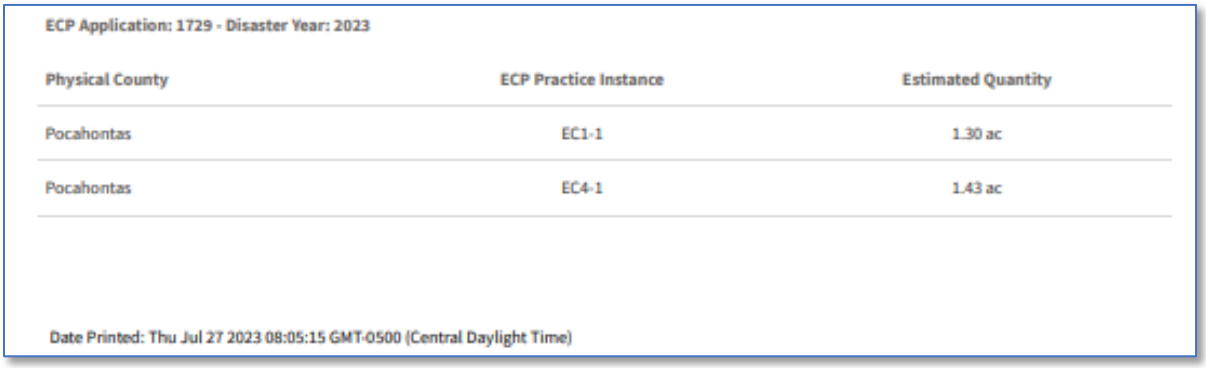
F Legend

A legend is displayed at the bottom of the first page indicating the colors for the Area of Interest (AOI), CLU, Practices on this Application, Other Practices in AOI (if selected on prior screen), and CRP Land. The following screenshot is an example of the Legend.



G Practice Information

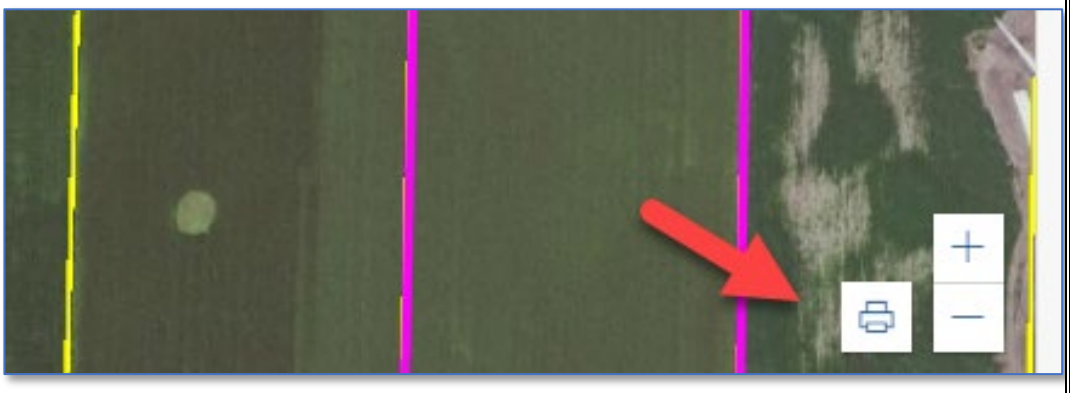
Page 2 displays the physical county, ECP practice instance, the estimated quantity and the unit of measure for the practices in a table format.



211 Map Print Preview Screen (Continued)

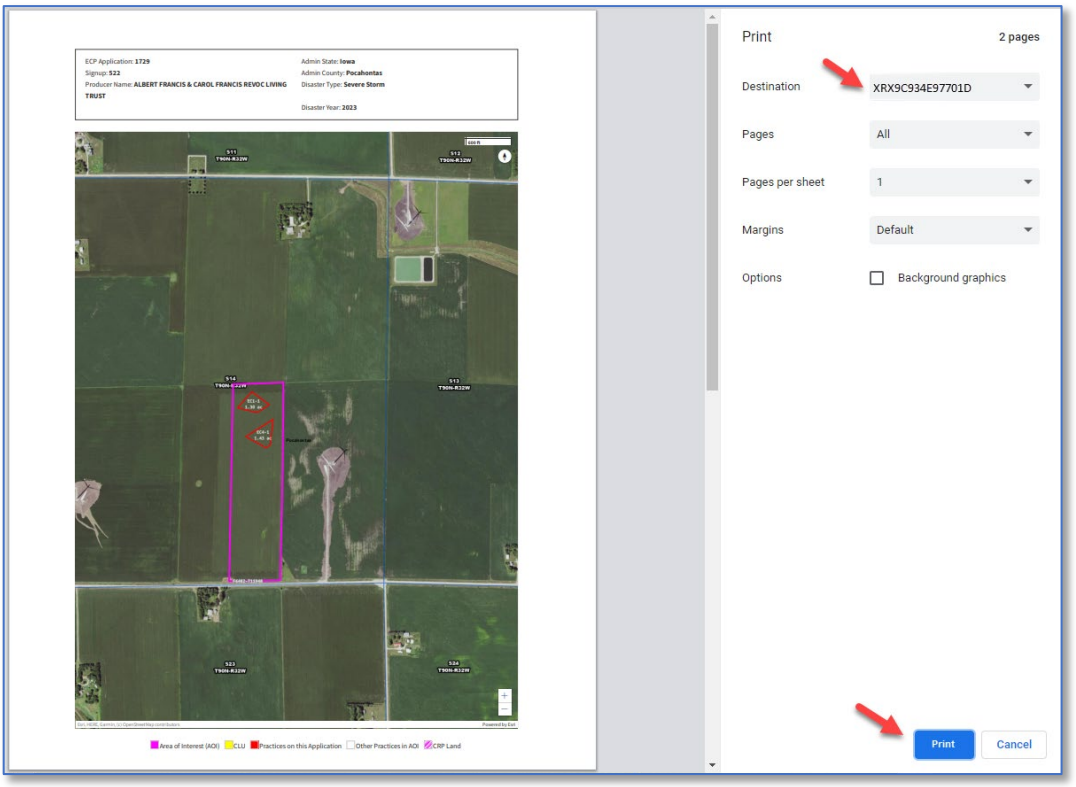
H Printing Maps

The following table provides the steps to print a map.

Step	Action
1	Click the printer icon in the bottom right corner of the Map Screen. 
2	Pan or zoom to the desired scale that best presents the practices on the map.
3	Review the layers and turn on or off specific layers according to the desired presentation.
4	Using the computer keyboard, hold the “CTRL” key and then CLICK “P.” Using the mouse, navigate the mouse away from the map to the white space within the Map Print Preview Screen and then right click and SELECT “Print”. The print window will open with a PDF with the defaulted naming convention of “ECP” followed by the producer’s application number.

211 Map Print Preview Screen (Continued)

H Printing Maps (Continued)

Step	Action
5	Select the printer from the drop-down menu and CLICK “Print”.  **Note:** It is not necessary to save the PDF outside of the ECP software, as the map will always be available within the producer’s application.
6	CLICK the "X" in the top right corner of the screen or scroll to bottom and click the “Close” button to exit the print preview and return to the application.

212 Practice Detail Screen

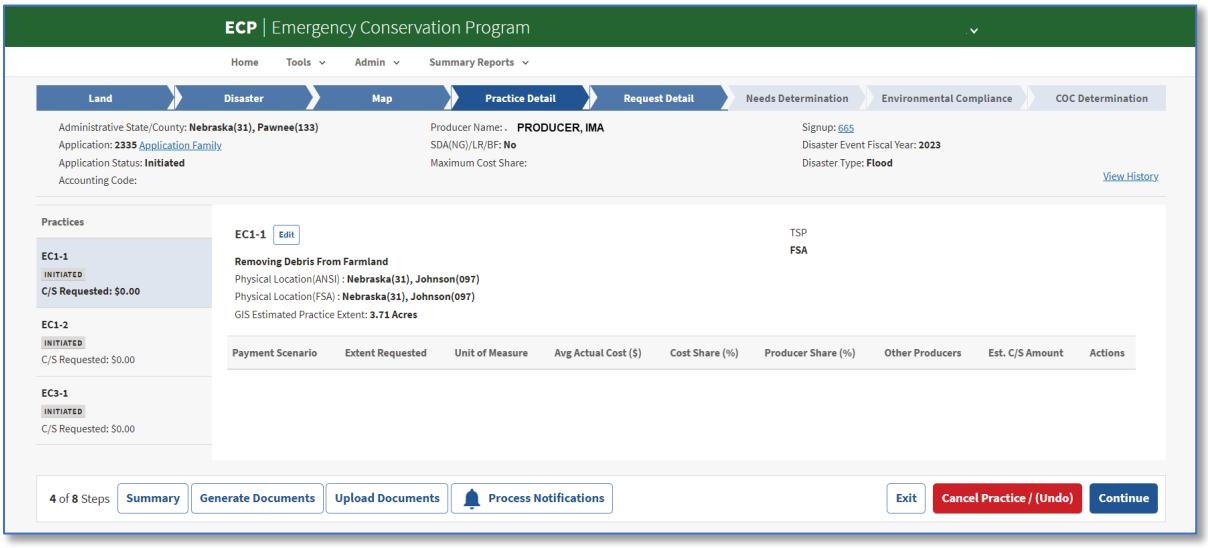
A Overview

The Practice Detail Screen:

- displays the practices drawn from the Map Screen
- allows users to add payment scenarios for the practice(s).

B Example of Practice Detail Screen

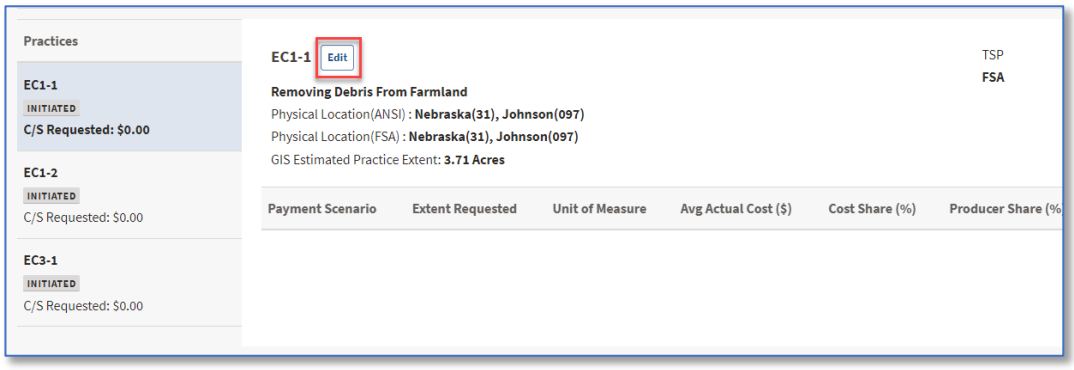
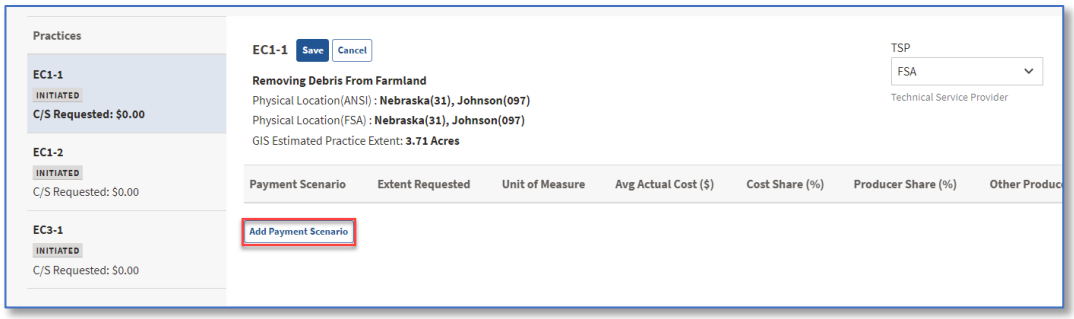
The following is an example of the Practice Detail Screen before payment scenarios have been added.



212 Practice Detail Screen (Continued)

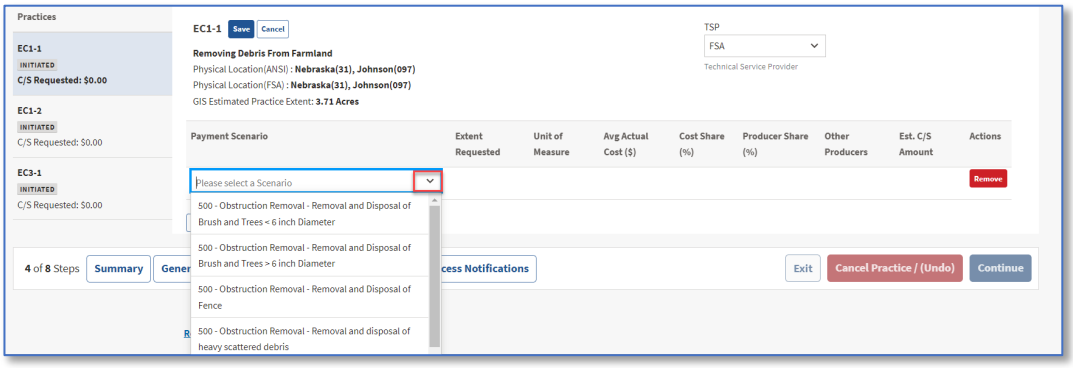
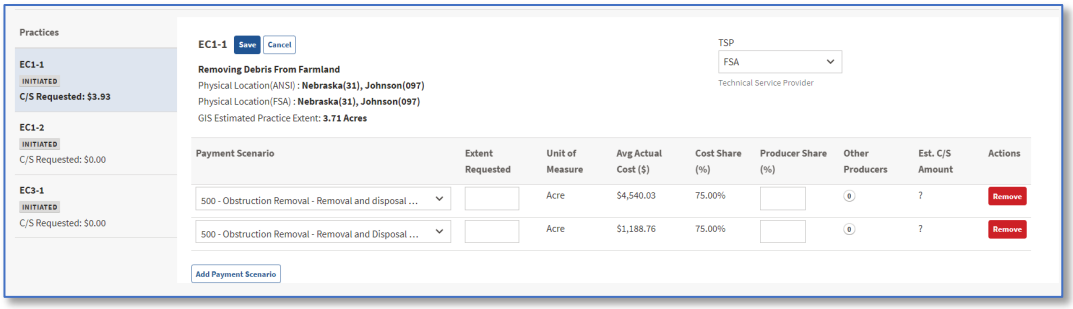
C Adding Payment Scenarios

The following table provides the steps to add payment scenarios to the applicable practice(s).

Step	Description/Action
1	On the Practice Detail Screen, • Click the practice from the left side • CLICK "Edit". 
2	The "Add Payment Scenario" button is displayed. CLICK "Add Payment Scenario". 

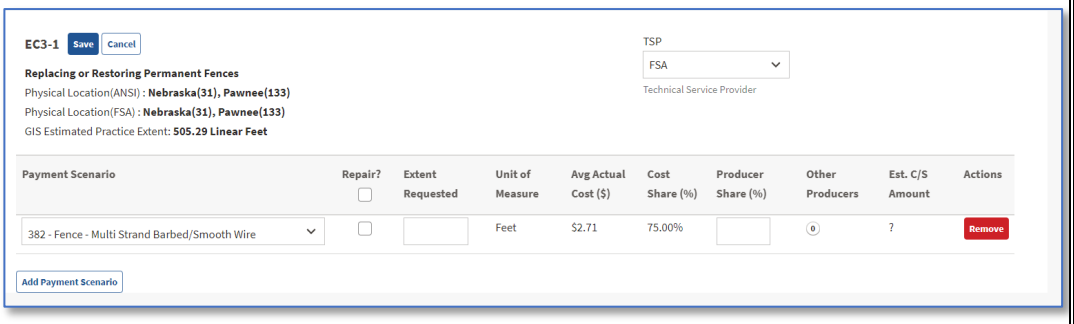
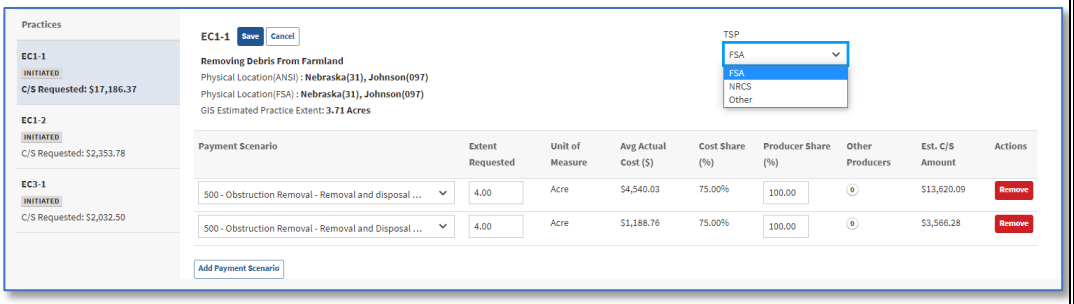
212 Practice Detail Screen (Continued)

C Adding Payment Scenarios (Continued)

Step	Description/Action
3	Using the drop-down menu, select the applicable scenario(s).  **Note**: If the user has chosen to draw areas with varying shares as a single practice instance, the system permits addition of the same scenario multiple times on a single practice instance to accommodate different producer shares for different portions of the scenario.
4	Enter the extent requested and producer share for each payment scenario. **Important**: Producer share is entered as a whole number with up to two decimals. For example, 75% is entered as “75.00”, not “.75”. 

212 Practice Detail Screen (Continued)

C Adding Payment Scenarios (Continued)

Step	Description/Action
4 (Cntd)	Because the GIS drawing is only a rough estimate of the practice extent and a scenario unit of measure may vary from the practice unit of measure, there is no requirement that the scenario extent requested matches the estimated practice extent. **Hint:** Users may enter extent requested and producer share before adding additional scenarios, or users may add all payment scenarios at once before entering extents requested and applicable producer shares. If the practice selected is EC3, the user will need to indicate if the payment scenario is for a repair. If the practice is for a repair, click the "Repair?" checkbox. Cost share rates for the repair will be equal to 25 percent of the restoration cost share rate. 
5	Using the drop-down menu, select the applicable TSP.  **Notes:** TSP is defaulted to "FSA" for most practices (EC4 defaults to NRCS). NRCS should always be the TSP for EC4 and can also be the TSP for other practices according to the State's MOU. Users will need to make sure to select the correct TSP.

212 Practice Detail Screen (Continued)

C Adding Payment Scenarios (Continued)

Step	Description/Action
6	CLICK "Save". The screen is updated and will display the estimated cost share. 
7	Repeat steps 1 through 6 for additional practices.
8	After payment scenario(s) are saved for practice(s), CLICK "Continue". The Request Detail Screen is displayed. **Note:** At least one payment scenario must be saved before the "Continue" button is enabled.

213 Request Detail Screen

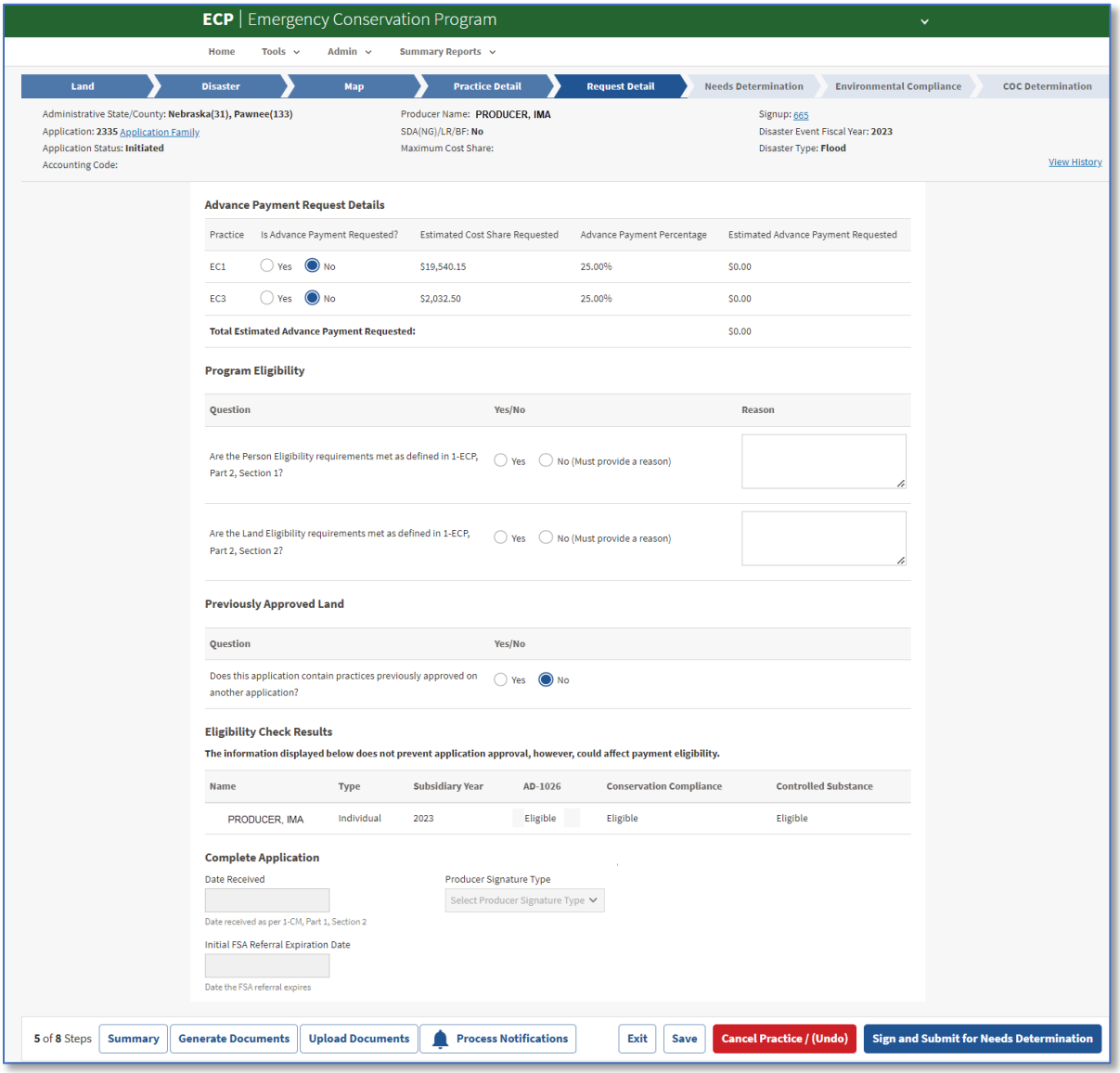
A Overview

The Request Detail Screen allows users to:

- enter the advance payment request details
- answer program eligibility questions
- indicate if application contains practices from a previously approved application.

B Example of Request Detail Screen

The following is an example of the Request Detail Screen.



213 Request Detail Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Request Detail Screen.

Field/Button	Description/Action
Advance Payment Request Details	
Practice	Displays the name of the practice.
Is Advance Payment Requested	Displays a Yes or No radio button to indicate if an advance payment is being requested. Advance payments are requested by practice. The response applies to **all** instances of the practice and cannot vary between individual instances. **Note:** The radio button is defaulted to "No".
Estimated Cost Share Requested	Displays the calculated cost share requested for all instances of the practice from the Practice Detail Screen.
Advance Payment Percentage	Displays the advance payment percentage.
Estimated Advance Payment Requested	Displays the estimated advance payment requested for the practice based on the response to the Advance Payment Requested radio button.
Total Estimated Advance Payment Requested	Displays the Total Estimated Advance Payment Requested for all practices.
Program Eligibility	
Are the Person Eligibility requirements met as defined in 1-ECP, Part 2, Section 1?	CLICK the applicable Yes or No radio button. **Note:** If either of these questions is answered "No" the application cannot be approved.
Are the Land Eligibility requirements met as defined in 1-ECP, Part 2, Section 2?	
Reason	A free form field to enter information when the response to either eligibility question is "No". Entry is required if the question is answered "No". **Warning:** Do **not** enter any PII information such as TIN or other identifiable information.

213 Request Detail Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Previously Approved Land	
Does this application contain practices previously approved on another application?	A "Yes" answer allows the addition and approval of practices after the signup has ended based upon the timely inclusion of the practice on an application for another producer. An example of when this is needed would be a scenario when land is sold to another producer after the disaster occurs but before the restoration of the land has taken place. If "Yes" is checked, the user will be prompted to enter the application number of the previously approved application. Click the applicable Yes or No radio button.
Eligibility Check Results Information displayed does not prevent application approval; however, may affect payment eligibility**.** **Note:** A manual verification is required for affiliated persons. Refer to applicable PL handbook for program rules.	
Name	Displays the name of the producer.
Type	Displays the business type of the producer.
Subsidiary Year	Displays the subsidiary year used to determine eligibility.
AD-1026	Indicates if producer is compliant with AD-1026 provisions.
Conservation Compliance	Indicates if a producer is compliant with conservation compliance provisions.
Controlled Substance	Indicates if a producer is compliant with controlled substance provisions.
Complete Application	
Date Received	Displays the information entered on the Submit for Needs Determination Screen. Follow paragraph 215 to complete and submit.
Producer Signature Type	
Initial FSA Referral Expiration Date	

214 Submit for Needs Determination Screen

A Overview

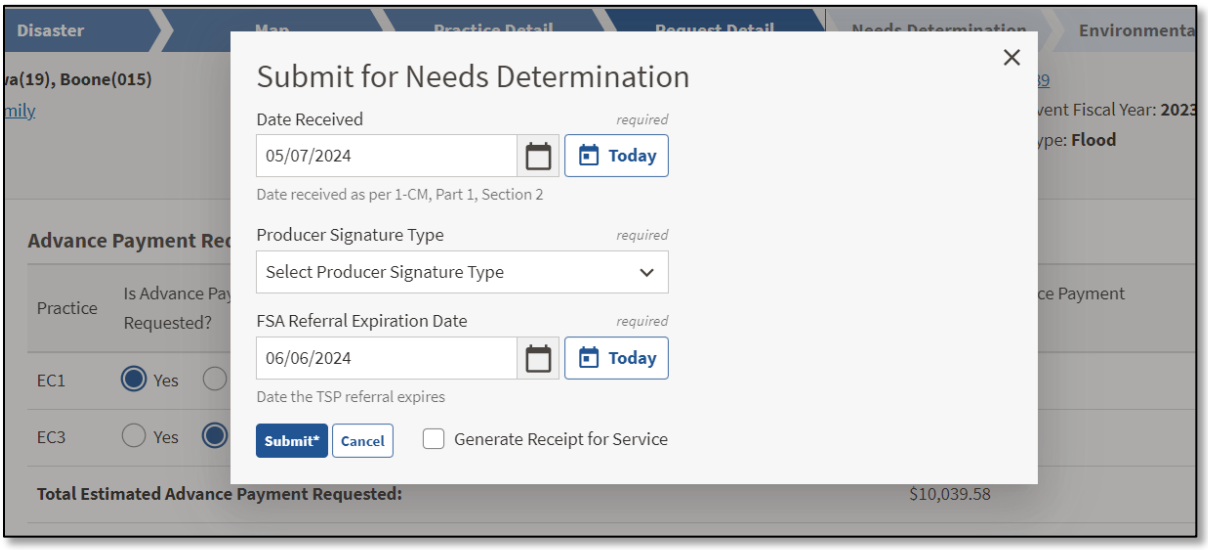
The Submit for Needs Determination Screen is a pop-up screen that allows users to enter the following:

- date application received
- producer signature type
- TSP(s) referral expiration date(s).

Note: The pop-up screen will only display the TSP(s) selected on the Practice Detail Screen. For example, if the TSP for all practices is NRCS, only the NRCS Expiration Date field will display.

B Example of Submit for Needs Determination Screen

The following is an example of the Submit for Needs Determination pop-up screen.



214 Submit for Needs Determination Screen (Continued)

C Action

On the Submit for Needs Determination Screen:

- enter the:
  - application received date
  - producer signature type
  - referral expiration date(s).

  Note: Dates cannot be on a weekend or holiday and the referral expiration date cannot be earlier than current date.

- CLICK “Submit”.

An email notification is sent to:

- FSA administrative county
- NRCS, if they are the TSP for the practice alerting the TSP that an application requires needs determination.

The Needs Determination Screen is now enabled.

Provide the producer with the FSA-801 and ECPR according to paragraph 30 to generate documents.

215 Needs Determination Screen

A Overview

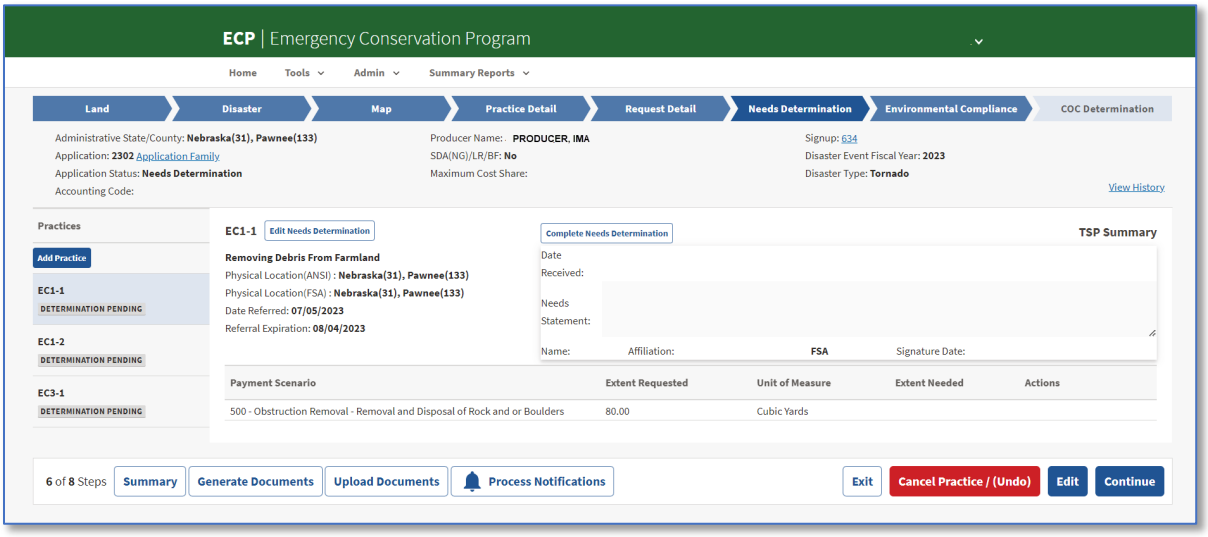
The Needs Determination Screen allows TSP users to record the extent needed for each scenario requested as recorded on the FSA-801. Follow paragraph 30 to generate documents.

Note: TSP users can add additional practices and/or payment scenarios on the Needs Determination Screen if it is determined that practices and scenarios not requested by the producer are needed to properly restore the damaged land or structure(s).

B Example of Needs Determination Screen

The following is an example of the Needs Determination Screen.

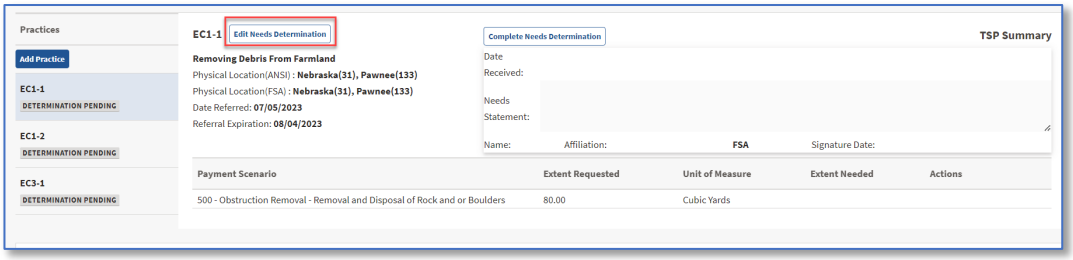
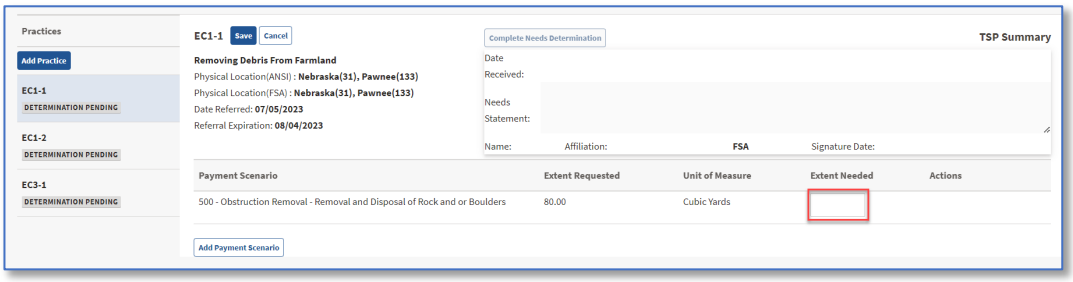
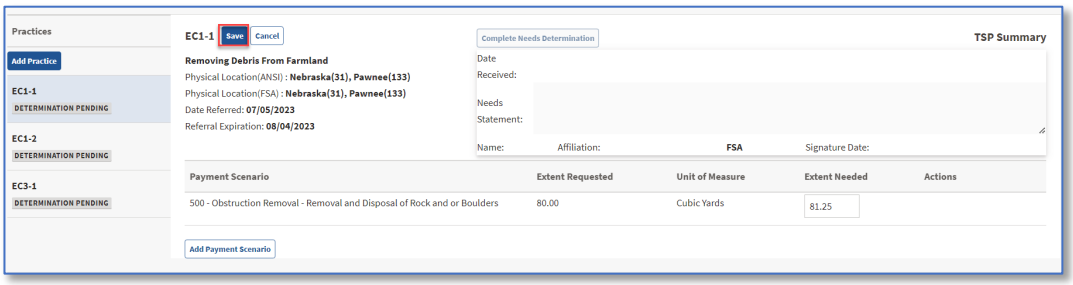
Note: The status of the application has been updated from Initiated to Needs Determination.



215 Needs Determination Screen (Continued)

C Recording Needs Determination

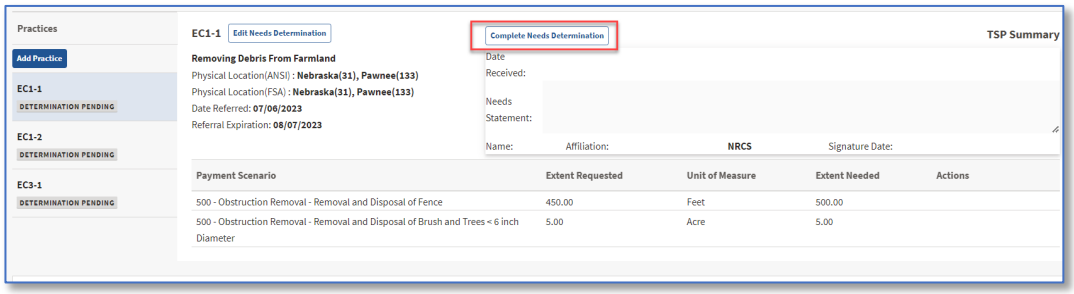
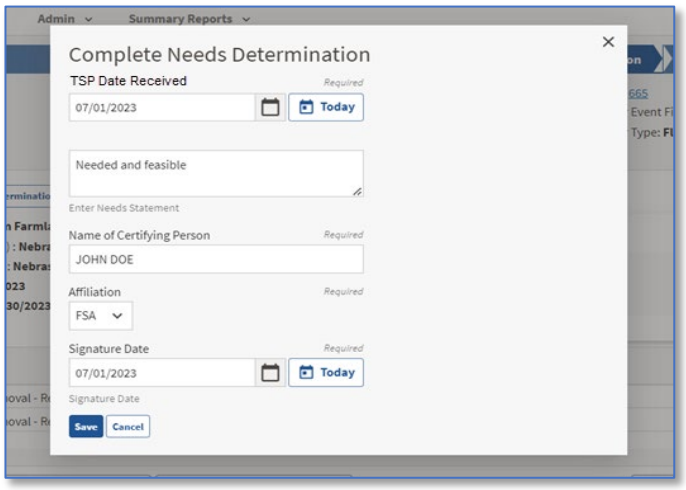
The following table provides the steps for recording needs determination(s).

