

Conservation Offer Systems

To access the transmittal page click on the short reference

For State and County Offices

SHORT REFERENCE

4-CRP

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

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UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency Washington, DC 20250

Conservation Offer Systems	
4-CRP	Amendment 2

Approved by: Deputy Administrator, Farm Programs

Amendment Transmittal

A Reasons for Amendment

Subparagraph 145 A has been amended to include SRR posting reports.

Paragraph 150 has been added to include information on the Soil Rental Rate Posting Report.

Subparagraph 160 A, step 27 has been amended to update the wording for obtaining required signatures.

Subparagraph 164 D has been added to include error messages for the New Offer Page.

Paragraph 172 has been added to include information on the Edit Re-Enrolling Search Page.

Paragraph 173 has been added to include information on the Edit Re-Enrolling Search Results Page.

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- 1 Reports, Forms, Abbreviations, and Redelegations of Authority
- 2 Definitions of Terms Used in This Handbook
- 3 Menu and Screen Index

Part 1 General Information

1 Purpose

A Handbook Purpose

This handbook provides instructions for using:

- TERRA that is used for both general signups and continuous signups
- COLS that is used for CRP offers

Note: At this time, COLS is used to assist State and County Offices in processing offers for CRP. CREP, FWP, and SAFE are continuous signup programs under CRP.

• CCMS that is used for CRP contract maintenance.

B TERRA Functions

TERRA:

- enables County Offices to determine the environmental and wildlife benefits of a contract scenario
- informs participants of these benefits and the potential rental payment based on the signup and practices included in the scenario
- can be used to reassess the environmental benefits and soils of land in a current contract following a partial contract termination.

C COLS Functions

Within COLS users can perform the functions in this table.

Offer Processing	Offer Admin	County Admin	
 Upload GIS Data New GIS Offer New Offer Edit Offer Edit NDSF View Offer Delete Offer Submit Offer Print Form 	 Submit for Plan Submit to COC COC Approval County Report SRR Posting Report 	 Crop Maintenance Cost Share Maintenance Rate Main Main Menu Cost Share System 	

1 Purpose (Continued)

D CRP Background

CRP is a voluntary program for agricultural landowners. Through CRP, producers can receive annual rental payments and cost-share assistance to establish long-term, resource conserving covers on eligible farmland. CCC makes annual rental payments based on the agriculture rental value of the land, and it provides cost-share assistance for up to 50 percent of the participant's costs in establishing approved conservation practices.

CRP protects millions of acres of American topsoil from erosion. CRP's objective is to safeguard the nation's natural resources. By reducing water runoff and sedimentation, CRP protects groundwater and helps improve the condition of lakes, rivers, ponds, and streams. Acreage enrolled in CRP is planted to resource-conserving vegetative covers, making CRP a major contributor to increased wildlife populations in many parts of the country.

2 Sources of Authority and Related Handbooks

A Sources of Authority

CREP, FWP, and SAFE are continuous signup programs under CRP. Authority for CRP is the Food Security Act of 1985, Title XII, Sections 1201 through 1245, Subtitles A through F, as amended by the Food, Agriculture, Conservation, and Trade Act of 1990.

B Program Policy Guidance

CRP policy guidance is found in 2-CRP.

C FSA Handbooks

The following table provides FSA handbooks related to TERRA and COLS.

Handbook	Purpose			
10-CM	Provides farm records maintenance policy.			
11-CM	Provides instructions to maintain customer data in MIDAS CRM/Business Partner, SCIMS, and PPID.			
5-CRP	Provides procedure for using CCMS and conservation payments.			
1-PL	Provides:			
	• instructions and uniform methods for State and County Offices to determine:			
	"persons" for payment limitation purposes			
	payment eligibility for each program participant			
	combined producer.			
3-PL	Provides instructions for accessing and updating web-based subsidiary files. Subsidiary files are used to assist State and County Offices in recording:			
	COC "person" determination information			
	information about producer payment eligibility			
	member information for joint operations and entities.			
4-PL	Provides instructions and uniform methods for State and County Offices to:			
	apply direct attribution for payment limitation purposes			
	determine payment eligibility for each program participant.			
5-PL	Provides instructions and procedures for implementing payment eligibility and payment limitation provisions of the Agricultural Act of 2014			
	(Pub. L. 113-79), effective for 2014 through 2018 crop years, program years, and FY's.			

3 Processing Signup Offer Overview

A Offer Processing

Ensure that offer and contract information, including contract duration, program years, and effective dates, are entered accurately. COLS is designed to flow through the offer process as outlined in 2-CRP.

See Part 4 for specific instructions; however, from a software perspective, it is suggested to process offers through the "COC Approval" option when the hard copy CRP-1 has been approved by COC or designee. It is **critical** that offers are processed through the "COC Approval" option in COLS in a timely manner.

Review the information that is entered in COLS for the offer **before** processing the offer through "COC Approval" option and correct the data that needs to be corrected through the "Edit Offer" option.

Additionally, AGI eligibility information is validated at contract approval, so County Offices should address AGI eligibility **before** the contract is actually approved in COLS.

Note: Corrections, other than effective start date, maximum payment rate, and maintenance rate, **cannot** be made after COC Approval Processing has been completed in COLS.

B Contract Periods and Effective Dates

Process offers through the "COC Approval" option when CRP-1 has been approved by COC or designee. At this time, the contract period and effective start date of CRP-1 should be determined. When COC approval is entered into COLS and CRP-1 is printed, County Offices shall manually enter these dates into CRP-1, item 9, CRP-2C, item 3B.

Note: According to policy, CRP-1, item 9, and CRP-2C, item 3A, **will not automatically populate**. When COC approval is entered into COLS, County Offices must print CRP-1 and CRP-2C, as applicable, and manually enter these dates.

C Program Years

According to 2-CRP, subparagraph 402 B, the program year is FY in which the first payment is earned. Enter the correct program year; for example, contracts with October 1, 2015, start date will have be program year of 2016.

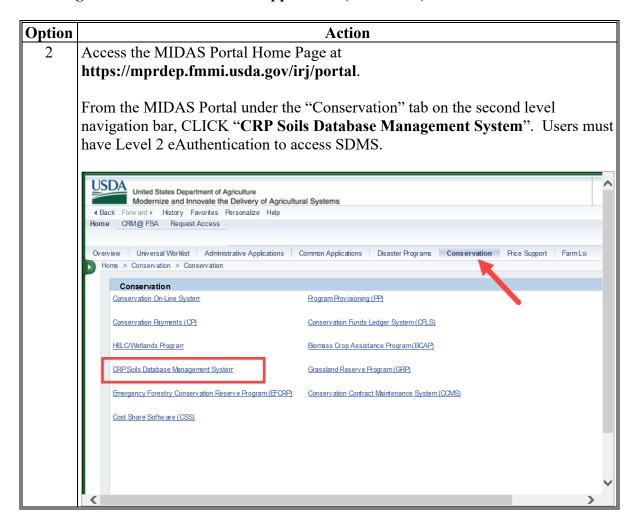
4 Managing the Soils Database

A Accessing the CRP SDMS Intranet Application

Access the SDMS Intranet Application as follows.

Option	Action		
1	Access the FSA Intranet Applications Home Page at		
	http://intranet.fsa.usda.gov/fsa/applications.asp.		
	······································		
	From the FSA Intra	net Screen, under "FSA Applications" "Applications	
		"A C". The FSA Intranet Screen will be redisplayed with	
		ames started from A to C. Scroll down and CLICK "CRP Soils	
		ment System". Users must have Level 2 eAuthentication to	
	access COLS.	v	
	My Applications	Applications with names started from A to C	
	Share URL for My Applications list	☆ ACRE Election	
	Backup/Restore	☆ AgLearn	
	My Applications list	☆ ALAP - Asparagus Loss Assistance Payment	
	Find an Application	☆ ARCT - AGI Review and Compliance Tracking System	
	Applications Directory	☆ Biomass Crop Assistance Program (BCAP)	
		☆ CARS - Crop Acreage Reporting System	
	0-9	☆ COC Elections	
	▶ A-C ←	☆ COC State AO Reports	
	D-F	☆ Common Payment Reports System	
	G-0	☆ Communications Tracking and Control System (CTCS)	
	P-Z	☆ Compliance Query Tool	
		☆ Comprehensive Information Management Systems (CIMS)	
	FSA OCIO Site Feedback	☆ Conservation Contract Maintenance System (CCMS)	
		☆ Conservation Funds Ledger System (CFLS)	
		☆ Conservation On-Line System (COLS)	
		☆ Conservation Payments (CP)	
		☆ Cost Share Software (CSS)	
		☆ Cotton Information Center	
		☆ County LDP Rates	
		☆ CRP Soils Database Management System	
		☆ CTCS - Communication Tracking and Control System	

A Accessing the CRP SDMS Intranet Application (Continued)



B Types of Access to SDMS

On the Welcome to the Soils Data Management System Screen, users will select either of the following the types of access, as applicable:

- "View Only", for National and county users
- "Authorized User", for State users authorized to add, edit, and void soil records for their States.

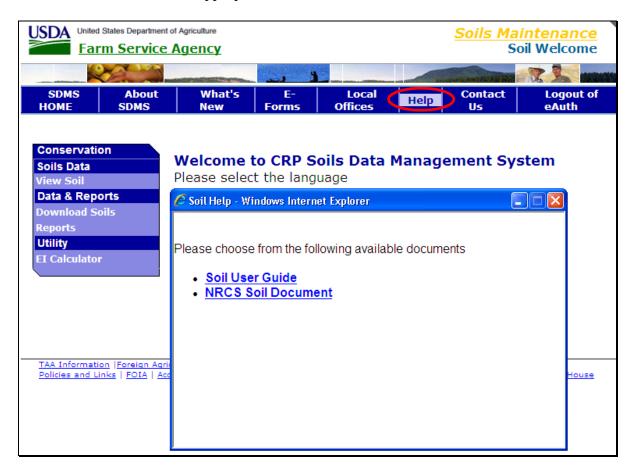


IF type of access is	THEN access is available to	AND users are allowed to
"View Only"	all USDA employees	view data for all States and counties but users will not be allowed to add, edit, or void any of the data.
"Authorized User"	employees designated as authorized users, for SDMS, in:	add, edit, and void data only for the States for which users has authorization. FSA State Offices shall use this access to
	FSA State OfficesNRCS State and Area Offices	maintain SRR's and MPLRR's, and by NRCS State and County Offices to maintain SSAID's, MUSYM, and soil specific natural resource factors.

C General Screen Navigation

The following describes navigation tips.

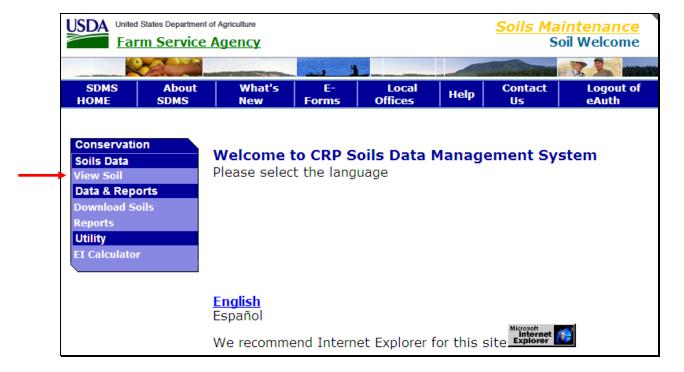
- "Back" on the Internet Explorer tool bar has been disabled for this application.
- Clicking the "Soils Maintenance" link in the upper-right corner will redisplay the Welcome to CRP Soils Data Management System Screen for the type of access previously selected.
- To exit SDMS, exit Internet Explorer.
- To access and/or print the "Soil User Guide" or the "NRCS Soil Document", CLICK "**Help**" and a "Soil Help", Windows Internet Explorer" dialog box will be displayed that allows users to click the appropriate document link.



D Options Available Through "View Only" Access

The following Welcome to CRP Soils Data Management System Screen will be displayed when, on the Welcome to the Soils Data Management System Screen, under "Conservation", "Soils Data", users CLICK "View Only".

From the Welcome to CRP Soils Data Management System Screen, under "Conservation", CLICK "View Soil".



The Soils Maintenance Search Soil Screen will be displayed.

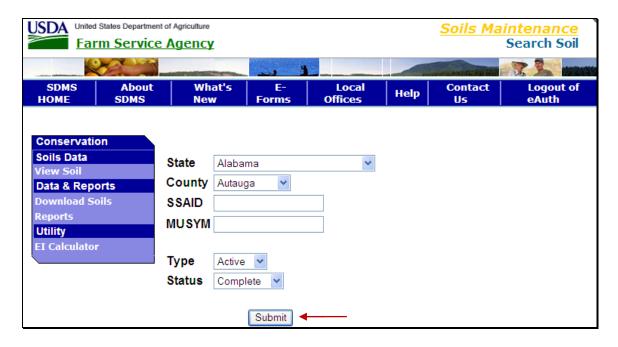
E Viewing Soil Data

On the Soils Maintenance Search Soil Screen:

• use the drop-down lists to enter soil search criteria; this table provides clarification

Box	Description	
State	Select the correct State.	
County	Select the correct county.	
	Note: Only counties that are applicable to the State selected will be listed as selections. Only 1 county may be selected at a time.	
SSAID	Optional. Can be used to limit the search, if users know the correct SSAI SSAID is in the format of the 2-letter State code followed by a 3-digit number, for example "AL021".	
	Note: The 3-digit number represents the SSAID. This number may correspond with a county FIPS code or will be a unique SSAID if the soil survey boundaries do not match the county boundary.	
MUSYM	Optional. Can be used to limit the search, if users know MUSYM.	
Туре	Select any of the following: • "All" will display all types	
	"Active" will have a start date and will not include ended or voided records	
	• "Ended" will have both a start date and an end date	
	• "Voided" will contain incorrect data and does not have an effective time period.	
Status	Select any of the following:	
	• "All" will display soils in every status	
	• "Complete" will have all the following required data present:	
	"I", is not required"End Date", is not required"MUSYM":	
	 beginning with MPL will only have SRR/MPLRR with 5 numbers followed by a letter will only have SRR 	
	• "Incomplete", will have some required data missing and will not be included in download to counties for the GIS TERRA Tool.	

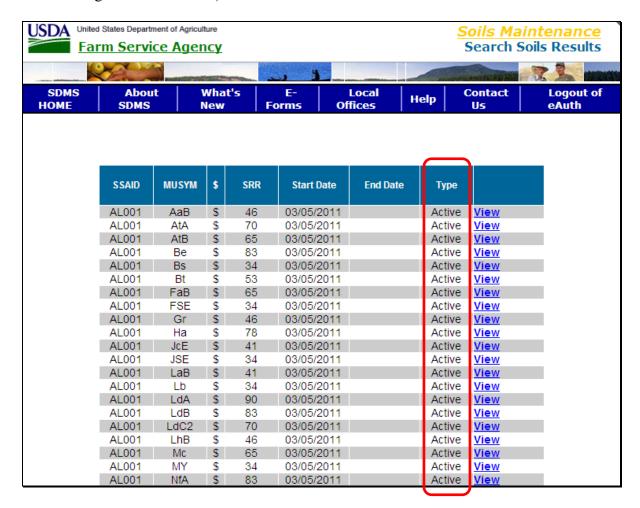
- 4 Managing the Soils Database (Continued)
 - **E** Viewing Soil Data (Continued)
 - CLICK "Submit" to view the soil data results.



E Viewing Soil Data (Continued)

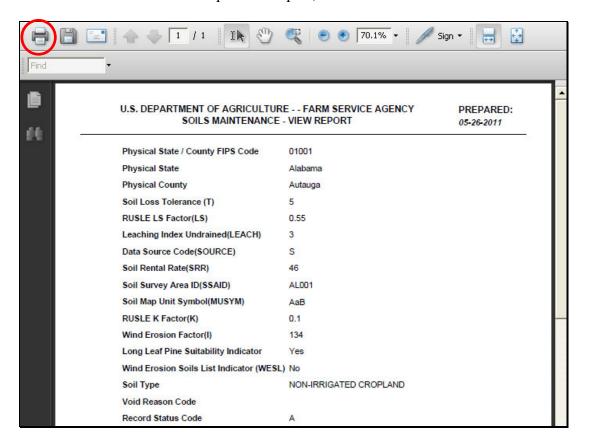
The Soils Maintenance Search Soils Results Screen will be displayed that allows users to scroll through an abbreviated list of soils recorded that match the selection criteria. On the particular soil record line, CLICK "View" for detailed information.

Note: COLS and TERRA will only "read" and process ACTIVE soils ("Type" must be designated as "Active").



E Viewing Soil Data (Continued)

The following is an example of the Soils Maintenance View Report that provides additional detail for the selected soil. To print the report, CLICK "**Printer**" icon.



The following are code explanations that may be displayed on the reports.

Type of Code	Code	Explanation
Data Source	N	NASIS
	S	SSURGO
Void Reason	1	Invalid LS Value
	2	Invalid Rental Rate
	3	Invalid Rental Rate Start Date
	4	Invalid MUSYM
	5	Invalid Soil Survey ID
	6	Invalid Data elements
Record Status	A	Active
	С	Complete
	D	Deleted
	W	Withdrawn/Voided

Note: COLS and TERRA will read and process "Record Status", "A" "Active" soils only.

5-10 (Reserved)

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11 Overview

A Purpose of TERRA

TERRA:

- enables County Offices to determine the environmental and wildlife benefits of a contract scenario
- informs participants of these benefits and the potential rental payment based on the signup and practices included in the scenario
- can be used to reassess the environmental benefits and soils of land in a current contract following a partial contract termination.

TERRA will support:

- both general and continuous CRP signups
- BCAP Annual Contract signups.

Note: TERRA does not include the ability to calculate the unique incentive levels and related payment rate policies for each CREP project. County Office TERRA users must manually strikethrough (with pen and ink) all "Weighted Average Soil Rental Rate" and "Maximum Payment Rate" calculations displayed on the printed TERRA report for CREP scenarios. Scenarios created for CREP offers using the TERRA "Continuous Signup" option can be used to obtain basic offer data for manual loading into COLS; such as:

- total scenario acreage
- soil map units
- soil map unit acreage.

B TERRA 5.0.6.0

TERRA release 5.0.6.0 provided the following updates:

- an un-submitted scenario, when opened, keeps saved scenario polygons sub-portions and practices in the attribution grid, instead of assigning default values
- CRP Grassland Signup was added.

12 Getting Started

A Configuring the GIS Environment Tool for TERRA

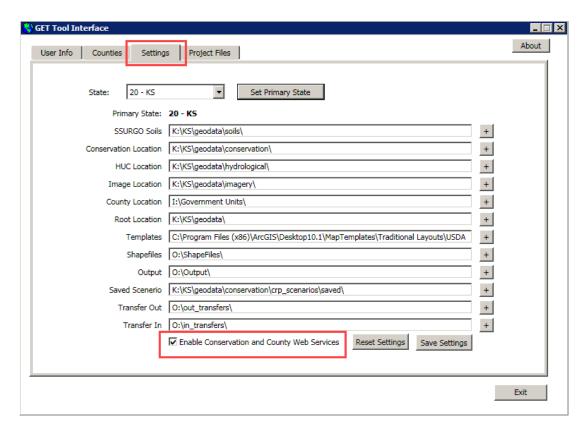
TERRA uses parameters set in the GIS Environment Tool to:

- connect to the CLU database
- connect to Conservation Web Services
- connect to NAIP imagery Web services
- define folders used by TERRA.

In most cases, users can use the default GET settings. Folders for all the input and output layers used by TERRA (paragraph 22) are set in the GIS Environment Tool and are on the Kansas City, Missouri, Web farm file server. See the GIS Environment Tool 3.0 User Guide on the GIS SharePoint site at https://sharepoint.fsa.usda.net/mgr/FSA_GIS/FSA-GIS/GIS Application Content/Content Library/GET.aspx for further details.

There are 2 functions within the GIS Environment Tool that apply specifically to TERRA:

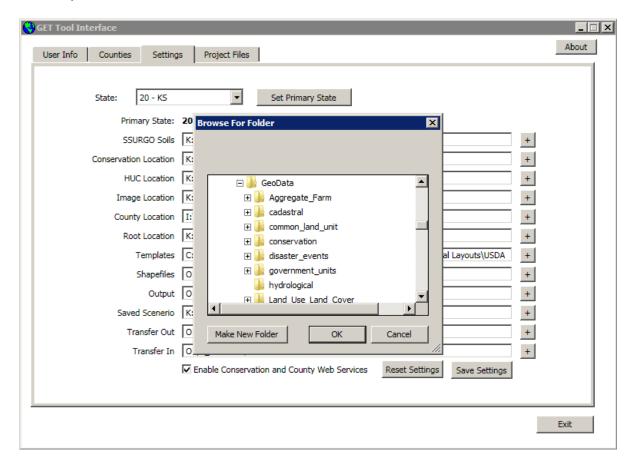
- TERRA application "Settings" tab
- "Enable Conservation and County Web Services" check (✓) box. If this box is checked, TERRA will load Conservation layers and the County Boundary layer through an ArcGIS Web Service instead of the folder locations identified in the GIS Environment Tool.



A Configuring the GIS Environment Tool for TERRA (Continued)

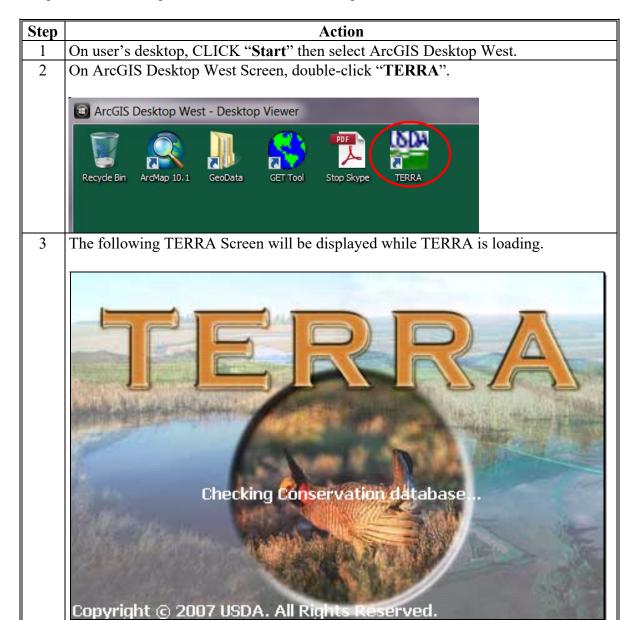
The "Settings" tab contains text boxes for each folder used by TERRA to obtain input layers or output scenario files (paragraph 22).

The input layers folders are known as "root" folders that are the locations that TERRA will default to when users manually add any other input layer. If users do not want to add layers automatically from the current folder locations, the root folders can be reset to any other network folder by clicking the plus sign ("+") to the right of the layer text box and navigating to the layer folder.



B Accessing TERRA Using Thin Client

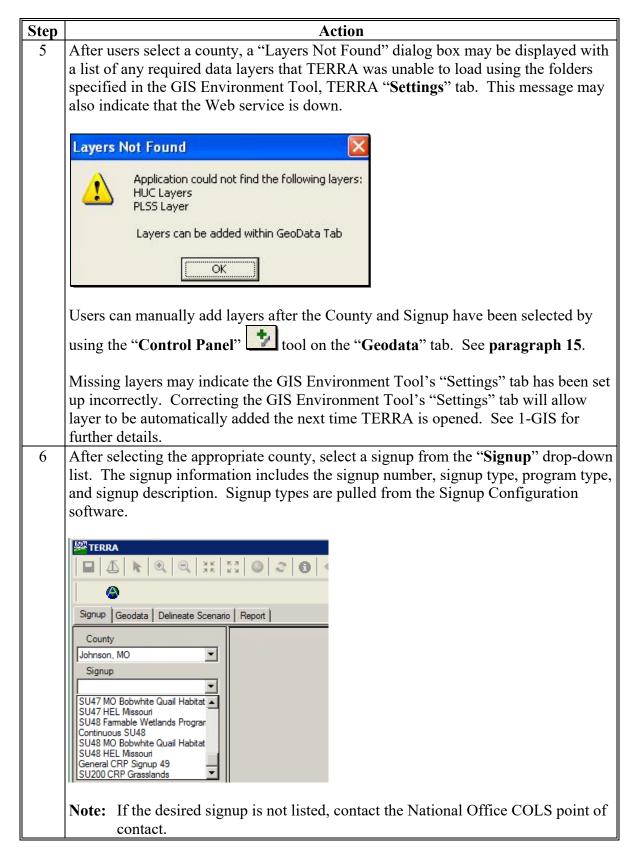
To open TERRA using Thin Client, follow these steps.



B Accessing TERRA Using Thin Client (Continued)

Step	Action		
4	After TERRA opens, the user must select the administrative county for the CRP scenario from the "County" drop-down list. Counties listed in the drop-down list are defined using the GIS Environment Tool. If the desired county is not displayed, the user must close TERRA and add the administrative county through the GIS Environment Tool. See 1-GIS for further details.		
	Note: If a user is responsible for counties in more than 1 State, only counties for the primary State as identified in the GIS Environment Tool will be listed.		
	Signup Geodata Delineate Scenario Report County Caldwell, MO Taldwell, MO Caldwell, MO Johnson, MO Taldwell Caldwell Cal		
	Important: Users should scroll through the drop-down list and manually select the desired county.		

B Accessing TERRA Using Thin Client (Continued)

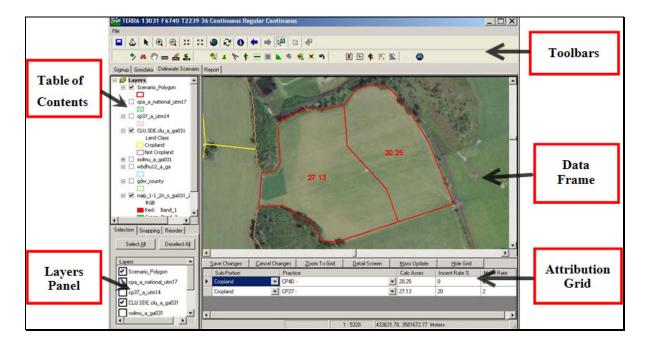


13 TERRA Interface

A TERRA Interface Diagram

The TERRA interface has the following 5 distinct parts as displayed in the following example screen:

- Table of Contents
- Layers Panel
- Toolbars
- Data Frame
- Attribution Grid.



A TERRA Interface Diagram (Continued)

Each part of the TERRA interface serves a different purpose as follows.

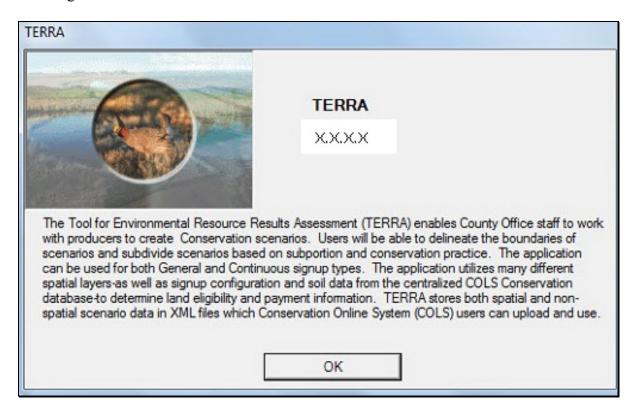
Part	Purpose		
Table of	Lists the name of each layer added to the project along with its symbology.		
Contents	Users may change the symbol for any layer, except imagery, by		
	double-clicking the layer symbol. The order of layers in the Table of		
	Contents corresponds to the layer order in the data frame.		
Layers	Allows users to select 1 or more layers, set the snapping tolerance, and		
Panel	reorder layers in the Table of Contents and data frame.		
Toolbars	There are 3 sets of toolbars, as follows:		
	• top toolbars contain standard ESRI, out-of-the-box tools that allow users to zoom to different scales, go to previous or next views, save a scenario, identify a feature, select features, etc.		
	lower-left toolbar contains tools for selecting tracts, adding layers, measuring distance in the data frame, etc.		
	• lower-right toolbar contains the feature editing tools necessary to create and subdivide scenario polygons.		
Data Frame	Where the current map view is displayed. Most navigational changes made to the view are done from this frame using the applicable " Zoom " or " Pan "		
	tools. Users will delineate and make any scenario polygon changes in		
	the data frame.		
Attribution	All information about scenario polygons is displayed in the attribution grid		
Grid	that is located below the data frame. The attribution grid is displayed after		
	users delineate the first scenario polygon. Changes to subportion and practice		
	information can be made directly in the grid and saved using the available		
	tools, or updated through dialog boxes using different buttons. Many of the buttons found on the attribution grid are also items on the "File" menu.		

Note: See paragraphs 15 through 19 for guidance on tools and symbols.

13 TERRA Interface (Continued)

B Top Toolbar "Show About Window" Tool

From the top toolbar, when users CLICK ", a "TERRA" dialog box will be displayed that contains a brief TERRA overview and the version number. Users can ensure that they are using the most current TERRA version.



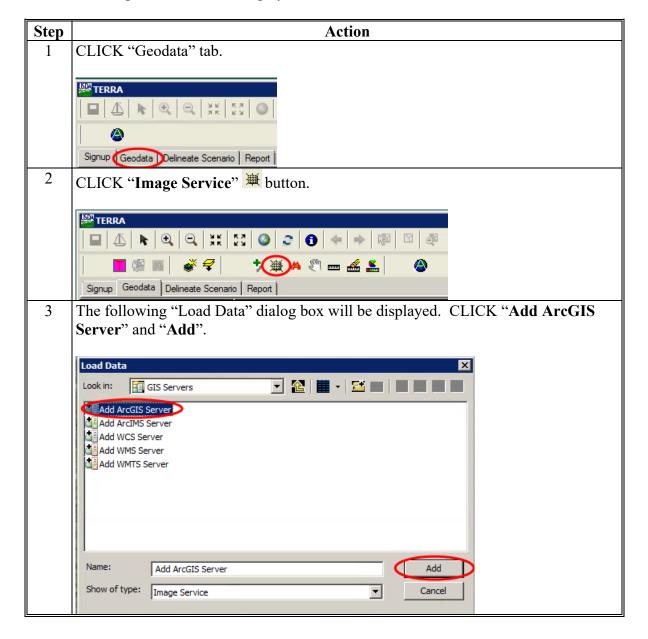
14 Adding Imagery

A Imagery Through APFO Imagery Services

Imagery through the APFO Imagery Services is automatically loaded directly into TERRA. If the automated process is not functioning, follow subparagraph B to add imagery manually.

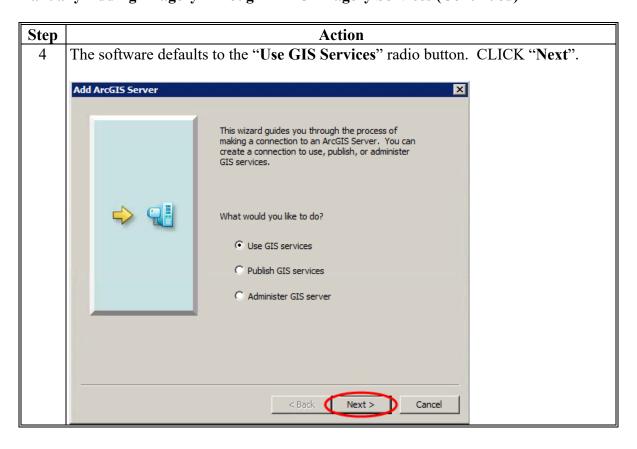
B Manually Adding Imagery Through APFO Imagery Services

Follow these steps to add APFO imagery.



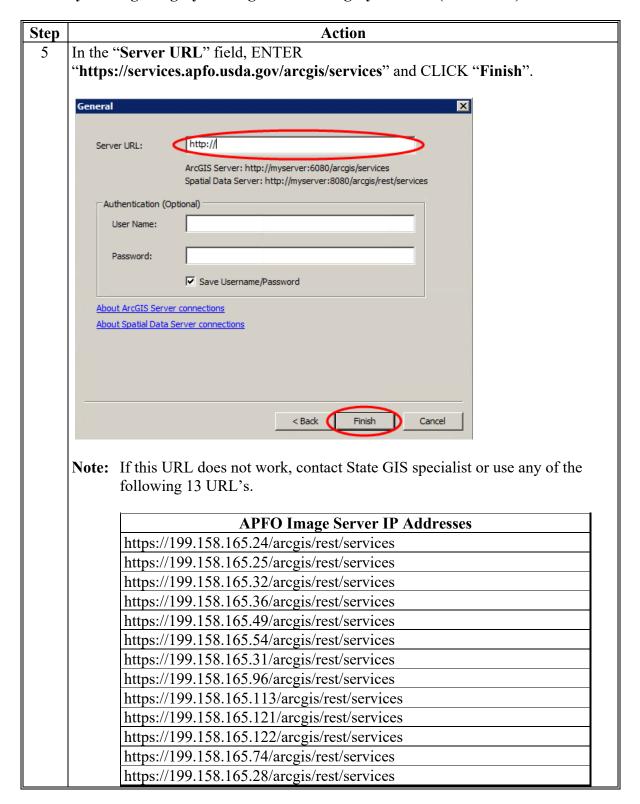
14 Adding Imagery (Continued)

B Manually Adding Imagery Through APFO Imagery Services (Continued)



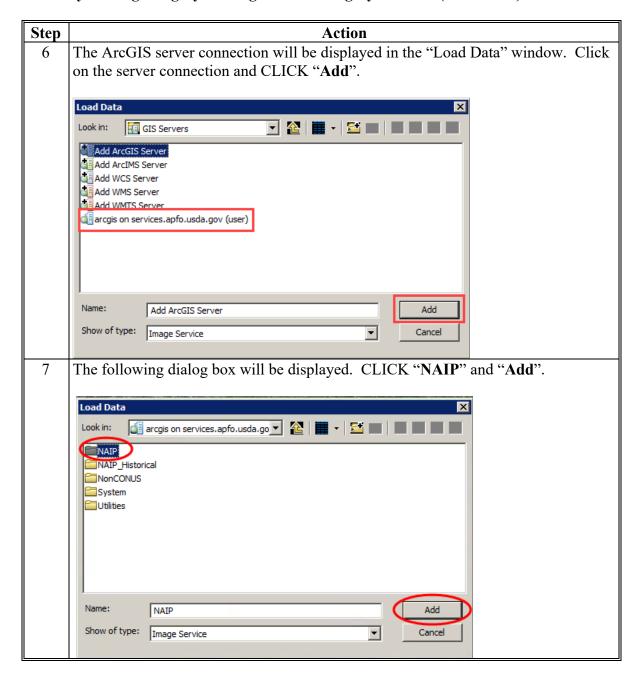
14 Adding Imagery (Continued)

B Manually Adding Imagery Through APFO Imagery Services (Continued)



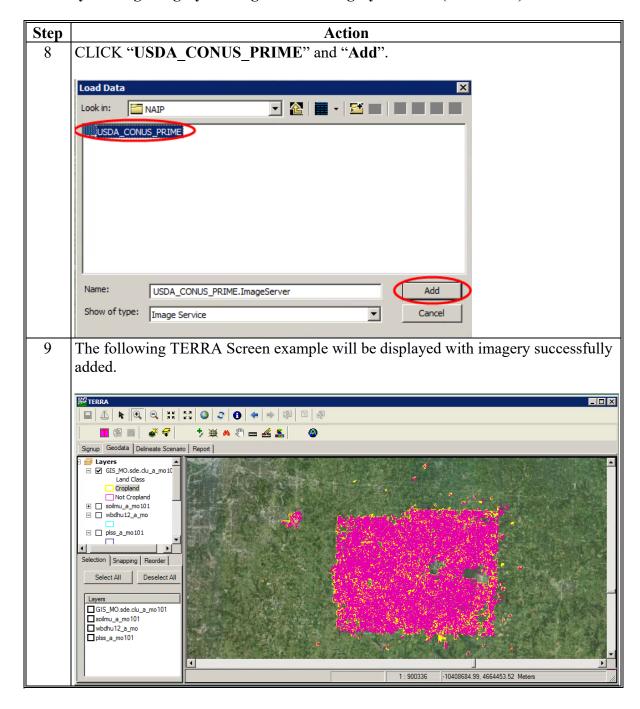
14 Adding Imagery (Continued)

B Manually Adding Imagery Through APFO Imagery Services (Continued)



14 Adding Imagery (Continued)

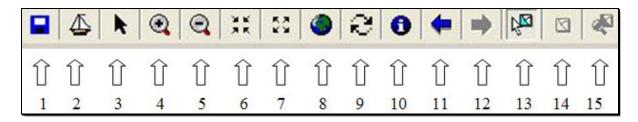
B Manually Adding Imagery Through APFO Imagery Services (Continued)



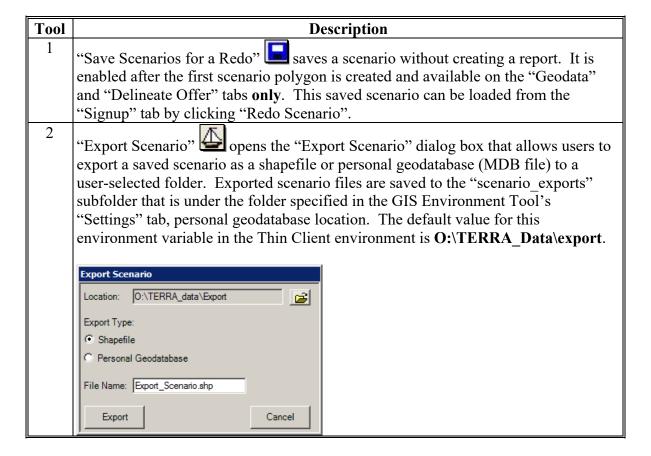
15 TERRA Toolbar Tools

A Using Tools 1 Through 15

The following is an example of the TERRA toolbar tools 1 through 15.