Step	Description/Action
1	Click the applicable practice instance from the practice(s) displayed on the left side. CLICK "Edit Needs Determination" next to the displayed practice. 
2	Enter the extent needed for each of the payment scenarios. If it is determined that a scenario is not needed, enter zero as the extent needed for the scenario. 
3	CLICK "Save". 
4	Repeat the process for each practice instance and payment scenario(s). Entry of needs determination for some, but not all, practices contained on the application is permitted. If needs are not determined for a practice instance that instance of the practice will maintain its current status as needs determinations are completed for other practices.
5	CLICK "Continue".

215 Needs Determination Screen (Continued)

D Recording Completed Needs Determination

After the extents needed have been entered according to subparagraph C, the extent needed is updated for each practice instance edited. The following table provides the steps for recording the completed needs determination.

Step	Description/Action
1	CLICK "Complete Needs Determination" for the selected practice that has saved extents needed entered for its associated scenarios. 
2	On the Complete Needs Determination pop-up screen, enter the following: • TSP date received • statement of needs • name of certifying official • using the drop-down menu, select the affiliation (FSA, NRSC, Other) • signature date.  **Note:** NRCS users can enter needs determination for scenarios on practices assigned to them. FSA users can enter needs determination regardless of the agency assigned as the TSP. Ideally needs determination information will be entered directly into the system by the assigned TSP, but if it is not, FSA is able to enter needs determinations on behalf of all TSP's from completed paper forms.

215 Needs Determination Screen (Continued)

D Recording Completed Needs Determination (Continued)

Step	Description/Action
3	CLICK “Save”.
4	Repeat process for each practice with needs determination information entered but not yet completed. **Note:** Users are not required to enter needs determinations for all practices on the application before submitting the application to the COC. On the COC determination screen the software will permit approval or disapproval determinations for only those practices that have needs determinations and environmental compliance determinations entered.
5	CLICK “Continue”.

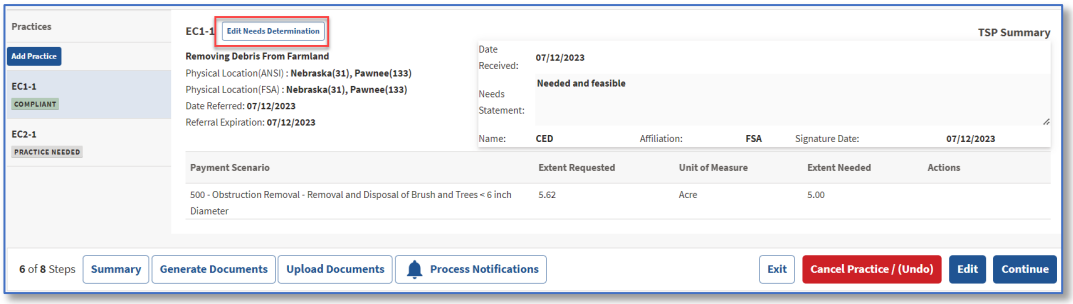
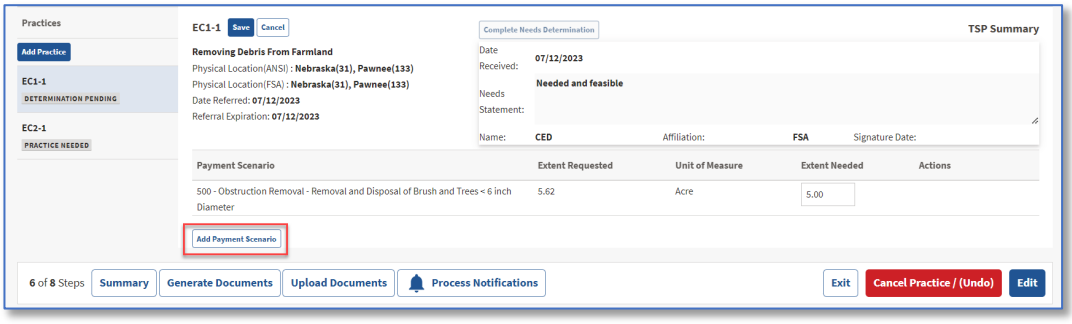
216 Adding Payment Scenarios During Needs Determination

A Overview

If the TSP determines that a payment scenario was not requested by the producer and is needed to fully repair the damage, the TSP can add payment scenario(s).

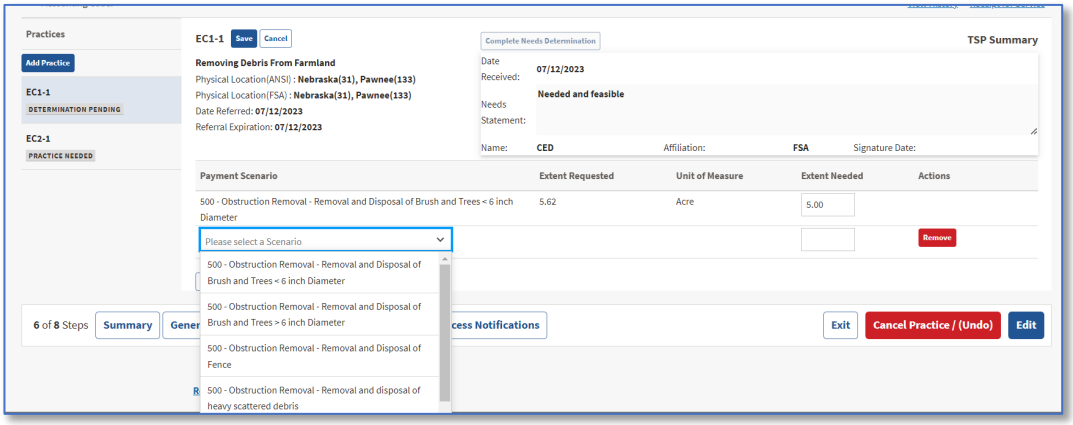
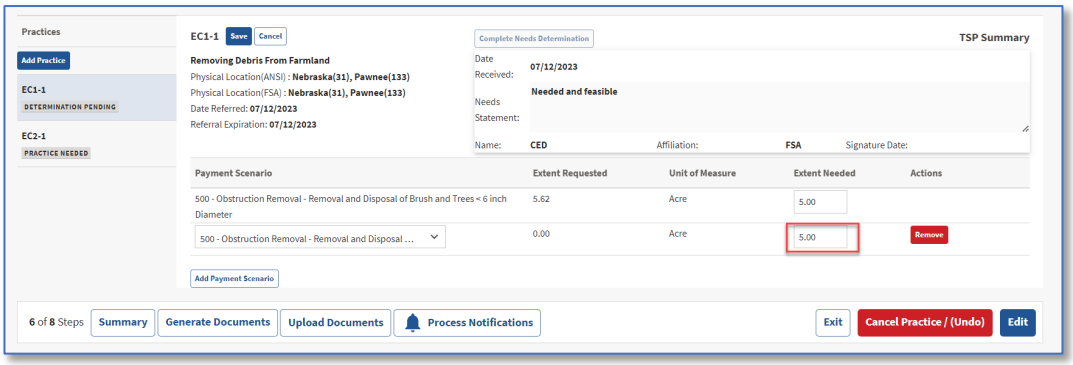
B Adding Payment Scenario

The following table provides the steps for adding a payment scenario during needs determination.

Step	Description/Action
1	On the Needs Determination Screen: • Click the practice from the left side • CLICK “Edit Needs Determination”. 
2	CLICK “Add Payment Scenario”. 

216 Adding Payment Scenarios During Needs Determination (Continued)

B Adding Payment Scenario (Continued)

Step	Description/Action
3	Using the drop-down menu, select the payment scenario to be added. 
4	Enter the extent needed. 
5	CLICK “Save”. **Note:** Producer shares are not added by the TSP but are needed before the practice containing the scenario can be approved. The producer must be consulted to determine their share of the expenses for the added scenario. Producer shares will need to be updated according to paragraph 212.

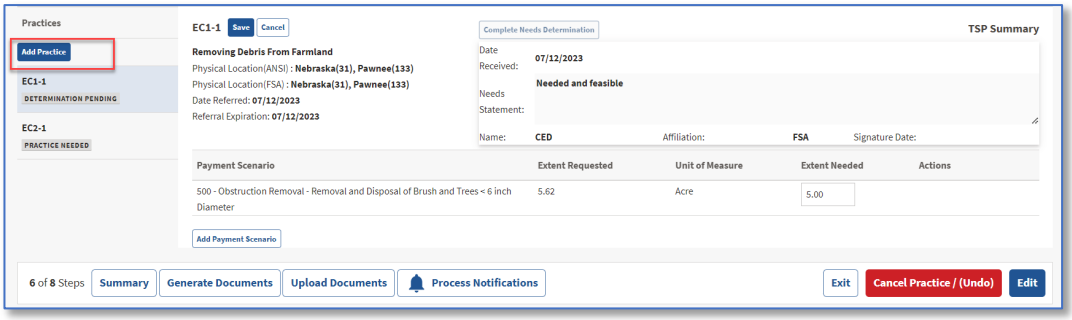
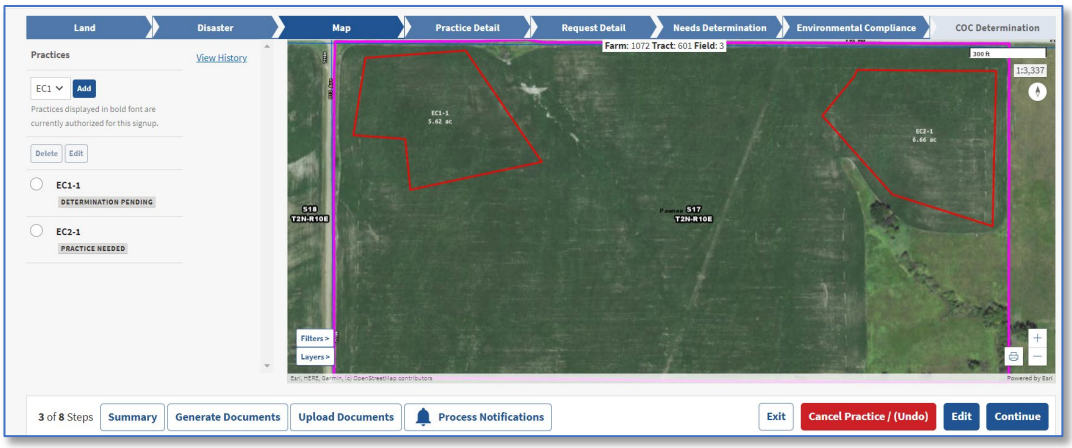
217 Adding Practices During Needs Determination

A Overview

If the TSP determines that a practice was not requested by the producer and is needed to fully repair the damage, the TSP can add practice(s). The TSP will need to draw the practice before completing the needs determination.

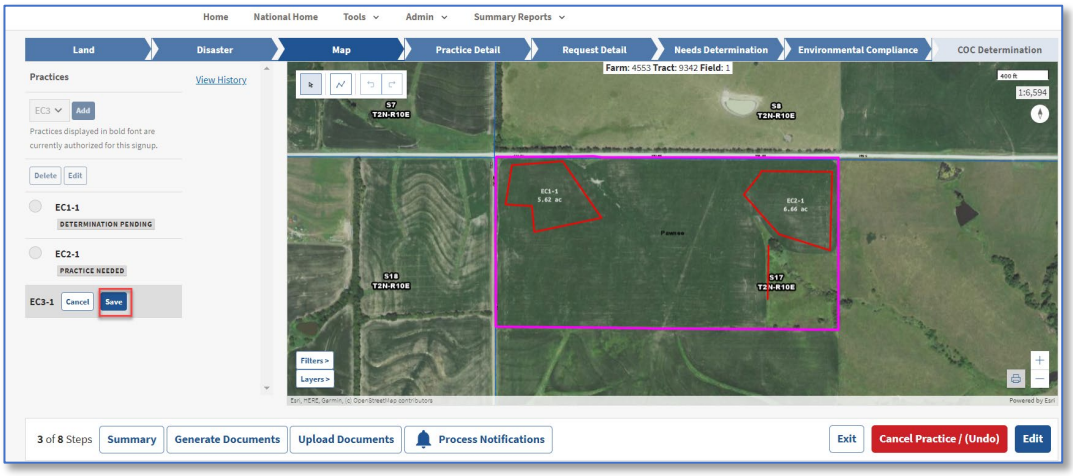
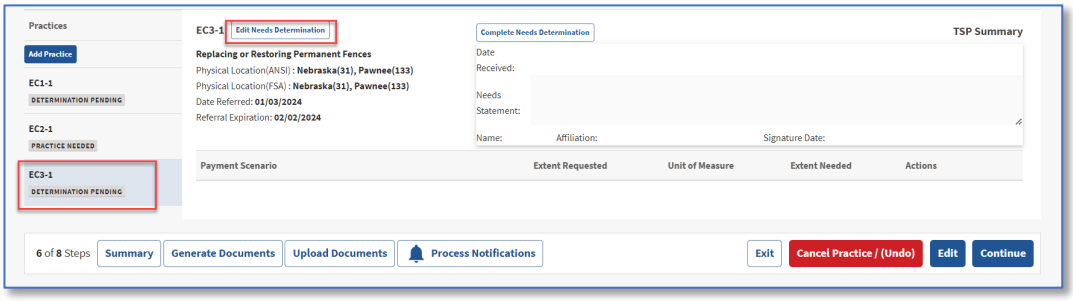
B Adding a Practice

The following table provides the steps for adding a practice during needs determination.

Step	Description/Action
1	On the Needs Determination Screen CLICK "Add Practice". 
2	The Map Screen is displayed. Select the practice to be added from the drop-down list of available practices. Add the practice according to paragraph 205. The following is an example before a practice is added. 

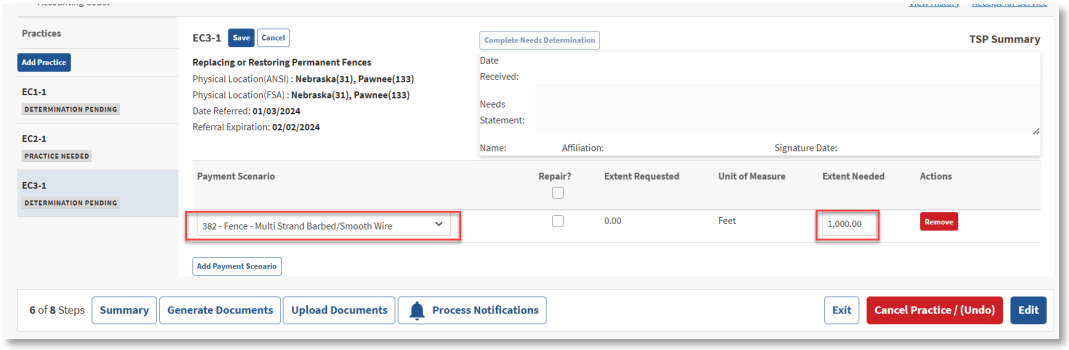
217 Adding Practices During Needs Determination (Continued)

B Adding a Practice (Continued)

Step	Description/Action
3	After the practice is added, CLICK "Save". 
4	After the practice has been added, click on the "Needs Determination" tab to add the payment scenario and extent needed. **Note:** The payment scenario cannot be added using the Practice Detail Screen as the producer did not request the practice. On the Needs Determination Screen: • Click the added practice from the left side. • CLICK "Edit Needs Determination". 

217 Adding Practices During Needs Determination (Continued)

B Adding a Practice (Continued)

Step	Description/Action
5	• CLICK "Add Payment Scenario". • using the drop-down menu, select the payment scenario • enter the extent needed. 
6	CLICK "Save".

218 Environmental Compliance Screen

A Overview

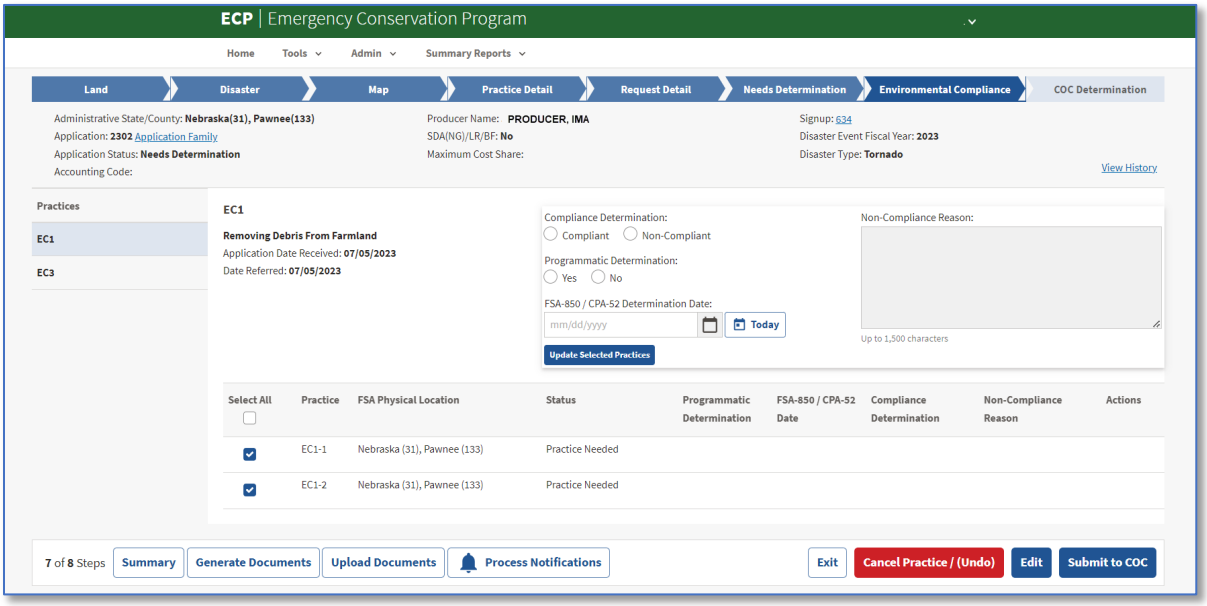
The Environmental Compliance Screen allows users to record the compliance determination details.

Environmental compliance is determined for each specific practice instance and can vary from one practice instance to the next.

Users are not required to enter environmental compliance for all practices on the application before submitting the application to the COC. On the COC Determination Screen the system will permit approval or disapproval determinations for only those practices that have needs determinations and environmental compliance determinations entered.

B Example of Environmental Compliance Screen

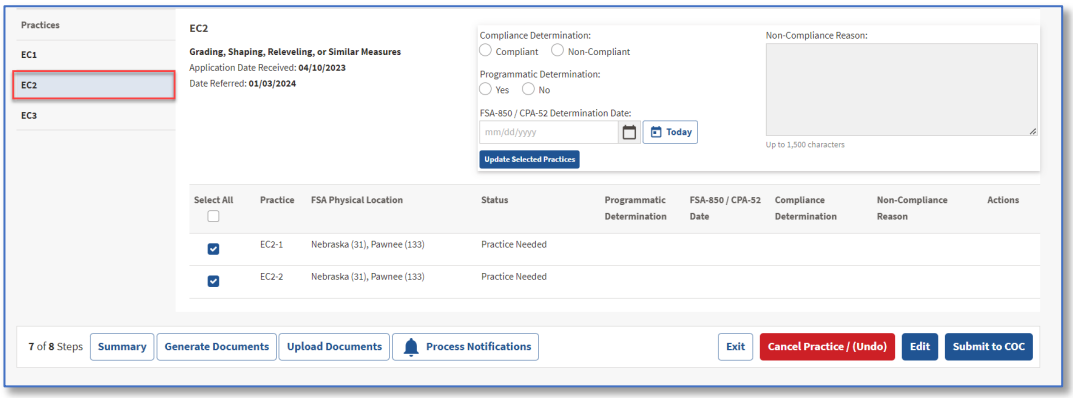
The following is an example of the Environmental Compliance Screen.



218 Environmental Compliance Screen (Continued)

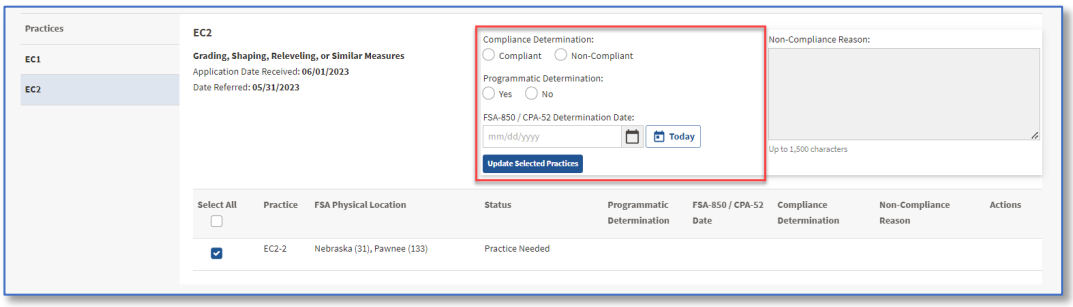
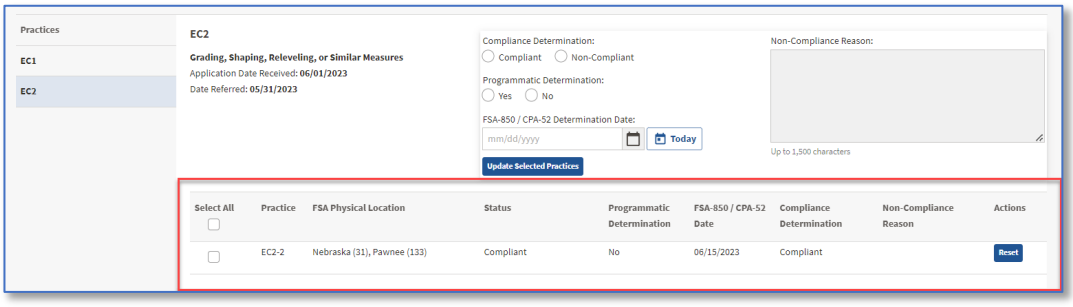
C Recording Environmental Compliance Details

The following table provides the steps for completing the Environmental Compliance Screen.

Step	Description/Action
1	CLICK "Upload Documents" and attach the FSA-850.
2	Click on the practice on the left side. All instances of the selected practice are displayed. 

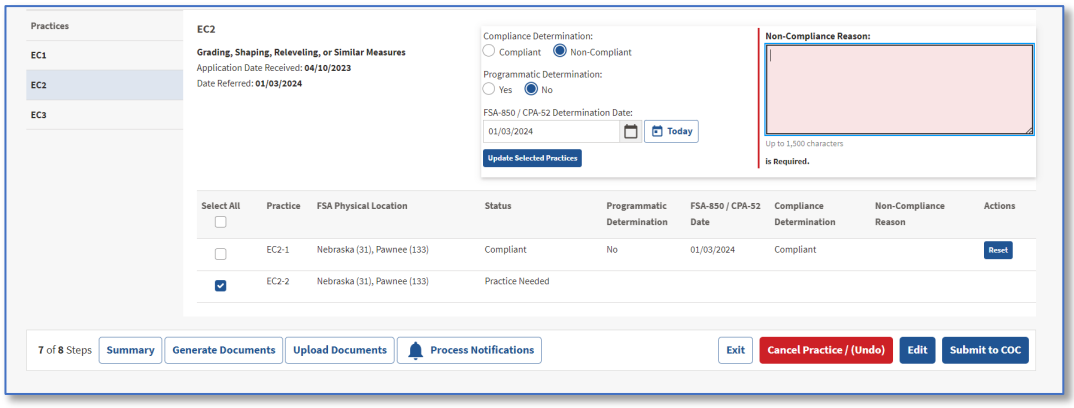
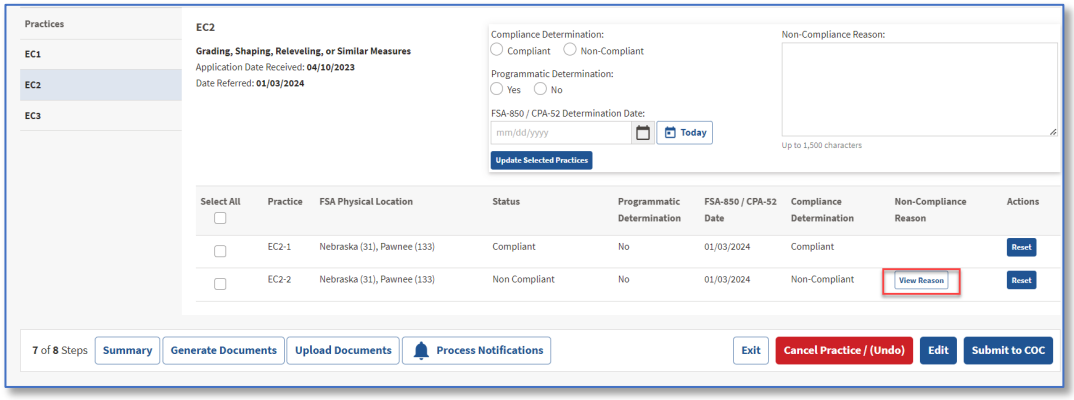
218 Environmental Compliance Screen (Continued)

C Recording Environmental Compliance Details (Continued)

Step	Description/Action
3	When the environmental compliance information is the same for all practice instances CLICK "Select All" to apply the same information to all practice instances. When environmental compliance information varies from one practice instance to the next the user must be sure to select only those practice instances that match the information being entered. To un-select a practice instance, click in the selection box for that practice instance. Select the applicable compliance determinations from the FSA-850 or NRCS-CPA-52.  **Notes:** A Non-Compliance reason must be entered if the determination is non-compliant. Do not enter PII in this field. If the programmatic determination response is "No", the date cannot be before the date the application was received.
4a	CLICK "Update Selected Practices". The Environmental Compliance Screen is updated accordingly. In the example below, the practice is compliant. **Note**: If edits are needed, CLICK "Reset" to clear the entries and start over. 

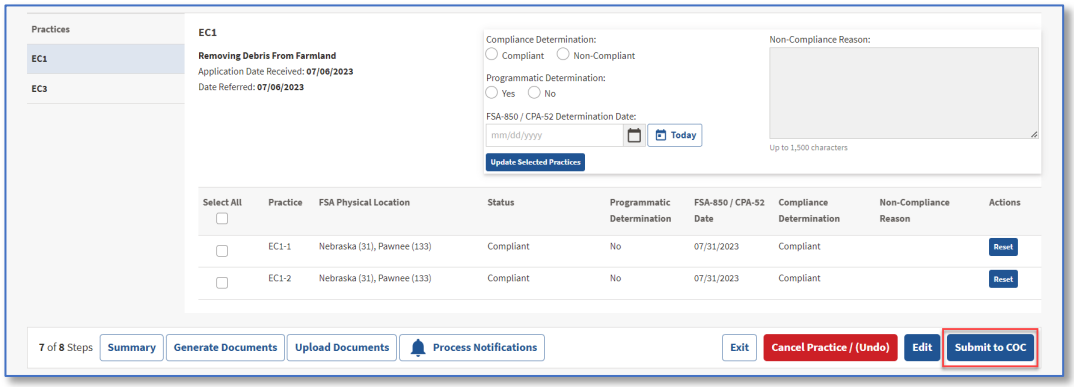
218 Environmental Compliance Screen (Continued)

C Recording Environmental Compliance Details (Continued)

Step	Description/Action
4b	If the environmental compliance determination is non-compliant, the user must enter a reason in the "Non-Compliance Reason" text box. **Warning:** Do not enter PII. 
4c	After entering a reason, CLICK "Update Selected Practices". A "View Reason" button is displayed allowing users to view the reason entered. 

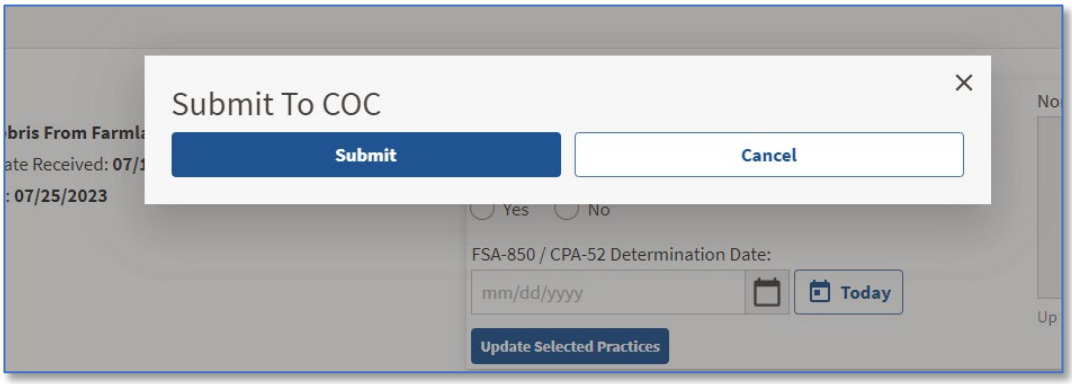
218 Environmental Compliance Screen (Continued)

C Recording Environmental Compliance Details (Continued)

Step	Description/Action
5	Repeat steps 1 through 4 for each practice where an environmental compliance determination has been made.
6	CLICK "Submit to COC" after environmental compliance determinations have been entered for all practices where a determination has been made.  **Note:** Environmental compliance is determined for the practice as a whole. For example, an application containing practice EC1 may have multiple instances of that practice (EC1-1, EC1-2, etc.). Environmental compliance information must be entered for all practice instances before the practice (EC1) can be submitted to the COC for approval or disapproval determinations. A combination of compliant and non-compliant practice instances may exist for a practice. Software will not permit any non-compliant practice instances to be approved.

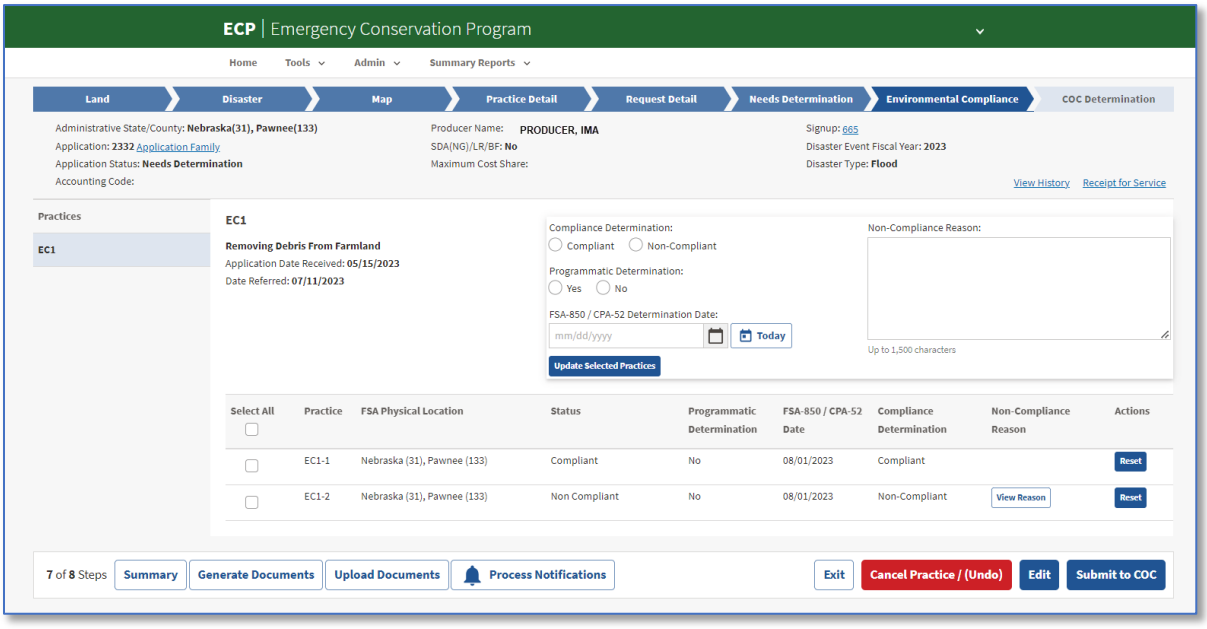
218 Environmental Compliance Screen (Continued)

C Recording Environmental Compliance Details (Continued)

Step	Description/Action
7	On the pop-up screen, CLICK "Submit". The application status is updated to Pending COC Determination.  **Note:** If the application was late filed another pop-up screen is displayed and the user will be required to enter a reason for the late file before submitting to the COC. **Warning**: Do not enter any PII information.

D Environmental Compliance Screen After Completion of Compliance Details

The following is an example of the Environmental Compliance Screen after the compliance details have been entered.



218 Environmental Compliance Screen (Continued)

E Requesting Funds

After needs determination **and** environmental compliance determinations have been entered for applications, funds must be allocated to the county **before** the county can successfully approve or partially approve applications. Follow paragraph 106 for requesting funds.

*--219 Copying a Practice from Another Application

A Overview

When drawing practices during the creation of a new application, if the practice has already been drawn on an existing application but must be used again to allow the share of an additional producer to be included on an application for that producer, the existing practice can and should be copied instead of being redrawn on top of the existing practice. As explained in paragraph 207, practices from other applications are displayed on the Map Screen outlined in white. When the user clicks on an existing practice, the label for that practice displays information related to the practice including the ECP practice, the application number containing the practice, the disaster type, and the fiscal year in which the disaster occurred. If the object was copied and used in multiple applications, additional application numbers will display as "Other Applications". If the practice in the originating application contains 1 or more scenarios where the producer's share is less than 100 percent, a "Copy Practice" option will be contained in the label. Using the Copy Practice option associates the GIS representation of the practice to the new application that is being created, so the user can account for additional shares on the new application.

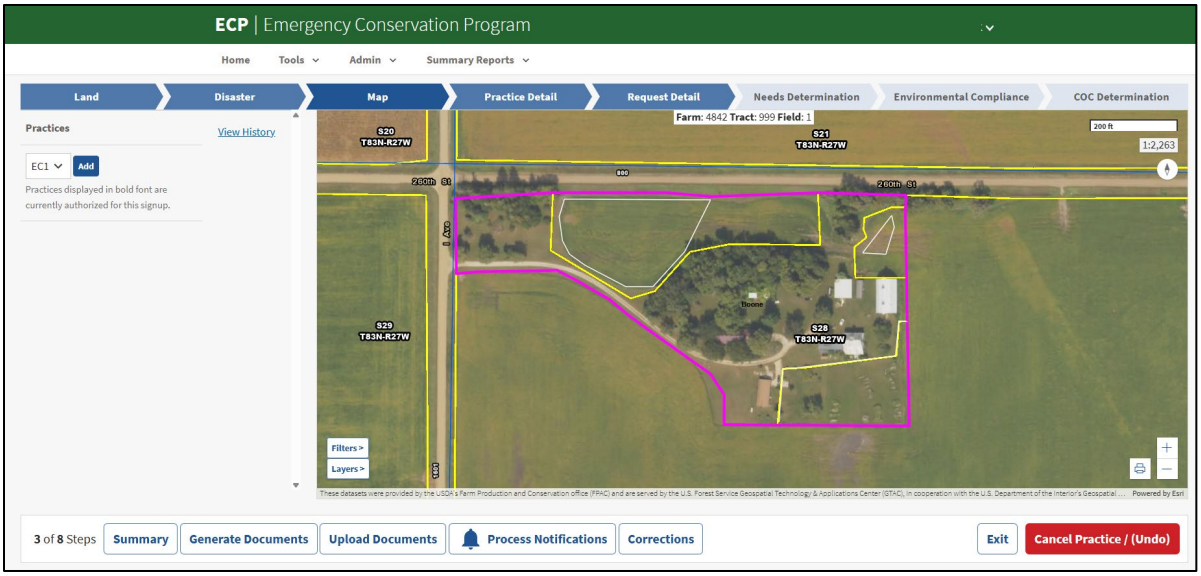
Note: ECP software is unable to validate the combined shares from all applications using the GIS object as part of a practice instance do not exceed 100 percent. Users must manually verify the cumulative shares are equal to or less than 100 percent.

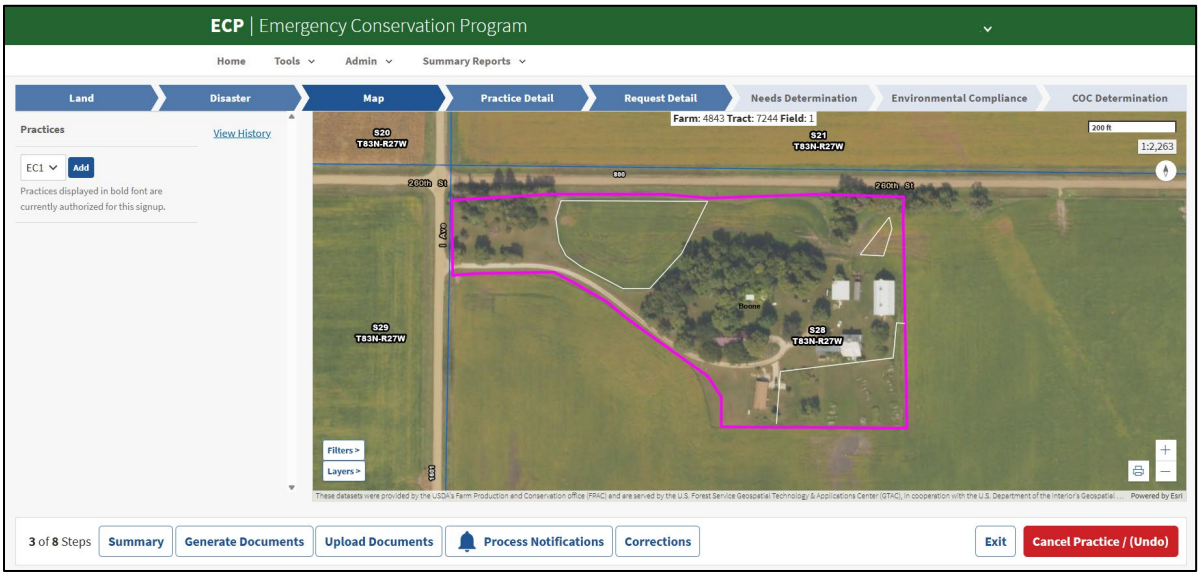
B Examples of Copy Practice Process - Map Screen

The following are examples of the Map Screen for a new application that is being created where an existing practice can be copied to account for the producer on the new application's share in that practice. There are no practices drawn in GIS for this application as demonstrated by the lack of any practice identifiers on the left side of the screen. There are 3 objects from another ECP application located in the area of interest for this application that are represented in white. In the first screenshot, 2 polygons are easily visible. The third object, a line representing a fence on the north and west boundaries of the field located in the southeast corner of the area of interest, is not easily visible because it is in the same location as the yellow CLU boundary of that field. In the second screenshot, following instructions in paragraph 210, the user has turned off the CLU boundaries layer to display the practices from the other application more clearly.**--***

*--219 Copying a Practice from Another Application (Continued)

B Examples of Copy Practice Process - Map Screen (Continued)



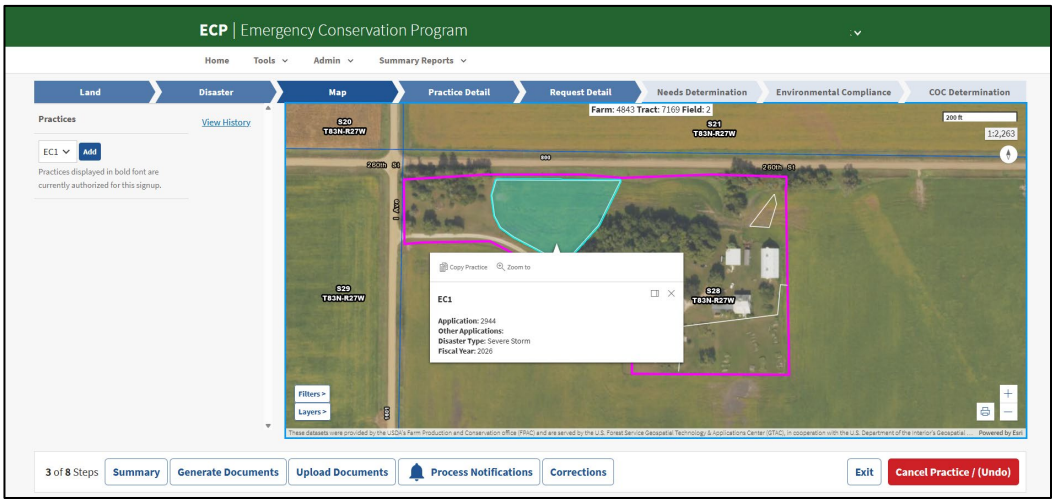


--*

*--219 Copying a Practice from Another Application (Continued)

C Using Copy Practice

The following table provides steps for copying an existing practice from another application into the application being created.

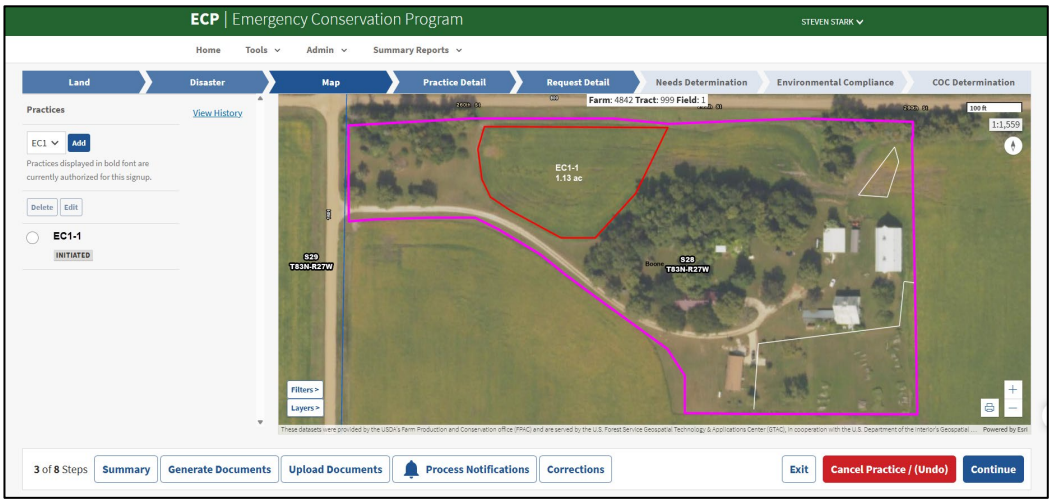
Step	Description/Action
1	CLICK on the practice to be copied. The label for the selected object contains a "Copy Practice" option.  **Notes:** Do not click "Add" before clicking on the existing practice. Clicking "Add" activates the drawing tools and removes the "Copy Practice" option from the labels of existing objects. Only existing practices containing scenarios with less than 100 percent producer share on the originating application will contain the "Copy Practice" option in the practice label.

--*

*--219 Copying a Practice from Another Application (Continued)

C Using Copy Practice (Continued)

Step	Description/Action
2	CLICK "Copy Practice". The GIS object is immediately associated with the new application that is being created and is added as a practice instance on the left side of the screen. CLICK "Continue" to proceed to the Practice Detail Screen.



Notes: Because only 1 practice can be selected at a time, users must copy practices 1 at a time. When a practice is represented by multiple GIS objects, all objects representing the practice are copied at once.

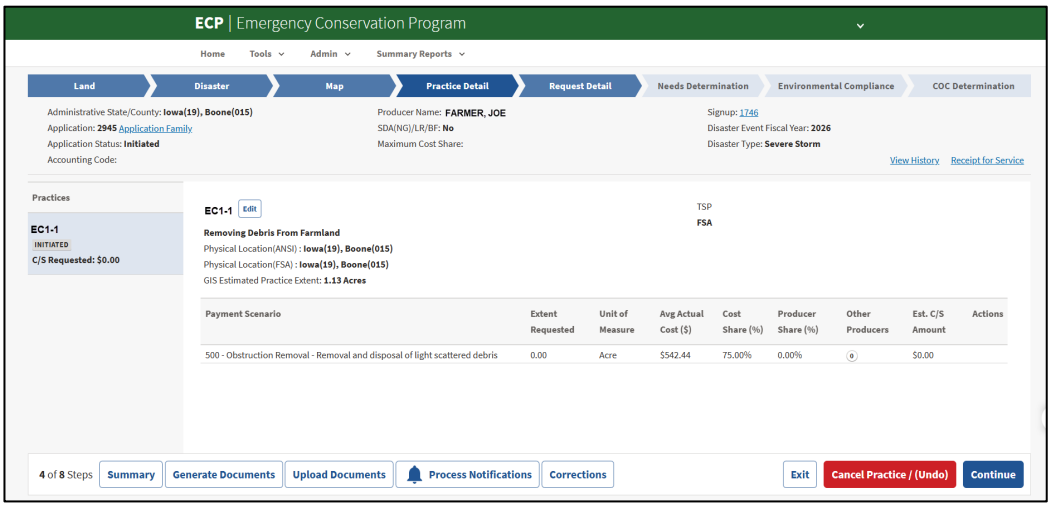
Practice identifiers are assigned in the order in which the practices are copied. The first EC1 practice that was copied to this new application was identified as EC1-1. This practice may have been identified as EC1-3 in the originating application. The practice sequence number in the originating application does not impact the practice sequence number in the new application.

After a practice is successfully copied into a new application, the GIS representation of the practice can be edited. Edits to the practice on the new application do not impact the geometry of the practice on the originating application.

--*

*--219 Copying a Practice from Another Application (Continued)

C Using Copy Practice (Continued)

Step	Description/Action
3	On the Practice Detail Screen, copied practices carry forward the scenarios associated with the practice in the originating application to the new application. They do not carry forward the extent requested, the producer share, or any Other Producers. CLICK "Edit" to update these data elements. Other edits including adding or removing scenarios are permitted. See paragraph 212 for instructions for editing practice details. 

--*

220-250 (Reserved)

Section 2 COC Determinations

251 COC Determination Screen

A Overview

The COC Determination Screen allows users to record COC determinations for payment scenarios. Approval and disapproval determinations are entered at both the scenario and practice level. Determinations within a given practice can be either approved or disapproved.

Not all practices have to be approved or disapproved at the same time, however all payment scenarios for a specific practice instance must be approved or disapproved before recording the COC determination.

Warning: When an application has multiple practices, all practices with needs determination and environmental compliance recorded must be approved or disapproved.

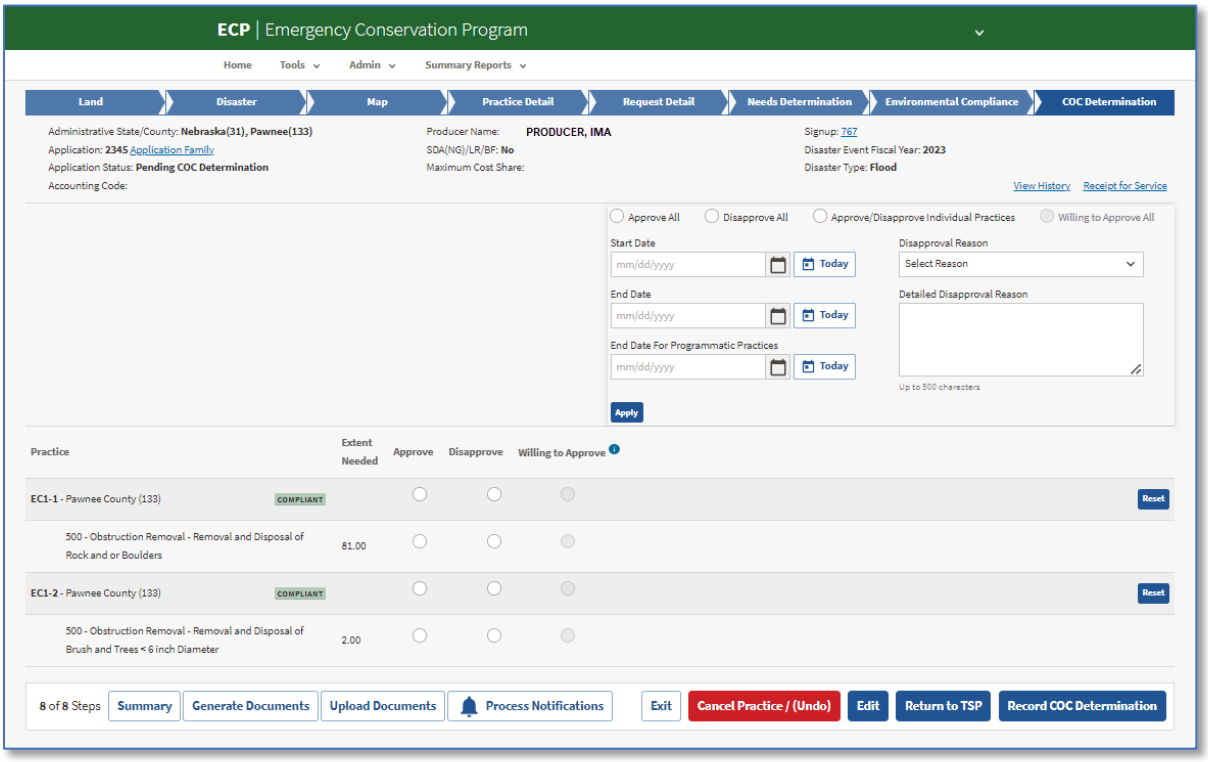
Important: The FSA-23 and FSA-850 **must** be uploaded using the "Upload Documents" button before a practice can be approved. The system will **not** allow a COC *--approval without the FSA-23 and FSA-850 being uploaded. Do not attach FSA-23 and FSA-850 if all practices are being disapproved.

Note: The national minimum cost of restoration is validated during the approval process. If the producer's expected expenses based upon the average costs used in the application do not meet the national minimum, the application cannot be approved unless a waiver of the minimum costs is approved and entered by a national administrative user. If a State has established a higher minimum cost of restoration, this higher level is not enforced by the system.**--***

251 COC Determination Screen

B Example of COC Determination Screen

The following is an example of the COC Determination Screen.



251 COC Determination Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the COC Determination Screen.

Field/Button	Description/Action
View History	A hyperlink to view the history of COC determinations.
Receipt for Service	A hyperlink to generate a receipt for service.
Approve All	A radio button to approve all payment scenarios and practices at once.
Disapprove All	A radio button to disapprove all payment scenarios and practices at once.
Approve/Disapprove Individual Practices	A radio button that will populate the same start and end dates for selected practices when the user clicks "Apply". The user must select the "Approve" or "Disapprove" radio button for each practice instance. **Note:** This button is only useful when applying the same value to a set of multiple practices instances within the application.
Willing to Approve All	A radio button to designate that the COC is willing to approve all payment scenarios, but funds are not available to do so. **Note:** This radio button is only enabled when funds are not available nationally. Willing to approve must apply to all practices and payment scenarios on an application in the event no funding is available. An application cannot include a mixture of approved and willing to approve scenarios.
Start Date	The Start Date is the expected date to start the practice. Users can manually enter the date or use the available calendar widgets to populate the date. The "Today" widget to the right of the calendar widget populates the current system date.
End Date	The "End Date" is: • the expected completion date for practices without a programmatic environmental compliance determination • prepopulated based on the start date and will be defaulted to 6 months; however, the end date can be edited.

251 COC Determination Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
End Date for Programmatic Practices	The end date for programmatic practices is the expected completion date for practices with a programmatic environmental compliance determination. The end date is prepopulated based on the start date and will be defaulted to 12 months; however, the end date can be edited.
Disapproval Reason	If a practice will be disapproved, using the drop-down menu, select one of the following reasons: • lack of funds • practice or program requirements not met • low priority • withdrawn at producer's request.
Detailed Disapproval Reason	A free form text field to enter additional details of the specific reason for disapproval. **Important:** Text entered in this field will display in the COC determination letter under a header of "Practice Disapproval Reason". Be sure text entered is appropriate for the applicant to view. **Note:** Appeal rights are a manual attachment inserted with the COC determination letter. **Warning:** Do not enter PII information.
Apply	CLICK "Apply" to update the COC Determination for selected payment scenarios.

251 COC Determination Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Practice Section	
Practice	Displays the names of the practice and associated payment scenarios.
Extent Needed	Displays the extent needed recorded on the Needs Determination Screen. **Note:** The extent needed becomes the extent approved. Users do not have the ability to approve an extent different than the extent needed.
Approve	A radio button to approve a practice and all its scenarios, or to approve an individual payment scenario. **Note**: Practices containing more than 1 scenario can contain 1 or more disapproved scenarios and still have a practice status of Approved. At least one scenario must be approved for the practice to have an approved status.
Disapprove	A radio button to disapprove a practice and all its scenarios, or to disapprove an individual payment scenario. **Note**: If all scenarios on a practice are disapproved the practice status must be Disapproved.
Willing to Approve	A radio button to indicate the COC is willing to approve a practice and all its scenarios, or an individual payment scenario when funds become available. **Note:** This radio button is only enabled when funds are not available (exhausted at the national level). **Important**: When funds become available, users will need to re-access the application and update the determination to approved.
Reset	CLICK “Reset” to reset the value (remove radio button selection) for the payment scenario.

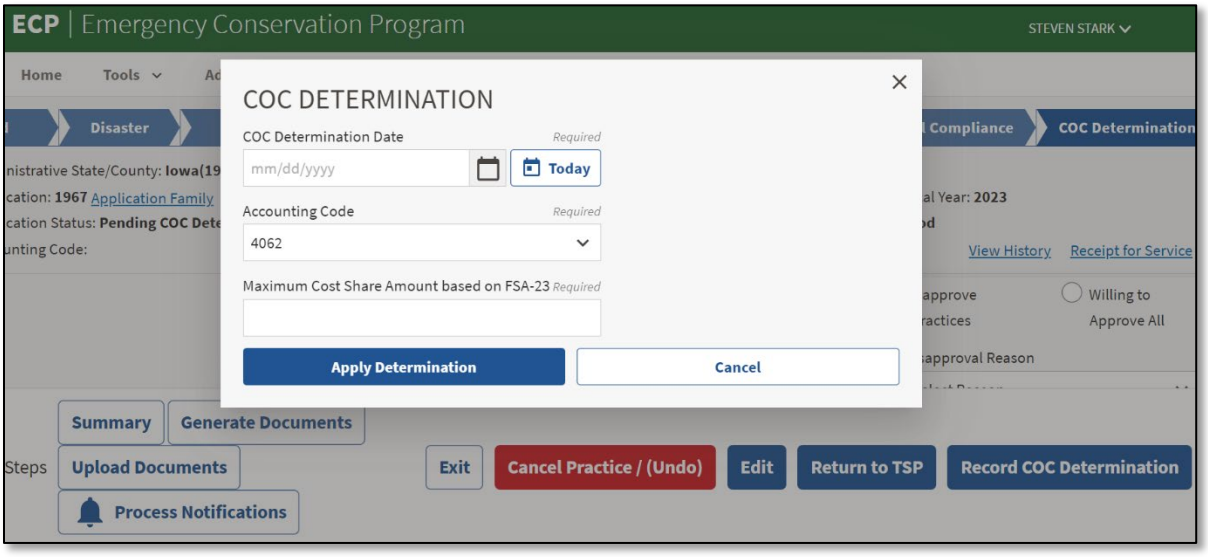
251 COC Determination Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Additional Footers	
Return to TSP	CLICK "Return to TSP" when TSP has indicated that changes to completed needs determinations are required before COC Determination is completed.
Record COC Determination	CLICK "Record COC Determination" to enter COC determinations. The Record COC Determination pop-up screen is displayed.

D Example of COC Determination Pop-Up Screen

The following is an example of the COC Determination pop-up Screen.



If the practice is approved but obligation fails, the user will need to retry according to *--paragraph 255. Users must not attempt to enter approval until after funds have been requested and allocated to the county according to paragraph 106.

Note: If the total amount to be approved is greater than $250,000, the State Office must approve and if the total amount to be approved is greater than $400,000, the National Office will need to approve. See paragraph 256 for entering STC and national program manager determinations.--*

251 COC Determination Screen (Continued)

E Action

On the COC Determination pop-up screen:

- enter the date of the COC determination
- select the accounting code
- enter the maximum cost share amount

  Note: The maximum cost share is equal to 50 percent of the value of the land. This amount is determined by multiplying item 10 on FSA-23 times item 12 times 50 percent.

- CLICK "Apply Determination" to apply the COC determination
- CLICK "Cancel" to return to the COC Determination Screen.

Funds are now obligated for approved practice(s).

252 Producer Concurrence

A Overview

After the COC has approved the application, the:

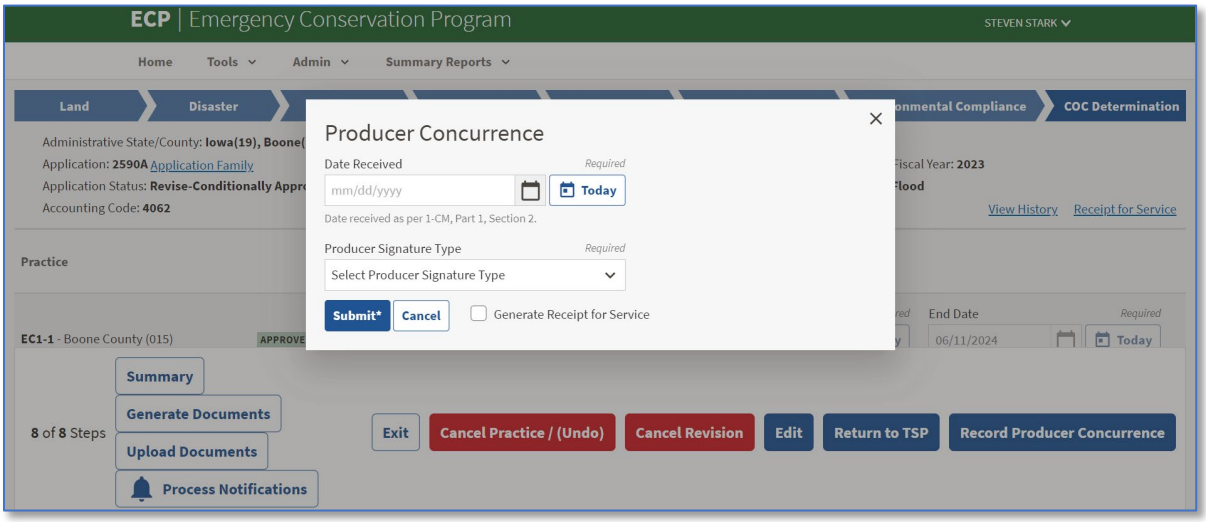
- application status is updated to Conditionally Approved
- "Record Producer Concurrence" button is now enabled.

Producer concurrence must be received and entered to fully complete the approval process.

252 Producer Concurrence

B Example of Producer Concurrence Pop-Up Screen

The following is an example of the Producer Concurrence pop-up screen.



C Action

On the COC Determination Screen, CLICK “Record Producer Concurrence”.

On the Producer Concurrence pop-up screen:

- enter the date the FSA-801B was received
- using the drop-down menu, select the method the producer signed the FSA-801B
- CLICK “Generate Receipt for Service”, if applicable
- CLICK “Submit”.

The status of the application will be updated to either Partially Approved or Approved.

--Advance payments are issued for practices when the producer answered “Yes” to “Is Advance Payment Requested?” before application approval.--

D Nonconcurrence by Producer

If the producer does not concur with the COC determination, users will need to cancel the practice(s) according to paragraph 303 electing the following reason of “Failure to Confirm Conditional Approval”.

253 Partial Approvals

A Overview

There will be situations when a producer has requested a partial approval of an application to begin work on one practice while awaiting needs determinations on a different practice.

Example: An application has been submitted for practices EC1 and EC4. EC1 is ready for approval. Since the needs determination and environmental compliance for EC4 may require additional time to be completed, the producer may want EC1 approved so work can begin on the practice. The system allows EC1 to be approved without having to approve EC4.

An application that is partially approved will require a revision to approve the remaining practices when they are ready to be approved.

B Action

On the COC Determination Screen:

- CLICK “Approve” for only those practices that will be approved
- enter the “Start Date”

  Note: All instances (EC1-1, EC1-2, etc.) of the same practice must be approved at the same time.

- CLICK “Record COC Determination”.

On the COC Determination pop-up screen:

- enter the COC determination date
- enter the DD review date, if applicable
- enter the maximum cost share amount based on the FSA-23

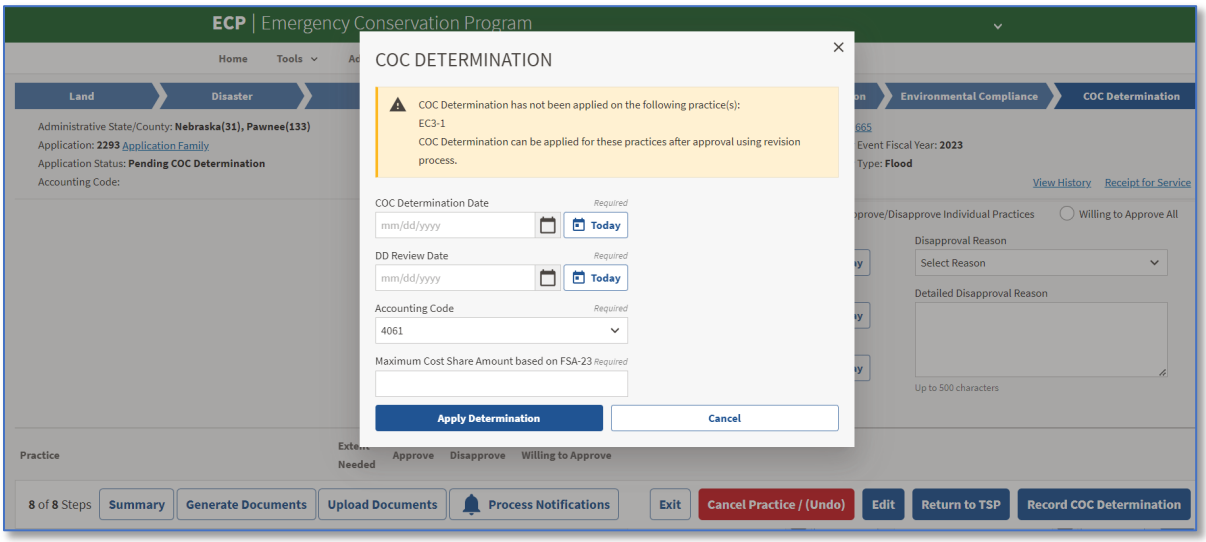
  Note: See Paragraph 251 for loading the maximum cost share amount during approval.

- CLICK “Apply Determination”.

253 Partial Approvals (Continued)

C Example of COC Determination Pop-Up Screen

The following is an example of the COC Determination pop-up screen for a partial approval. A message is displayed notifying the user that practices not determined can be recorded after needs determinations have been completed.



See paragraph 251 for completing the COC Determination pop-up screen.

254 COC Determinations for Additional Practices on Partially Approved Applications

A Overview

Practices pending needs determination on partially approved applications can only be acted upon after needs determination and/or environmental compliance information have been entered for the practice.

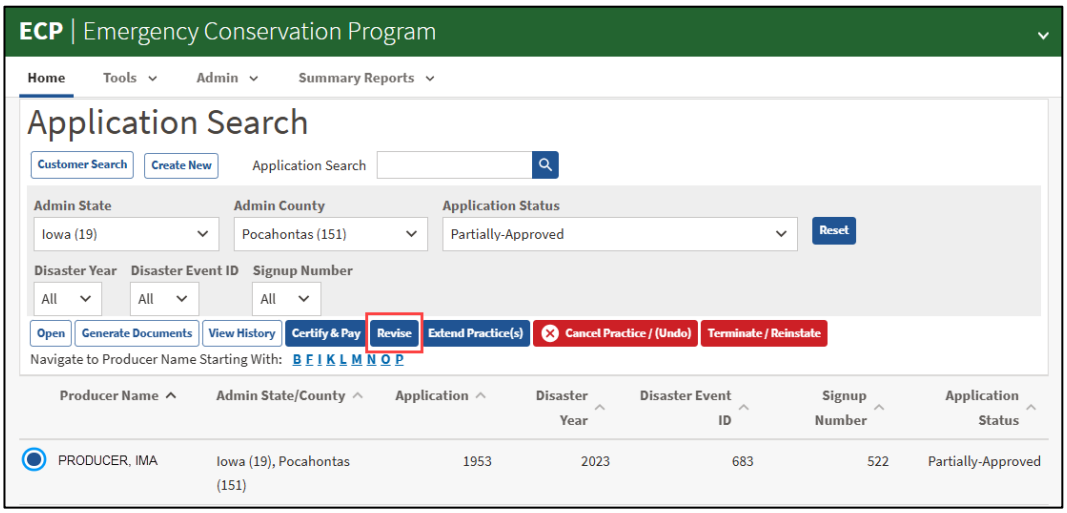
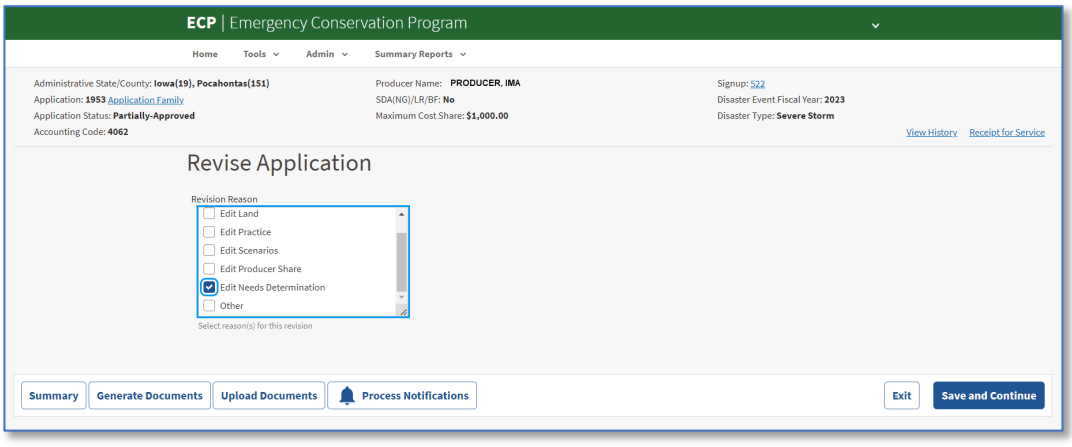
Important: Needs determination and environmental compliance for undetermined practices on partially approved applications are entered through the revision process. FSA employees will initiate a revision (after being notified by NRCS) which activates the ability for NRCS to enter the needs determination. NRCS employees are not authorized to initiate the revision process in ECP software.

Note: Practices already determined by the COC retain their determined status.

254 COC Determinations for Additional Practices on Partially Approved Applications (Continued)

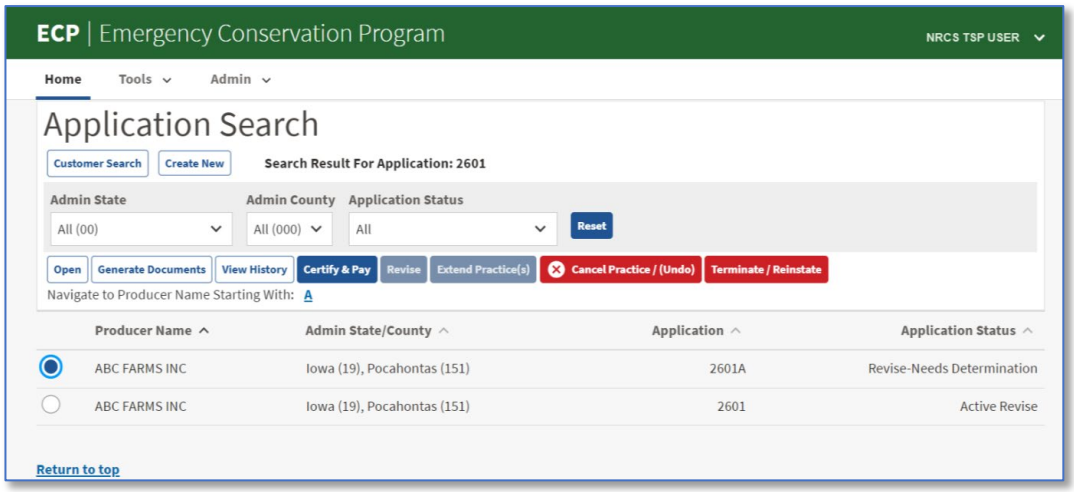
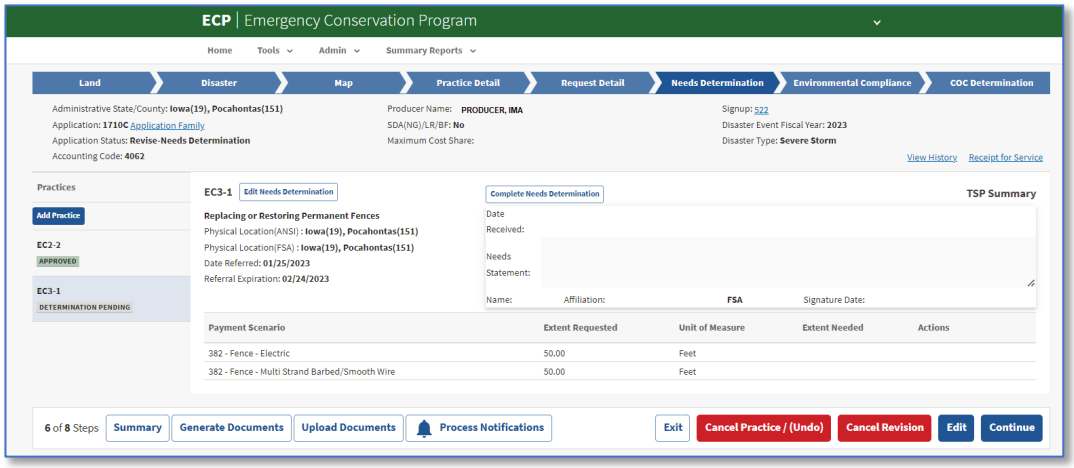
B Completing Practices on Partially Approved Applications

The following table provides the steps to complete for practices on partially approved applications.