The following table provides descriptions of TERRA toolbar tools 1 through 15.

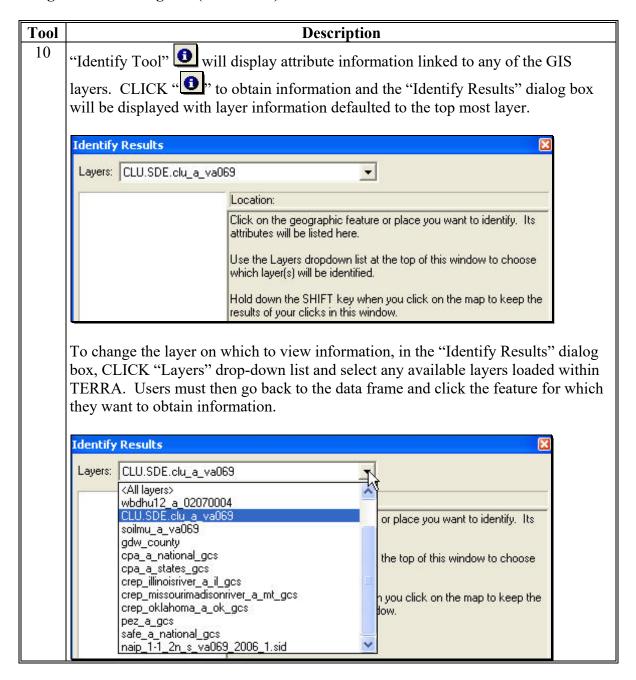


15 TERRA Toolbar Tools (Continued)

A Using Tools 1 Through 15 (Continued)

Tool	Description	
3	"Select Elements" should be used as the default to disable other tools and	
	return to mouse-pointer mode. It is the only tool that can be used to select	
	measurement graphics for repositioning or deleting.	
4	"Zoom In" enlarges the data frame image around the clicked location. It can	
	also enlarge a specific area. If users click and hold the mouse near the area to be	
	enlarged, a box will be displayed when dragging the mouse. By releasing the	
	mouse," Zoom In" enlarges the area inside of the box.	
5	"Zoom Out" allows the map view to pull away from the location that was	
	clicked. As with the "Zoom In" tool, this tool can be used to zoom away from	
	a location by clicking and dragging a box in the view screen that determines the	
	extent of the zoom.	
6	"Fixed Zoom In" enlarges the image by a fixed, incremental amount around the	
	center of the data frame.	
7	"Fixed Zoom Out" zooms away from the center of the data frame by a fixed,	
	incremental amount.	
8	"Zoom to Full Extent" changes the data frame to an extent that encompasses	
	the largest layer listed in the "Table of Contents" and "Layers Panel".	
9	"Refresh View" redraws the active view screen in the data frame.	

A Using Tools 1 Through 15 (Continued)



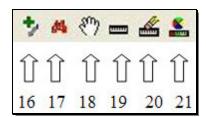
A Using Tools 1 Through 15 (Continued)

Tool	Description		
10 (Cntd)	The "Layers" drop-down list will list all conservation layers that are automatically loaded when TERRA starts as well as any layers that were added by the user. In addition to listing individual layers, the "Layers" drop-down list will display the following options.		
	User-Controlled Options	Functions	
	<top-most layer=""></top-most>	Displays information for the layer that is located at the top of the layers list in the Table of Contents.	
	<visible layers=""></visible>	Lists active layers, from the Table of Contents, that are visible in the data frame in the menu on the left of the "Identify Results" dialog box and displays the information about the highlighted layers on the right.	
	<selectable layers=""></selectable>	Displays any available information on the layers that are selected in the "Layers Panel" at the bottom left of the screen.	
	<all layers=""></all>	Displays all available information for the layers shown in the view area.	
11	"Go Back to Previous Extent" • goes back to the previous data frame view after navigating.		
12	"Go to Next Extent" Extent". It navigates the "Go Back to	is only available after using "Go Back to the Previous ne data image to the extent and frame immediately before the Previous Extent".	
13	"Select Features" Features must be in a sof Contents) and select	selects features to attribute or modify in the view screen. visible layer (checkmark next to the layer name in the Table able (checkmark next to the layer name on the "Selection" nel) before features within the layer can be selected.	
	After users CLICK "encompassing features able to work with that	"while within the feature, or clicking and dragging a box, the boundary lines will be outlined with cyan and users are feature.	
14	"Clear Selected Featur		
	clicking "Select Featur	es" Mai .	
15		tures" refocuses the data frame to center on the active y zoom to a select feature, if a feature has been selected and	

15 TERRA Toolbar Tools (Continued)

B Using Tools 16 Through 21

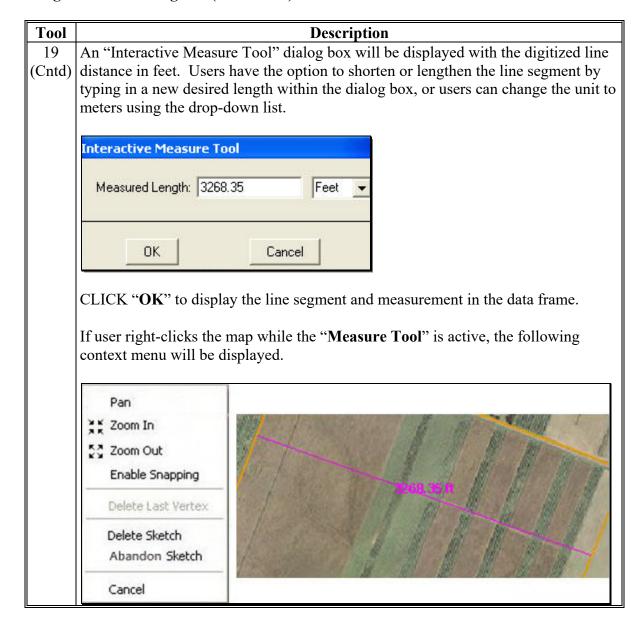
The following is an example of TERRA toolbar tools 16 through 21.



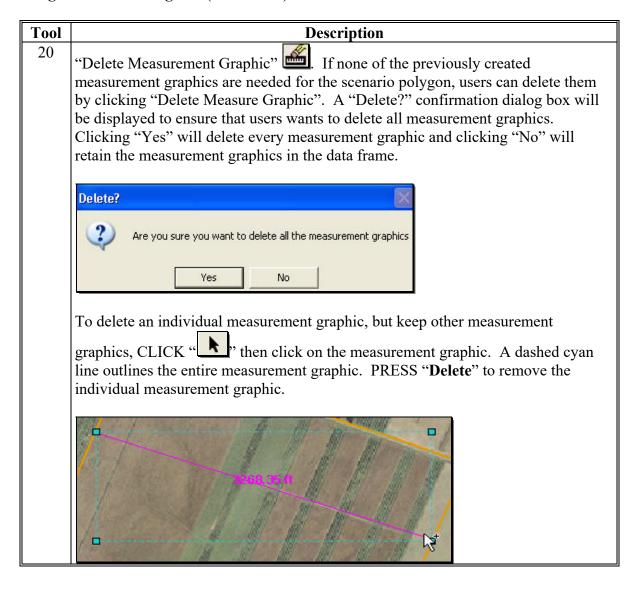
The following table provides descriptions TERRA toolbar tools 16 through 21.

T1	D
Tool	Description
16	"Control Panel" provides the ability to add feature layers not added automatically.
17	"Search Tool" allows users to locate a farm, tract, and CLU, or PLSS section, township, and range.
	Note: The Search Tool is only active when on the "Geodata" tab.
18	"Pan" provides the ability to re-center the data frame that is useful to see features that are not completely displayed in the data frame, as follows:
	• CLICK "and then click and hold in the data frame closest to the feature.
	• Drag the cursor toward the center of the data frame. The pan feature drags the map in the direction the mouse travels, bringing the desired image into view.
	Users can then click and drag again, if necessary.
19	"Measurement Tool" measures user-defined distances anywhere in the data frame, as follows:
	• CLICK "Measure Tool" and the cursor will be displayed as a black cross over a transparent circle with ruler lines to the right and bottom
	• click the data frame to begin creating a line segment
	click after to add vertices or change direction in the line segment
	double-click to finish the line segment.

B Using Tools 16 Through 21 (Continued)



B Using Tools 16 Through 21 (Continued)



B Using Tools 16 Through 21 (Continued)

Tool	Description
21	"Measure Tool Graphics" In some areas of imagery, the default measure graphic color can be difficult to differentiate from surrounding images. To change the graphic color, do the following.
	• CLICK "Measure Tool Graphics" to change the default appearance. A "Measure Tool Graphics" dialog box will be displayed that allows users to change the color, text size, and line width of all measurement graphics.
	Note: Individual graphic colors cannot be changed.
	• CLICK "Color" button to display a color selector window. Users can also change text size and line width with their respective drop-down lists. To apply these changes to the data frame, but not save them, CLICK "Apply". This allows users to test several colors to find the easiest to view before saving the
	color change in the scenario.
	• After selecting a color, CLICK " OK " to save the graphics color change on the map, as displayed on the following example.
	632,71 ft 705.52 ft

16 Adding Geographic Data

A Control Panel

The "Control Panel" tool provides users more control over which layers are added to the project. If TERRA was unable to find a layer using the folders listed in the GIS Environment Tool, TERRA application "Settings" tab, users can manually load the layers. CLICK "Control Panel" to display the "Add Layer Files" dialog. Tabs within the "Add Layer Files" dialog box are described in this paragraph.

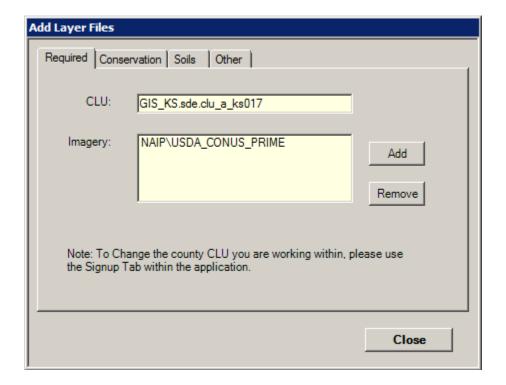
B Control Panel "Required" Tab

The CLU layer is automatically added from the SDE database when a county is selected on the "Signup" tab. Cropland CLU's are symbolized with a yellow outline. Noncropland CLU's are symbolized with a narrow magenta outline. The application determines whether the CLU is cropland by examining the "CLU_Classification_Code" column in the CLU where a value of "2" indicates cropland.

Notes: Color and line thickness can be changed by double-clicking on the layer symbol in the Table of Contents.

Incorrectly categorized CLU's can only be updated in CRM Farm Records.

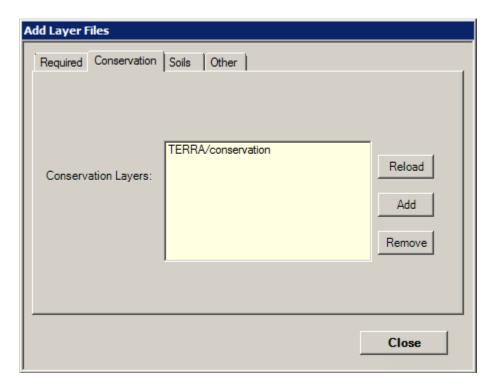
On the "Add Layer Files" dialog box, on the "Required" tab, users can add additional imagery by clicking "Add", or by closing the control panel and using the "Imagery Service" button (subparagraph 14 A, step 1).



C Control Panel "Conservation" Tab

Conservation layers are loaded based on options selected in the GIS Environment Tool. If "Enable Conservation and County Web Services" is checked in the GIS Environment Tool, a group layer named "TERRA/Conservation" will be displayed in Conservation Layers. The group layer includes the following layers from Conservation Web Services:

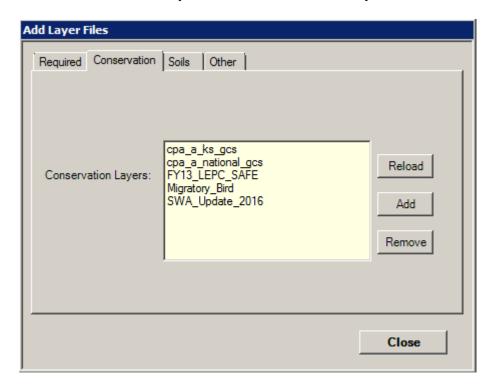
- State CPA's
- National CPA's
- Priority Eligibility Zones
- SAFE project areas.



If "Enable Conservation and County Web Services" is **not** checked in the GIS Environment Tool, conservation layers are added from the folders specified in the GIS Environment Tool's "Conservation location" text box. The default location for Conservation data is **K:\<st>\geodata\conservation**, where <st> is the State postal abbreviation.

C Control Panel "Conservation" Tab (Continued)

If Conservation layers are added from the folder location and **not** the web service, all available conservation layers will be listed individually in the Conservation Layers text box.



TERRA will:

- calculate the percentage of the offer located within layers listed in the "Conservation Layers" box
- display the percentage in the TERRA Report, "Land Eligibility" section.

Notes: A requirement for BCAP offers is that the offered acreage is 100 percent within a BCAP project area.

If users are creating BCAP offer scenarios, ensure that the BCAP project area shapefile is loaded into the "**K:**\<st>\geodata\conservation" folder in the Thin Client environment and the layer has been added to TERRA.

D List of Conservation Layers

Shapefiles consist of 4 or more files with a common base name and different file extensions. At a minimum, each shapefile is made up files with the following extensions:

- .shp
- shx
- .dbf
- .prj.

Additional files with the same base name but different extensions may be present.

Conservation shapefiles include an abbreviation of the name of the coordinate system the data is stored in. Conservation shapefiles will be stored in either a geographic coordinate system (GCS) or in the appropriate UTM zone for the State.

The following table lists and describes the conservation layers that can be added to the **K:\<st>\geodata\conservation** folder.

	Signup		Shapefile or Feature Web
Title	Type	Function	Service Feature Class Name
State	General	State CPA's and zones are	cpa_a_ <st>_utm<nn></nn></st>
Conservation		designed to address wildlife	
Priority Areas		habitat, water quality, and air	(One file per State. Not all
		quality issues within a State that	States have defined CPA's.)
		are not addressed by the national	cpa_a_allstates_gcs
		CPA. Acreage located in these	
		areas is made basically eligible	(All individual State CPA and
		for enrollment and provided	zones are consolidated into
		additional consideration in the	1 feature class.)
		acceptance process.	
National	General	Currently, there are 5 national	cpa_a_national_utm <nn></nn>
Conservation		CPA's that are designed to	
Priority Areas		address wildlife habitat, water	(National file, currently
		quality, and air quality issues	containing 5 national CPA's.)
		within a State. Acreage located	cpa_a_national_gcs
		in these CPA's is made basically	
		eligible for enrollment and	
		receive additional consideration	
		in the acceptance process.	

D List of Conservation Layers (Continued)

Class Name
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all individual
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<st> utm<nn></nn></st>
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name.)
<st>_gcs</st>
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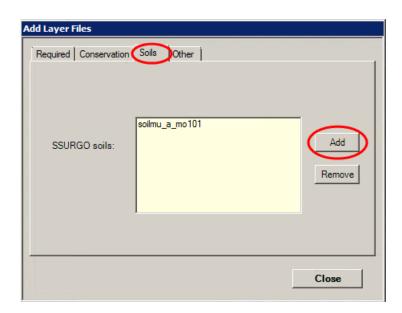
E Control Panel "Soils" Tab

SSURGO2 soils data is added automatically to TERRA if:

- the soils shapefile is stored in the subfolder
 "K:\<ST>\geodata\soils\soil <SSAID>\spatial"
- the soils shapefile follows standard file naming rules ("soilmu a <SSAID>.shp")
- SSAID contains the county FSA code for the county selected on the "Signup" tab.

If soils data is not added automatically, users must add the appropriate soils data through the "Soils" tab on the Control Panel.

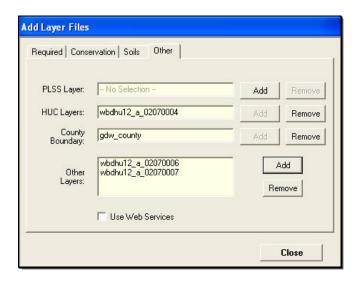
CLICK "Soils" tab and CLICK "Add". Browse to the subfolder containing the shapefiles, then CLICK "Add".



Note: Users must add the adjacent county soils data if a TERRA scenario is physically located in a different county than the administrative county OR if the scenario is located on a county boundary. Differences in extents of CLU digitizing compared to soil survey areas may cause a CLU to fall in 2 different soil survey areas.

F Control Panel "Other" Tab

Additional data layers that may be used for creating an offer scenario can be added using the "Other" tab on the Control panel.



The following table describes data added through the "Other" tab.

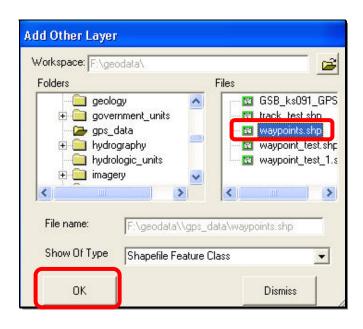
Other Layer Type	Description
PLSS Layer	PLSS (section-township-range) data. PLSS data can be used to assist in locating land to be offered in a TERRA scenario. Not all States were surveyed using PLSS and this data is not required to complete a TERRA scenario.
HUC Layers	HUC and WBD codes identify watersheds in the United States. HUC boundaries are used to identify areas that may be eligible for incentive payments and help determine program eligibility. HUC data is passed from TERRA to COLS. Where Certified WBD at HUC12 level is available, it should be used
	in place of HUC250K data. HUC data is automatically loaded to TERRA based on settings in the GIS Environment Tool. If HUC data is not automatically loaded, users must add it before completing a TERRA scenario.
County Boundary	County boundary data is automatically added to TERRA based on settings in the GIS Environment Tool to determine the physical location of a TERRA scenario. If county boundary data is not added automatically, it must be added before completing a TERRA scenario.
Other Layers	Other geographic data that may be useful for completing a TERRA scenario, including road data, GPS data and parcel data can be added to TERRA.

F Control Panel "Other" Tab (Continued)

On the Add Layer Files, "Other" tab, to:

- add layers, CLICK "Add", navigate to the layer wanted, and CLICK "Add" again
- remove layers, CLICK "Remove".

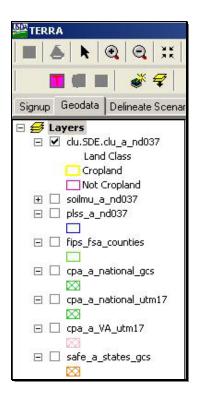
Note: To remove other layers, in the "Other Layers" field, first highlight the layer to remove and then CLICK "**Remove**".



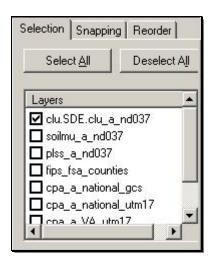
G Layers Panel "Selection" Tab

The Layers Panel "Selection" tab, under Table of Contents, lists all selectable layers displayed in the Table of Contents. Imagery layers are not listed on the "Selection" tab.

The check box to the left of the layer name in the Table of Contents affects the visibility of the layer. Place a box to the left of the layer name in the Table of Contents to make the layer visible in the data frame.

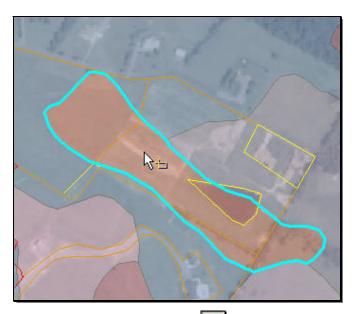


The check box to the left of the layer name on the "Selection" tab in the "Layers" panel affects whether the layer is selectable or not. Place a checkmark (\checkmark) next to the layer name on the "Selection" tab to make the layer selectable.



G Layers Panel "Selection" Tab (Continued)

When the layer is selectable, use the "Select Features" tool to select and highlight the desired polygon.



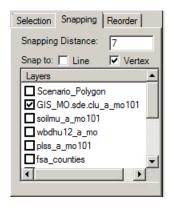
Using the "Select Features" tool and the selectable layers, users are able to create and edit scenario polygons using the tools to perform the following functions:

- add a selected feature from a polygon layer other than CLU
- buffer a selected polygon
- offset and buffer traced line along the boundary of a feature
- merge selected scenario polygon features.

H Layers Panel "Snapping" Tab

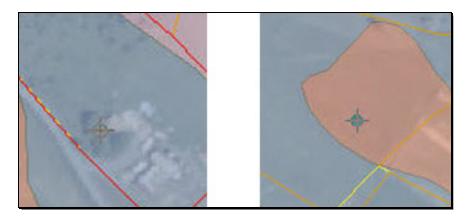
Snapping provides users the ability to lock onto a vertex or a line segment and create a new feature directly over an existing feature. Snapping is useful for creating features that border existing geometry without overlapping or creating gaps between the features. This is set in the "Snapping" tab, where users can select which layer to snap to and select a distance in which the snapping becomes active.

Place a check (✓) next to the layer on the "Snapping" tab to turn on snapping. In most instances, the "Snapping Distance" field can be left at the default value of "7".



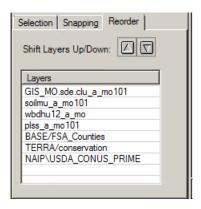
Note: Only place a checkmark next to the layer that will be snapped to. Placing checkmarks next to multiple layers can make digitizing more difficult and degrade software performance.

The snapping distance set for the vertex or line is an invisible circle that is created around a vertex or line. When snapping is active, the cursor has a transparent circle around it. Any time the cursor moves within this specified distance of the circle, the cursor will jump and lock onto a vertex or line until the cursor is taken out of that distance.



I Layers Panel "Reorder" Tab

The "**Reorder**" tab is available to rearrange the order in which layers will be displayed in the Table of Contents. Moving layers higher in the Table of Contents will make them display on top of lower layers and moving layers lower will make them display under the higher layers.



Move layers up or down in the Table of Contents, as follow:

- select the layer within the "Reorder" tab
- click up or down arrow to move the layers.

Note: Moving opaque raster layers, such as the orthoimagery, above polygon layers, such as CLU, will hide the layers and user will not be able to see layers that are lower (underneath) in the Table of Contents. To prevent this, keep polygon layers above raster layers.

17 Selecting Tracts

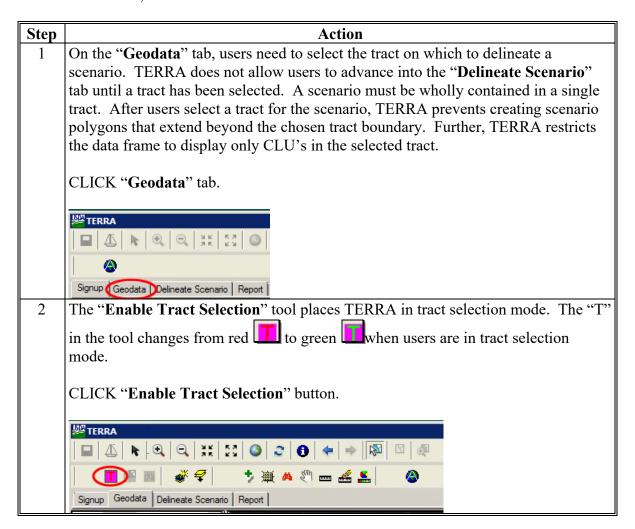
A Overview

After a user has selected the county and signup (paragraph 12), a new scenario is started by selecting the tract on the "Geodata" tab. Users may select a tract by a single click or search for a tract.

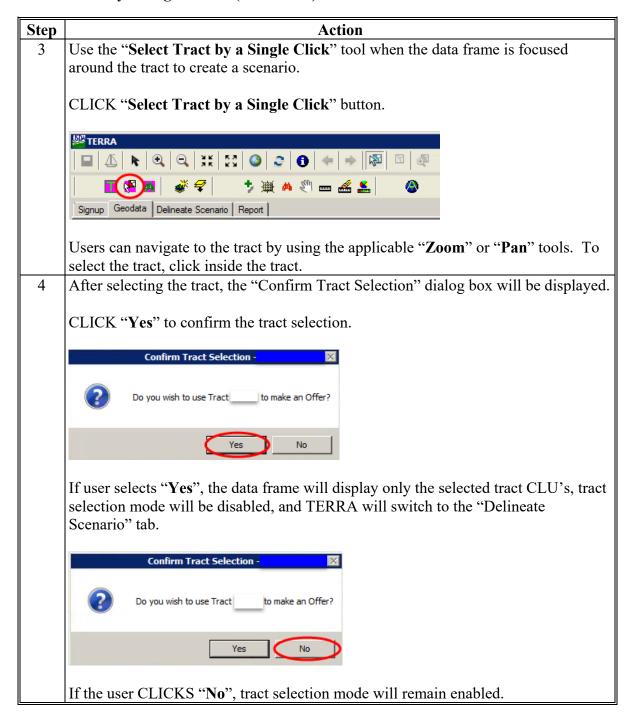
Note: Typical users will use the "Tract Search and Select Tool" in subparagraph C. The "Select Tract by Single Click" is typically used in training or troubleshooting situations.

B "Select Tract by a Single Click"

Use the "Select Tract by a Single Click" tool if the user or producer knows the physical location of the tract, as follows.

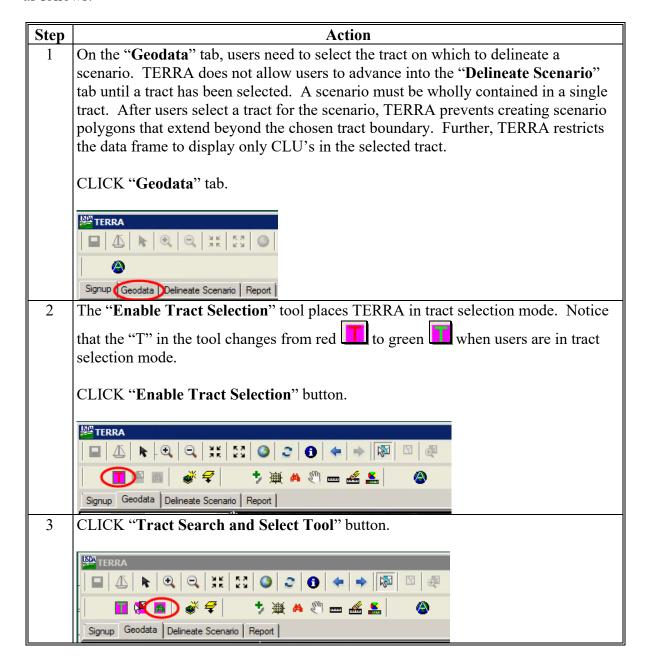


B "Select Tract by a Single Click" (Continued)

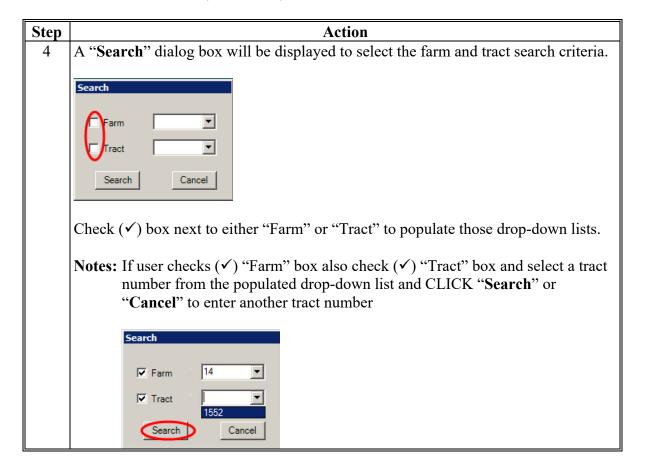


C "Tract Search and Select"

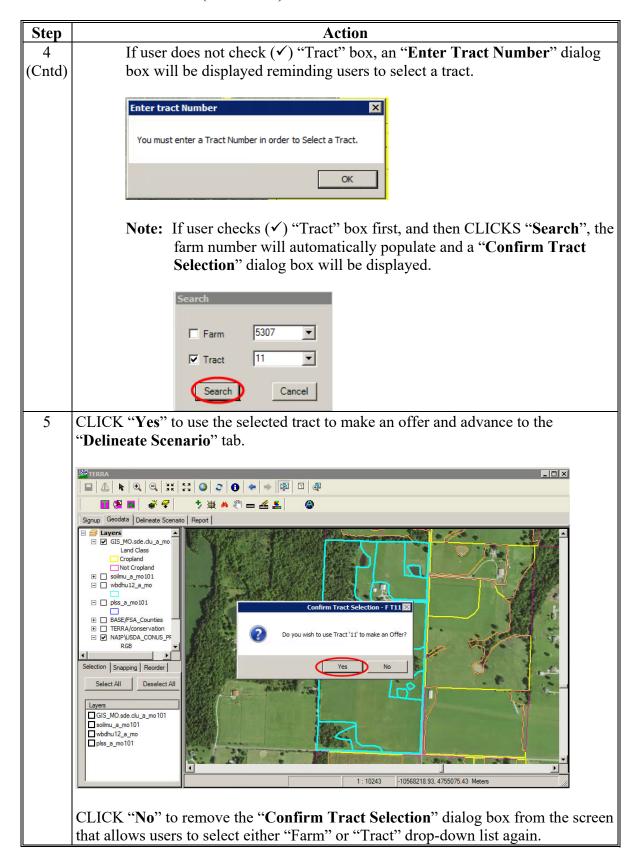
Use the "Tract Search and Select" tool to select a tract without navigating to the location, as follows.



C "Tract Search and Select" (Continued)

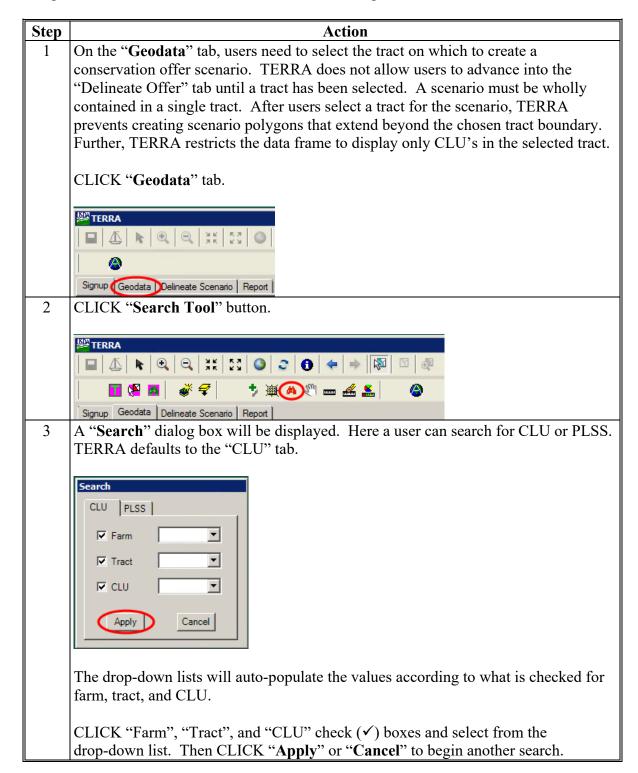


C "Tract Search and Select" (Continued)

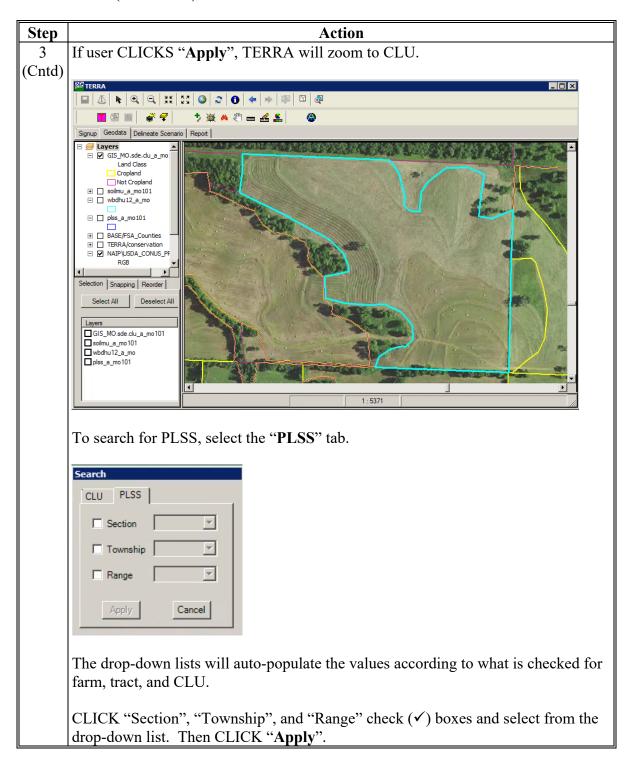


D "Search" Tool

Using the "Search" tool is another method for selecting a tract.



D "Search" Tool (Continued)



A "Save Map Layers" Tool

The "Saves Map Layers" tool allows users to store the layers used by TERRA. This is useful when layers are manually loaded because they are not in the folders specified in the GIS Environment Tool, do not have a standard name, or have default symbolization that was changed. The layers and symbolization are saved for later reuse.

When users CLICK "Layers Storage Name" dialog box will be displayed. Enter a unique name for the file to hold user's customized layers, and CLICK "OK". The .mxd file containing the saved layers will be saved to O:\TERRA_Data\<stnnn> folder in the Thin Client environment.



B "Imports Map Layers" Tool

The "Imports Map Layers" stool allows users to reuse saved map layers, including the layer symbolization.

When users CLICK "S", the "Choose Save Layer Collection" dialog box will be displayed. Select the appropriate layers file and CLICK "OK". The saved map layers will replace the current map layers and the Table of Contents will change accordingly.



19 Creating and Attributing Scenarios

A Delineating Scenarios

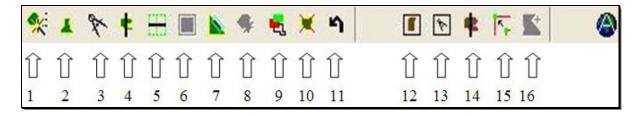
This paragraph details how to use established CLU line work to create scenarios. Users can create polygons for delineated scenarios, using tools that are available.

Notes: Users will not have access to all CLU's when first opening the "**Delineate Scenario**" tab.