Step	Action
1	On the Application Search Screen, the FSA user will select the application and CLICK "Revise" to initiate the revision process. *--  --*
2	On the Revise Application Screen, SELECT "Edit Needs Determination" as the reason for the revision. 
3	CLICK "Save and Continue". **Note:** If the TSP is FSA, then skip to step 5.

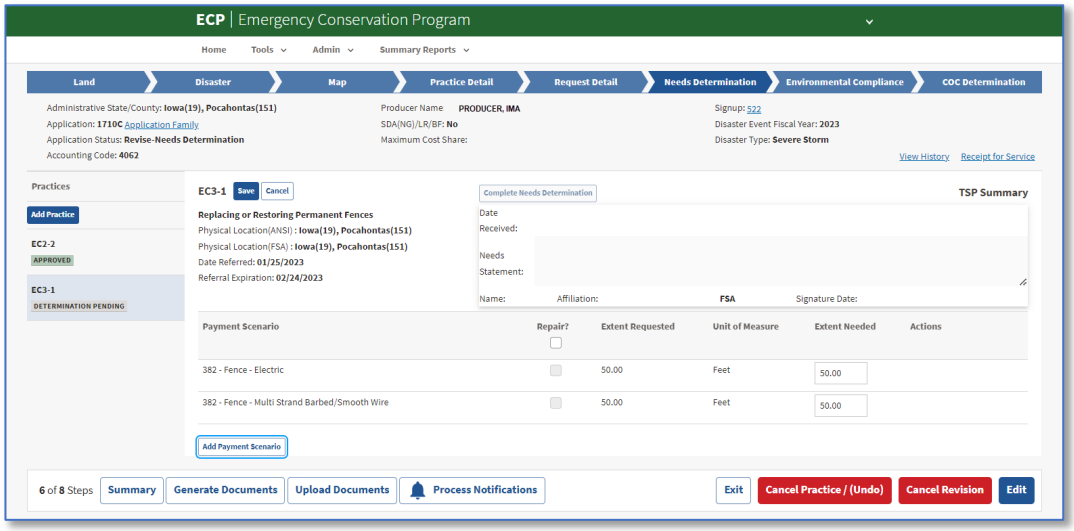
254 COC Determinations for Additional Practices on Partially Approved Applications (Continued)

B Completing Practices on Partially Approved Applications (Continued)

Step	Action
4	After the FSA user initiates the revision for practices where NRCS is the TSP, the NRCS user will search and select the application with a status of Revise-Needs Determination. 
5	All practices carried forward into the revised agreement are editable. On the Needs Determination Screen, click on the practice with status of Determination Pending. 

254 COC Determinations for Additional Practices on Partially Approved Applications (Continued)

B Completing Practices on Partially Approved Applications (Continued)

Step	Action
6	The "Edit Needs Determination" button is now active. Complete the needs determination according to paragraph 215.  Enter the extent needed and CLICK "Save".
7	Navigate to the "Environmental Compliance" tab and enter the compliance determination according to paragraph 216.
8	Navigate to the "COC Determination" tab and enter the COC determination according to paragraph 302. **Note:** Do not re-upload documents that have already been uploaded unless changes to those documents have been made. **Important:** Do not change the approval or disapproval information for practices that were previously approved unless edits were made to those practices during the current revision process.
9	Record the producer concurrence according to paragraph 252. The status of the revised application will be updated to Approved or Partially Approved.

255 Failed Obligations

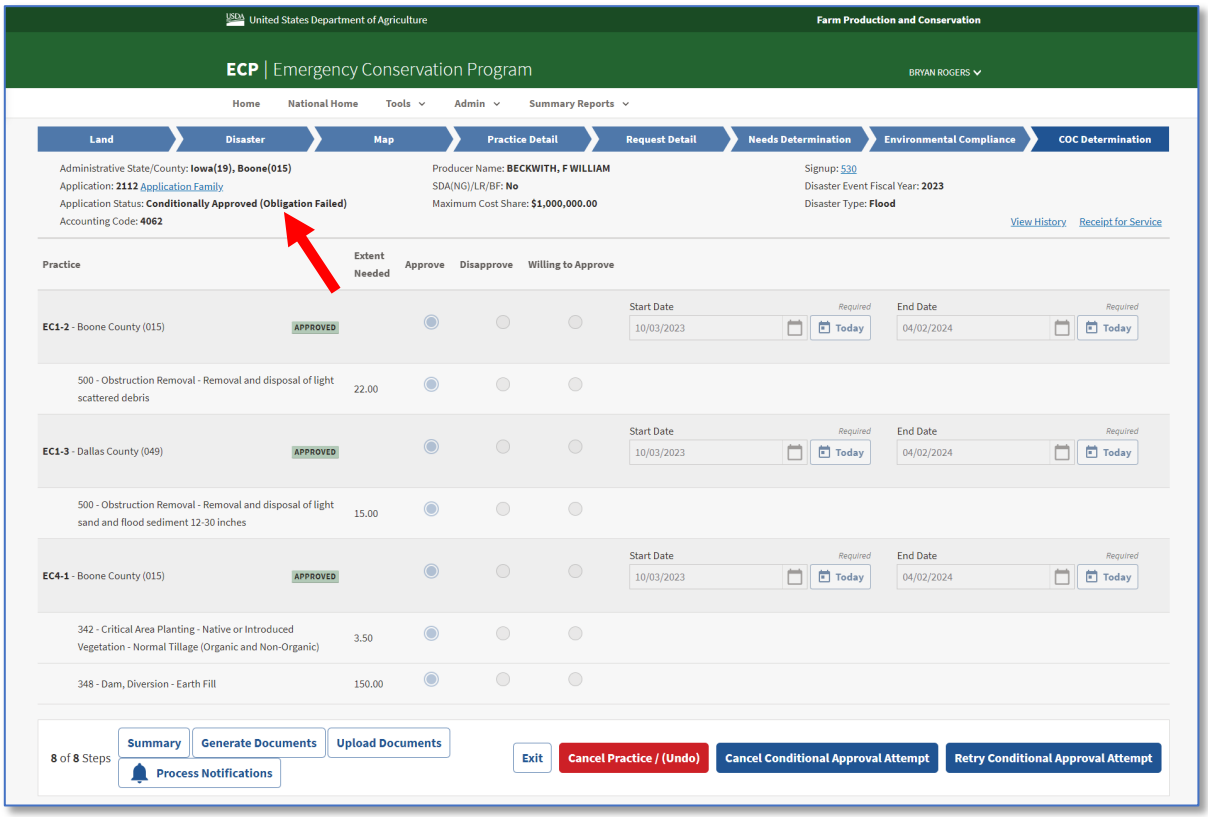
A Overview

Obligations may fail for a variety of reasons including system outage, lack of funds, or issues with the producer's subsidiary information. County Offices will need to reach out to the State Office specialist if they are unable to determine why the obligation is failing.

Note: If the producer cannot resolve the subsidiary issue or chooses to withdraw, users will click the "Cancel Conditional Approval Attempt" button.

B Example of Conditionally Approved (Obligation Failed) Screen

The following is an example of the COC Determination Screen when a practice is conditionally approved however the obligation has failed.



C Action

On the COC Determination Screen CLICK "Retry Conditional Approval Attempt". If retrying is unsuccessful, contact STO Specialist.

--Note:** The system does not generate a conditional approval letter for applications with a status of Conditionally Approved (Obligation Failed). Do not notify producers of conditional approval until an obligation has been successfully established.**--

*--256 Entering State and National Approval/Disapproval Determinations

A Overview

When the total calculated cost share amount for a producer exceeds $250,000 for a disaster event, STC must make the approval determination. When the total calculated cost share amount for a producer exceeds $400,000 for a disaster event, the national program manager must make the approval determination. Disapproval determinations may be made by any level regardless of the amount of calculated cost share.

ECP software tracks the total calculated cost share amount for a disaster event by producer across all administrative counties and automatically refers the producer's application(s) to higher approval levels when necessary. When multiple applications exist because the producer has applications in multiple administrative counties, referral to the next higher approval level begins when the sum of any approved applications plus the current application being considered for approval exceeds the approval threshold. This approach is used because unapproved applications not yet being considered for approval or disapproval could possibly be withdrawn and never reach the point of being considered for approval or disapproval.

Note: When approval determinations are routed to higher levels, the "Approval" determination for the application being considered for approval at the lower level represents a recommendation and is not considered final approval of the application.

B Multiple Applications and Approval Level Determination

The following tables demonstrate the impact of the order in which applications are considered for approval on whether the applications are referred to a higher level for approval determinations. In both examples, the producer has three ECP applications in three different administrative counties for the same disaster. The software will behave differently when referring applications to higher levels for approval based upon the order in which the respective county committees make their approval determinations.**--***

***--256 Entering State and National Approval/Disapproval Determinations (Continued)**

B Multiple Applications and Approval Level Determination (Continued)

Scenario 1		
Order of Determination	**Administrative County Calculated Cost Share**	**Referred to Higher Level?**
1st	County A - $100,000	No – Amount to be approved is below COC limit of $250,000.
2nd	County B - $100,000	No – Combined amount already approved of $100,000 plus proposed additional amount of $100,000 is below COC limit of $250,000.
3rd	County C - $240,000	Yes – Combined amount already approved of $200,000 plus proposed additional amount of $240,000 exceeds STC limit of $400,000. After COC recommendation is entered, approval will be routed first to STC, then to national program manager.

Scenario 2		
Order of Determination	**Administrative County Calculated Cost Share**	**Referred to Higher Level?**
1st	County C - $240,000	No – Amount to be approved is below COC limit of $250,000.
2nd	County B - $100,000	Yes – Combined amount already approved of $240,000 plus proposed additional amount of $100,000 exceeds COC limit of $250,000 but is below the STC limit of $400,000. Approval will be routed to STC.
3rd	County A - $100,000	Yes – Combined amount already approved of $340,000 plus proposed additional amount of $100,000 exceeds STC limit of $400,000. Approval will be routed first to STC, then to national program manager.

--*

*--256 Entering State and National Approval/Disapproval Determinations (Continued)

C Entering STC Determinations

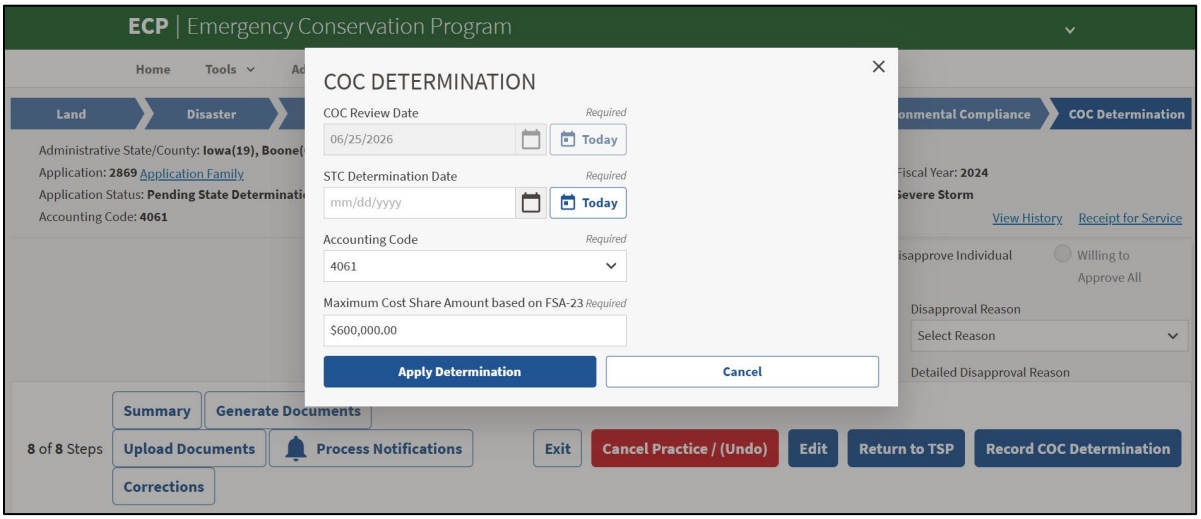
When the calculated cost share for a producer's application(s) for a disaster event exceeds the $250,000 COC limit and the COC recommends approval of the application, the status of the application becomes "Pending State Determination". Authorized State users who have subscribed to notifications in BNA for the role ECPFSASTATE and have selected the counties within their assigned State will receive a notification that the application is ready for STC determination.

The authorized State user must search for and select the application to be reviewed for approval or disapproval, open the selected application, and select the COC Determination tab. COC information concerning recommended practices and scenarios to be approved or disapproved, along with practice start dates, is already populated on the COC Determination Screen. If the STC determinations are the same as the COC recommendation, do not edit the information on this screen. If any determinations are different than those recommended by COC, edits must be made on this screen by the State user according to instructions in paragraph 251 before recording the STC Determination Date. The authorized State user will CLICK "Record COC Determination" on the COC Determination Screen to open the COC Determination pop-up screen.

Note: The screen name remains Record COC Determination, but an additional field is added to the screen to capture the STC determination.

C Example of COC Determination Pop-up for STC Determinations

The following is an example of the COC Determination pop-up used by the authorized State user to enter the STC Determination Date.



--*

*--256 Entering State and National Approval/Disapproval Determinations (Continued)

D Action

On the COC Determination pop-up screen:

- enter the date of the STC determination
- accounting code entered by the county is editable but should not be changed without communicating the reason for the change to the county
- maximum cost share amount is editable but should not be changed without communicating the reason for the change to the county

Note: The maximum cost share is equal to 50 percent of the agricultural market value of the land or animals in confinement. This amount is determined in FSA-23, Part B, item 13.

PART B – DETERMINING MARKET VALUE			
7. Cost Share Determined Needed *(ECPR Total Gross Payment)*	$		
8. Agricultural Market Value of Affected Land Per Acre (if several types of agricultural land, include prorated value calculation in Remarks below)	$	x 50%	$
9. Acres Served			
10. Market Value of Confined Animals Per Animal (if several types of animals and values, include prorated value calculation in Remarks below)	$	x 50%	$
11. Type of Animals in Confinement			
12. Number of Animals in Confinement			
13. Maximum Cost Share *(entered in ECP software prior to approving the application)* (*Maximum Cost Share by acres = #8 x #9; OR Maximum Cost Share by animals in confinement = #10 x #12(total # of animals)* $			

- CLICK “Apply Determination” to apply the STC determination
- CLICK “Cancel” to return to the COC Determination Screen.

Status of the application will update to:

- “Approved” if final approval is within the STC authority
- “Pending National Determination” if final approval exceeds STC authority.

Note: When final approval exceeds the STC authority, a notification is sent to the national program manager that the application is awaiting their determination.**--***

257-300 (Reserved)

Section 3 Revising Applications

301 Extend Practice(s)

A Overview

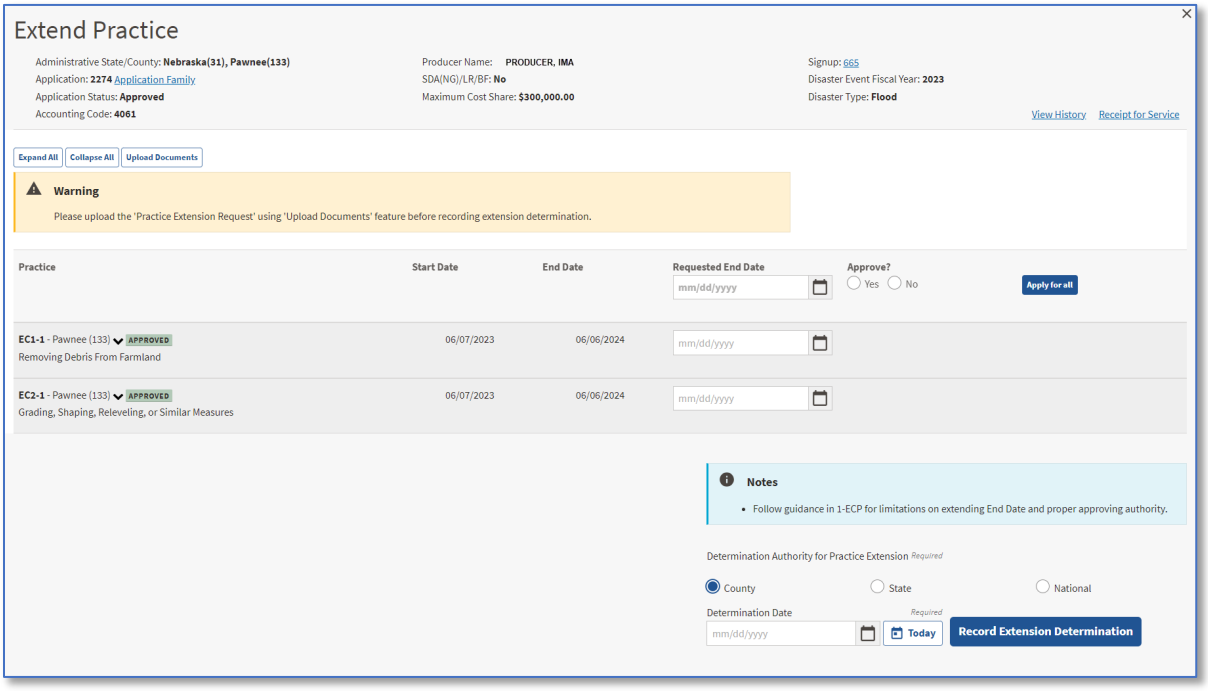
The "Extend Practice(s)" button on the Application Search Screen allows users to easily extend practice end dates when the only edits that are needed quickly and easily to the application are practice extensions.

Note: No data other than the practice end date(s) can be edited.

After selecting an application on the Application Search Screen, CLICK "Extend Practice(s)".

B Example of Extend Practice Screen

The following is an example of the Extend Practice Screen.



301 Extend Practice(s)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Extend Practice Screen.

Field/Button	Description/Action
Practice	Displays the practice name and status.
Start Date	Displays the start date.
End Date	Displays the end date.
Requested End Date	Enter the requested end date.
Approve?	A radio button to identify if the extension was approved.
Apply to All	A button to apply the first change to all remaining practices.
Determination Authority for Practice Extension	Identifies the determining authority for approving the extension. **Note**: Defaults to "County". Click applicable determining authority.
Determination Date	Enter the determination date.
Record Extension Determination	CLICK "Record Extension Determination" to complete the process.

302 Revising Applications and Practices

A Overview

The following application statuses can be revised by clicking the "Revise" button from the Application Search Screen:

- Partially Approved
- Approved
- Partially Earned
- Paid
- Closed.

***--Notes:** Application statuses that occur before approval can be edited by clicking the "Open" button on the Application Search Screen.

A corrections option is available and can be used instead of a revision when data contained on a signed paper form has been incorrectly loaded in the ECP system. Use of the corrections option is limited to only those cases where user error resulted in incorrect data being loaded in the system. See paragraph 307.**--***

Paid and Closed status practices will remain with the previous version of the agreement and are not carried forward to the revised version of the agreement. For practices with a status of Partially Earned, only the remaining unreported extents are carried forward to the revised version of the agreement.

The revision process is dynamic, and screens will vary depending upon what is being revised and the reason for the revision. To the maximum extent possible, only the specific data being revised is modified by the revision process. Determinations made for a practice remain unchanged unless the specific practice is edited.

A request for payment or pending certification must be completed or cancelled **before** revising an application.

Important: Overpayments will be generated for an application with a status of Paid or Partially Earned if prior payments have been issued and the revision changes the *--producer or reduces the producer's share or extents.**--***

If a cancelled practice requires a revision, the user must first undo the cancelled practice before starting the revision according to paragraph 303.

302 Revising Applications and Practices (Continued)

B Navigating the Revision Process

To begin the revision process, the user will select from a list of available revision reasons. The list is presented in the same sequence as the steps to create a new application. Users will only select those actions necessary. The revision process will begin with the first step selected in the sequential process.

Important: Because the revision process is sequential, edits must be processed in the same order as they would be when creating a new application. The user is permitted to navigate ahead to subsequent steps using the step arrows at the top of the screen to view data contained on those screens. However, the user will not be able to edit on the subsequent step without first completing edits in prior steps by using the buttons ("Save", "Continue", "Save and Continue", etc.) in the bottom navigation bar to advance through the edits in the prior steps.

Example 1: John Smith filed an application for 25 percent producer share. After the agreement is approved John realizes the 25 percent share is incorrect and the producer share needs to be changed to 33.33 percent.

When the user selects a revision reason of "Edit Producer Share", the system *--will skip past initial steps in the sequence, and the user will be navigated to--* the Practice Detail Screen where an "Edit Producer Share" button will be displayed. The system understands that changes to producer shares should not impact subsequent steps in the sequence such as determinations of the extents needed and environmental compliance for a practice.

Notes: Determinations for extents needed and environmental compliance will remain unchanged.

If additional funds are needed as a result of the share change, follow paragraph 106.

302 Revising Applications and Practices (Continued)

A Overview (Continued

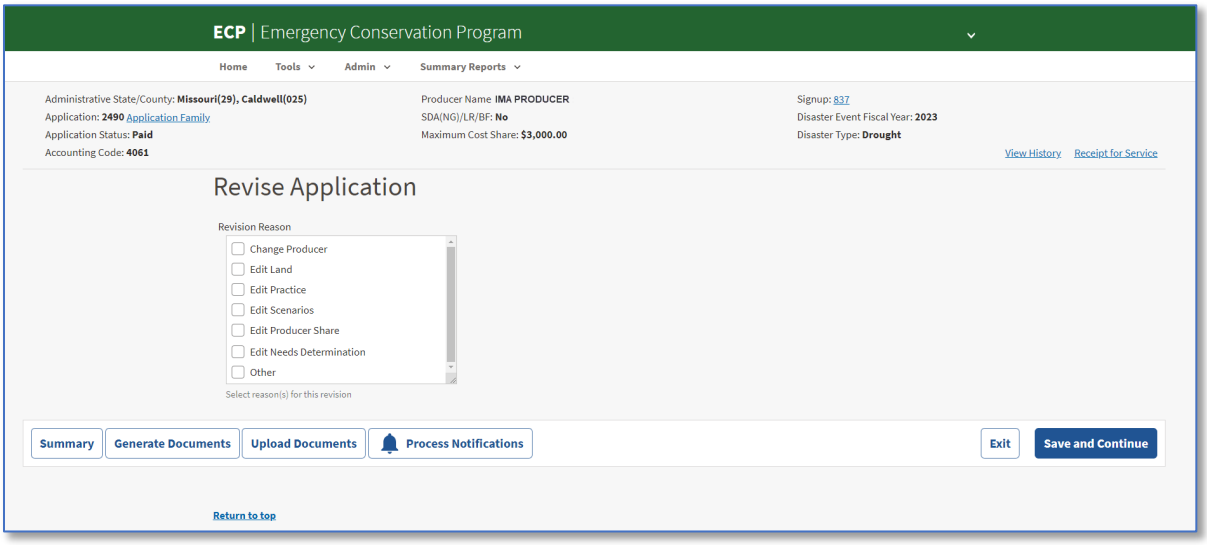
Example 2: A user initiated a revision with a reason of "Revise Needs Determination". The user completed the required edits on the "Needs Determination" tab and instead of clicking "Continue" they selected the "COC Determination" tab at the top of the screen.

The "Submit to COC" button is not available in the bottom navigation bar because the software has not validated the environmental compliance prior to COC determination. The user should navigate back to the "Needs Determination" tab and CLICK "Continue" to proceed through the revision process.

Note: An email is sent to the FSA Admin County when revision is initiated or cancelled using Nationwide Customer Service.

C Example of Revise Application Screen

The following is an example of the Revise Application Screen.



302 Revising Applications and Practices (Continued)

D Field Descriptions and Actions

The following table provides the field descriptions and actions based on the revision reason selected on the Revise Application Screen.

Field/Button	Description/Action
Change Producer	Allows users to change the producer associated with the existing disaster-affected land that was selected on the parent application. The selected producer must be associated with the current farm number(s) in MIDAS Farm Records containing the disaster-affected land. The shares default to the shares of the previous producer. The original producer will remain as the producer on the previous version of the application within the application family. The program eligibility questions must be completed for the new producer on the "Request Detail" tab. If payments were previously issued, overpayments may be created depending upon the circumstances.
Edit Land	Allows users to add or remove tract(s) on the "Land" tab. **Note:** When users deselect a farm and tract, a message will display warning that if a farm and tract is removed and has a practice located on it, they will not be able to add or edit practices associated with the farm and tract being removed from the application. Users should navigate to the "Map" tab and ensure practices are drawn on the correct farm(s) and tract(s). If a reconstitution has occurred and the farm/tract number has changed for the land where the practice is drawn, the user will need to select the new farm/tract number on the "Land" tab to be able to edit practice information. To determine the current farm/tract number, hover over the practice and the current farm/tract number displays at the top of the map. For a practice that is drawn on the wrong farm and tract, delete the practice on the "Map" tab first and then go to "Land" tab and deselect the farm and tract.

302 Revising Applications and Practices (Continued)

D Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Edit Practice	Allows user to add practices on the "Map" tab or add a payment scenario to an existing practice by navigating to the "Practice Detail" tab. **Notes:** A warning message is displayed that editing a practice will revert the practice status to "Initiated" and will remove signature and determination dates for Needs Determination, Environmental Compliance, and COC Determination screens. If only revising producer share, user should click "Edit Producer Share" instead of "Edit." Doing this will leave the data for Needs Determination and Environmental Compliance including TSP signature dates unchanged. If payments were previously issued, overpayments may be created depending upon the circumstances. Follow paragraph 206 and 212 for further instructions.
Edit Scenarios	Allows user to add or remove payment scenarios on the "Practice Details" tab. If payments were previously issued, overpayments may be created depending upon the circumstances. Follow paragraph 212 for further instructions.

302 Revising Applications and Practices (Continued)

D Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Edit Producer Share	Allows users to change the producer's share. To edit a producer's share: • CLICK "Edit Producer Share" • on the Practice Detail Screen, update the producer's share according to paragraph 212. **Notes:** User will receive warning message that modifying a producer's share will result in a change in Application Requested Amount. The COC determination date on this practice will be removed. After the producer share has been changed, the COC will need to conditionally approve according to paragraph 251and the producer will need to concur. If payments were previously issued, overpayments may be created depending upon the circumstances.
Edit Needs Determination	Allows user to: • add or remove practices • add or remove payment scenarios • revise previous extents determined as needed. **Notes:** Practices and payment scenarios requested by the producer cannot be removed during the revision process. If the scenario is not needed as determined by the TSP, enter 0.00 extents determined needed. ***--**Because practices with statuses of Closed or Paid are not carried forward to the revised application, a new practice instance must be created to add additional scenario extents to a practice that was marked complete or was fully paid on the previous version of the application.**--***
Other	Navigates users to the "Land" tab to begin any edits. System is not able to determine the first edit action needed so it starts the revision process from the very first potential step.

302 Revising Applications and Practices (Continued)

E Finalizing the Revision Process

To finalize the revision process, the following must be completed:

- TSP complete needs determination if applicable
- a determination by the COC
- producer concurrence of COC determination.

On the Complete Needs Determination pop-up screen, users will enter applicable TSP information and click “Save” if needs determination information will be loaded for additional practices or click “Save and Continue to Environmental Compliance” if needs determination information has been entered for all practices with new needs determination information.

303 Cancelling and Deleting Applications and Practices

A Overview

Applications cannot be cancelled when a practice is present. All practices must be cancelled **before** the system will automatically update the application status to Cancelled.

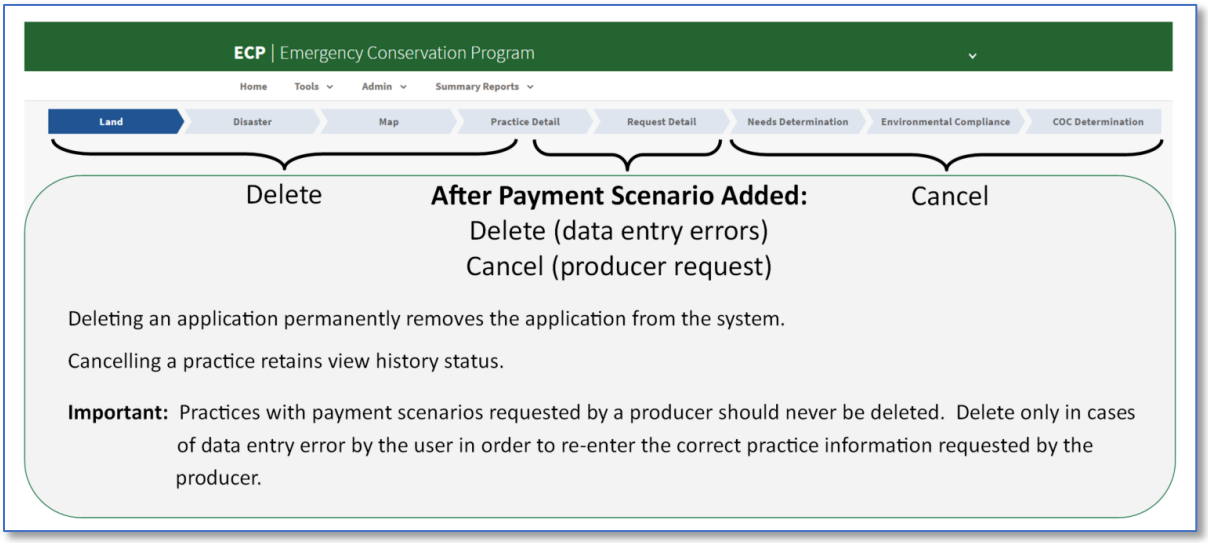
Note: If an application does not have any practices, the user must CLICK "Cancel Practice/(Undo)" to delete the application.

Before cancelling a practice, confirm that there are no other dependent practices and/or payment scenarios that require completion of the selected practice(s).

Note: COC Determination will be removed from cancelled practices.

B Example of Application Header

The following screenshot outlines when applications or practices can be deleted or cancelled.



303 Cancelling and Deleting Applications and Practices (Continued)

C Canceling, Deleting, Terminating Applications or Practices

The following table provides when an application can be cancelled, deleted, or terminated.

Application Status	Practice Status	Tab	Cancel	Delete	Terminate
Initiated	Unassigned	Land	No	Yes	No
	Initiated	Disaster	No	Yes	No
		Map			
		Practice Detail **Note:** No Payment Scenario Added.			
		Practice Detail **Note:** Payment Scenario Added	Yes	Yes	No

303 Cancelling and Deleting Applications and Practices (Continued)

C Canceling, Deleting, Terminating Applications or Practices (Continued)

Application Status	Practice Status	Tab	Cancel	Delete	Terminate
Needs Determination	Determination Pending	Needs Determination	Yes	No	No
	Practice Needed				
	Compliant / Non-Compliant	Environmental Compliance			
Pending COC Determination	Compliant / Non-Compliant	COC Determination	Yes	No	No
Conditionally Approved	Approved	Producer Concurrence	Yes	No	No
	Approved	COC Determination	No	No	Yes
	Disapproved		Yes	No	No
Disapproved	Disapproved	COC Determination	Yes	No	No
Partially Approved	Approved	COC Determination	Yes	No	No
	Disapproved		Yes	No	No
	Determination Pending		Yes	No	Yes
Approved	Approved or Disapproved	COC Determination	No	No	Yes
Paid	Paid	Certify & Pay	No	No	Yes

304 Cancel/Undo Applications and Practices

A Overview

Practices can be either cancelled or deleted on the Cancel/Undo Cancel Practice(s) Screen.

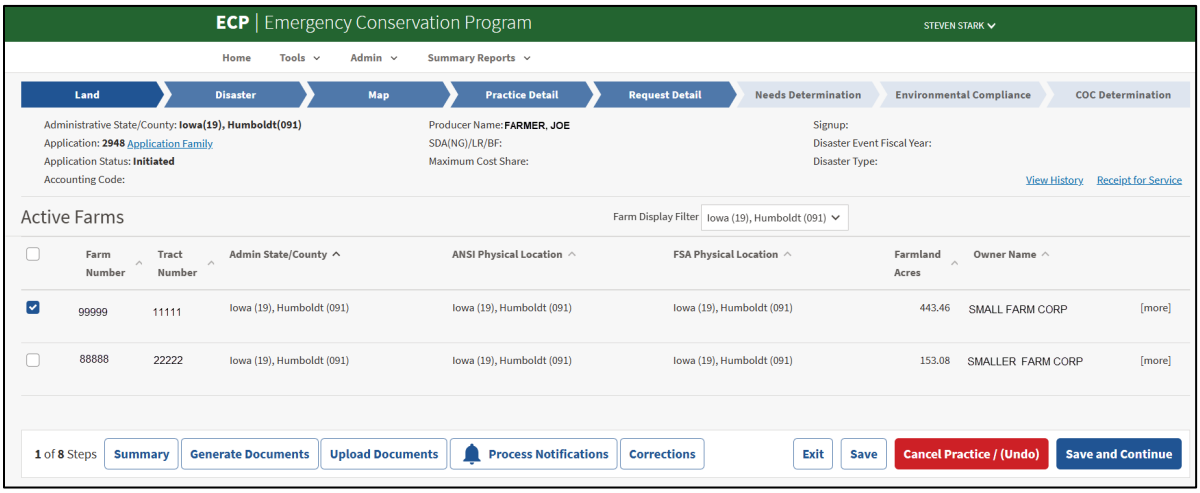
A cancelled practice can be reversed using the "Undo Cancel" option; however, a deleted practice cannot be reversed.

***--Notes:** If the user accidentally deletes the practice, the practice must be reloaded. If all practices are deleted, a new application must be created.

When a producer requests to voluntarily withdraw an application, cancel or delete all practices according to the table in subparagraph 303 C and select "Voluntarily withdrawn by producer" as the reason.