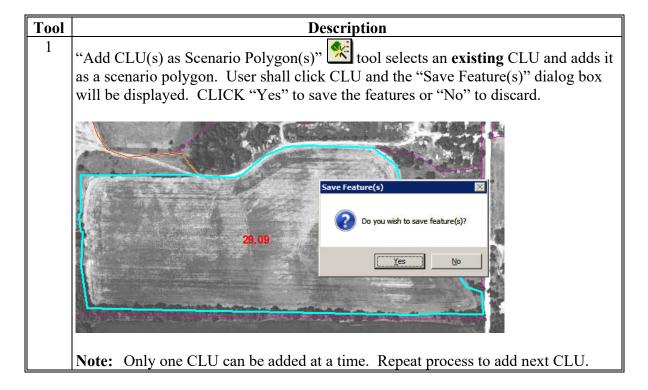
The tools for modifying scenario polygons are grayed out (unavailable), until users create at least 1 scenario polygon.

B "Delineate Scenario" Tab Toolbar

The following is an example of "Delineate Scenario" tab toolbar tools 1 through 16.



The following table provides descriptions "Delineate Scenario" tab toolbar tools 1 through 16.

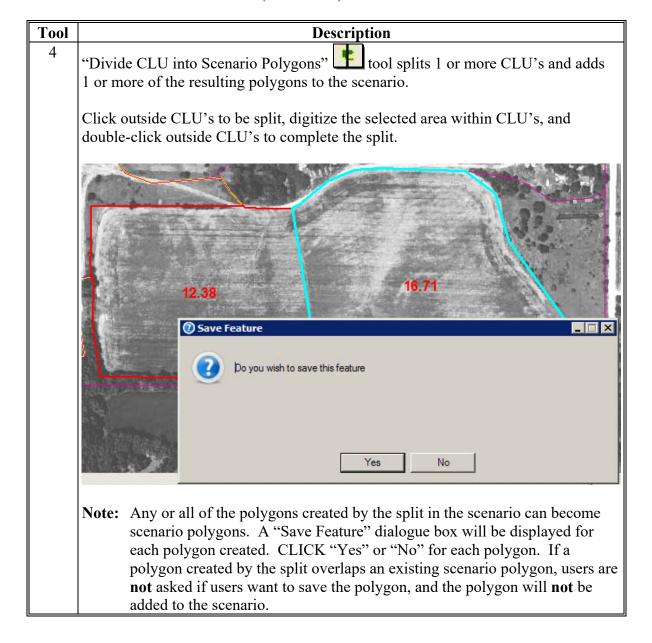


19 Creating and Attributing Scenarios (Continued)

Tool	Description
2	"Create a Scenario Polygon" tool delineates a polygon and adds it to the scenario. It does not create a polygon that extends beyond the existing tract or a polygon that overlaps any existing delineated polygon.
	Do the following to begin the process of digitizing the scenario polygon:
	• CLICK "Create a Scenario Polygon" Letool to start the polygon
	• click at the starting point of the polygon
	• click to change direction and trace around the area to be encompassed by the scenario polygon
	• the last vertex does not have to overlap the first, but it must be the last direction change
	• double-click to complete the polygon. TERRA will complete the line between the 2 points.
	Save Features 2 Do you wish to save this feature?
	Yes No
	Note: If the polygon stretches beyond the boundaries of the selected tract, the polygon will be automatically be clipped to the tract lines.
	The "Save Features" dialog box will be displayed. CLICK "Yes" to save the features or "No" to discard.

Tool	Description
3	"Create Scenario Circle" tool creates a circular scenario polygon and cannot be used to create a circular inclusion; that is, a circular polygon within an existing polygon. The circular scenario polygon cannot overlap an existing scenario polygon. Begin drawing the circle, as follows:
	click and hold the mouse in the location desired for the center of the circle
	drag the mouse until the desired diameter is achieved
	• release the mouse and the "Create Circle by Radius" dialog box will be displayed and users can adjust the created circle.
	Notes: The dialog box contains the options to change the measurement unit, adjust the radius of the circle, or move the center of the circle by increments.
	If the circle extends beyond the boundaries of the selected tract, the scenario circle will be automatically clipped to the tract boundary lines.
	Create Circle by Radius
	Unit Type Meter Radius 136.9629 Approx. Acres: 14.44
	Ok Cancel

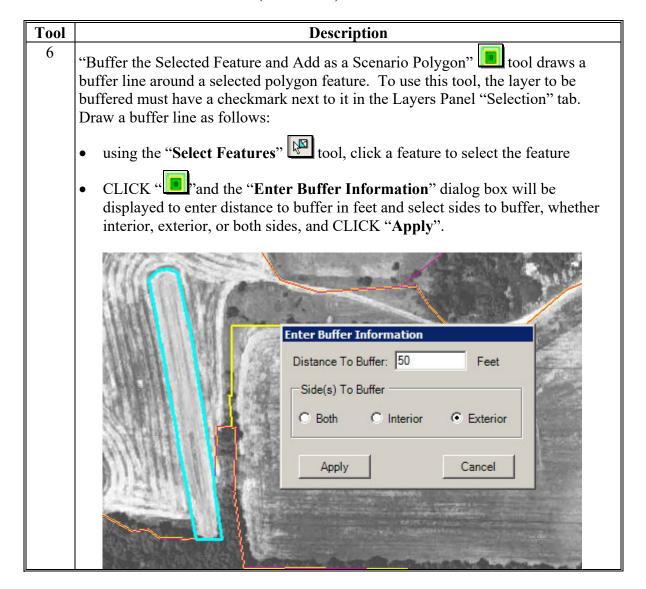
19 Creating and Attributing Scenarios (Continued)

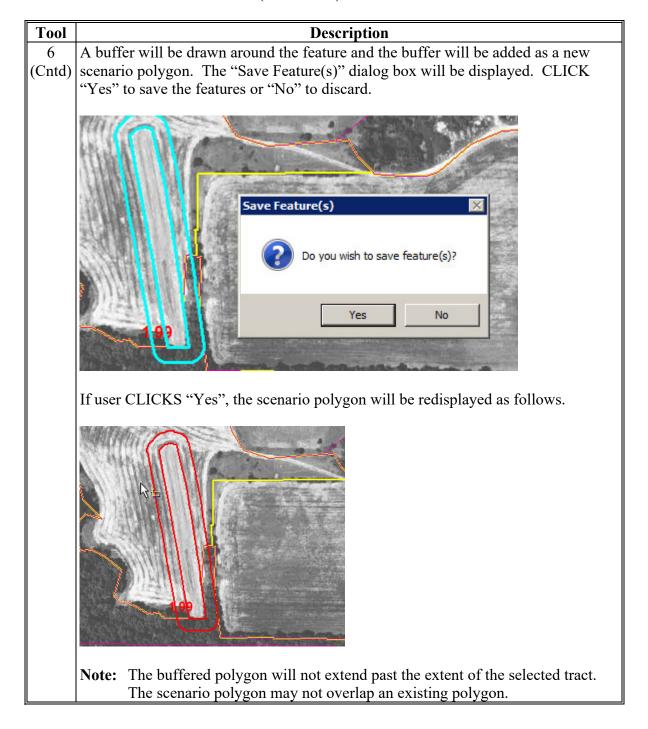


Tool	Description
5	"Buffer a Drawn Line and Add as a Scenario Polygon" tool allows users to draw a line within a tract, buffer the line on 1 or both sides, and add the resulting buffer polygon to the scenario, as follows:
	click and digitize the line to be buffered
	end the line by double-clicking
	• in the "Enter Buffer Information" dialog box that will be displayed, enter the desired buffer distance in feet, select sides of the line to buffer, whether the left, right, or both sides, and CLICK "Apply".
	Distance To Buffer: 35 Feet Side(s) To Buffer Both C Right C Left Apply Cancel
	A "Save Features" dialogue box will be displayed. CLICK "Yes" to save or "No" to discard.
	Save Features Do you wish to save this feature?
	Yes No

19 Creating and Attributing Scenarios (Continued)

Tool	Description
5	Notes: Right and left are defined relative to the "from" (start) and "to" (end)
(Cntd)	orientation of the line drawn. In the following example, the right side of the line was buffered.
	If the polygon created extends beyond the boundaries of the selected tract, the buffer polygon is clipped to the selected tract to prevent overlaps with existing scenario polygons. The buffer distance must be greater than 1 foot.





Tool	Description	
7	"Offset and Buffer a Traced Line and Add as a Scenario Polygon" tool is used to trace along the boundary of a selected feature, offset the traced line, and create a buffer along the offset line. The resulting polygon cannot overlap an existing scenario polygon. The offset buffer can be created along any selected feature in the data frame, as follows:	
	• ensure that the feature layer is selectable in the Layers Panel and then use the "Select Features" tool to select the feature	
	CLICK "Offset and Buffer a Traced Line and Add as a Scenario Polygon" tool	
	• click point on the outline of the feature where the trace should start	
	as the mouse moves along the boundary, the trace line will be displayed on the feature boundary line	

B "Delineate Offer" Tab Toolbar (Continued)

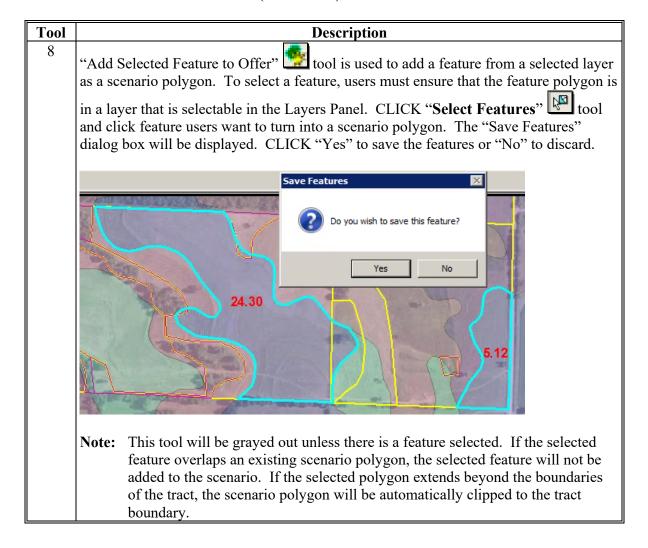
Tool **Description** click where the trace should end and the "Offset" dialog box will be displayed 7 (Cntd) Offset Choose offset distance: 100 ✓ Left ☐ Right Display OK Cancel in the "Choose offset distance" field, enter the distance (in feet) that the buffer area should be offset from the boundary of the feature choose the side of the line from which to offset, by clicking the left or right check (✓) box Note: An offset of "0" is legal. If the offset distance is "0", the side selection does not matter. CLICK "Display" to view the offset line without saving the distance Choose offset distance: 100 ☐ Left **▼** Right OK Display Cancel

B "Delineate Offer" Tab Toolbar (Continued)

Tool	Description		
7	• CLICK " OK " when the offset is at the correct distance and side and the "Enter		
(Cntd)	Buffer Information" dialog box will be displayed		
	in the "Distance to Buffer" field, enter the width of the buffer in feet and select the side to buffer, whether right, left or both sides, and CLICK "Apply"		
	Enter Buffer Information Distance To Buffer: 100 Feet Side(s) To Buffer Both Right Left Apply Cancel		
	Note: Right and left are defined based on the direction the original line was drawn. The "Save Features" dialog box will be displayed to confirm saving the feature and draw the buffer in the data frame. CLICK "Yes" to save the features or "No" to discard.		
	Save Features Do you wish to save this feature?		
	Yes No		

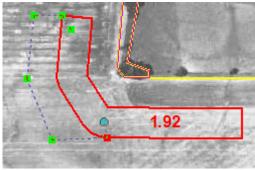
B "Delineate Offer" Tab Toolbar (Continued)

Tool	Description			
7 (Cntd)	If the area defined as a trace buffer overlaps a predefined scenario polygon, the "Operation Aborted" dialog box will be displayed with the message, "The Scenario Polygon you are trying to create creates an overlap with an existing Scenario Polygon. Please try again." Users must retrace a buffer area that does not interfere with an existing polygon.			
	Operation Aborted The Scenatrio Polygon you are trying to create creates an overlap with an existing Scenario Polygon. Please try again OK			
	Note: If the line drawn to create the offset buffer contains an acute angle, an error message may display and the tool will fail. If this occurs, use the buffer tool to create a temporary scenario polygon equal to the width of the offset, then use the buffer tool again to create the polygon equal to the desired width. Delete the temporary polygon before continuing with the scenario.			

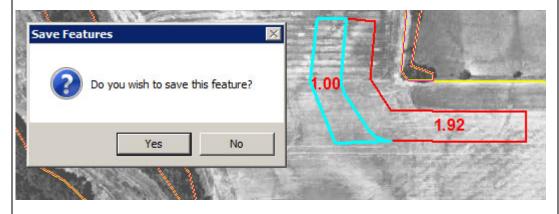


B "Delineate Scenario" Tab Toolbar (Continued)

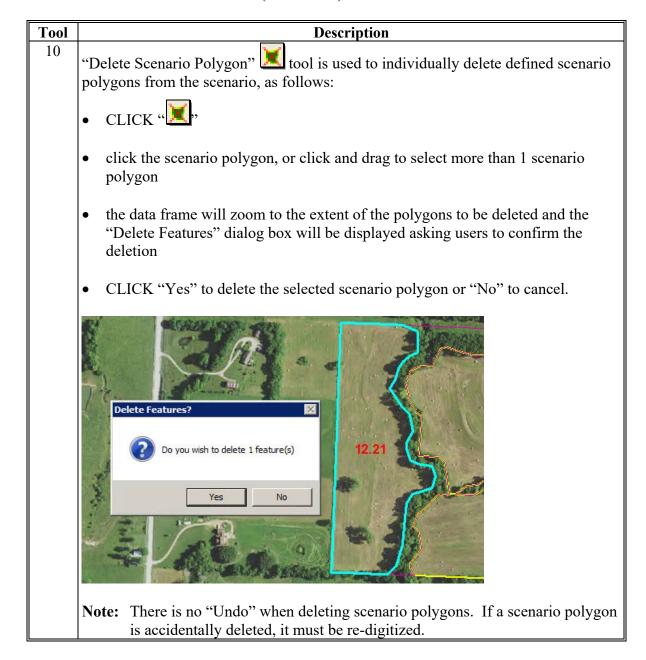
9 "Append Tool" can only be used after a scenario polygon has been created. This tool appends a user-defined polygon to an already existing scenario polygon that will share a boundary line with existing scenario polygons. The appended polygon can be created between 2 or more scenario polygons, as follows: • click within the existing scenario polygon • digitize the scenario area outside an existing scenario polygon • double-click within an existing scenario polygon to end.

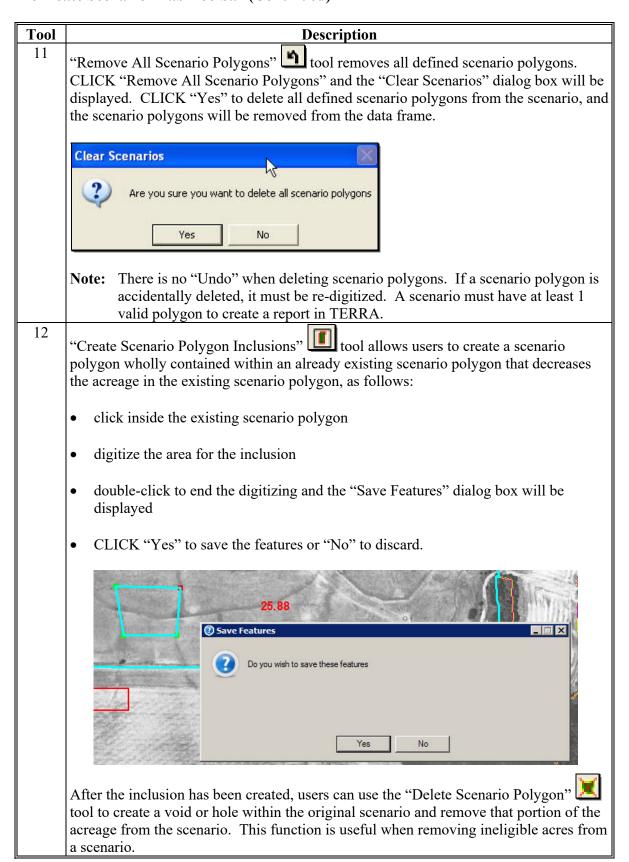


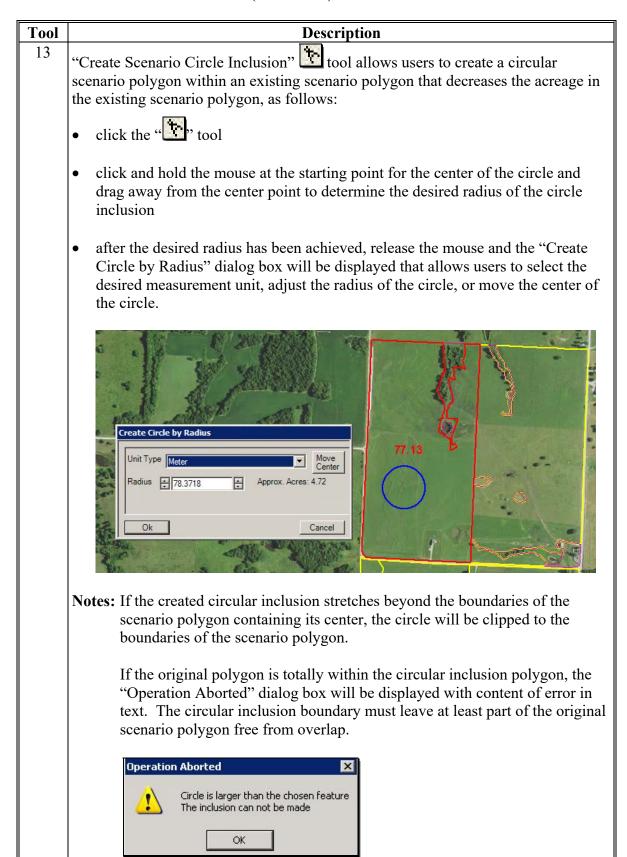
After users have double-clicked to end the digitizing, the "Save Features" dialog box will be displayed. CLICK "Yes" to accept the highlighted area as a scenario polygon, or "No" to reject the polygon and draw the polygon again.

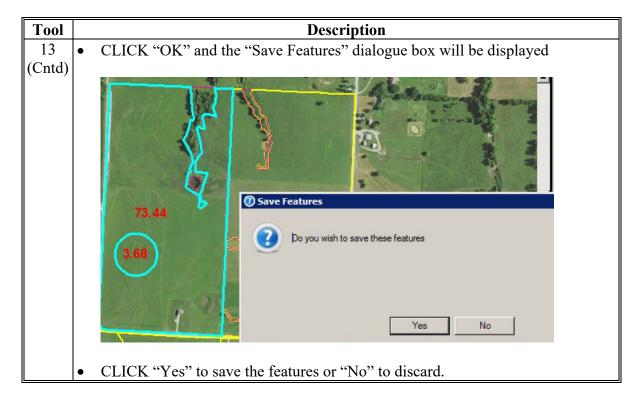


Note: The scenario polygon created with the append function **cannot** overlap any other existing scenario polygons. If a scenario polygon created overlaps an existing scenario polygon, users are **not** asked if users want to save the polygon, and the polygon will **not** be added to the scenario.









Tool

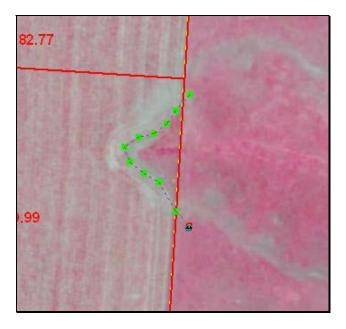
B "Delineate Scenario" Tab Toolbar (Continued)

1001	Description		
14	b		
	Split Scenario Polygons" tool allows users to draw a line that splits 1 or more		
	existing scenario polygons into separate polygons, as follows:		

• click mouse on the exterior of the polygons to be split and continue clicking to change direction along the desired split line

Description

• double-click outside the polygon being split to end the line.

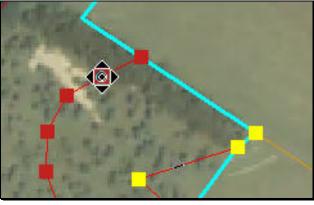


After users end the line, the polygons are split into separate scenario polygons and the "Save Scenario" dialog box will be displayed. CLICK "Yes" to save the newly created scenario polygons or "No" to discard.



\mathbf{C}

Tool	"Vertex Editor" tool provides the ability to move, add, or delete vertices on scenario polygons. Use this tool for reshaping scenario polygon boundaries by making minor adjustments to a line. The scenario polygon layer must be selectable (checkmark next to the layer name on the Layers Panel "Selection" tab) before users can make adjustments to a vertex, as follows: • CLICK "Table and then select the line users want to move		
15			
	20.88		
	after the line is selected (highlighted), hold the mouse above a vertex and the cursor will be displayed as a 4-way, directional arrow		



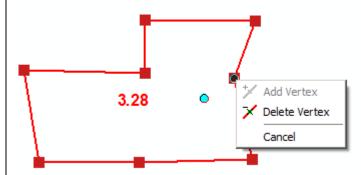
when the cursor is displayed as a 4-way, directional arrow, click and hold the mouse and drag the vertex to the desired location

C Subdividing Scenarios Tools (Continued)

Tool Description 15 (Cntd) after the mouse button is released, users will be able to see the location of the current line, along with the location where the line will be moved.



If a vertex needs to be deleted, right-click to view the context menu. CLICK "**Delete Vertex**". When deleting a vertex, TERRA connects the 2 vertices on either side of the deleted vertex.

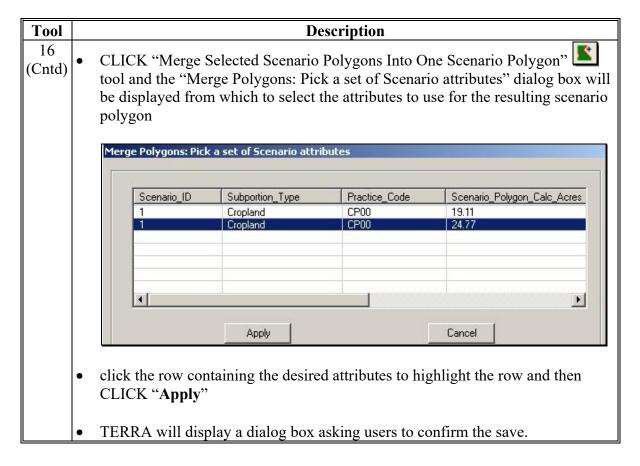


Note: The tool will **not** allow users to delete a vertex that is shared by 3 or more polygons.

C Subdividing Scenarios Tools (Continued)

Tool	Description		
15	If users need to add a vertex between 2 vertices on a straight line, right-click the		
(Cntd)	line and the "Add Vertex" option will be displayed. CLICK "Add Vertex".		
	3.46 Add Vertex Delete Vertex Cancel		
	When users create or modify a vertex on a boundary shared by 2 scenario polygons, the edit changes both boundaries. Shared vertices are indicated in red. If the vertex is not shared by another polygon, it will appear in green. Note: "Vertex Editor" tool remains active until another tool is selected. Selecting another tool saves the edits without confirmation from users. Alternatively, users may right-click within edit mode and select "Stop Editing" from the context menu, and then users will be prompted to save or discard the edits.		
16	"Merge Selected Scenario Polygons Into One Scenario Polygon" tool allows users to merge selected scenario polygons into 1 scenario. This tool is grayed out and unavailable unless more than 1 polygon is selected using the "Select Features" tool. The scenario polygon layer must also be active in the Layers Panel before the scenario polygons can be selected for use, as follows:		
	 CLICK "Select Features" tool and click 1 of the polygons to be merged hold down "Shift" key and select 1 or more adjacent scenario polygons to 		
	Mote: Users can also click and drag a box that encompasses part or all of the polygons to be merged.		
	• after users select all the polygons to merge, "Merge Selected Scenario Polygons		
	Into One Scenario Polygon" La tool becomes available		

C Subdividing Scenarios Tools (Continued)



D Attributing Scenario Polygons

When users access the "**Delineate Scenario**" tab, the "**Attribution Grid**" and "**File**" menus will be displayed. Initially, the attribution grid contains only column headings. As scenario polygons are delineated, TERRA adds a row for each polygon to the attribution grid. Users can attribute the scenario polygons individually as they are created or after all scenario polygons are created. All scenario polygons must be attributed **before** accessing the "**Report**" tab.

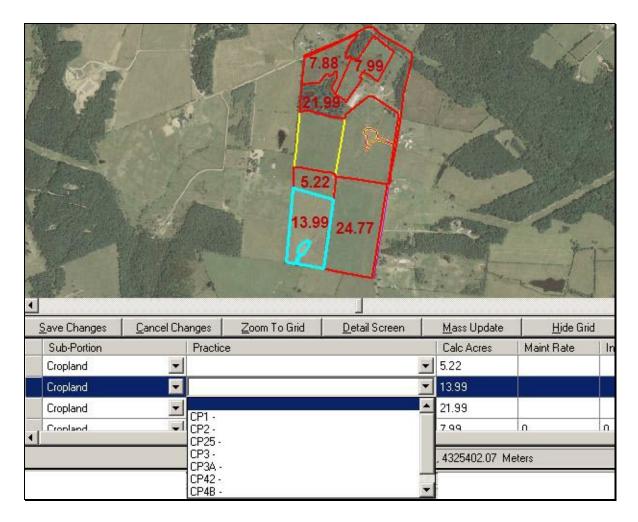
After users create the first scenario polygon, an attribution row will be displayed on the attribution grid and the buttons displayed along the top of the attribution grid become activated. As additional scenario polygons are created, corresponding attribution rows are added to the attribution grid. The default scenario polygon subportion attribute is "Cropland" and the default practice attribute is blank. The attribution grid also displays the GIS-calculated acreage of each scenario polygon in the "Calc Acres" column.

TERRA provides several methods for attributing scenario polygons.

E Working With the Attribution Grid

To work with the attribution grid, do either of the following:

- CLICK "Select Features" tool to select a polygon in the data frame and then select the corresponding attribution row
- select an attribution row in the attribution grid and the corresponding scenario polygon in the data frame will be selected.



Each sub-portion of the scenario must be attributed with the sub-portion type and practice. Users may attribute the scenario polygon subportion and practice codes by clicking in the rightmost part of the subportion or practice grid cell to open respective drop-down lists.

Note: If users are creating a:

- conservation scenario, only conservation practices approved for the signup will be available in the "Practice" drop-down list
- BCAP scenario, **only** BCAP practices will be available.

F Attribution Grid Command Bar

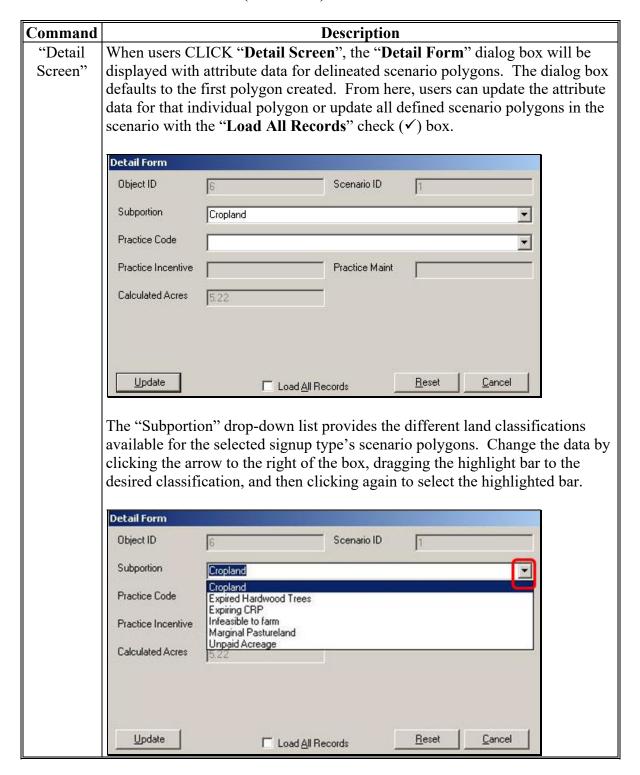
There are 6 commands on the attribution grid command bar, as displayed on the following example of the attribution grid command bar:

- "Save Changes"
- "Cancel Changes"
- "Zoom To Grid"
- "Detail Screen"
- "Mass Update"
- "Hide Grid".

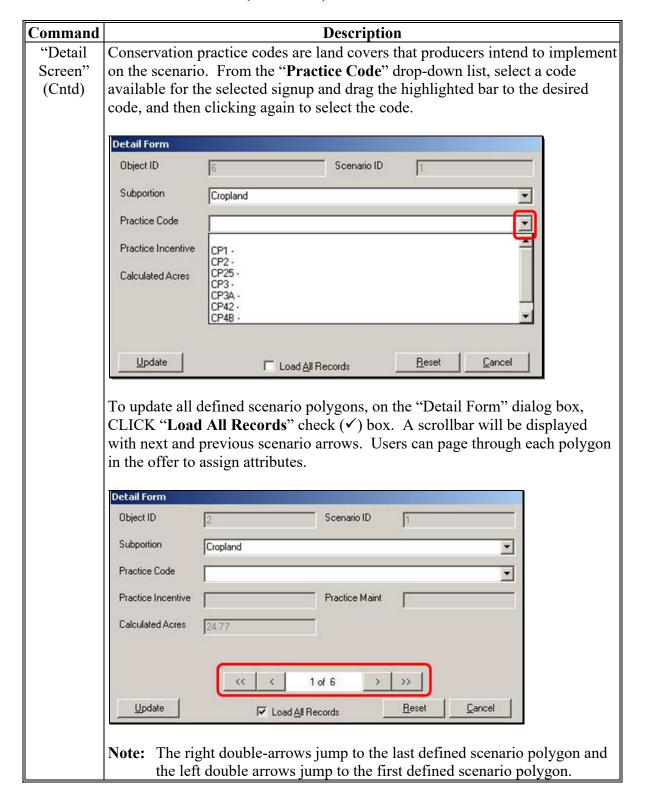
The following table provides descriptions of the attribution grid command bar commands.

Command		Descri	ption		
"Save	"Save The application writes scenario boundary and attribute information			to a	
Changes"	personal geodatabase (MS Access file). Each time a new scenario is created,				
υ	the old scenario personal geodatabase is deleted. Users must CLICK "Save				
		t the assigned attribu			
		hen users CLICK "S			
		centive Rates for the	_		
		The file name form	-		•
	1		*	_	
	<pre><state abbreviation="" po=""><county fips="">T<tract number="">_DT<date time="">.</date></tract></county></state></pre>				
	N (TI : CI : .	1	11.1	. 1	1 0
		environment, the pers			the Storage
		k (SAN) in the folder			
"Cancel		everts the personal g			
Changes"	"Save Changes" was last clicked. It will not cancel out changes when				
	performing or using the mass update function.				
"Zoom To	When users CLICK "Zoom to Grid", the "Grid Form" dialog box will be				
Grid"	displayed. This is helpful if the grid has too many rows to display or view				
	without scrolling. If a displayed column is too narrow, place the cursor				
	between the column names to get a double-arrow and double-click to expand				
	the column.				
	die column.				
	🚂 Grid Form				_ []
	Han Critic to the				
	Subportion Type	Practice	Calc Acres	Pract Incentiv	Pract Maint
	▶ Cropland	CP00	24.77	(null)	(null)
	Cropland	CP00	5.22	(null)	(null)
	Cropland	CP00	13.99	(null)	(null)
	Cropland	CP00	21.99	(null)	(null)
	Cropland	CP00	7.99	0	0
	Cropland	CP00	7.88	n	0

F Attribution Grid Command Bar (Continued)



F Attribution Grid Command Bar (Continued)



F Attribution Grid Command Bar (Continued)

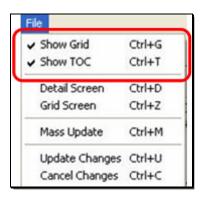
Command	Description			
"Detail Screen" (Cntd)	To exit the Detail Screen and save all of the changes made, CLICK " Update " and the "Detail Form" dialog box will be redisplayed with updated information in the personal database and close.			
	Note: Clicking:			
	• "Reset" will clear entries without saving changes			
	 "Cancel" will close the "Detail Screen" dialog box without saving changes. 			
Mass Update "Mass Update" allows changes to be made to the subportion and practice codes of scenario polygons either individually or all at 1 time. If use (✓) both "Update" boxes, both sub-portion and practice code inform be changed in the attribution information for the scenario polygon or By removing a check (✓), users can disable the changing of that attribution				
	■ Mass Update			
	Sub-Portion Cropland Update			
	Practice Code CP1 CP1 Maintenance Rate Update			
	C Update Current Row			
	C Update Selected Rows © Update All Rows			
	Update Cancel			
	If users CLICK:			
	• "Update Current Row" radio button, the attribute information for the individual scenario polygon row that is highlighted in the attribution grid will be changed			

F Attribution Grid Command Bar (Continued)

Command	Description			
Mass	• "Update Selected Rows" radio button, the attribute information for all			
Update (Cntd)	scenario polygons selected will be changed			
	• "Update All Rows" radio button, the attribute information for all scenario polygons defined in the current scenario will be changed.			
	Note: This will change both subportion and practice code, unless the update checks (✓) are removed.			
"Hide	"Hide Grid" hides the attribute grid and expands the data frame. To make the			
Grid"	grid redisplay, CLICK "Show Grid" from the "File" menu in the left corner of			
	TERRA interface.			

G "File" Menu Options

The "File" menu provides "**Show Grid**" and "**Show TOC**" options, in addition to "Detail Screen", "Mass Update", and "Cancel Changes" commands that were provided in subparagraph F. Identical "File" menu options that are also listed in subparagraph F function exactly like their corresponding attribution grid commands. Some of the options are not available unless a scenario polygon has been defined.

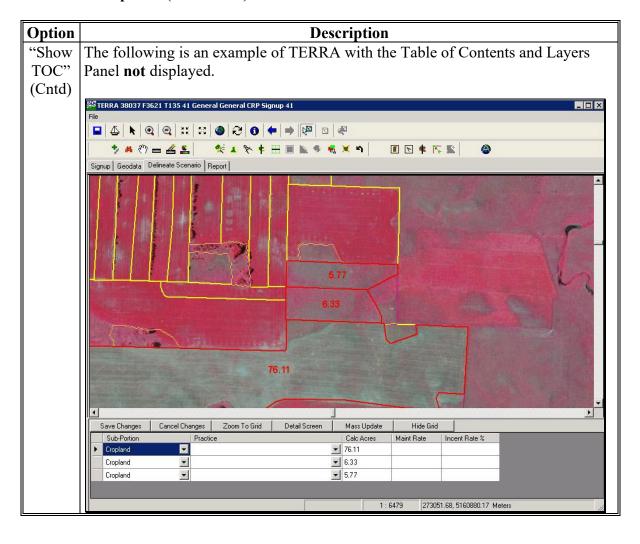


G "File" Menu Options (Continued)

The following table provides descriptions of the "File" menu options.