B Accessing Cancel/Undo Cancel Practices Screen

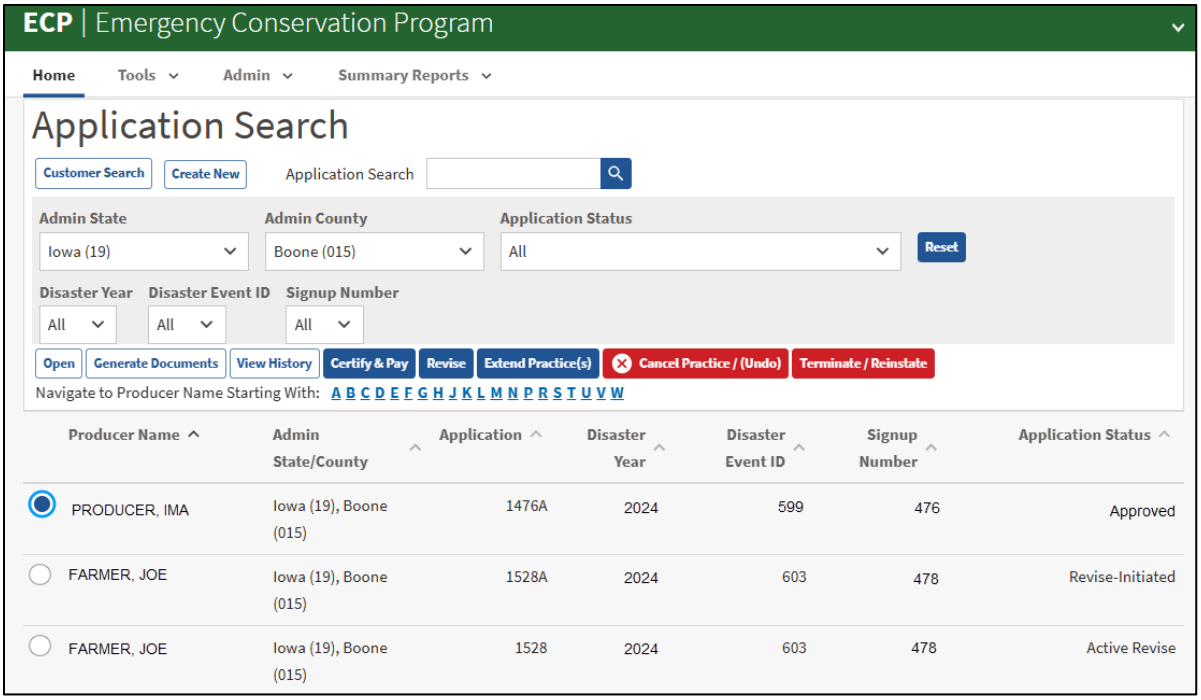
Immediately after an application is created, the "Cancel Practice/Undo" option is populated in the toolbar at bottom of the screen near the right side of the screen as shown below. This option displays within every page of the application and is active on every page except for the Map page. CLICK "Cancel Practice/Undo" to open the Cancel/Undo Cancel Practice(s) Screen.



The "Cancel Practice/Undo" option is also available on the Application Search Screen. The option becomes activated when an application is selected from the search results. CLICK "Cancel Practice/Undo" to open the Cancel/Undo Cancel Practice(s) Screen for the selected application.**--***

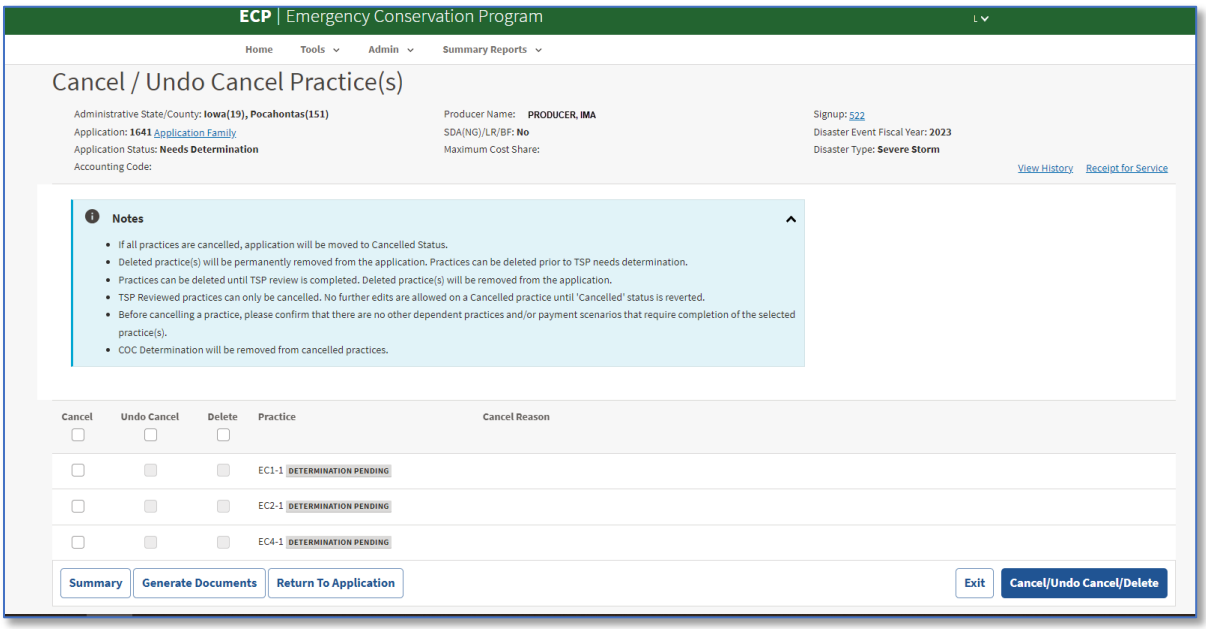
304 Cancel/Undo Applications and Practices (Continued)

*--B Accessing Cancel/Undo Cancel Practices Screen (Continued)



C Example of the Cancel/Undo Cancel Practice(s) Screen--*

The following is an example of the Cancel/Undo Cancel Practice(s) Screen. Notes are displayed to assist the user in what can and cannot be canceled or undone.



304 Cancel/Undo Applications and Practices (Continued)

--D Field Descriptions and Actions--

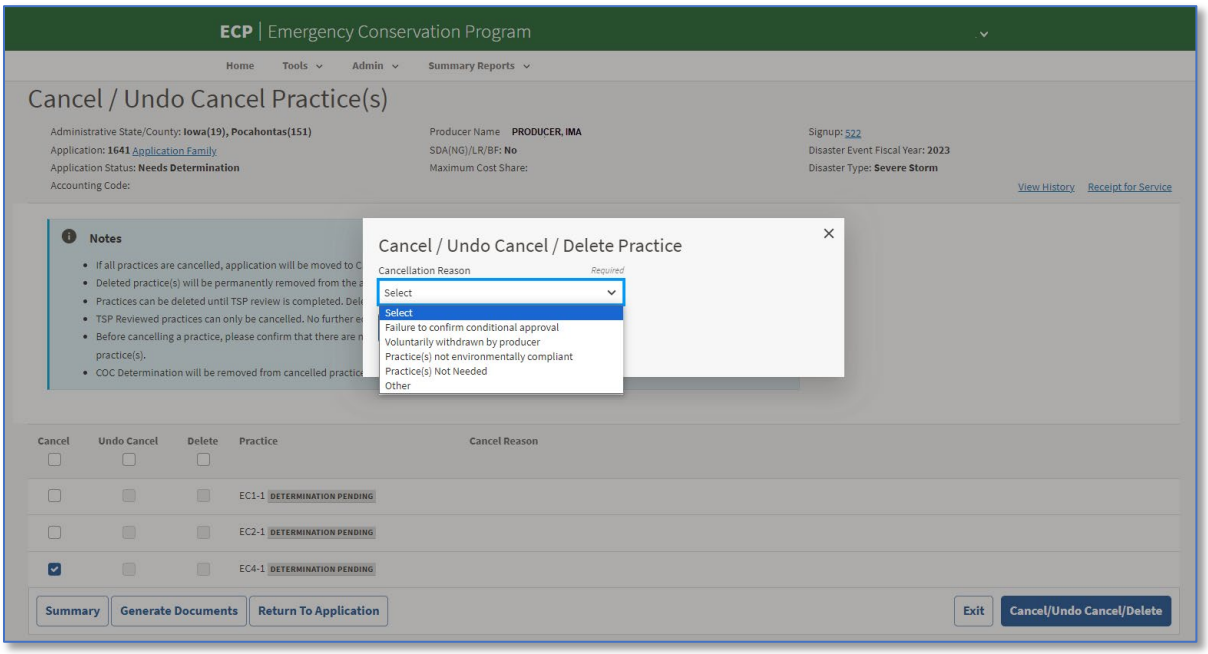
The following table provides the field descriptions and actions for the Cancel/Undo Cancel Practice(s) Screen.

Field/Button	Description/Action
Cancel	The checkbox is enabled if the practice can be canceled.
Undo Cancel	The checkbox is enabled if the practice cancellation can be reverted.
Delete	The checkbox is enabled if the practice can be deleted.
Cancel Reason	The reason for the cancellation is displayed after the finalizing the cancellation.
Summary	Displays a summary of the application including certifications and payments.
Generate Documents	Displays a list of forms, letters, and reports that can be generated.
Return to Application	Navigates user to initial screen for the application without saving edits.
Exit	Navigates user to the Application Search Screen without saving edits.
Cancel/Undo Cancel/Delete	After selecting the applicable practice, CLICK “Cancel/Undo Cancel/Delete”. The Cancel/Undo Cancel/Delete Practice pop-up screen is displayed.

304 Cancel/Undo Applications and Practices (Continued)

--E Example of Cancel/Undo Cancel/Delete Practice Pop-up Screen Before Canceling a-- Practice

The following is an example of the Cancel/Undo Cancel/Delete Practice pop-up screen before canceling a practice.



--F Action--

On the Cancel/Undo Cancel/Delete Practice pop-up screen,

- using the drop-down menu select the applicable reason
- CLICK “Submit”. The status of the practice is updated to Cancelled.

305 Terminating Applications

A Overview

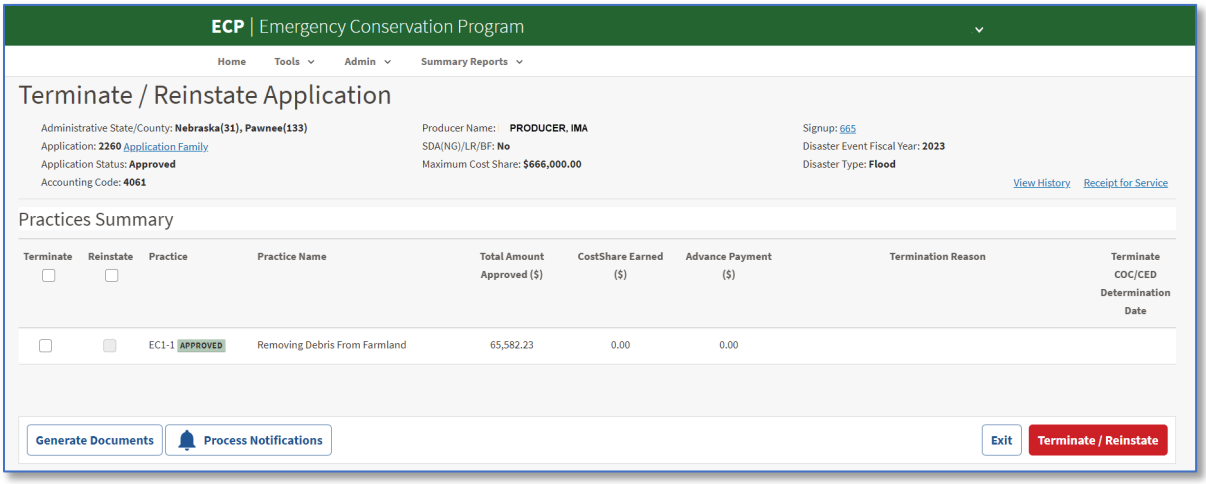
Applications can be terminated at the request of the producer or in the case of noncompliance. Applications or practices that are terminated will result in an overpayment if *--payments have been issued, including advance payments.--*

When an application is terminated, the user must select a reason for the termination. The reason will be printed on the termination letter sent to the producer.

Note: When a producer has notified the County Office that a practice will not be completed, users should take the option to "Close without Performance" according to paragraph *--363 instead of terminating the practice.--*

B Example of the Terminate/Reinstate Application Screen

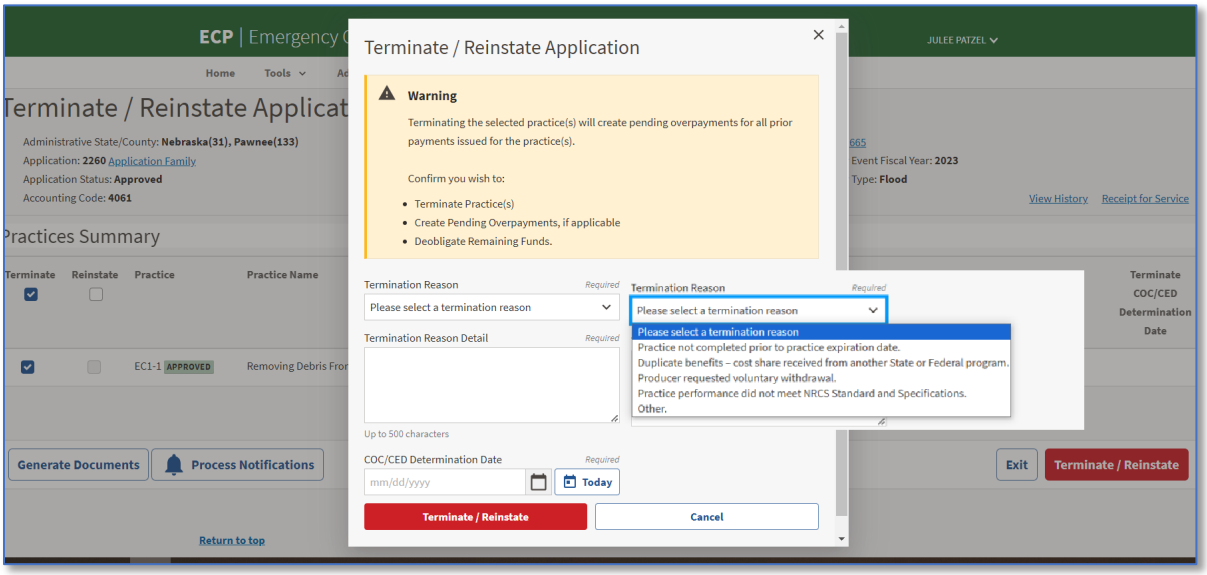
The following is an example of the Terminate/Reinstate Application Screen.



305 Terminating Applications (Continued)

C Example of the Terminate /Reinstate Application Pop-Up Screen

The following is an example of the Terminate/Reinstate Application pop-up screen displaying the reasons for terminating an application.



D Action

On the Terminate/Reinstate Application pop-up screen:

- using the drop-down menu, select the applicable reason
- enter the termination reason

Note: All information entered will display on the termination letter sent to the producer. Do not enter PII.

- enter the COC/CED Determination Date
- CLICK “Terminate / Reinstate”.

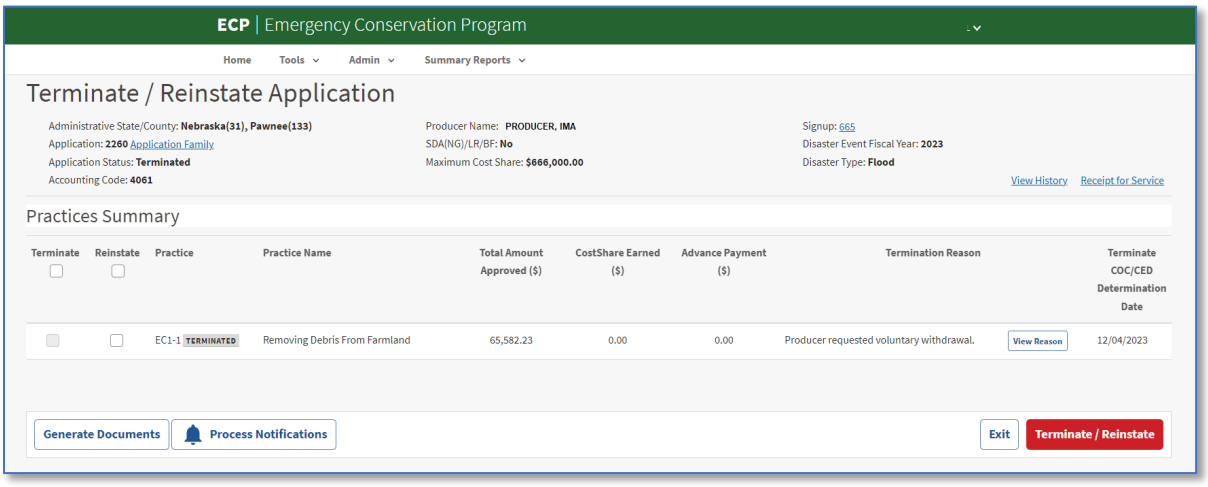
306 Reinstating Applications

A Overview

Applications that were terminated may be reinstated.

B Example of Terminate/Reinstate Application Screen

The following is an example of the Terminate/Reinstate Application Screen for an application that has been terminated.



C Action

On the Terminate/Reinstate Application Screen:

- select the practice that was terminated
- CLICK “Terminate/Reinstate”
- on the pop-up screen enter the COC/CED Determination date
- CLICK “Terminate/Reinstate”. The practice is now active.

*--307 Corrections

A Overview

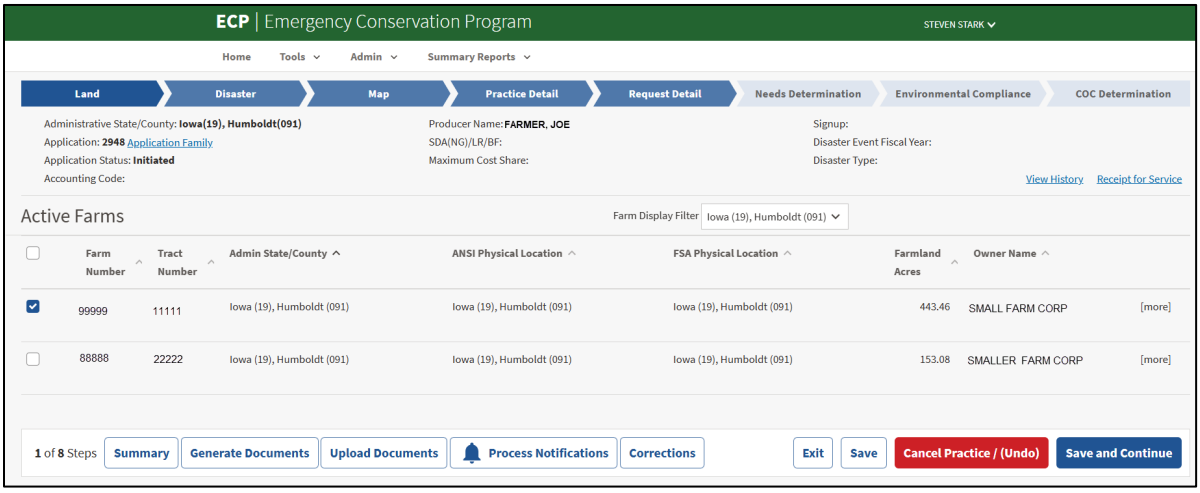
Use the corrections option when data contained on signed paper forms is incorrectly loaded in the ECP system. The corrections option is not designed to replace the revision process. Items that can be corrected using this option include:

- Producer (before application approval)
- FSA Determination (approval/disapproval) Date(s)
- Producer Concurrence Date
- Maximum Cost Share Amount
- Program Accounting Code
- Programmatic Determination for conservation compliance.--*

*--307 Corrections (Continued)

B Accessing the Correct Application Screen

Immediately after an application is created, the "Corrections" option is populated in the toolbar at the bottom center of the screen as shown in the following example. This option displays and is active within every page of the application. CLICK "Corrections" to open the Correct Application Screen.



The appearance of the Correct Application Screen varies depending on whether the application has or has not been approved.

308 Correcting the Producer on an Application

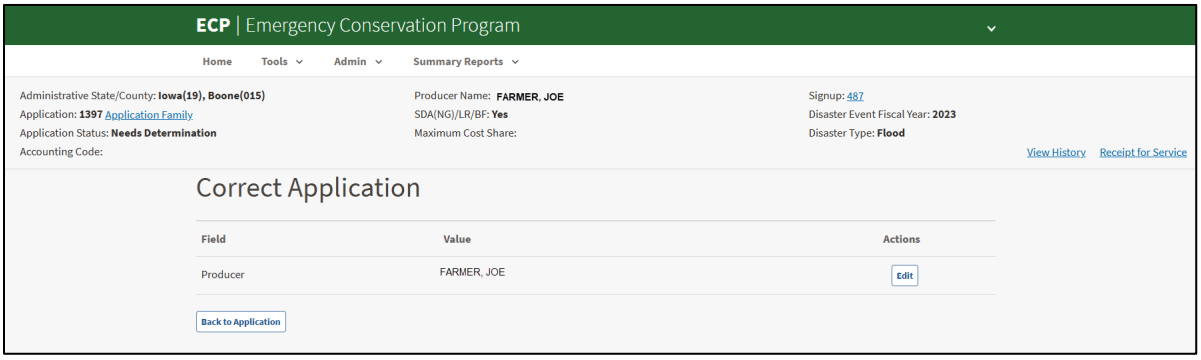
A Overview

Use the correction process to change a producer on the application if the producer must be changed before the application is approved. The new producer must be associated with the tracts of land selected for the ECP application in MIDAS Farm Records.

*--308 Correcting the Producer on an Application (Continued)

B Example of Correct Application Screen Before Application Approval

Before application approval, the only correction action available is the ability to change the producer. All other items that could potentially be corrected are editable before application approval, so the corrections option is not needed for these data elements. The following is an example of the Correct Application Screen before the application is approved.



C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Correct Application Screen for an application that has not yet been approved.

Field/Button	Value	Action
Producer	Displays the producer currently associated with the application.	CLICK "Edit" to open the SCIMS Customer Search screen. Search for and select the new producer replacing the existing producer on the application. The new producer is added to the application immediately upon being selected from the SCIMS Customer Search results. **Note:** If the new producer signs the application more than 30 days after the end of the signup period, the application cannot be approved by the county user. If the COC determination is to approve the application, a national administrative user must enter the determination. Submit the case to the State specialist so it can be posted to the Applications and Contracts SharePoint site.
Back to Application		CLICK "Back to Application" to return to the previously selected application. This option can be taken without changing the producer, or after the producer has been changed.

--*

***--308 Correcting the Producer on an Application (Continued)**

D Validations for Changing Producer Before Application Approval

If the selected producer isn't associated with any of the existing tracts selected for the ECP application, error messages are displayed and the producer isn't added to the application.

If the selected producer is associated with some, but not all the existing tracts selected for the ECP application, the producer is added to the application and an error message identifying the farm/tract combination that is selected for the application but not associated with the new producer in MIDAS Farm Records is displayed. The mismatch can be resolved by either deleting the practices for the identified tract on the Map Screen and deselecting the tract on the Land Screen or by associating the producer with the tract in MIDAS Farm Records if appropriate.**--***

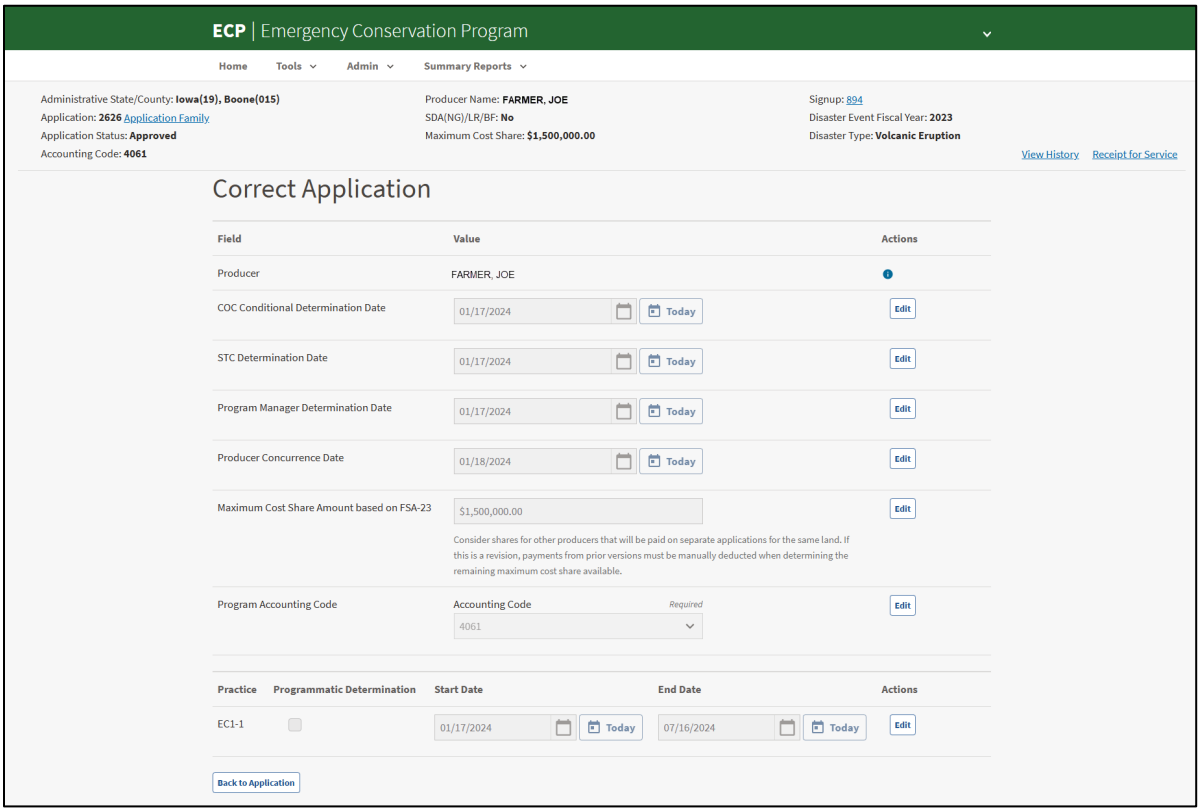
*--309 Corrections to Data on an Approved Application

A Overview

Use the correction process to change incorrectly entered data for an approved ECP application, including corrections to dates, maximum cost share amount, program accounting code, and programmatic determinations for conservation compliance.

B Example of Correct Application Screen for an Approved Application

After an application has been approved, additional data elements become available in the correction process. The producer can no longer be changed through the corrections process. If the producer needs to be changed on an approved application, the application must be revised to change the producer.



--*

*--309 Corrections to Data on an Approved Application (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Correct Application Screen for an application that has been approved.

Field/Button	Value	Action
Producer	Displays the producer currently associated with the application.	CLICK "i" to display help text that reads, "Producer correction is only allowed prior to approval. The application must be revised to change the producer."
COC Conditional Determination Date	Displays the date recorded as the date the COC made their approval or disapproval determination.	CLICK "Edit" to enable the data field containing the existing value. Enter the correct value.
STC Determination Date	Displays the date recorded as the date the STC made their determination	CLICK "Edit" to enable the data field containing the existing value. Enter the correct value. **Notes:** This field only displays when the calculated cost share amount required a STC determination. County-level employees cannot edit this field.
Program Manager Determination Date	Displays the date recorded as the date the Program Manager made their determination	CLICK "Edit" to enable the data field containing the existing value. Enter the correct value. **Notes:** This field only displays when the calculated cost share amount required a program manager determination. State-level and county-level employees cannot edit this field.
Producer Concurrence Date	Displays the date recorded as the date the producer concurred with the conditional approval.	CLICK "Edit" to enable the data field containing the existing value. Enter the correct value.

--*

***--309 Corrections to Data on an Approved Application (Continued)**

C Field Descriptions and Actions (Continued)

Field/Button	Value	Action
Maximum Cost Share Amount	Displays the maximum cost share amount. This amount is manually determined as 50 percent of the agricultural value of the land or confined animals using form FSA-23.	CLICK "Edit" to enable the data field containing the existing value. Enter the correct value. **Note:** User must manually account for cost share paid on other versions of the agreement and for cost share paid to other producers who shared in the cost of the repairs.
Program Accounting Code	Displays the accounting code used to approve the application.	CLICK "Edit" to enable the data field containing the existing value. Click on the drop-down arrow to display the list of available accounting codes and select the correct accounting code from the list. **Notes:** The accounting code cannot be changed if any payments have been issued using the original accounting code. If the desired accounting code is not available, an allocation for that code must be added through COF (Common Obligations Framework).
Practice	Displays individual practice instances contained on the application for the purpose of permitting a change to the Programmatic Determination answer for environmental compliance.	No action is permitted.
Programmatic Determination	A checked box indicates the environmental determination was a programmatic determination.	CLICK "Edit" to enable the data field. CLICK in the box to add a check if none exists or to remove a check if one exists.
Start Date	Displays the existing practice start date.	Practice start date can be edited either by typing in a new date or by using the calendar to select a different date.

--*

*--309 Corrections to Data on an Approved Application (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Value	Action
End Date	Displays the existing practice end date.	Practice end date is dynamically updated to 6 months after the practice start date for non-programmatic determinations and 12 months after the practice start date for programmatic determinations. Practice end date can be edited either by typing in a new date or by using the calendar to select a different date.
Back to Application		CLICK "Back to Application" to close the Correct Application Screen and return to the application. **Note:** Any unsaved pending changes will be lost.

After opening a data field for editing the available actions for the row change to "Save" and "Cancel". CLICK:

- "Save" to keep the new value
- "Cancel" to disable the data field and retain the previous value.

Note: Only 1 data field can be corrected at a time. A pending change must be either saved or cancelled before the user can edit another data field.

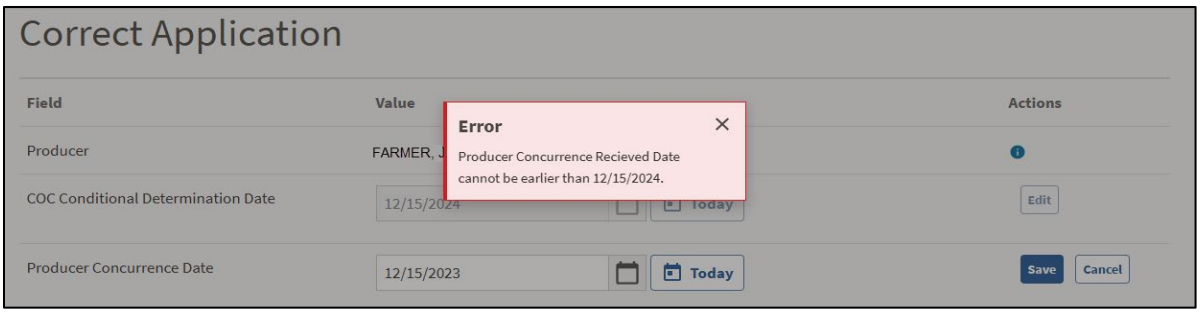
D Validations for Corrections to Approved Applications

When making corrections to data fields on approved applications, the same validations used when the application is initially created are applied to the corrections. If a validation is not met, the system will display an error message to assist the user in making a correction that meets the validation.

Error messages provide the parameter that is not met, but do not elaborate on why the parameter exists. For example, by rule, the producer concurrence date cannot be before the FSA COC determination date. If the user attempts to save a producer concurrence date that is before the COC conditional determination date the error message will state the producer concurrence date cannot be before MM/DD/YYYY but does not explain the reason that date is the established parameter. The following screenshot is an example of a validation error that will display for this example.**--***

*--309 Corrections to Data on an Approved Application (Continued)

D Validations for Corrections to Approved Applications (Continued)



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310-350 (Reserved)

Part 5 Certification of Completed Practice(s)

351 Certify and Pay

A Overview

The “Certify & Pay” button:

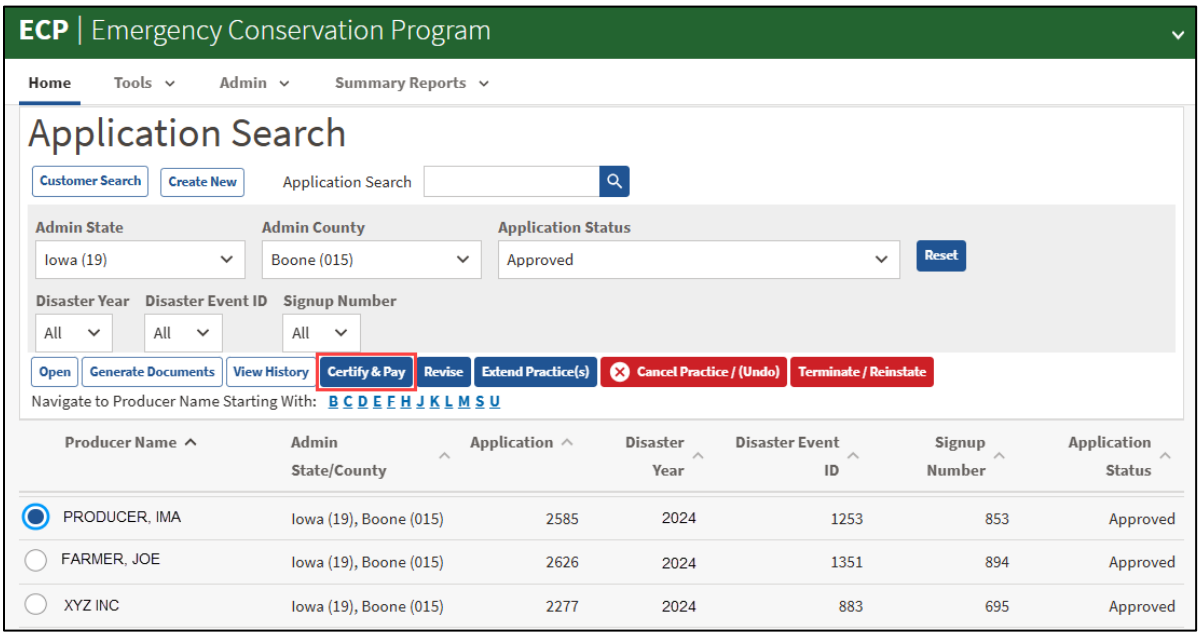
- allows users to record a producer certification of performance
- is only enabled for applications with the following statuses:
  - Approved
  - Partially Approved
  - Partially Earned
  - Partially Approved (With Payment)
  - Revised Ended.

Note: The “Certify & Pay” button is also enabled for agreements with a status of Revise Ended (With Payment), but only for the purpose of downward corrections to the certification.

B Example of Application Search Screen for Approved Applications

The following is an example of the Application Search Screen with the filter set to display approved applications.

*--



--*

351 Certify and Pay (Continued)

C Action

From the Application Search Screen:

- using the radio button, select the applicable application
- CLICK “Certify & Pay”. The Certification & Payments Screen is displayed.

352 Certifications & Payments Screen

A Overview

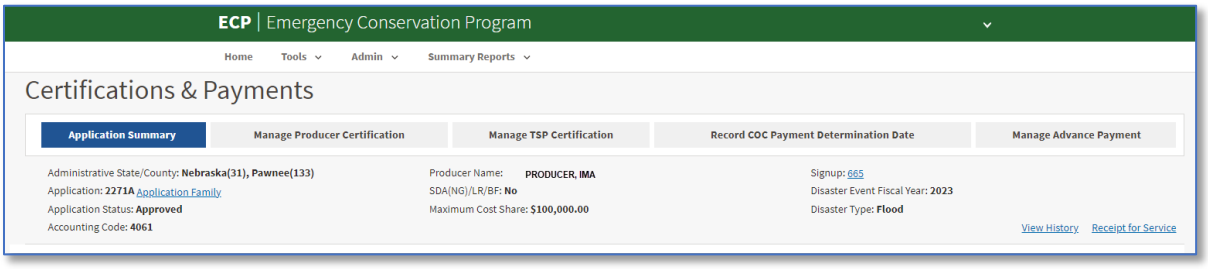
The Certification & Payments Screen allows users to view, add, or edit certifications, review maps and submitted payment details.

Note: Practices not yet approved or disapproved will display, however; the user will not have the option to complete a certification.