Option	Description		
	Allows users to control the visibility of the "Attribution Grid" at the bottom of		
Grid"	the screen. When the check is visible, the grid will be displayed. When the check		
	is removed, the grid is no longer visible at the bottom of the screen.		
"Show	Allows users to control the visibility of the Table of Contents and Layers Panel on		
TOC"	the left of the screen. If "Show TOC" it is checked, the panels will be displayed.		
	If it is not checked, the panels will not be displayed. The following is an example		
	of TERRA with both the Table of Contents and Layers Panel displayed.		
	ETERRA 38037 F3621 T135 41 General General CRP Signup 41 □ X File		
	→ # ?? = # \$\left(\text{\tin}\text{\tint{\text{\tetx}\\ \text{\text{\text{\text{\text{\text{\text{\text{\text{\texi}\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\ti}\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\ti}\text{\text{\text{\text{\text{\texi}\text{\text{\text{\text{\ticl}\text{\text{\text{\text{\text{\text{\text{\text{\text{\		
	Signup Geodata Delineate Scenario Report		
	□ ☑ Scenario_Polygon		
	□ ☑ clu.SDE.clu_a_nd037 Land Class		
	Cropland Not Cropland		
	⊕ solimu a nd037 □ plss a nd037		
	□ □ fips_fsa_counties		
	□ CPA_NATIONAL_GC:		
	□ CPA_A_STATES_GCS 6.53		
	□ PEZ A GCS		
	□ SAFE_A_STATES_GCS		
	Ø 20 00 00 00 00 00 00 00 00 00 00 00 00		
	Selection Snapping Reorder		
	Select All Deselect All		
	Layers Save Changes Cancel Changes Zoom To Grid Detail Screen Mass Update Hide Grid		
	☑ Scenario_Polygon Sub-Portion Practice Calc Acres Maint Rate Incent Rate %		
	□ soilmu_a_nd037		
	☐ fips_fsa_counties Cropland ▼ 5.77		
	CPA_A_NATIONAL_GCS CPA_A_STATES_GCS		
	1 : 6479 273616.56, 5161090.79 Meters		

G "File" Menu Options (Continued)

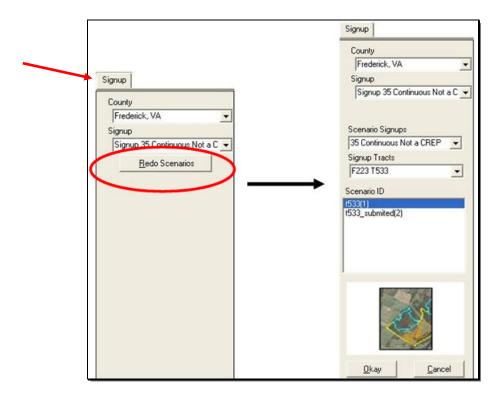


A Revising Scenarios

Scenarios that were previously created may be revised if it is determined that incorrect linework or attributes were used. Scenarios may only be revised in the same signup. If the signup number needs to be changed, a new scenario must be created.

B Selecting a Scenario to Revise

To select a scenario to revise, CLICK "Signup" tab and CLICK "Redo Scenarios" to revise a previously created scenario and save as a new scenario. After users CLICK "Redo Scenarios", a dialog box will be displayed with drop-down lists for "Scenario Signups", "Signup Tracts", and "Scenario ID".



20 Revising Previously Created Scenarios (Continued)

B Selecting a Scenario to Revise (Continued)

To select a scenario to revise, complete the "Scenario Signups", "Signup Tracts", and "Scenario ID" drop-down lists as follows.

Step	Action		
1	From the "Scenario Signups" drop-down list, select the signup in which the scenario		
	was originally created.		
2	From the "Signup Tracts" drop-down list, select the tract for which the scenario was originally created.		
	Note: The drop-down list only displays tracts in the selected signup for the currently selected county.		
3	From the "Scenario ID" drop-down list, select the scenario that user wants to revise.		
	Note: The drop-down list is restricted to scenarios created for the selected tract.		
4	If the scenario was saved after a report was generated, TERRA will display a thumbnail image of the saved scenario boundaries and imagery.		
	Note: If the scenario was saved using the "Save Scenario for" option, a thumbnail will not be displayed.		
	CLICK " OK " to import the previously created scenario into TERRA.		
	Note: Users can also CLICK "Cancel" to exit out of the "Redo Scenarios" dialog box.		

After the previously created scenario is imported, an "Information" dialog box will be displayed confirming the scenario was imported from XML.



If the signup of the scenario selected for redo and the current signup are the same, both the original scenario line work and attributes will be imported when users CLICK "**OK**". If they are different, only the original scenario line work will be imported.

Note: If the original scenario was for BCAP, users will **not** be able to redo the scenario as a CRP scenario.

21 Scenario Reports

A Creating a Report

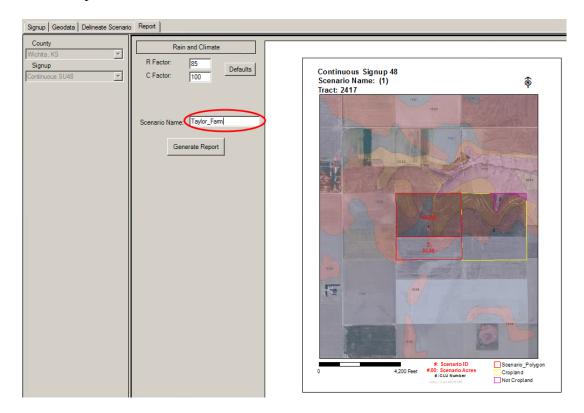
This paragraph provides instructions on creating reports after scenarios have been delineated and attributed. The "**Report**" tab will display scenario boundaries, acreages, and allow users to:

- change the default rain and climate factors
- assign a mandatory scenario name
- generate a report.

If the scenario is for a general signup, users can also enter a lower maintenance rate than the default value.

B Assigning a Scenario Name

Before generating a report, the scenario **must** be named by entering the scenario name into the "Scenario Name" box, as displayed in the following example. Scenario names may only contain alphanumeric or underscore characters.



B Assigning a Scenario Name (Continued)

If users try to create a report without naming the scenario, a "Warning Message" dialog box will be displayed. CLICK "**OK**" and enter the scenario name.



C Changing Rain and Climate Factors

If changes need to be made to the rain and climate factors, the new values can be entered into the "R Factor" and "C Factor" boxes, as applicable.

Note: The rain and climate factors displayed are the FSA county-based default values. If users change the default values and need to set them back to the original default values, CLICK "**Defaults**".

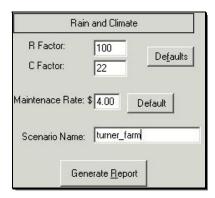


D Entering a Lower Maintenance Rate

On General Signup scenarios, users may enter a lower maintenance rate than the default value that will be displayed in the "Maintenance Rate" box.

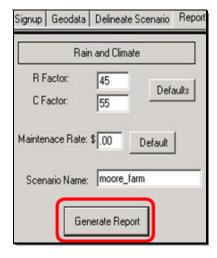
Note: The maintenance rate will only be displayed in the "**Report**" tab on General signup scenarios.

If users enter a higher value maintenance rate and CLICK "Generate Report", users will receive a warning message that the maintenance rate must be lower than the default.



E Generating Scenario Reports

To create a scenario report, CLICK "Generate Report".



If CRP offer scenario contains MPL subportion types, or if a BCAP offer scenario contains a noncrop agricultural land subportion type, TERRA may do additional checks before generating the report.

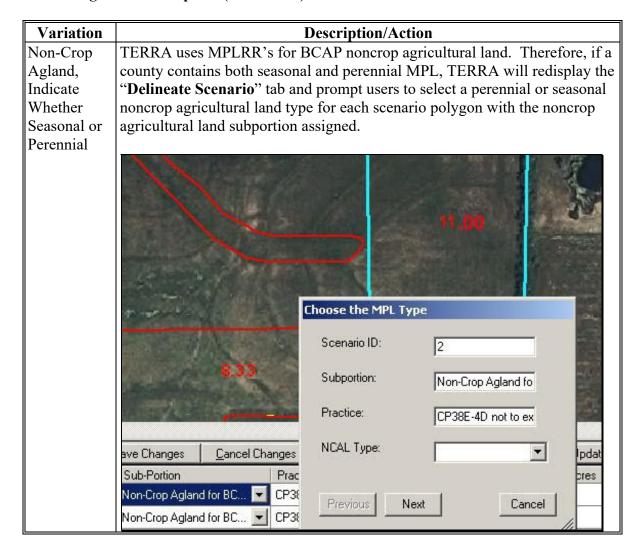
After completing MPL and noncrop agricultural land checks, TERRA will display status messages while the report is being generated that indicate which processing is taking place.

E Generating Scenario Reports (Continued)

The following table provides possible actions TERRA requires based on variations when creating scenario reports.

Variation	Description/Action		
MPL,	CRP scenarios may contain scenario polygons with both seasonal and		
Indicate	perennial MPL, if it is located in a county where both types of MPL apply. If		
Whether	users have assigned an MPL subportion type to 1 or more scenario polygons,		
Seasonal or	and if both seasonal and perennial MPL are valid in the county, clicking		
Perennial	"Generate Report" will cause TERRA to redisplay the "Delineate		
	Scenario" tab and prompt users to indicate for each MPL scenario polygon		
	whether it is seasonal or perennial.		
	Choose the MPL Type		
	Scenario ID: 2		
	Subportion: Marginal Pasturelan		
	Practice: CP3.		
	MPL Type:		
	Previous Next Cancel 995		
	品。		
	14.00		
	THE REAL PROPERTY OF THE PARTY		

E Generating Scenario Reports (Continued)



E Generating Scenario Reports (Continued)

Variation	Description/Action
Expired	The previous contract rate for expired hardwood trees and expiring WBP
Hardwood	noncropland subportions is needed to calculate payment rate information. If
Trees, Enter	the scenario contains polygon attributes with these subportions, the following
Previous	"Previous Rental Rate" dialog box will be displayed. Enter the previous
Contract	contract rate and CLICK "OK".
Rental Rate	
	Previous Rental Rate
	Please enter the previous contract rental rate for Expired Hardwood Trees
	OK OK

When the scenario report is complete, the following "Report Generated" dialog box will be displayed and the report will be displayed in a separate dialog box.



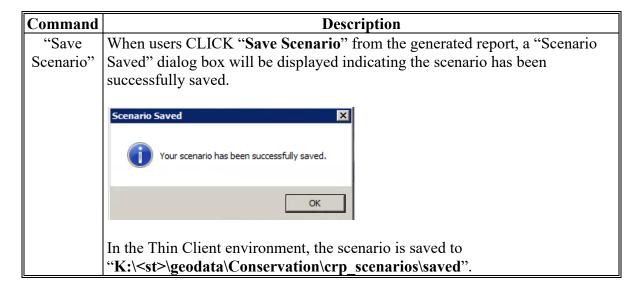
F TERRA Report Command Bar

There are 3 commands on the TERRA Report command bar:

- "Save Scenario"
- "Print Report"
- "Cancel".



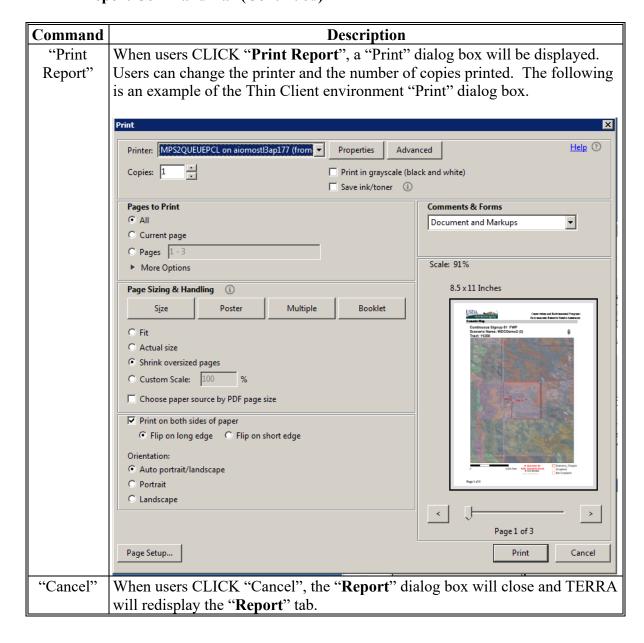
The following table provides descriptions of the attribution grid command bar commands.



F TERRA Report Command Bar (Continued)

Command	Description
"Save	All output files are stored in the parent folder,
Scenario"	"K:\ <st>\geodata\conservation\crp_scenarios\saved\<administrative state<="" th=""></administrative></st>
(Cntd)	postal abbreviation> <administrative county<="" fsa="" th=""></administrative>
	Code>\TERRA_ <administrative postal<="" state="" th=""></administrative>
	abbreviation> <administrative code="" county="" fsa="">_F<farm< th=""></farm<></administrative>
	Number>_T <tract number="">_S<scenario number="">_<scenario name="">",</scenario></scenario></tract>
	when created before going to the "Report" tab by clicking "Saves Scenario
	for a Redo" , or on the "Report" tab by clicking "Save".
	Example: TERRA user in the Thin Client environment, who is a member of the Service Center Group, names and creates a scenario on State/County VA069, Farm 1425, Tract 2314 and saves the scenario with the user-assigned name "jones1". The scenario output files are stored in the folder, "K:\VA\geodata\conservation\crp_scenarios\saved\VA069\TE RRA_VA069_F1425_T2314_S1_jones1".
	Notes: To distinguish BCAP from CRP reports, all offer scenario files beginning with the text "TERRA" are changed to "BCAP" when the offer is for BCAP.
	After users CLICK "Save Scenario", TERRA disables the "Save Scenario" so that scenarios are not saved multiple times, and "Cancel" is replaced by "Close". Clicking "Close" returns users to the "Geodata" tab where another tract may be selected.
	TERRA does not submit scenarios as offers. COLS initiates the submit process by browsing to either the proper folder on the local County Office server or the Kansas City, Missouri, Web farm and asks users to select an .XML file for upload. COLS cannot browse to files on Thick Client servers.

F TERRA Report Command Bar (Continued)



21 Scenario Reports (Continued)

G Using TERRA Output Files in COLS

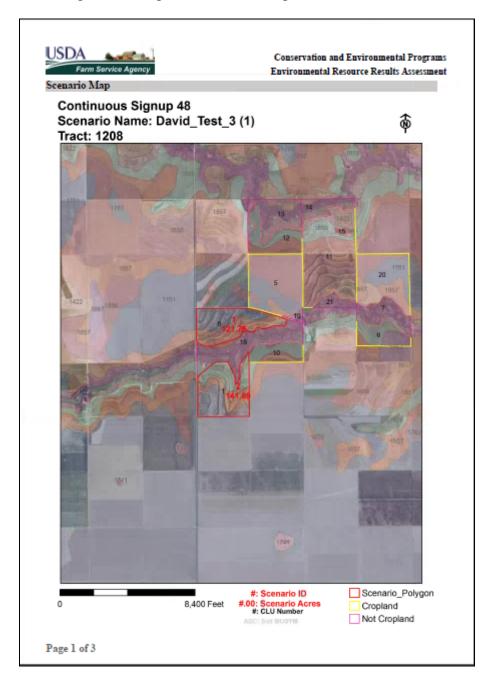
Scenarios created in TERRA are used to create an offer in COLS. However, COLS cannot ingest TERRA .XML files directly from the Citrix environment. Users need to copy .XML output files from the Citrix Thin Client environment to a locally mapped drive. To copy .XML files, follow these steps.

Step	Action
1	On the user's local computer, right-click on the "Start" button and CLICK "File
	Explorer".
2	In the Address Bar of the File Explorer, ENTER "\\usda.net\fsa\citrix\geodata\".
3	The Citrix folder structure will open. Double-click on the appropriate administrative
	State folder, such as "CO".
4	Double-click on Geodata.
5	Double-click on Conservation
6	Double-click on crp_scenarios
7	Double-click on saved.
8	Double-click on the State and county code for the administrative county, e.g.
	"CO063".
9	All TERRA scenarios created for the county will be listed. Right-click on the
	desired scenario folder and choose "Copy".
10	Navigate to C:\Geodata\Conservation.
11	Right-click in a blank area of the folder in the right pane of the File Explorer
	window and choose Paste .

21 Scenario Reports (Continued)

H Example of TERRA Report

Following is an example of a TERRA Report.



21 Scenario Reports (Continued)

H Example of TERRA Report (Continued)