Hint: To review certifications on previous versions of the agreement, users can click the "Application Family" link to display all versions of the application and navigate to the Application Screen for the desired version versus clicking home, searching for the desired version, and then opening the application.

B Example of the Certifications & Payments Screen

The following is an example of the Certification & Payments Screen, displaying the available tabs.



352 Certifications & Payments Screen

C Certifications & Payments Tabs

The following table provides the tabs for the Certifications & Payments Screen.

Tab	Description/Action
Application Summary	The "Application Summary" tab is the defaulted tab after selecting Certify & Pay. Follow paragraph 353 for further instructions.
Manage Producer Certification	The "Manage Producer Certification" tab allows users to add or edit a producer certification of performance. Follow paragraph 355 for further instructions.
Manage TSP Certification	The "Manage TSP Certification" tab allows users to add or edit a TSP certification of performance. **Note:** The "Manage Producer Certification" tab must be completed before the "Manage TSP Certification" tab. Follow paragraph 355 for further instructions.
Record COC Payment Determination Date	The "Record COC Payment Determination Date" tab allows users to enter COC determinations. **Note:** The "Manage TSP Certification" tab must be completed before the "Record COC Payment Determination" tab. Follow paragraph 361 for further instructions.
Manage Advance Payment	The "Manage Advance Payment" tab allows users to: • request advance payments • verify expenditures • create receivables •*--re-request advance payments after a receivable has been requested. Follow paragraph 362 for further instructions.--*

353 Application Summary Screen

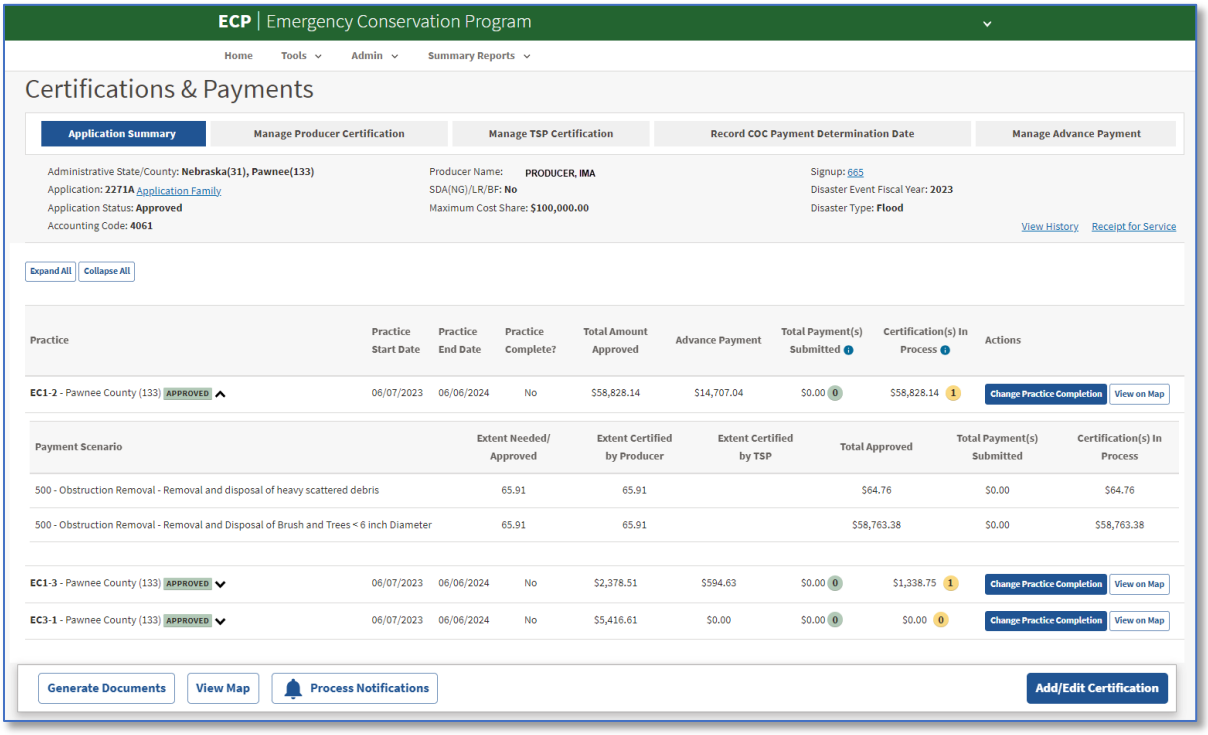
A Overview

The Application Summary Screen allows users to:

- view a summary of prior certification activity
- change the practice completion status
- view the GIS representation of a practice instance.

B Example of the Application Summary Screen

The following is an example of the Application Summary Screen.



353 Application Summary Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Application Summary Screen.

Field/Button	Description/Action
Expand All	CLICK "Expand All" to display the payment scenario details.
Collapse All	CLICK "Collapse All" to hide all the payment scenario details.
Practice Information	
Practice	Displays the practice instances, physical county name and code, and current status. Users can click the ▲ next to each practice instance to expand or click the ▼ hide payment scenario details.
Practice Start Date	Displays the date the producer is approved to begin work on the practice instance.
Practice End Date	Displays the date the practice instance is scheduled to be completed.
Practice Complete?	Indicates if the practice has been completed or if the practice has been closed without performance.
Total Amount Approved	Displays the total cost share approved for the practice.
Advance Payment	Displays the dollar value of any advance payment.
Total Payment(s) Submitted	Displays the amount of total cumulative dollar value of certifications sent to the payment system along with the number of payments submitted.
Certification(s) in Process	Displays the total cumulative dollar value along with the number of certifications where the producer has certified performance; however, the payment has not been issued.
Change Practice Completion	CLICK "Change Practice Completion" to close a practice without performance or change a practice completion status to Yes or No. *--Follow paragraph 363 to close a practice without any--* performance completed.
View on Map	CLICK "View on Map" to view the selected practice on a map.

353 Application Summary Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Payment Scenario Information (Displayed when practice is expanded)	
Payment Scenario	Displays the scenario that will be used to repair the damage. Payment scenarios are established and maintained by the National Office.
Extent Needed/Approved	Displays the scenario extent needed or approved. Extent approved must equal the extent needed.
Extent Certified by Producer	Displays the scenario extent certified by the producer.
Extent Certified by TSP	Displays the scenario extent certified by the TSP.
Total Approved	Displays the total value in dollars and cents approved.
Total Payment(s) Submitted	Displays the total previous payment(s) submitted in dollars and cents.
Certification(s) in Process	Displays the pending certification(s) in dollars and cents.
Footers	
Generate Documents	CLICK "Generate Documents" to generate forms, letters, and reports for an application. A pop-up screen is displayed allowing users to generate applicable document(s). The system defaults to "Forms". CLICK "Letters" or "Reports" to navigate to those types of available documents. Follow paragraph 30 for further instructions.
View Map	Allows users to view the entire application on a map screen.
Process Notifications	Used to view and/or reprocess emails, obligations, and requested payments. Follow paragraph 28 for further instructions.
Add/Edit Certification	CLICK "Add/Edit Certification" to navigate to the Producer Certification Screen. Follow paragraph 354 for further instructions.

354 Producer Certification Screen

A Overview

A producer certification is a report of performance for one or more approved ECP practices (practice instances). A single ECP certification should include all practices reported during the interaction with the County Office. The Producer Certification Screen allows users to:

- record the scenario extent performed
- designate a practice as complete
- view the GIS representation of a practice instance
- save a certification without submitting it to TSP
- submit certification(s) to TSP.

The system allows multiple certifications to remain open allowing the producer to submit a subsequent report of performance before the previous report of partial performance is paid.

Example 1: Partial Performance on an Application

A producer has an application with EC1 and EC4 as approved practices. The producer reports practice EC1 is complete. No performance is reported for EC4. The system allows payment to be requested for EC1 without completion of EC4.

Example 2: Partial Performance of a Practice

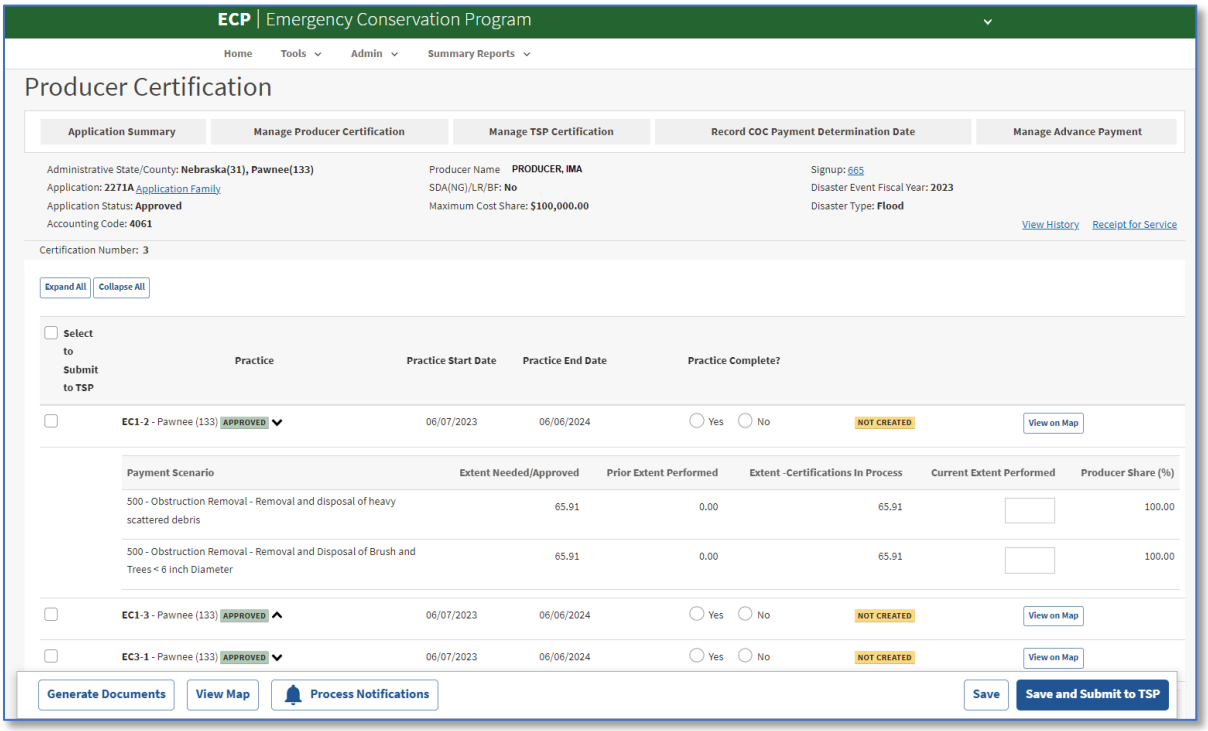
A producer has an application for 5000 feet of fencing for EC3. The producer is replacing the fence around 2 different pastures. The producer has completed the fencing around one pasture and has reported performance and had requested payment. The system permits an entry of a partial performance certification.

The user navigates to the Producer Certification Screen by clicking “Add/Edit Certification” from the “Application Summary” tab on the Certification & Payments Screen.

354 Producer Certification Screen (Continued)

B Example of Producer Certification Screen

The following is an example of the Producer Certification Screen.



354 Producer Certification Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Producer Certification Screen on the "Manage Producer Certification" tab.

Field/Button	Description/Action
Certification Number	Sequential number of the certification for the application. In subparagraph B the certification to be added represents the 3rd certification entered for this application.
Expand All	CLICK "Expand ALL" to display payment scenario details for all practice instances. Practices must be expanded to enter extent performed.
Collapse All	CLICK "Collapse All" to hide payment scenario details for all practice instances.
Practice Information	
Select to Submit to TSP checkbox	A checkbox that allows users to select practice(s) that will be submitted to the TSP when "Save and Submit to TSP" is selected. Only practices with one or more scenarios having current extent performed greater than zero and an answer to the "Practice Complete" question can be submitted to TSP.
Practice	Displays the practice instances, county name and code, and current status. Users can click the ▲ symbol next to each practice instance to hide or click the ▼symbol to expand payment scenario details.
Practice Start Date	Displays the date which the producer was approved to begin work on the practice instance.
Practice End Date	Displays the date by which the practice instance is scheduled to be completed.
Practice Complete?	A radio button to record if the practice instance has been completed. Selecting "Yes" indicates that no additional work will be performed on the practice. Click applicable "Yes" or "No" radio button. **Note:** A "Reset" button appears after the user selects either the "Yes" or the "No" radio button. If a selection was made in error, users can click the "Reset" button to remove the selection.

354 Producer Certification Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Certification Status	Displays the status of the certification. Not Created is the status assigned to the new certification that will be created if a Current Extent Performed is added and the certification is saved (with or without submission to the TSP). Initiated means an extent performed has been recorded and saved but has not been submitted to the TSP.
View on Map	A button that allows users to view the practice on the map.
Delete Certification	A button that displays after current extent performed has been added for at least one payment scenario and the certification has been saved. Button allows the users to delete the certification.
Payment Scenario Information (Displayed when practice is expanded)	
Payment Scenario	Displays the payment scenario description.
Extent Needed/Approved	Displays the extent needed or approved.
Prior Extent Performed	Displays the units previously completed and processed for payment.
Extent – Certifications in Process	Displays the units that are completed but not yet paid
Current Extent Performed.	Allows users to enter the extent performed. Extent entered must be greater than zero for at least one scenario on a practice instance to be able to save the edits. If no extents have been performed for any scenario **and** the producer indicates the practice instance will not be completed, users will click “Change Practice Completion” on the Application Summary Screen to close the practice without performance. **Note:** The sum of the prior extent performed plus extents performed on any producer certification(s) in process plus the current extent performed cannot exceed the extent approved for the scenario.
Producer Share (%)	Displays the producer’s share of expenses incurred when performing repairs.

354 Producer Certification Screen (Continued)

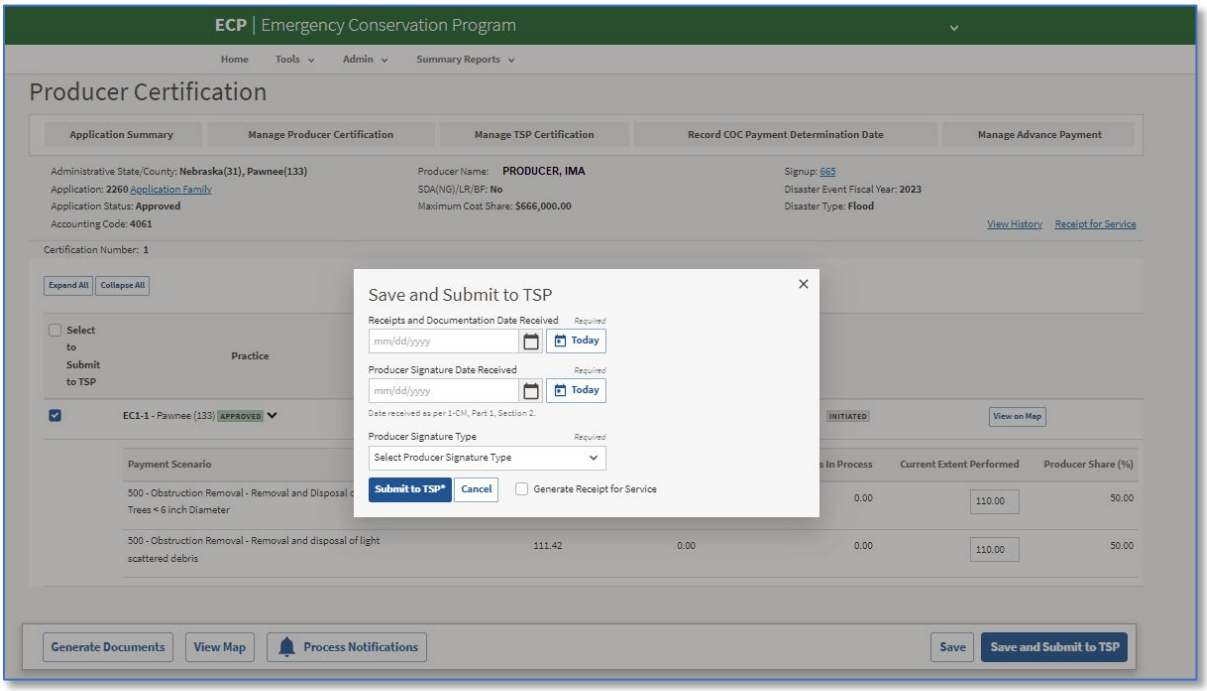
C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Footers	
Generate Documents	CLICK "Generate Documents" to generate forms, letters, and reports for an application. A pop-up screen is displayed allowing users to generate applicable document(s). The system defaults to "Forms". CLICK "Letters" or "Reports" to navigate to those types of available documents. Follow paragraph 30 for further instructions.
View Map	Allows users to view the entire application.
Process Notifications	CLICK "Process Notifications" to view and or reprocess emails, obligations, and requested payments. Follow paragraph 28 for further instructions.
Save	Clicking "Save" will save the information entered and remain on Producer Certification Screen. Checkboxes selected for submission to TSP are reset to blank if "Save" is clicked while the box is checked.
Delete	Displays only when a certification has been saved but not submitted to the TSP. Users have the option to delete before submitting to the TSP.
Save and Submit to TSP	CLICK "Save and Submit to TSP" to save information and submit selected practices to the TSP. **Note:** Users must select a practice before submitting to TSP.

354 Producer Certification Screen (Continued)

D Save and Submit to TSP

After clicking “Save and Submit to TSP”, the following pop-up screen is displayed.



E Action

On the Save and Submit to TSP pop-up screen:

- ***--**enter the date County Office received the certification of completion
- enter the date the producer signed the FSA-801C**--***
- using the drop-down menu, select the producer signature type
- CLICK “Generate Receipt for Service” checkbox to generate a receipt for service simultaneously with submission to TSP.

  Note: If the checkbox is not selected the certification is submitted to the TSP without generating a receipt for service

- CLICK “Submit to TSP”. The Manage Producer Certification Screen is displayed.

355 Manage Producer Certification Screen

A Overview

The Manage Producer Certification Screen allows the user to:

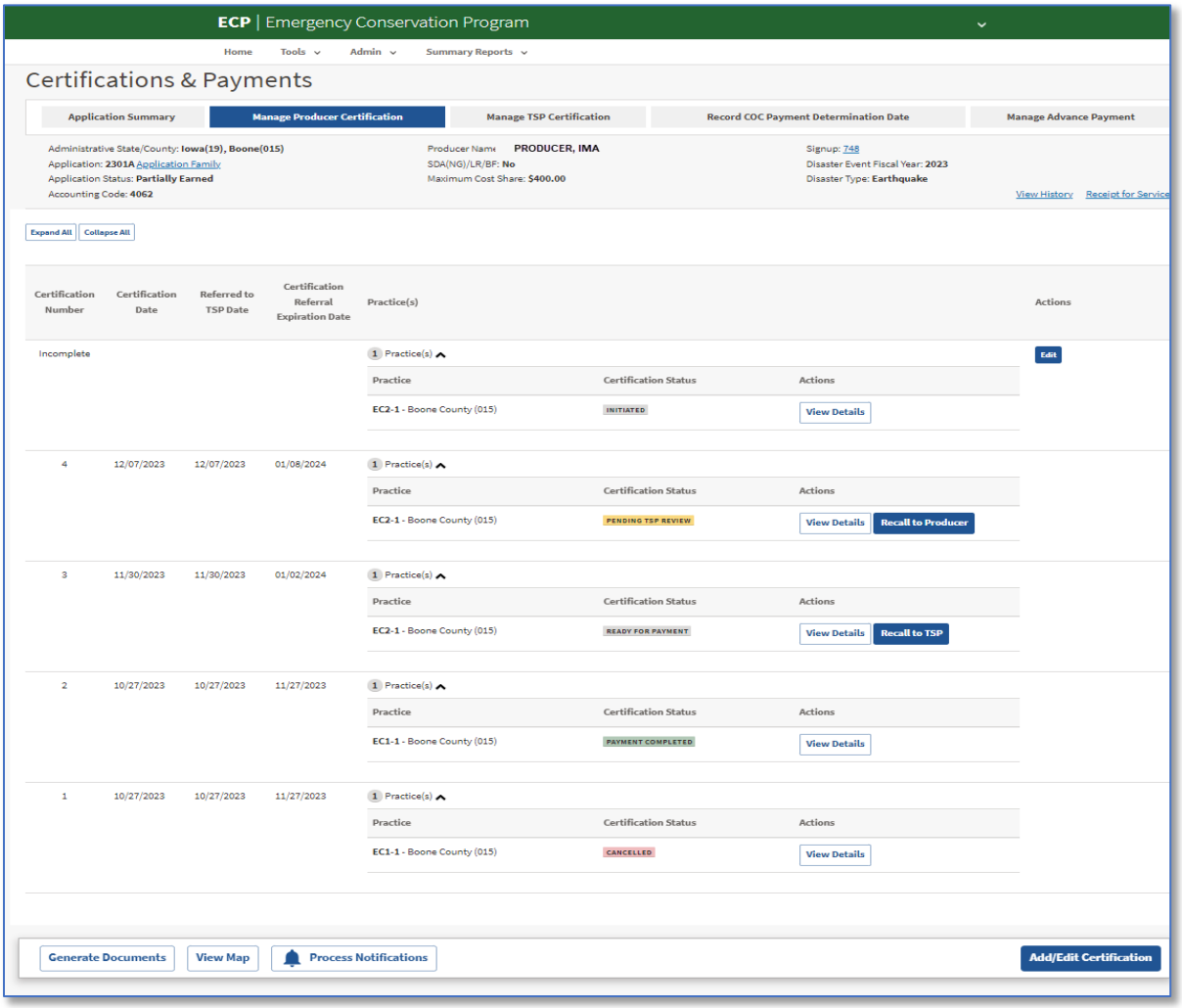
- view the producer certification details
- add a certification
- edit the certification details
- cancel a certification
- recall certification to the producer
- recall certification to the TSP.

Important: Edits will vary based upon the status of the producer certification.

355 Manage Producer Certification Screen (Continued)

B Example of Manage Producer Certification Screen

The following is an example of the Manage Producer Certification Screen with the applicable statuses.



355 Manage Producer Certification Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Manage Producer Certification Screen.

Field/Button	Description/Action
Expand All	CLICK "Expand ALL" to display payment scenario details for all practice instances.
Collapse All	CLICK "Collapse All" to hide payment scenario details for all practice instances.
Certification Number	System assigned sequential number of the certification for the application. **Note:** If the certification status is Initiated, the certification number is "Incomplete"
Certification Date	Displays the producer certification date enter on the Producer Certification Screen.
Referred to TSP Date	Displays the date the certification was referred to TSP. Because the system automatically refers the certification to the TSP this date is always the same as the Certification Date.
Certification Referral Expiration Date	Displays the expiration date of the TSP referral.
Practice(s)	
Practice	Displays the practice instance.
Certification Status	Displays the certification status.
Actions	Displays the available actions that can be performed based upon the certification status.
Footers	
Generate Documents	CLICK "Generate Documents" to generate forms, letters, and reports for an application. A pop-up screen is displayed allowing users to generate applicable document(s). The system defaults to "Forms". CLICK "Letters" or "Reports" to navigate to those types of available documents. Follow paragraph 30 for further instructions.
View Map	Allows users to view the entire application.
Process Notifications	CLICK "Process Notifications" to view and or reprocess emails, obligations, and requested payments. Follow paragraph 28 for further instructions.
Add/Edit Certification	CLICK "Add/Edit Certification" to navigate to the Producer Certification Screen. Follow paragraph 355 for further instructions.

356 Manage Producer Certification - View Details Button

A Overview

The "View Details" button displays the Certification Details Screen and allows users to view, *--delete, edit, cancel, or reinstate a producer certification based on the status.--*

The following table provides the available actions that may be taken on the Certification Details Screen.

Certification Status	*--Delete Certification?	Cancel Certification?	Edit Certification?	Reinstate Certification?
Initiated	Yes	No	No	No
Pending TSP Review	No	Yes	No	No
Ready for Payment	No	Yes	No	No
Payment Complete	No	Yes	Yes	No
Canceled	No--*	No	No	Yes

Cancelling a paid certification will immediately recalculate the payment for that certification to $0.00 and will create a pending overpayment in the payment system.

Reinstating a paid certification that was cancelled will immediately send the payment details to the payment system.

Additionally, the following hyperlinks are available for all statuses:

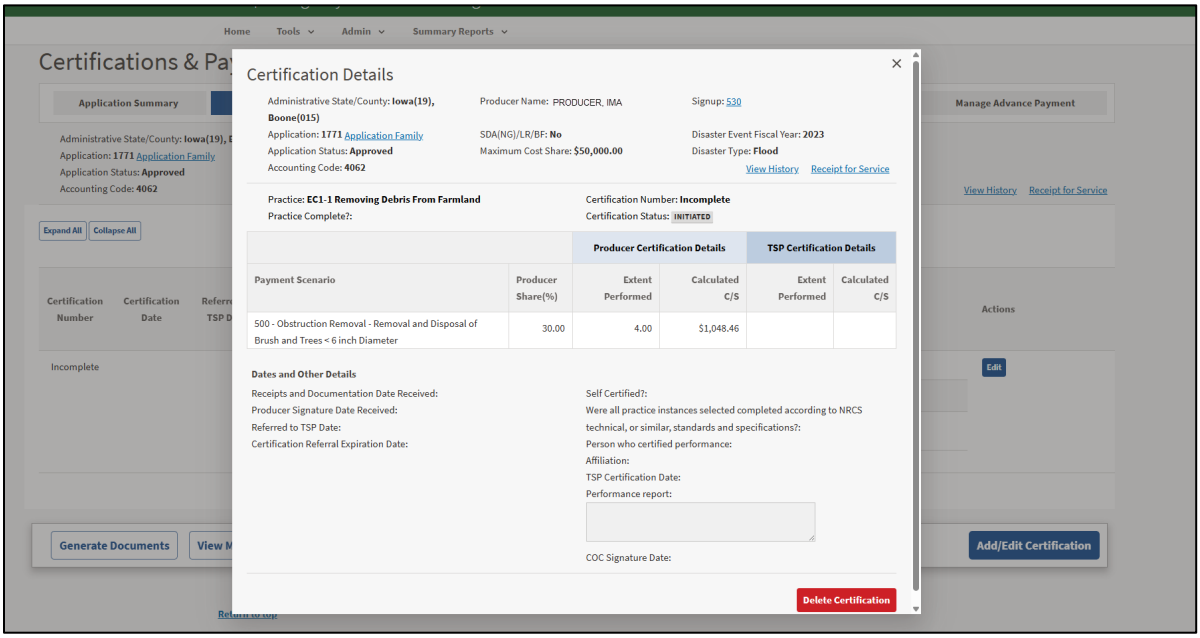
- Application Family
- View History
- Receipt for Service.

356 Manage Producer Certification - View Details Button (Continued)

B Example of View Details - Initiated Status

The following is an example of the Certification Details Screen when the producer certification status is Initiated.

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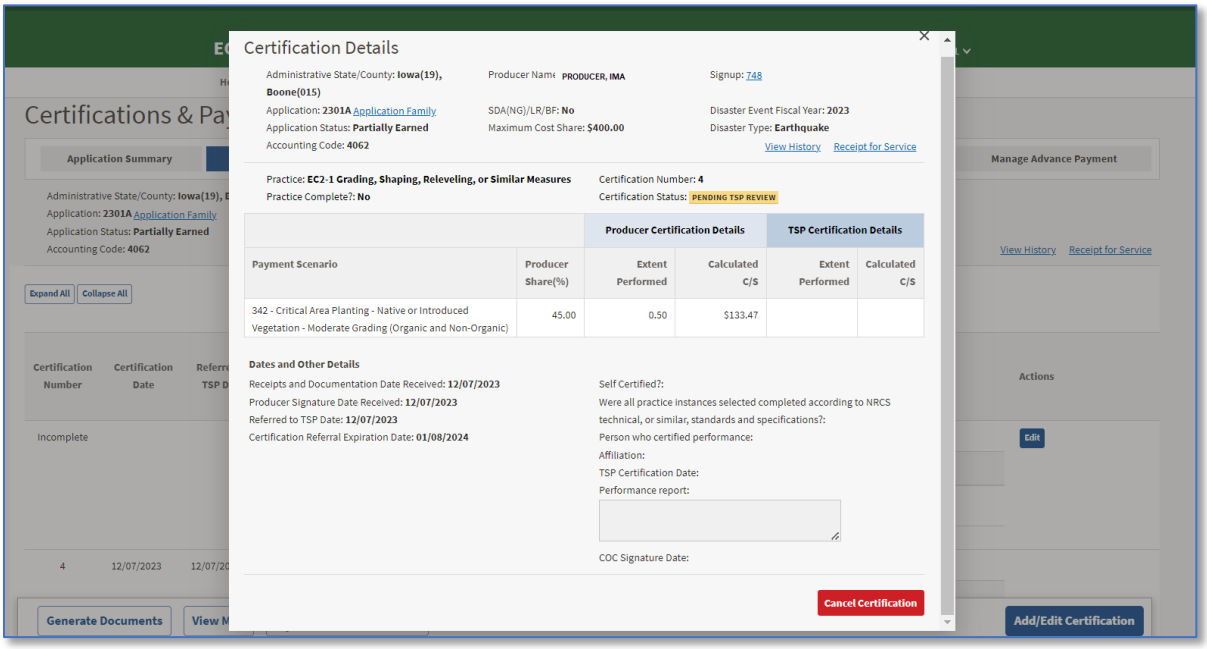


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356 Manage Producer Certification - View Details Button (Continued)

C Example of View Details - Pending TSP Review Status

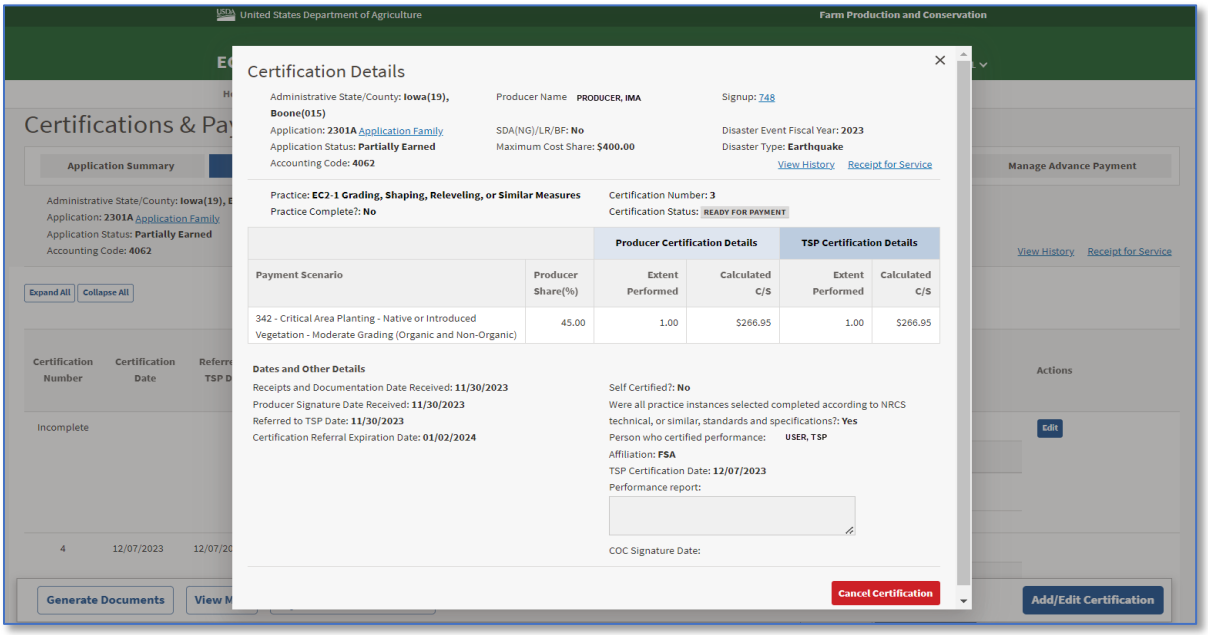
The following is an example of the Certification Details Screen when the producer certification status is Pending TSP Review.



356 Manage Producer Certification - View Details Button (Continued)

D Example of View Details - Ready for Payment Status

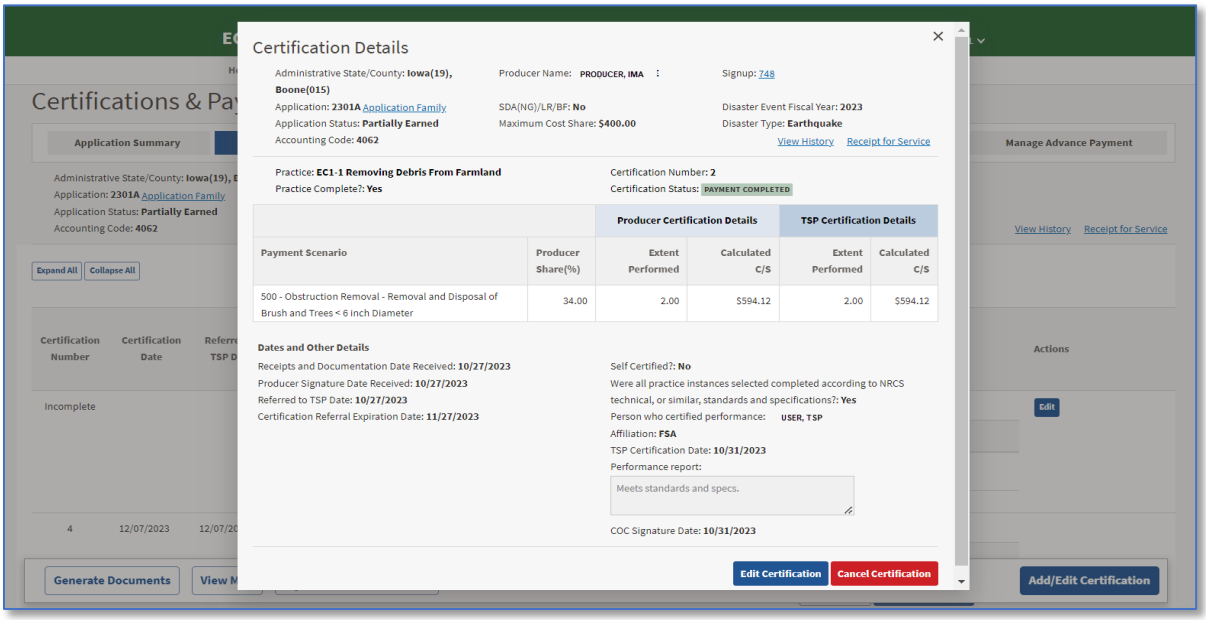
The following is an example of the Certification Details Screen when the producer certification status is Ready for Payment.



356 Manage Producer Certification - View Details Button (Continued)

E Example of View Details - Payment Complete Status

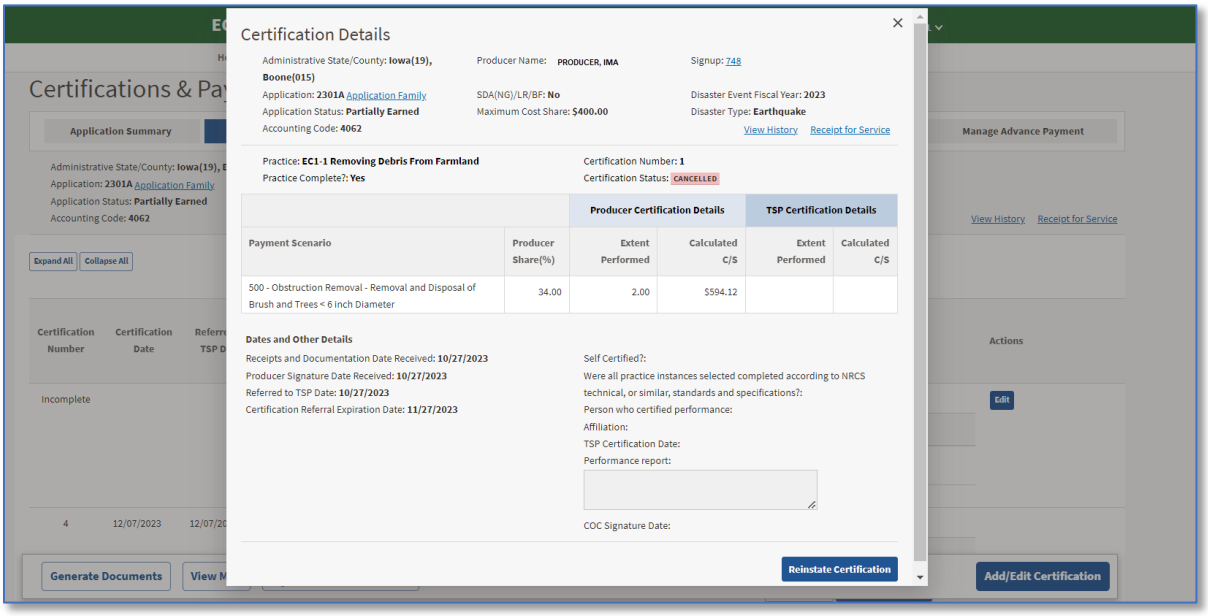
The following is an example of the Certification Details Screen when the producer certification status is Payment Complete.



356 Manage Producer Certification - View Details Button (Continued)

F Example of View Details - Cancelled Status

The following is an example of the Certification Details Screen when the producer certification status is Cancelled.



357 Manage Producer Certification - Recalling Certifications

A Overview

The Recall to Producer button allows users to revert the status of the certification due to errors or other omissions. When a producer certification is recalled, the practice status is updated to Initiated, which allows the user to edit the producer certification.

B Action

After navigating to the Producer Certification Screen, CLICK "Recall to TSP" which allows the TSP to edit their determinations. The status of the certification goes to Pending TSP Review.

Note: The certification cannot be recalled if a subsequent initiated status certification exists. The user will need to delete the initiated status certification (since only one initiated status certification can exist for the application at a time) before recalling the selected producer certification.

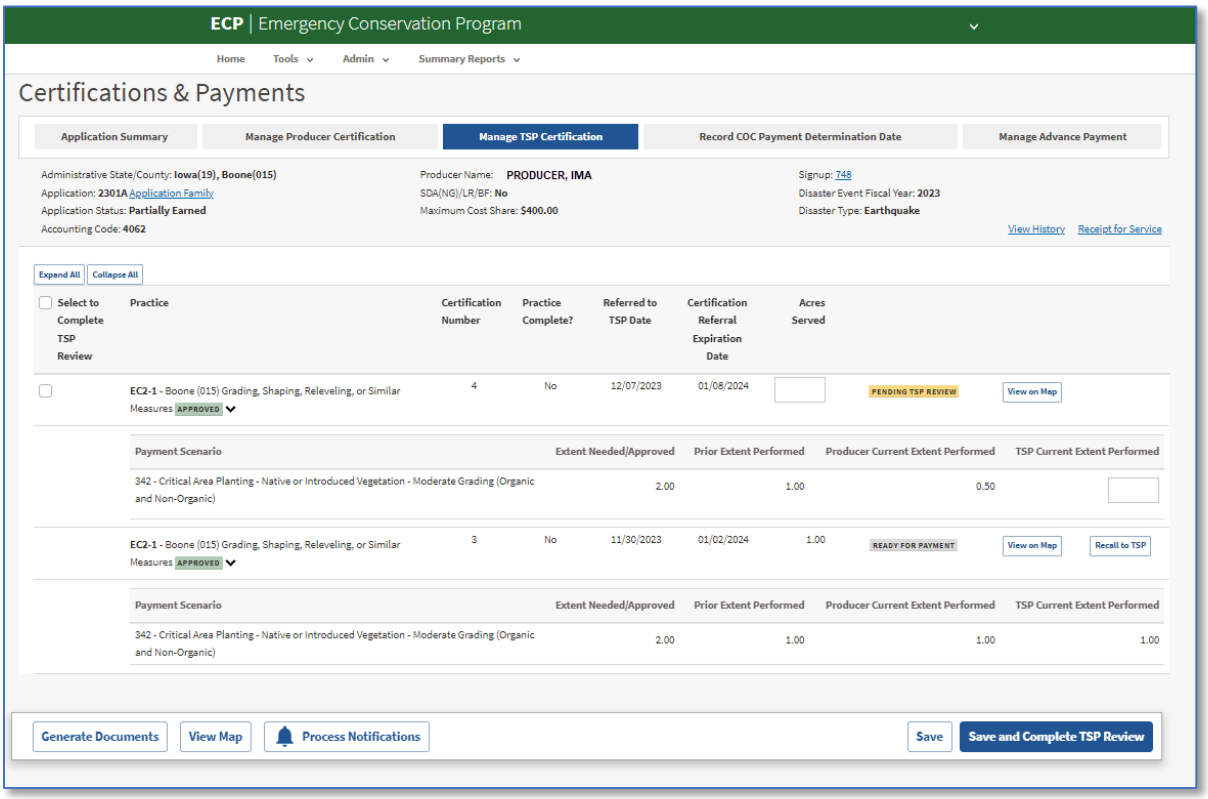
358 Manage TSP Certification Screen

A Overview

The Manage TSP Certification Screen allows TSP's to enter the acres served and extent performed.

B Example of Manage TSP Certification Screen

The following is an example of the Manage TSP Certification Screen.



358 Manage TSP Certification Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Manage TSP Certification Screen.

Field/Button	Description/Action
Expand All	CLICK "Expand ALL" to display payment scenario details for all practice instances. Practices must be expanded to enter the TSP extent performed.
Collapse All	CLICK "Collapse All" to hide payment scenario details for all practice instances.
Practice Information	
Select to Complete TSP Review	A checkbox that allows users to select the practice instance to complete the TSP Review. **Note:** The checkbox **must** be selected before saving and completing the TSP review.
Practice	Displays the practice instances, county name and code, and current status. Users can click the ▲ symbol next to each practice instance to display or click ▼ symbol to hide payment scenario details.
Certification Number	Displays the sequential number of producer certifications. Certification numbers are assigned chronologically.
Practice Complete?	Displays the completion status of the practice instance.
Referred to TSP Date	Displays the system date the practice instance was referred to TSP.
Certification Referral Expiration Date	Date the TSP is expected to complete certification. Defaulted date is derived from the latter of the producer signature date or date documents received from producer plus 30 days. This date can be edited.
Acres Served	Allows users to enter the acres served for the practice instance.
View on Map	A button that allows users to view the practice on the map.
Recall to TSP	A button that allows TSP to recall from Ready for Payment to edit certification details. **Note:** The button only displays practice instances where the TSP certification has been completed.

358 Manage TSP Certification Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Payment Scenario Information (Displayed when practice is expanded)	
Payment Scenario	Displays the payment scenario description.
Extent Needed/Approved	Displays the extent needed/approved.
Prior Extent Performed	Displays the units previously completed.
Producer Current Extent Performed	Displays the current extent the producer certified as completed.
TSP Current Extent Performed	Allows TSP users to enter the current extent performed. **Note:** For practice EC-4, only NRCS TSP may verify and certify the extent performed. FSA users may enter the data for NRCS, if needed. The system will not allow the TSP to certify to an extent performed higher than what was reported by the producer. When a producer certifies to an extent less than what the TSP has determined, the TSP will make a note in the Performance Report section indicating the additional extent performed. The producer must revise the current certification or add an additional certification to receive payment on the additional extent performed.
Footers	
Generate Documents	CLICK "Generate Documents" to generate forms, letters, and reports for an application. A pop-up screen is displayed allowing users to generate applicable document(s). Follow paragraph 30 for additional information.
View Map	Allows users to view a map of the entire application.
Process Notifications	CLICK "Process Notifications" to view and or reprocess emails, obligations, and or requested payments. Follow paragraph 28 for further instructions.
Save	CLICK "Save" to save the information entered and remain on Manage TSP Certification Screen.
Save and Complete TSP Review	CLICK "Save and Complete TSP Review" to save information. The Complete TSP Review pop-up screen is displayed.

358 Manage TSP Certification Screen (Continued)

D Complete TSP Review

On the Complete TSP Review pop-up screen:

- CLICK "Yes" or "No" to the question "Self-Certifying performance without FSA, NRCS or other Technical Service Provider Certification"

- CLICK "Yes" or "No" to the question "Were all practice instances selected completed according to NRCS technical, or similar, standards and specifications"

  Note: A "No' response will update the practice instance status to Standards Not Met for Payment and the COC Determination Date on the FSA-801C will be blank. Follow 2-ECP for notifying producer.

- enter the Performance Report as documented by TSP on form FSA-801C

  Note: Field is required when practices are not completed according to specifications.

- enter name of person who certified performance

  Note: System default is the name of the user.

- enter agency affiliation

  Note: System default is the agency of the user.

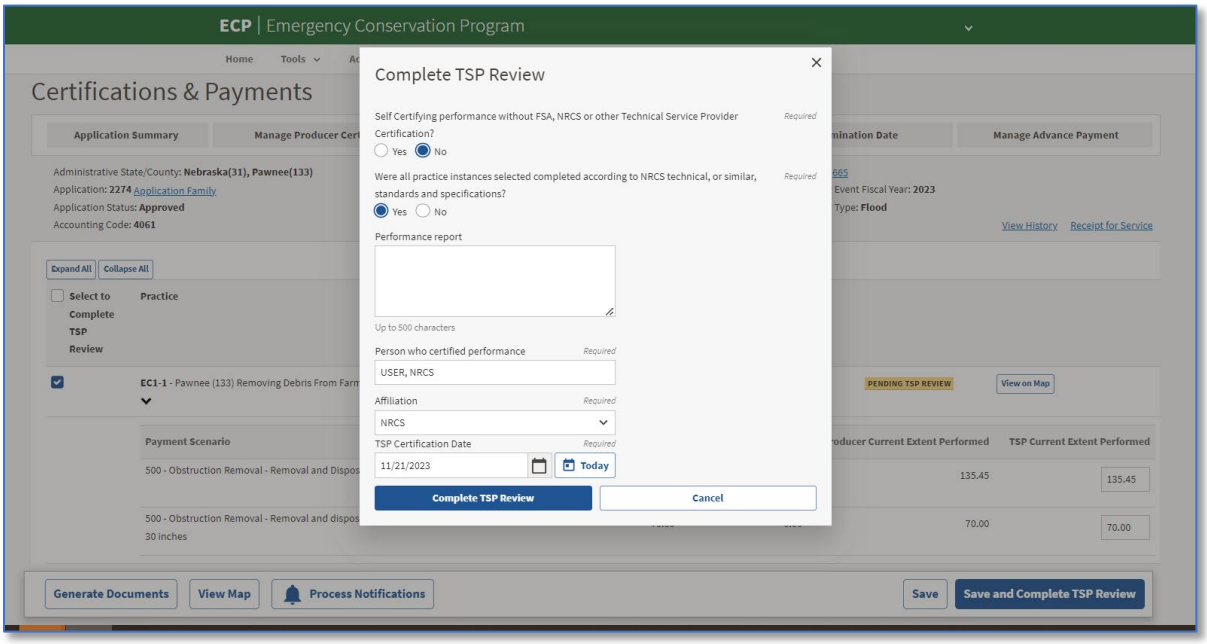
- enter TSP Certification Date from FSA-801C

- CLICK "Complete TSP Review" to save the information or "Cancel" to close the pop-up window without saving.

358 Manage TSP Certification Screen (Continued)

E Example of Complete TSP Review Screen

The following is an example of the Complete TSP Review Screen.



359 Manage TSP Certifications Prior to Payments

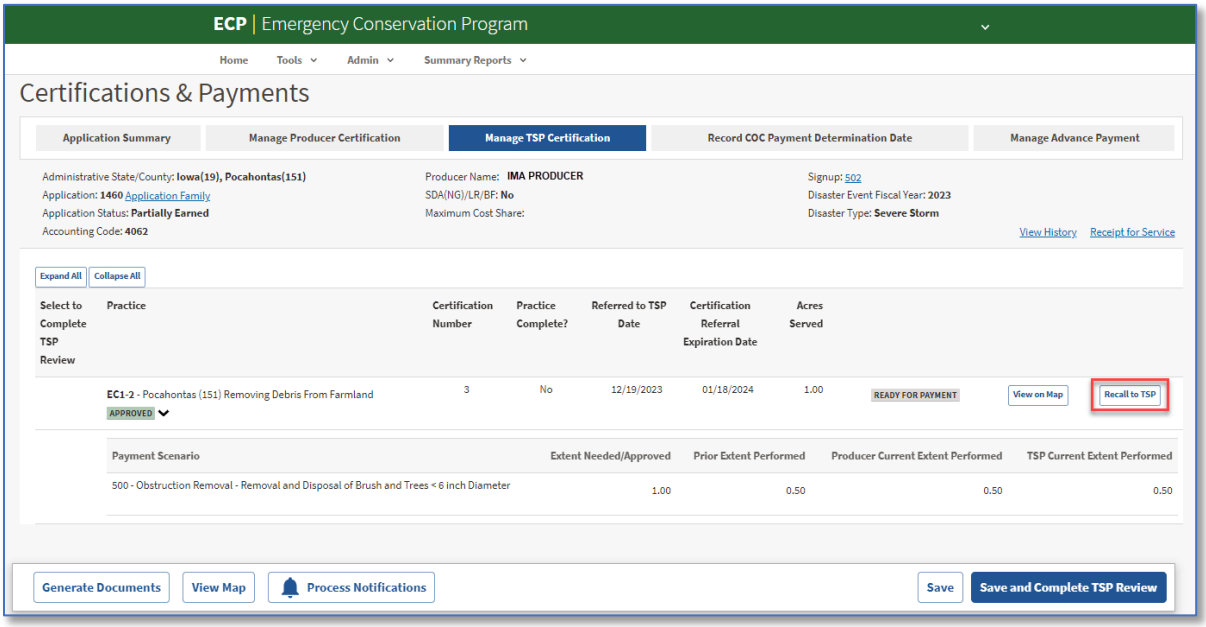
A Overview

Before a payment is requested, the Manage TSP Certification Screen allows the user to:

- view the current and prior producer and TSP certification details
- recall certification back to TSP from Ready for Payment
- add or edit the certification details.

B Example of the Manage TSP Screen When Ready for Payment

The following is an example of the Manage TSP Screen when ready for payment.



359 Manage TSP Certifications Prior to Payments (Continued)

C Action

After selecting the Manage TSP Certification:

- CLICK “Recall to TSP”.

  Note: Practice status is updated to Pending TSP Review.

- edit as applicable

- CLICK “Save and Complete TSP Review”. The practice status is updated to Ready for Payment.

360 Manage TSP Certifications After Payments

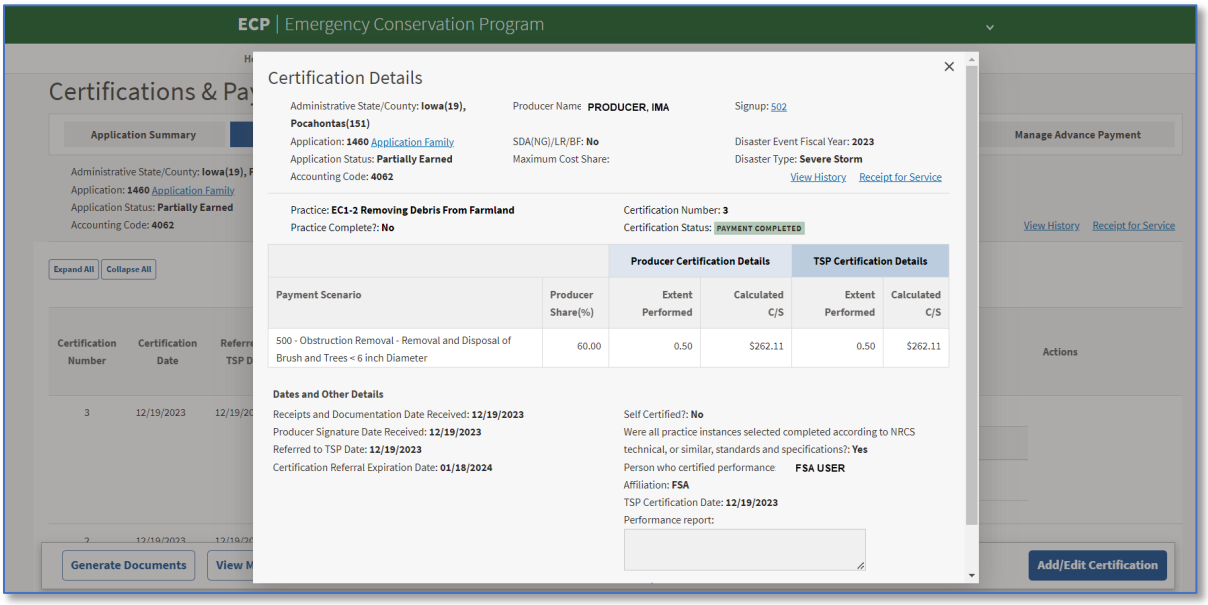
A Overview

A TSP certification can be edited after the COC has approved a payment request. FSA users will need navigate through the Manage Producer Certification Screen which allows TSP's to make edits.

Important: Editing or cancelling a TSP certification creates an automatic recalculation of the payment, resulting in either, a new payment, an overpayment or no change. After the TSP certification is edited payments will be recalculated again.

B Example of Certification Details Screen

The following is an example of the Certification Details Screen for an application with payments. FSA users can either edit or cancel the certification.



360 Manage TSP Certifications After Payments (Continued)

C Editing a Certification

After navigating through the "Manage Producer Certification" Screen:

- CLICK "View Details"
- CLICK "Edit" if edits are needed for either, "Extent Perform" or "Performance Report"
- CLICK "Update Certification"
- otherwise, if there are edits for any other reason follow subparagraph D to cancel the certification.

D Cancelling a Certification

After navigating through the "Manage Producer Certification" Screen:

- CLICK "View Details"
- CLICK "Cancel Certification" **if** changing responses to any of the following:
  - Acres Served
  - Self-Certified?
  - Were all practice instances selected completed according to NRCS technical, or similar, standards and specifications?
  - Person who certified performance
  - Affiliation
  - TSP Certification Date

Note: This action cancels **both** the producer and TSP certification.

- enter a new producer and TSP certification according to paragraph 354. If there are no changes to producer's certification, re-enter original certification and producer's signature date from the FSA-801B.

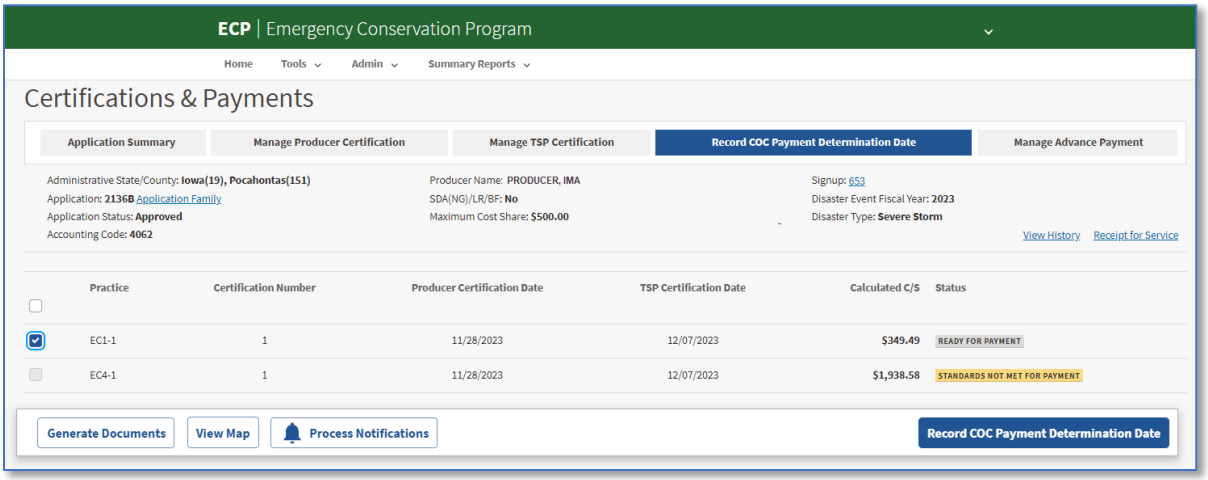
361 Record COC Payment Determination Date Screen

A Overview

The Record COC Payment Determination Date Screen allows the user to enter the COC determination after the COC has reviewed and determined the producer's eligibility to receive the requested cost share and required CCC-770's are completed according to 1-ECP.

B Example of Record COC Payment Determination Date Screen

The following is an example of the Record COC Payment Determination Date Screen.



361 Record COC Payment Determination Date Screen (Continued)

C Field Descriptions and Actions

The following tables provides the field descriptions and actions for the Record COC Payment Determination Date Screen.

Field/Button	Description/Action
Practice Information	
Selected Practice checkbox	A checkbox that allows users to select practice with a status of Ready for Payment. **Note:** If the TSP has certified that the practice standards were not met, the practice is not eligible for a cost share payment. The practice is not selectable and will remain on the Record COC Payment Determination Date Screen.
Practice	Displays the practice instance(s).
Certification Number	Displays the sequential number of producer certification(s) completed.
Producer Certification Date	Displays the date the producer submitted the certification.
TSP Certification Date	Displays the date the TSP completed the certifications.
Calculated C/S	Displays the gross calculated cost share amount.
Status	Displays the status of the practice instance(s).
Record COC Payment Determination Date	CLICK “Record COC Payment Determination Date” to save the information and display the “Record COC Payment Determination Date” pop-up screen.

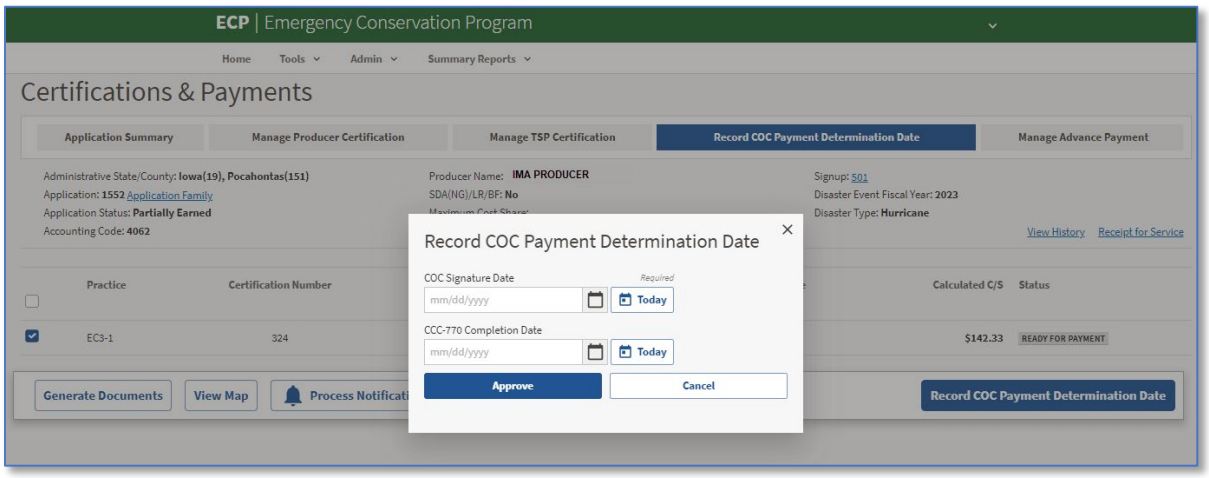
361 Record COC Payment Determination Date Screen (Continued)

D Record COC Payment Determination Date

On the Record COC Payment Determination Date Screen:

- select the applicable practice(s)
- CLICK "Record COC Payment Determination Date." A pop-screen is displayed allowing users to enter the COC information.

The following is an example of the Record COC Determination Date pop-up screen.



E Action

On the Record COC Payment Determination Date pop-up screen:

- enter COC Signature Date from FSA-801C for all practice instances approved for payment by the COC
- enter CCC-770 Completion Date
- CLICK "Approve" to save the information. The payment request(s) will be immediately sent to the payment systems

--Note:** A report of all payment activity for the application family can be found in the Report of Certifications and Payments. Follow instructions in paragraph 30 and choose "Certification(s) Report". The payment requested according to this subparagraph is added to the report when the payment request is sent.**--

362 Manage Advance Payment Screen

A Overview

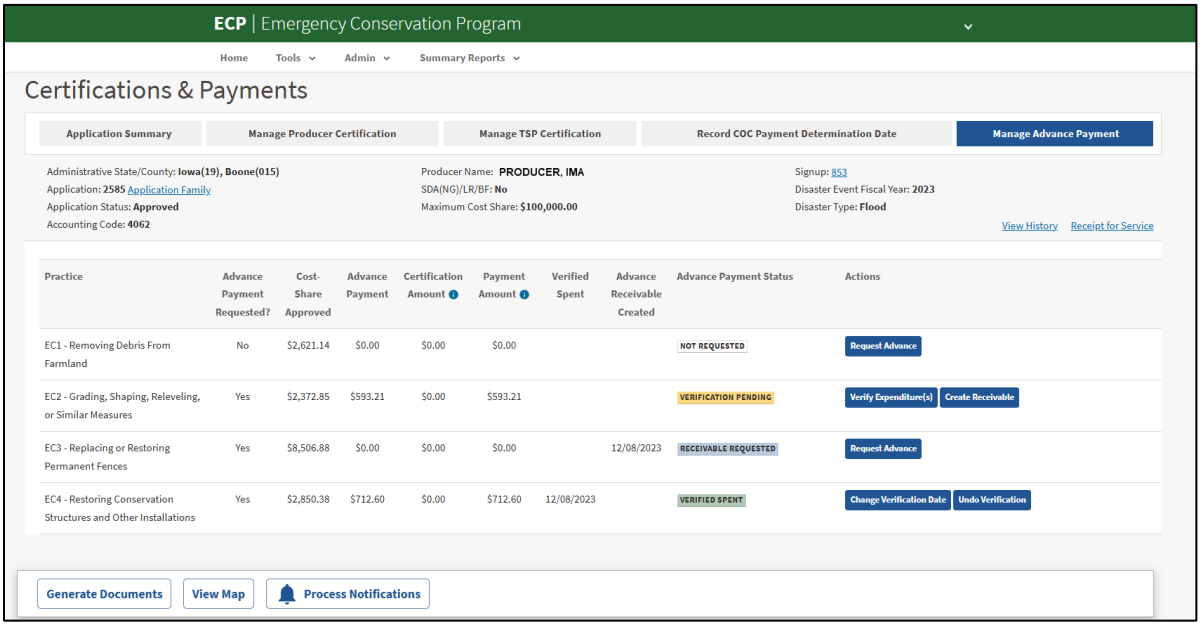
When producers request an advance payment of their cost share payment, users will use the Manage Advance Payment Screen to:

- view the status of an advance payment request
- request an advance payment **after** application approval but **before** certification of performance
- verify expenditure(s) of an advance payment and view verification status
- create a receivable for an advance payment

•*--re-request an advance payment after a receivable has been requested.--*

B Example of the Manage Advance Payment Screen

The following is an example of the Manage Advance Payment Screen.
*--



--*

362 Manage Advance Payment Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Manage Advance Payment Screen.

Field/Button	Description/Action
Practice Information	
Practice	Displays the practice number and description.
Advance Payment Requested?	Displays whether an advance payment has been requested.
Cost-Share Approved	Displays amount of cost share approved for all instances of the practice.
Advance Payment	Displays the calculated advance payment.
Certification Amount	Displays the total calculated cost share for all certifications by practice. **Note:** Users can view practice instance details from the Application Summary Screen.
Payment Amount	Displays the advance payment amount sent to NPS.
Verified Spent	Displays the date the expenditure was verified by the County Office. **Note:** If verification has not been completed, the field is blank.
Advance Receivable Created	Displays the date the receivable was generated when the user clicks "Create Receivable". If a receivable has not been created, the field is blank. ***--Note:** If a receivable has been created for an advance payment and this action must be reversed, the user can request the advance payment again.**--***
Advance Payment Status	Displays the status of the verified expenditures.

362 Manage Advance Payment Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Practice Information (Continued)	
Actions	Depending on the advance payment status, users can perform the following: • request an advance payment ***--Note:** When advance payment is requested after the application has been approved, the advance payment is immediately sent to the payment system. Reprint FSA-801B and obtain producer concurrence signature in Part E to document the producer's request.**--*** • verify expenditures • create receivable **Note:** The user will need to transfer the overpayment in CPS to NRRS. Follow 64-FI for further instructions. • change verification date • undo the verification when an error has occurred •***--**re-request an advance payment if a receivable was created in error.**--***
Footers	
Generate Documents	CLICK "Generate Documents" to generate forms, letters, and reports for an application. A pop-up screen is displayed allowing users to generate applicable document(s). The system defaults to "Forms". CLICK "Letters" or "Reports" to navigate to those types of available documents. Follow paragraph 30 for further instructions.
View Map	Allows users to view the * * * practices on the application.
Process Notifications	CLICK "Process Notifications" to view and or reprocess emails, obligations, and requested payments. Follow paragraph 28 for further instructions.

363 Close a Practice Without Performance

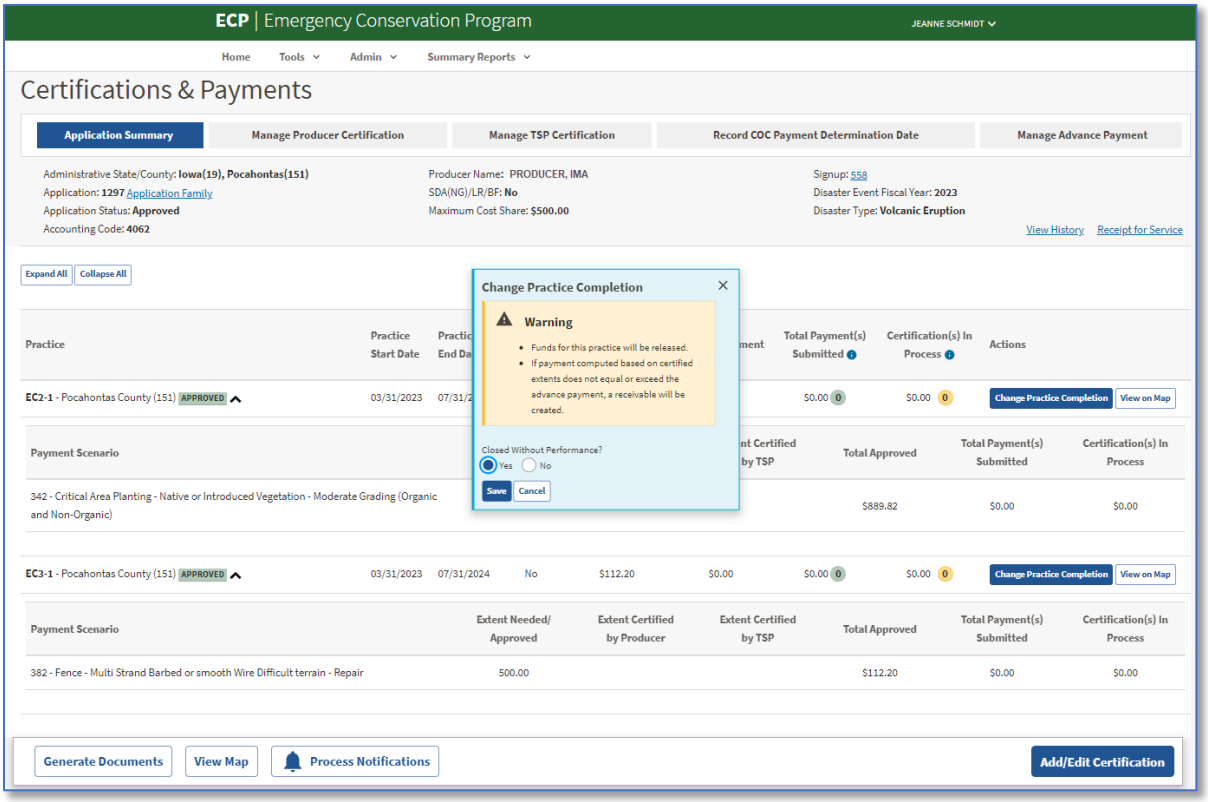
A Overview

When a producer indicates they will not complete a practice, the user can close the practice without performance.

Note: If there are multiple practices on the application, the TSP must concur the practice is not needed for successful implementation of another practice.

B Example of the Change Practice Completion Pop-Up Screen

The following is an example of the Change Practice Completion pop-up Screen.



363 Close a Practice Without Performance (Continued)

C Action

From the Application Selection Screen:

- select application
- CLICK "Certify & Pay"
- CLICK "Change Practice Completion
- select either:

  - "Yes" to change the Practice Complete status of the practice instance to Closed Without Performance for practices with no initiated or completed certifications

  - "No" to change the Practice Complete status of Closed without Performance back to "No".

If "Yes", obligated funds for this practice will be de-obligated. On applications where an advance payment was requested, the payment will be automatically recalculated based on remaining practices and their certified extents, if applicable. If there are no other practices on the application or if the certified extents do not equal or exceed the advance payment, an overpayment will be created. The Practice Complete status will be updated to Closed without Performance.

In the event a practice was changed to "Yes" in error, the user can change the status back to "No." by clicking "Change Practice Completion" and select "No." The software will automatically re-obligate the practice up to the amount approved by the COC.

--Note:** When a practice is marked complete, Column 10 – Remaining Extents to be Performed in Part B of Form FSA-801C, Cost Share Certification will display "Producer Marked Complete". Funds obligated to the practice are de-obligated.**--

364-450 (Reserved)

Parts 6-8 (Reserved)

451-900 (Reserved)

Part 9 Reports

901 Summary Reports

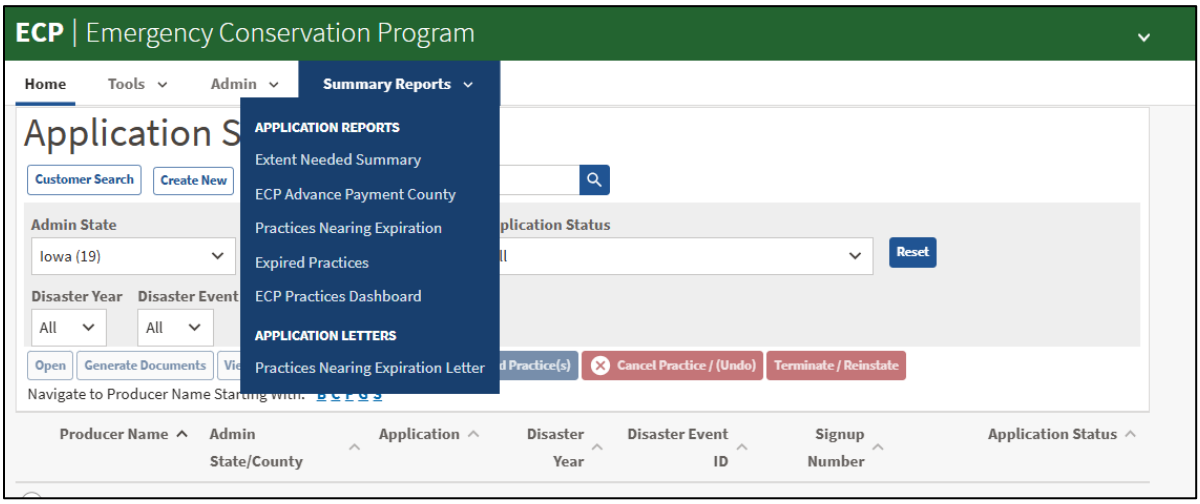
A Overview

The ECP system provides several summary application reports and letters to assist County Offices with administering ECP.

B Example of Summary Reports Screen

The following is an example of the drop-down menu of available reports and letters.

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902 Extent Needed Summary Report

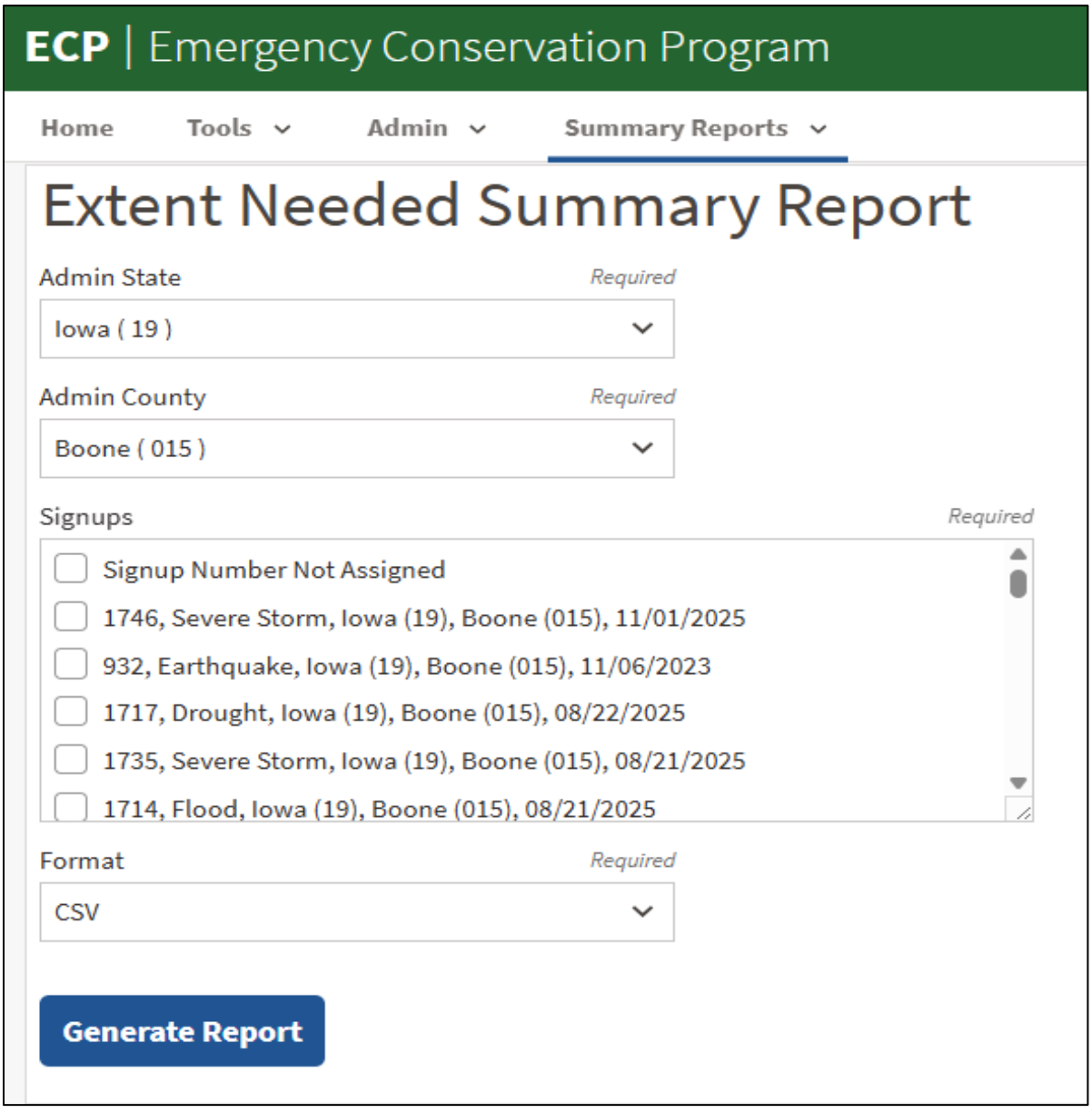
A Overview

The Extent Needed Summary Report provides a PDF of the summary of cost shares with needed extents as determined by the TSP. Counties are to use this report to request funds according to paragraph 106.

B Example of the Extent Needed Summary Report Criteria Search Screen

The following is an example of the search screen for generating the Extent Needed Summary Report.

*--



--*

902 Extent Needed Summary Report (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for generating an Extent Needed Summary Report.

Field/Button	Description/Action
Admin State	Defaults to the administrative State of the user. Use the drop-down menu to select another State if applicable.
Admin County	Defaults to the administrative county of the user. Use the drop-down menu to select another county if applicable.
Signups	Displays all signups. Select the applicable signup(s).
Generate Report	CLICK "Generate Report" to generate a PDF of the report.
*--Format	Choose either CSV or PDF format. Use PDF format for reports that will be attached to requests for funds.--*

D Example of the Extent Needed Summary Report

--The following is an example of the Extent Needed Summary Report in PDF format.--

Administrative State: Nebraska (31)
Administrative County: Pawnee (133)

UNITED STATES DEPARTMENT OF AGRICULTURE
FARM SERVICE AGENCY
2024 Emergency Conservation Program (ECP)
Extent Needed Summary Report

Prepared Date: 11/30/2023 11:21:17 AM (CST)
Page 1 of 1

Signup Number	Disaster ID	Control Number	Date Submitted	Producer Name	Practice Number	Payment Scenario	Extent Requested	Cost Share Requested	TSP Date	Extent Needed	Cost Share Based on Extent Needed
767	1051	2345	07/01/2023	PRODUCER, IMA	EC1-2				07/12/2023		
						500 001	2.00	$1,783.14		2.00	$1,783.14
								$1,783.14			**$1,783.14**
767	1051	2351		ABC FARMS	EC1-1				07/25/2023		
						500 001	4.00	$3,566.28		4.20	$3,744.59
						500 002	4.00	$6,553.20		4.20	$6,880.86
						500 037	4.00	$1,142.55		4.20	$1,199.68
								$11,262.03			**$11,825.13**
767	1051	2351		DEF LLP	EC1-2				07/25/2023		
						500 004	150.00	$16,114.50		132.00	$14,180.76
						500 006	4,000.00	$21,240.00		3,840.00	$20,390.40
								$37,354.50			**$34,571.16**
767	1051	2351		XYZ INC	EC2-1				07/25/2023		
						342 004	3.50	$2,347.59		3.50	$2,347.59
								$2,347.59			**$2,347.59**
				Total for SU 767, Flood, Nebraska (31), Pawnee (133), 06/12/2023				**$52,747.26**			**$50,527.02**

* Payment Scenario(s) added during Needs Determination have cost share estimated based upon an assumed 100% producer share

903 ECP Advance Payment County Report

A Overview

The ECP Advance Payment County Report generates an excel spreadsheet that is used to monitor and manage ECP advance payments to ensure that expenditures of advance payment funds are:

- timely reported
- receivables are created for producers who do not verify expenditures.

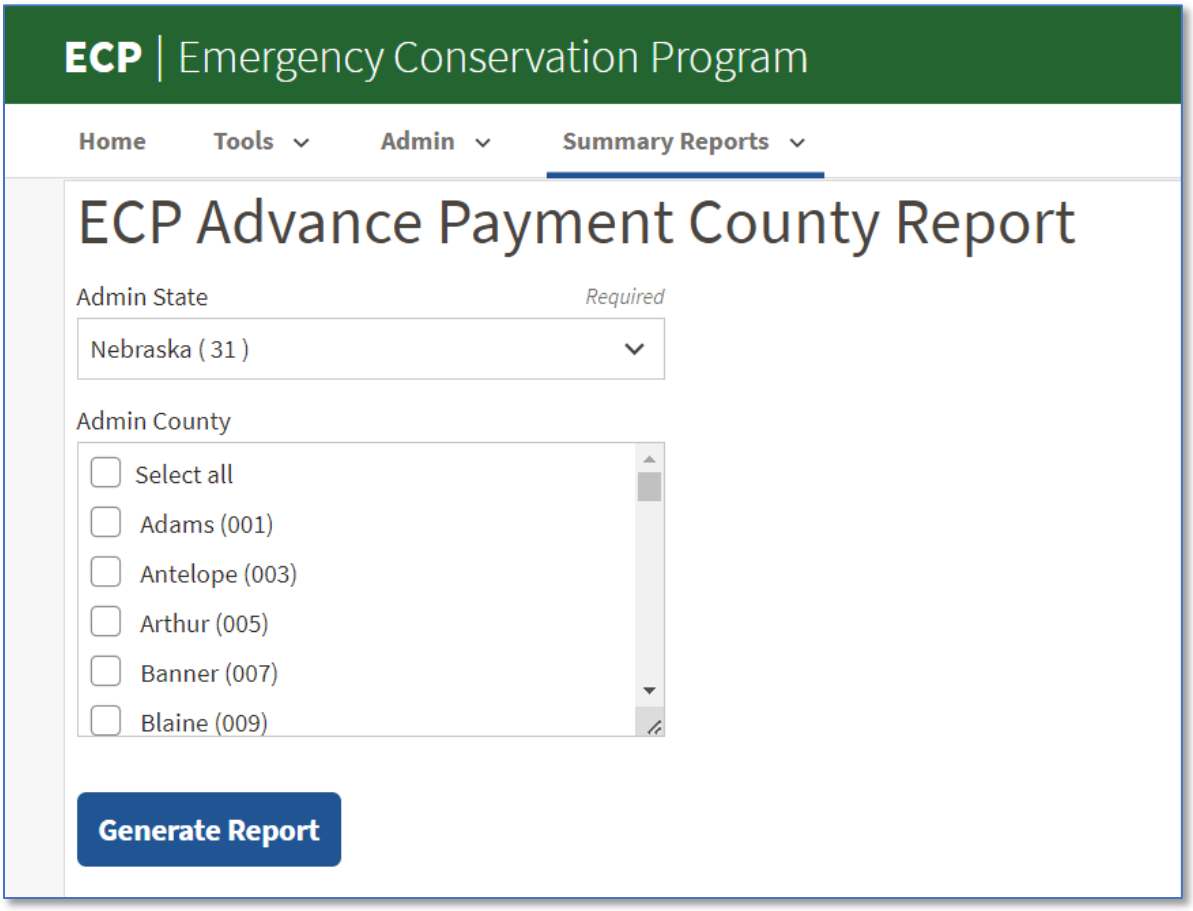
The report lists all ECP agreements for the county that received advance payments on one or more practices. The advance payment issue date is compared to the date the report is run. If the advance payment issue date is more than 60 days before the date the report is run the practice is marked as having a past due verification unless a date verified spent is listed for the practice, or a receivable has been created for the advance payment.

The number of days the advance payment has been outstanding is displayed to alert users to practices where the verification is not past due but the deadline for reporting may be nearing.

903 ECP Advance Payment County Report (Continued)

B Example of the ECP Advance Payment County Criteria Search Screen

The following is an example of the search screen for generating an ECP Advance Payment County Report.



C Field Descriptions and Actions

The following table provides the field descriptions and actions for generating an ECP Advance Payment County Report.

Field/Button	Description/Action
Admin State	Defaults to the administrative State of the user. Using the drop-down menu to select another State if applicable.
Admin County	Using the drop-down menu to select the applicable county(s).
Generate Report	CLICK “Generate Report” to generate an excel spreadsheet of the report.

904 ECP Practices Nearing Expiration Report

A Overview

The ECP Practices Nearing Expiration Report generates an excel spreadsheet that lists practices nearing their expiration date.

B Example of the ECP Practices Nearing Expiration Report Screen

The following is an example of the search screen for generating the ECP Practices Nearing Expiration Report.



904 ECP Practices Nearing Expiration Report (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for generating an ECP Advance Payment County Report.

Field/Button	Description/Action
Admin State	Defaults to the administrative State of the user. Using the drop-down menu to select another State if applicable.
Admin County	Using the drop-down menu to select the applicable county(s).
Generate Report	CLICK “Generate Report” to generate an excel spreadsheet of the report.

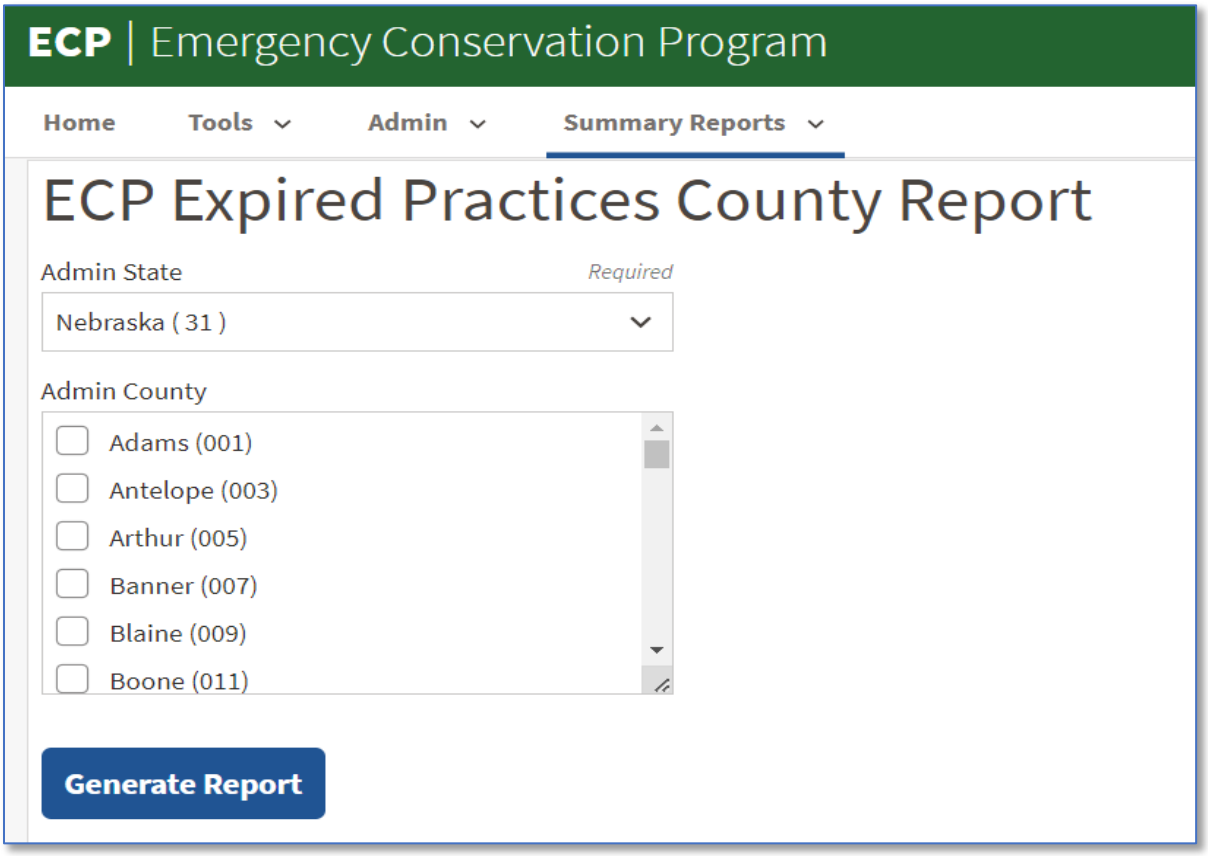
905 ECP Expired Practices County Report

A Overview

The ECP Expired Practices County Report generates an excel spreadsheet that lists practices that have expired.

B Example of the ECP Expired Practices County Report Screen

The following is an example of the search screen for generating the ECP Expired Practices County Report.



905 ECP Expired Practices County Report (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for generating an ECP Expired Practices County Report.

Field/Button	Description/Action
Admin State	Defaults to the administrative State of the user. Using the drop-down menu to select another State if applicable.
Admin County	Using the drop-down menu to select the applicable county(s).
Generate Report	CLICK "Generate Report" to generate an excel spreadsheet of the report.

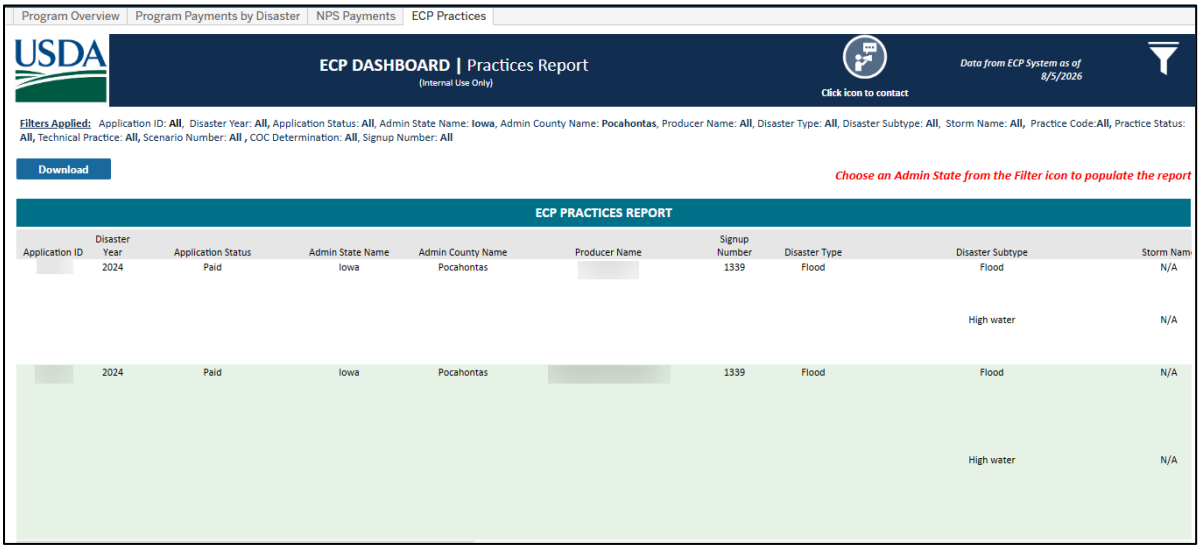
*--905.5 ECP Practices Dashboard Report

A Overview

The ECP Practices Dashboard Report is a link to the Practice Report tab in the Tableau ECP Dashboard.

B Example of the ECP Dashboard | Practices Report

The following is an example of the ECP Dashboard | Practices Report.



C Actions

Use filters and tabs within the Tableau dashboard to display the desired data.--*

906 Practices Nearing Expiration Letter

A Overview

The Practices Nearing Expiration Letter option will generate letters for producers for practices that are nearing the expiration date.

B Example of the Practices Nearing Expiration Letter Screen

The following is an example of the search screen for generating the Practices Nearing Expiration Letter.



906 Practices Nearing Expiration Letter (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for generating the Practices Nearing Expiration Letter.

Field/Button	Description/Action
Admin State	Defaults to the administrative State of the user. Using the drop-down menu to select another State if applicable.
Admin County	Defaults to the administrative county of the user. Using the drop-down menu to select another county if applicable.
As of Date	Enter the as of date for the report.
60 Day Notification	When the 60-Day Notification has been selected, any Practice Instance having an Expiration Date less than 60 days from the above date will be included.
Programmatic Determination Notification	When the Programmatic Determination Notification has been selected, any Practice Instance which has a Programmatic Determination and for which the Expiration Date is less than 195 days but not less than 165 days will be included. These Practice Instances will be re-notified if the practice has not been completed and less than 60 days remain before expiration
Generate Letters	CLICK “Generate Letters” to generate the PDF letters.

906 Practices Nearing Expiration Letter (Continued)

D Example of Practices Nearing Expiration Letter

The following is an example of the Practices Nearing Expiration Letter.

*--

IMA PRODUCER
123 MAIN STREET
ANYTOWN, USA 12345

Program: ECP
Application #: 2915

RE: APPROACHING PRACTICE EXPIRATION DATE

The practice(s) associated with this cost share application will expire according to the table shown below:

Practice	Practice Description	Scenario Description	Practice Expiration
EC2-1	Grading, Shaping, Releveling, or Similar Measures	342 - Critical Area Planting - Heavy Grading, Native or Introduced	08/27/2026
EC4-1	Restoring Conservation Structures and Other Installations	313 - Waste Storage Facility - Composted Bedded Pack, Gravel Floor	08/27/2026

If the practice(s) has/have been completed, please submit all supporting evidence of completion to the BOONE COUNTY FARM SERVICE AGENCY prior to the expiration date listed above.

If the practice(s) has/have not been completed, a written extension request explaining why the practice(s) is not completed must be submitted prior to the expiration date for County Committee consideration.

If practice completion has not been reported or an extension request is not submitted to the County Committee prior to the expiration date, then the cost share application will be terminated.

Sincerely,

_____
County Executive Director

USDA is an equal opportunity provider, employer, and lender. Page 1 of 1

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Reports, Forms, Abbreviations, and Relegations of Authority

Abbreviations not listed in 1-CM

The following abbreviations are not listed in 1-CM

Approved Abbreviation	Term	Reference
CD	Conservation Division	1, 2
ISD	Information Solutions Division	2
ECP	Emergency Conservation Program	Text
PDD	Program Delivery Division	1-3
PLSS	Public Land Survey System	210
RTI	Request to Implement	24, 54, 73
SLR	Security Liaison Representative	21
TSP	technical service provider	Text

Forms

The following table lists the forms referenced in this handbook.

Number	Title	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification	213
FSA-13-A	System Access Request Form	21
FSA-23	Determining Agriculture Market Value and Cost Share Per Acre Worksheet	201, 251, 253
FSA-801	Emergency Conservation Program Cost Share Request	214, 215, 354
FSA-801A	Emergency Conservation Program Needs Determination	31
FSA-801B	Emergency Conservation Program Cost Share Agreement	252, 360
FSA-801C	Emergency Conservation Program Cost Share Certification and Payment	31, 358, 361
FSA-850	Environmental Screening Worksheet	102, 201, 218, 251,
NRCS-CPA-52	Environmental Evaluation Worksheet	218

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

Payment Reports

The following table lists payment reports referenced in this handbook.

Title	Reference
Estimated Calculated Payment Report (ECPR)	30, 214
Report of Certifications and Payments	30, 361

Relegations of Authority

None.

Menu and Screen Index

The following menus and screens are displayed in this handbook

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Activate Signup Screen	103
Admin Header Menu	24
Application Header Screen	303
Application Search Screen	26, 254, 351, 901
Application Summary Screen	353
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Cancel/Undo Cancel Practice(s) Screen	304
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Disaster Event Screen	73
Disaster Events Search Screen	72
ECP Advance Payment County Report Screen	903
ECP Expired Practices County Report	905
ECP Practices Nearing Expiration Report	904
ECP Expired Practices County Report	905
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Extent Needed Summary Report Screen	902
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Practices Nearing Expiration Letter Screen	906
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Title	Reference
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Request Detail Screen	213
Requests for Funds Allocation Screen	106
Request to Implement Search Screen	52
Revise Application Screen	254, 302
Save and Submit to TSP Screen	354
Signup Funding Request Screen	106
Signup Screen	102, 105
Signup Screen to Close Signup	104
State Review Screen	54
Submit for Needs Determination	214
Summary Reports Menu	25, 901
Terminate/Reinstate Application Screen	305, 306
Tools Header Menu	23
View History Screen	29

Application Statuses

The following table provides the application statuses and description for the ECP Application.

Status	Description
Initiated	The application is in a draft state, and not yet signed by the producer.
Revise-Initiated	Application has been approved and application is being revised. The revision is in a draft state, and not yet signed by the producer.
Needs Determination	Producer has signed and submitted an application. The application is undergoing technical review (TSP needs determination and environmental compliance review) before it is submitted to COC.
Revise Needs Determination	A revision has been initiated and producer has signed and submitted the revised application. The revision is undergoing technical review and has yet to be submitted for COC review.
Pending COC Determination	Needs determination and environmental compliance have been entered. The application has been submitted for COC review and is awaiting COC determinations.
Revise-Pending COC Determination	A revision has been initiated and needs determination and environmental compliance have been entered. The revision has been submitted for COC review and is awaiting COC determinations.
Conditionally Approved (Pending Obligation)	COC has approved one or more practices, and the system is communicating with Common Obligation Framework but has not yet confirmed funds are available to be obligated.
Revise-Conditionally Approved (Pending Obligation)	A revision has been initiated and COC has approved one or more practices. The system is communicating with Common Obligation Framework but has not yet confirmed funds are available to be obligated.
Conditionally Approved (Obligation Failed)	COC has approved one or more practice and the attempt to obligate funds was unsuccessful.
Revise-Conditionally Approved (Obligation Failed)	A revision has been initiated. COC has approved one or more practice and the attempt to obligate funds was unsuccessful.
Conditionally Approved	One or more practices are approved and no practices without a determination, application was successfully obligated, and application is awaiting producer concurrence.
Partially-Conditionally Approved	One or more practices are approved, but there are one or more practices without a determination. Application was successfully obligated for the approved practices. The application is awaiting producer concurrence for the approved practices.
Revise-Conditionally Approved	A revision has been initiated. One or more practices are approved, and no practices are without a determination. Application was successfully obligated, and application is awaiting producer concurrence.

Application Statuses (Continued)

Status	Description
Revise-Partially-Conditionally Approved	A revision has been initiated. One or more practices are approved, but there are one or more practices without a determination. Application was successfully obligated for the approved practices. The application is awaiting producer concurrence for the approved practices.
Willing to Approve	Funds are exhausted at the national level. The COC has determined that if/when funds become available, they are willing to approve all practices that have not been specifically disapproved.
Revise-Willing to Approve	A revision has been initiated. Funds are exhausted at the national level. The COC has determined that if/when funds become available, they are willing to approve all practices that have not been specifically disapproved.
Disapproved	All practices on the application have been disapproved.
Partially-Disapproved	One or more practices on the application has been disapproved. Other practices exist that have not had a determination.
Cancelled	All practices on the application have been cancelled/withdrawn by the producer.
Terminated	All practices on the application have been terminated.
Reinstated (Pending Obligation)	A previously approved application was terminated. The COC has approved reinstatement of the application. The system is communicating with Common Obligation Framework but has not yet confirmed funds are available to be obligated.
Reinstated (Obligation Failed)	A previously approved application was terminated. The COC has approved reinstatement of the application and the attempt to obligate funds was unsuccessful.
Approved	All practices on the application that have not specifically been cancelled, disapproved, or terminated have been approved. Obligation was successful, and the producer has concurred with the COC determination. No payments have been issued for the approved practice(s).
Partially-Approved	One or more practices on the application have been approved, obligation was successful, and the producer has concurred with the COC determination. Additional practices exist that do not have a COC determination. Cancelled, disapproved, or terminated practices may also exist. No payments have been issued for the approved practices.
Partially Approved (With Payment)	A partially approved application with at least one payment issued on an approved practice.
Pending State Determination	One or more practices on the application have been recommended for approval by the COC but the requested cost share amount requires STC determination. STC determination has not yet been entered.

Application Statuses (Continued)

Status	Description
Revise-Pending State Determination	A revision has been initiated. One or more practices on the revision have been recommended for approval by the COC but the requested cost share amount requires STC determination. STC determination has not yet been entered.
Pending National Determination	One or more practices on the application have been recommended for approval by the COC and STC but the requested cost share amount requires National Program Manager determination. Program Manager determination has not yet been entered.
Revise-Pending National Determination	A revision has been initiated. One or more practices on the revision have been recommended for approval by the COC and STC but the requested cost share amount requires National Program Manager determination. Program Manager determination has not yet been entered.
Paid	All approved practices on the application have been marked complete. At least one practice has performance reported and payment has been issued for the practice(s) with performance reported.
Closed	All approved practices on the application were closed without performance.
Active Revise	A previously approved or partially approved application that is in the process of being revised. Edits are not permitted on applications with a status of Active Revise.
Active Revise (Child Obligated)	A previously approved or partially approved application where the revised (child version) of the application has been conditionally approved with successful obligation and is awaiting producer concurrence with the approval.
Revise Ended (With Payments)	A previously approved application that has been revised. Partial payment of the cost share occurred on this application before the revision was initiated. Certifications of performance and the resulting payments associated with this version of the application remain with the Revise Ended status application.
Revise Ended (No Payments)	A previously approved application that has been revised. No payments were issued under this version of the approved application before the revision was initiated.
Revise Ended (Terminated)	A previously approved application that has had all approved practices terminated. Payments were earned on this version of the agreement before the revision occurred.

Notifications

The following table displays when the county, state, national, or TSP users will receive automated notifications.

Email Notification	Admin County	State	National	TSP
Application Revision Canceled by Non-Admin County	X			
Application Initiated by Non-Admin County	X			
Application Requires State Level Approval		X		
Application State Determination Complete	X			
Application Submitted for Determination - National			X	
Application National Determination Complete	X			
Application Submitted for Determination by Non-Admin County			X	
Application - Revised by Non-Admin County	X			
Application - National Determination Complete		X		
*--Extension Request (Practice Expiration Date) Determination		X	X	
Extension Request (Signup) – Submitted to State		X		
Extension Request (Signup) – STC Decision	X	X	X	
Extension Request (Signup) – National Determination	X	X	X	
Extension Request (Signup) – Submitted to State		X--*		
Needs Determination - Submitted by Non-Admin County	X			X
Producer Certification – Submitted by Non-Admin County	X			X
TSP Certification - Submitted	X			
RTI - Approval	X	X	X	X
RTI - Disapproval	X	X		
*--RTI - Manually Entered Comment	X[1]	X[1]	X[1]--*	
RTI - Return to County	X	X		
RTI - Submitted to National			X	
RTI - Submitted to State	X	X		
Signup Allocation - Approved	X	X	X	
Signup Allocation - Cancel	X	X	X	
Signup Allocation - Disapproved	X	X	X	
Signup Allocation - Submitted to National	X		X	
Signup Allocation - Submitted to State	X	X		

--[1]User designates the level(s) to receive the notification when manually triggering a comment from the RTI.--

Manual Adjustments to Maximum Cost Share Amount

A Background

1-ECP (Rev. 8) subparagraph 179 C states that ECP payments may not exceed 50 percent of the agricultural market value of the land or confined animals as determined by COC. FSA-23 is used to determine the value of the land. ECP software enforces this maximum cost share amount based upon the amount manually entered by the user during approval of the ECP application. When entering the maximum cost share amount, the user must consider:

- the producer's claimed share for the practice if the claimed share is less than 100 percent
- payments earned under previous versions of the application when approving a revised application.

B Example of Adjustment to Maximum Cost Share Amount for Producer Shares Less than 100 Percent

Because ECP software only allows 1 producer per application, when the producer's share of responsibility for the cost of restoration is less than 100 percent, the maximum cost share amount entered in ECP software for that producer's application must be reduced according to the producer's share to correctly enforce the rule that ECP payments cannot exceed 50 percent of the agricultural market value of the land or confined animals, as demonstrated in the following table.

Value of the land = 200.00 acres served X $4,000.00 per acre = $800,000.00				
Maximum Cost Share for ECP = 50 percent X $800,000.00 = $400,000.00				
Producer Name and Application	**Producer Share**	**Producer's Share of Maximum Cost Share Amount**	**Calculated Cost Share for the Producer**	**Reduction Applied to Calculated Payment Amount**
Producer A Application Number 1	25 percent	25 percent X $400,000.00 = $100,000.00	$110,000.00	$10,000.00
Producer B Application Number 2	75 percent	75 percent X $400,000.00 = $300,000.00	$330,000.00	$30,000.00

Note: If the full 50 percent of the agricultural market value amount is erroneously entered for both applications, the ECP payment would not have been reduced on either application. The total ECP payments for the disaster would have exceeded 50 percent of the value of the land.

Manual Adjustments to Maximum Cost Share Amount (Continued)

C Example of Adjustment to Maximum Cost Share Amount for Amounts Paid on a Previous Version of the Application

When applying the maximum cost share validation, ECP software uses the full amount entered on the specific version of the application being used to make the payment. Users must consider amounts already paid under any previous versions of the agreement when entering the maximum cost share during approval of a revised application to properly enforce the maximum cost share validation, as demonstrated in the following table.

Original Application Number 100					
Value of the land = 150.00 acres served X $3,000.00 per acre = $450,000.00					
Maximum Cost Share for ECP = 50 percent X $450,000.00 = $225,000.00					
Producer Name and Application	**Producer Share**	**Approved Cost Share**	**Calculated Cost Share Payment**	**Producer's Share of Maximum Cost Share Amount**	**Reduction Applied to Calculated Payment Amount**
Producer X Application Number 100	100 percent	Practice EC1 = $100,000.00 Practice EC3 = $120,000.00	Practice EC1 = $100,000.00 Practice EC3 = $0.00 (no performance certified)	$225,000.00	$0.00

Note: Producer certified the full extent of Practice EC1 as being performed under version 100 of this application. The producer did not certify any extents completed for Practice EC3. The application was revised to increase the approved extents for practice EC3, resulting in approved cost share for practice EC3 increasing to $150,000.00. Since the full extents of Practice EC1 were performed and this practice was marked as complete, no extents of Practice EC1 were carried forward to the revised application. The additional extents approved for Practice EC3 during the revision did not result in an increase in the acres served.

Manual Adjustments to Maximum Cost Share Amount (Continued)

C Example of Adjustment to Maximum Cost Share Amount for Amounts Paid on a Previous Version of the Application (Continued)

Revised Application Number 100A					
Value of the land = 150.00 acres served X $3,000.00 per acre = $450,000.00					
Maximum Cost Share for ECP = 50 percent X $450,000.00 = $225,000.00					
Remaining Maximum Cost Share for Revised Application = $225,000.00 - $100,000.00 = $125,000.00					
Producer Name and Application	**Producer Share**	**Approved Cost Share**	**Calculated Cost Share Payment**	**Remaining Producer's Share of Maximum Cost Share Amount**	**Reduction Applied to Calculated Payment Amount**
Producer X Application Number 100A	100 percent	Practice EC3 = $150,000.00	Practice EC3 = $150,000.00	$125,000.00	$25,000.00

Note: If the full maximum cost share had been erroneously entered for the revised application, no reduction in the cost share amount paid would have occurred. The amount of cost share paid for the disaster event between the two versions of the application would have exceeded 50 percent of the value of the land.