Practice		Acres	IR		MR	LLP	
CP1		121.75	0		\$0.00	N	
CP3		141.89	0		\$0.00	N	
IR = Practice Incentive I MR = Maintenance Rate LLP = Longleaf Pine Eli	gible						
Payment Rat	e Calcula	ition inform	ation				
Payment Rate I	Results:						
Total Payment Ac	res	263.64		Maintenance Ra	ite(WA)	\$0.00	
Max Rental Rate(WA)	\$57.00		Maximum Payu Acre)	nent Rate (Per	r \$57.00	
Maximum Annua	l Rent	\$15,027.00)	Acto			
Subportion Act	eage:						
Subportion	•	Acres					
Cropland		263.64					
FIPS ST/CNTY	SSAII		Soil Ren	lculations ital Rates			
			A ATT TO SUPLA	A C1	DDC	CDD	
			MUSYM 1761		RES 0 30	SRR. \$57	
20203	KS203	3	1761	10	9.30	\$57	
20203 20203		3		10 10			
20203 20203	KS203 KS203	3 3 3	1761 1857	10 10 4	9.30 2.00	\$57 \$57	
20203 20203 20203 20203	KS203 KS203 KS203 KS203	3 3 3	1761 1857 1859	10 10 4	9.30 2.00 5.24 7.10	\$57 \$57 \$57	
20203 20203 20203 20203	KS203 KS203 KS203 KS203 VA):	3 3 3	1761 1857 1859	10 10 4	9.30 2.00 5.24 7.10	\$57 \$57 \$57 \$49	
20203 20203 20203 20203 Soil Rental Rate(V Top Three Acres:	KS203 KS203 KS203 KS203 KS203	3 3 3 3 \$57.00 256.54	1761 1857 1859	10 10 4 Total Incentive:	9.30 2.00 5.24 7.10	\$57 \$57 \$57 \$49 \$0.00	_
20203 20203 20203 20203 Soil Rental Rate(V Top Three Acres: Erodibility In	KS203 KS203 KS203 KS203 KS203 Adex Calc	3 3 3 \$57.00 256.54 culations e Soils Used in	1761 1857 1859 1580	Total Incentive: Total Rent:	9.30 2.00 5.24 7.10	\$57 \$57 \$57 \$49 \$0.00 \$14,622.78	
20203 20203 20203 20203 20203 Soil Rental Rate(V Top Three Acres: Erodibility In	KS203 KS203 KS203 KS203 KS203 HS203 High Three	3 3 3 3 \$57.00 256.54 culations e Soils Used in MUSYM A	1761 1857 1859 1580 1 Cropland S	Total Incentive: Total Rent:	9.30 2.00 5.24 7.10 sion Index C	\$57 \$57 \$57 \$49 \$0.00 \$14,622.78	I
20203 20203 20203 20203 20203 Soil Rental Rate(V Top Three Acres: Erodibility In FIPS ST/CNTY SS 20203 KS	KS203 KS203 KS203 KS203 VA):	3 3 3 3 5 5 5 7 00 256.54 culations e Soils Used in MUSYM A 1761	1761 1857 1859 1580 Cropland S ACRES 109.30	Total Incentive: Total Rent:	9.30 2.00 5.24 7.10 sion Index C	\$67 \$67 \$67 \$49 \$0.00 \$14,622.78	56
20203 20203 20203 20203 Soil Rental Rate(V Top Three Acres: Erodibility In FIPS ST/CNTY SS 20203 KS 20203 KS	KS203 KS203 KS203 VA): adex Calc High Thre AID S203 S203	3 3 3 3 5 5 5 5 5 5 6 5 6 6 6 6 6 6 6 6	1761 1857 1859 1580 Cropland S ACRES 109.30	Total Incentive: Total Rent: Subportion Eros T T 5 6 5	9.30 2.00 5.24 7.10 sion Index C K 9.43	\$57 \$57 \$57 \$49 \$0.00 \$14,622.78	56 48
20203 20203 20203 20203 Soil Rental Rate(V Top Three Acres: Erodibility In FIPS ST/CNTY SS 20203 KS 20203 KS 20203 KS	KS203 KS203 KS203 KS203 WA): udex Calc High Thre AID 5203 5203 5203	3 3 3 3 5 5 7.00 256.54 culations e Soils Used in MUSYM A 11867 11857	1761 1857 1859 1580 Cropland S CRES 109.30 102.00 45.24	Total Incentive: Total Rent: Subportion Eros T 5 6 5 6 5	9.30 2.00 5.24 7.10 sion Index C K 0.43 0.43	\$57 \$57 \$57 \$57 \$0.00 \$14,622.78 alculations LS 0.05 0.35 0.76	56 48 48
20203 20203 20203 20203 Soil Rental Rate(V Top Three Acres: Erodibility In FIPS ST/CNTY SS 20203 KS 20203 KS 20203 KS 20203 KS	KS20: KS20: KS20: KS20: KS20: KS20: AID Thre AID S203 S203 S203 S203	3 3 3 3 5 5 7 .00 25 6 .54 culations e Soils Used in MUSYM A 1761 1857 1859	1761 1857 1859 1580 Cropland S ACRES 109.30	Total Incentive: Total Rent: Subportion Eros T 5 6 5 6 5	9.30 2.00 5.24 7.10 sion Index C K 9.43 9.43	\$57 \$57 \$57 \$49 \$0.00 \$14,622.78 (alculations LS 0.05 0.35 0.76 1.19	56 48
20203 20203 20203 20203 20203 Soil Rental Rate(V Top Three Acres: Erodibility In FIPS ST/CNTY SS 20203 KS 20203 KS 20203 KS 20203 KS 20203 KS Er	KS20: KS20: KS20: KS20: KS20: KS20: AID Thre AID S203 S203 S203 S203	3 3 3 3 5 5 7.00 256.54 culations e Soils Used in MUSYM A 11867 11857	1761 1857 1859 1580 Cropland S CRES 109.30 102.00 45.24	Total Incentive: Total Rent: Subportion Eros T 5 6 5 6 5	9.30 2.00 5.24 7.10 sion Index C K 9.43 9.43	\$57 \$57 \$57 \$49 \$0.00 \$14,622.78 (alculations LS 0.05 0.35 0.76 1.19	56 48 48
20203 20203 20203 20203 20203 Soil Rental Rate(V Top Three Acres: Erodibility In FIPS ST/CNTY SS 20203 KS 20203 KS 20203 KS 20203 KS Er R '	KS20i KS20i KS20i KS20i WA): Sadex Calc High Thre AID S203 S203 S203 S203 S203 S203	3 3 3 3 5 5 7 .00 256.54 culations e Soils Used in MUSYM A 1761 1887 1889 1580 culation Inputs	1761 1857 1859 1580 Cropland S CRES 109.30 102.00 45.24	Total Incentive: Total Rent: Subportion Eros T 5 6 5 6 5 Crodibility Calc	9.30 2.00 5.24 7.10 sion Index C K 0.43 0.43 0.43 0.43	\$57 \$57 \$57 \$49 \$0.00 \$14,622.78 (alculations LS 0.05 0.35 0.76 1.19	56 48 48
20203 20203 20203 20203 20203 Soil Rental Rate(V Top Three Acres: Erodibility In FIPS ST/CNTY SS 20203 KS 20203 KS 20203 KS 20203 KS CT R CT C	KS20i KS20i KS20i KS20i WA): adex Calc High Thre AID S203 S203 S203 S203 S203 Value:	3 3 3 3 3 3 5 5 7.00 256.54 culations e Soils Used in MUSYM A 1761 1887 1580 culation Inputs 85	1761 1857 1859 1580 Cropland S CRES 109.30 102.00 45.24	Total Incentive: Total Rent: Subportion Eros T 5 6 5 6 5 6 Frodibility Calc	9.30 2.00 5.24 7.10 sion Index C K 0.43 0.43 0.43 0.43 ulation Resul	\$57 \$57 \$57 \$49 \$0.00 \$14,622.78 (alculations LS 0.05 0.35 0.76 1.19	56 48 48
20203 20203 20203 20203 20203 Soil Rental Rate(V Top Three Acres: Erodibility In FIPS ST/CNTY SS 20203 KS 20203 KS 20203 KS 20203 KS CC ER	KS20i KS20i KS20i KS20i WA): Idex Calc High Thre AID 2003 2003 2003 2003 2003 2003 Value: Value: Acres:	3 3 3 3 3 3 3 5 5 5 7 .00 256.54 culations e Soils Used in MUSYM A 1761 1857 1859 1580 culation Inputs 85 100 256.54	1761 1857 1859 1580 Cropland S ACRES 109.30 102.00 45.24 7.10	Total Incentive: Total Rent: Subportion Eros T 5 6 5 6 5 C Fredibility Calc Wind EI: Water EI:	9.30 2.00 5.24 7.10 sion Index C K 0.43 0.43 0.43 0.43 ulation Resul	\$57 \$57 \$57 \$49 \$0.00 \$14,622.78 (alculations LS 0.05 0.35 0.76 1.19	56 48 48
20203 20203 20203 20203 20203 Soil Rental Rate(V Top Three Acres: Erodibility In FIPS ST/CNTY SS 20203 KS 20203 KS 20203 KS 20203 KS C C C EI	KS20i KS20i KS20i KS20i WA): Idex Calc High Thre AID 2003 2003 2003 2003 2003 2003 Value: Value: Acres:	3 3 3 3 3 3 3 5 5 5 7 .00 256.54 culations e Soils Used in MUSYM A 1761 1857 1859 1580 culation Inputs 85 100 256.54	1761 1857 1859 1580 Cropland S ACRES 109.30 102.00 45.24 7.10	Total Incentive: Total Rent: Subportion Eros T 5 6 5 6 5 C Fredibility Calc Wind EI: Water EI:	9.30 2.00 5.24 7.10 sion Index C K 0.43 0.43 0.43 0.43 ulation Resul	\$57 \$57 \$57 \$49 \$0.00 \$14,622.78 (alculations LS 0.05 0.35 0.76 1.19	56 48 48
20203 20203 20203 20203 20203 Soil Rental Rate(V Top Three Acres: Erodibility In FIPS ST/CNTY SS 20203 KS 20203 KS 20203 KS 20203 KS CT	KS20i KS20i KS20i KS20i WA): Idex Calc High Thre AID 2003 2003 2003 2003 2003 2003 Value: Value: Acres:	3 3 3 3 3 3 3 5 5 5 7 .00 256.54 culations e Soils Used in MUSYM A 1761 1857 1859 1580 culation Inputs 85 100 256.54	1761 1857 1859 1580 Cropland S ACRES 109.30 102.00 45.24 7.10	Total Incentive: Total Rent: Subportion Eros T 5 6 5 6 5 C Fredibility Calc Wind EI: Water EI:	9.30 2.00 5.24 7.10 sion Index C K 0.43 0.43 0.43 0.43 ulation Resul	\$57 \$57 \$57 \$49 \$0.00 \$14,622.78 (alculations LS 0.05 0.35 0.76 1.19	56 48 48
20203 20203 20203 20203 20203 Soil Rental Rate(V Top Three Acres: Erodibility In FIPS ST/CNTY SS 20203 KS 20203 KS 20203 KS 20203 KS C C C EI	KS20i KS20i KS20i KS20i WA): Idex Calc High Thre AID 2003 2003 2003 2003 2003 2003 Value: Value: Acres:	3 3 3 3 3 3 3 5 5 5 7 .00 256.54 culations e Soils Used in MUSYM A 1761 1857 1859 1580 culation Inputs 85 100 256.54	1761 1857 1859 1580 Cropland S ACRES 109.30 102.00 45.24 7.10	Total Incentive: Total Rent: Subportion Eros T 5 6 5 6 5 C Fredibility Calc Wind EI: Water EI:	9.30 2.00 5.24 7.10 sion Index C K 0.43 0.43 0.43 0.43 ulation Resul	\$57 \$57 \$57 \$49 \$0.00 \$14,622.78 (alculations LS 0.05 0.35 0.76 1.19	56 48 48
20203 20203 20203 20203 20203 Soil Rental Rate(V Top Three Acres: Erodibility In FIPS ST/CNTY SS 20203 KS 20203 KS 20203 KS 20203 KS C C C EI	KS20i KS20i KS20i KS20i WA): Idex Calc High Thre AID 2003 2003 2003 2003 2003 2003 Value: Value: Acres:	3 3 3 3 3 3 3 5 5 5 7 .00 256.54 culations e Soils Used in MUSYM A 1761 1857 1859 1580 culation Inputs 85 100 256.54	1761 1857 1859 1580 Cropland S ACRES 109.30 102.00 45.24 7.10	Total Incentive: Total Rent: Subportion Eros T 5 6 5 6 5 C Fredibility Calc Wind EI: Water EI:	9.30 2.00 5.24 7.10 sion Index C K 0.43 0.43 0.43 0.43 ulation Resul	\$57 \$57 \$57 \$49 \$0.00 \$14,622.78 (alculations LS 0.05 0.35 0.76 1.19	56 48 48

22 Input and Output Files

A Input File Locations

The following table provides input folder locations based on file type in the Citrix Thin Client environment. See the "Manual for Managing Geospatial Data in County Offices" for more detailed information on standard folders, file names, and dataset descriptions.

Folder	Data Type		Standard File Name
I:\Government	County Boundary	fips_fsa_counties.shp	
Units			
		Note:	This file contains both FIPS and FSA
			County boundaries and attributes. If
			conservation web services are enabled, this
TT \ \ 1 . \	TTTG (1 0.5/	file is not used.
	HUC (watershed)	huc250	0k_a_ <st> or wbdhu12_a_<st></st></st>
Hydrological	boundaries	Natas	TEDD A swill automatically load auto these
		Note:	TERRA will automatically load only these 2 standard State-based file name formats in
			the hydrological folder.
K:\ <st>\geodata\</st>	MDOO or other	ortho	<x-x> <r><n> <f> <stnnn> <yyyy> <v></v></yyyy></stnnn></f></n></r></x-x>
Imagery	replacement		
imagery	imagery	Note:	Most TERRA scenarios will use the default
	8 3		NAIP image web service.
K:\ <st>\geodata\</st>	State CPA's	cpa a	<st> <pri></pri></st>
Conservation			
		Note:	If conservation web services are enabled,
			this file is not used.
	National CPA's	cpa_a_	_national_ <prj></prj>
		Note:	If conservation web services are enabled,
			this file is not used.
	Conservation	cp <nn></nn>	>_a_ <prj></prj>
	Practice		
	Eligibility Area		
	(for a single practice code)		
	practice code)		

22 Input and Output Files (Continued)

A Input File Locations (Continued)

Folder	Data Type	Standard File Name
K:\ <st>\geodata\</st>	PEZ national	pez_a_ <prj></prj>
Conservation	coverage	
	compiled of all	Note: If conservation web services are enabled,
	practices	this file is not used.
	Conservation	crep_ <iden>_a_<st>_<prj></prj></st></iden>
	Reserve	
	Enhancement	
	Program	
	eligibility area	
	coverage	
	SAFE program	safe_a_ <st>_<prj></prj></st>
	eligibility zone	
		Note: If conservation web services are enabled,
		this file is not used.
	Biomass Crop	bcap_ <project area="" name="">_a_<pri>prj></pri></project>
	Assistance	
	Program project	
	area	
K:\ <st>\geodata\</st>	SSURGO Soils	soilmu_a_ <stssaid></stssaid>
soils\soil_ <ssai< td=""><td></td><td></td></ssai<>		
D>\spatial		

B Output File Locations

The following table provides TERRA output files.

File Name	File Description	Standard File Name
Eligibility	XML file containing information for all eligibility	TERRA_ <state postal<="" td=""></state>
Area Table	areas with which the scenario polygons were	Abbrev.> <county< td=""></county<>
XML File	intersected to determine percentage of the scenario	FSA Code>_F <farm< td=""></farm<>
	within the eligibility area (for example, 95 percent	Number>_T <tract< td=""></tract<>
	within LLP National CPA).	Number>_S <scenario< td=""></scenario<>
		Number>_Eligibility_
		Area_Table.xml
Profile File	Contains basic information on the scenario such as	profile.cot
	who created it, when it was created, what is the	
	spatial reference, etc. TERRA uses the file when	
	doing a redo.	
Scenario	A composite of the 5 individual .XML files. This is	TERRA_ <state postal<="" td=""></state>
.XML	the file that COLS will retrieve from the folder and	Abbrev.> <county< td=""></county<>
	ingest into COLS.	FSA Code>_F <farm< td=""></farm<>
		Number>_T <tract< td=""></tract<>
		Number>_S <scenario< td=""></scenario<>
		Number>.xml
Scenario	JPEG image of the scenario boundary against the	TERRA_ <state postal<="" td=""></state>
JPEG	imagery backdrop. It is displayed on the "Report"	Abbrev.> <county< td=""></county<>
	tab.	FSA Code>_F <farm< td=""></farm<>
		Number>_T <tract< td=""></tract<>
		Number>_S <scenario< td=""></scenario<>
		Number>.jpg
Scenario	Multipage report in PDF format. It may be opened	TERRA_ <state postal<="" td=""></state>
Report	and printed independently of TERRA. The first page	Abbrev.> <county< td=""></county<>
	contains the scenario layout. The remaining pages	FSA Code>_F <farm< td=""></farm<>
	contain all the scenario calculations, such as EI, the	Number>_T <tract< td=""></tract<>
	weighted average SRR, percentage of the scenario in	Number>_S <scenario< td=""></scenario<>
	each eligibility area, etc.	Number>.pdf

22 Input and Output Files (Continued)

B Output File Locations (Continued)

File Name	File Description	Standard File Name
Scenario	Saved with the attributes assigned to	Scenario_Polygon.dbf
Shapefiles	them in TERRA.	Scenario_Polygon.prj
		Scenario_Polygon.sbn
		Scenario_Polygon.sbx
		Scenario_Polygon.shp
		Sceanrio_Polygon.shx
		Scenario_Polygon_CLU.dbf
		Scenario_Polygon_Soils.dbf
		Scenario_Table.dbf
Scenario	XML file containing common attributes	TERRA_ <state postal<="" td=""></state>
Table	of the scenario, such as signup type,	Abbrev.> <county fsa<="" td=""></county>
XML File	scenario creator, administrative State and	Code>_F <farm number="">_T<tract< td=""></tract<></farm>
	county FSA. Used by TERRA to	Number>_S <scenario< td=""></scenario<>
	reassemble the scenario for a redo.	Number>_Scenario_Table.xml
Scenario	A thumbnail-sized image of the scenario	TERRA_ <state postal<="" td=""></state>
Thumbnail	boundary against the imagery backdrop.	Abbrev. > County FSA
	It is displayed to aid in selecting an	Code>_F <farm number="">_T<tract< td=""></tract<></farm>
	existing saved scenario for redo.	Number>_S <scenario< td=""></scenario<>
		Number>_thmbnail.jpg
Scenario_	XML file containing common attributes	TERRA_ <state postal<="" td=""></state>
Polygon	of CLU's of each scenario polygon, such	Abbrev.> <county fsa<="" td=""></county>
CLU XML	as CLU number, GIS-calculated acreage,	Code>_F <farm number="">_T<tract< td=""></tract<></farm>
File	etc.	Number>_S <scenario< td=""></scenario<>
		Number>_Scenario_Polygon_CLU.
		xml
Scenario_	XML file containing common attributes	TERRA_ <state postal<="" td=""></state>
Polygon	of the soils of each scenario polygon,	Abbrev.> <county fsa<="" td=""></county>
Soils XML	such as MUSYM, soil acreage, etc.	Code>_F <farm number="">_T<tract< td=""></tract<></farm>
File		Number>_S <scenario< td=""></scenario<>
		Number>_Scenario_Polygon_Soils.
		xml
Scenario_	XML file containing common attributes	TERRA_ <state postal<="" td=""></state>
Polygon	of each scenario polygon, such as	Abbrev.> <county fsa<="" td=""></county>
XML File	adjusted and GIS-calculated acreage,	Code>_F <farm number="">_T<tract< td=""></tract<></farm>
	subportion, conservation practice code,	Number>_S <scenario< td=""></scenario<>
	practice maintenance rate, and scenario	Number>_Scenario_Polygon.xml
	polygon coordinates.	

23-34 (Reserved)

Part 3 (Reserved)

35-134 (Reserved)

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Part 4 Accessing COLS

Section 1 System Access

135 Accessing COLS Offer Software

A COLS System

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

Note: Internet Explorer shall be used when accessing COLS.

B Action

From the FSA Intranet Application Page:

- CLICK "A-C"
- CLICK "Conservation COLS Conservation On-Line System"
- CLICK "Logon" to display the eAuthentication Login Page
- enter user ID and password or login using LincPass
- CLICK "Login" to display the COLS Main Menu.

Note: If the user is unable to log in, contact the eAuthentication Help Desk at eAuthHelpDesk@ftc.usda.gov or call 800-457-3642 (Option 1).

C Example of COLS Main Menu

The following is an example of the COLS Main Menu.



To access the COLS Offer Main Menu, CLICK "Offer" under Applications.

136-144 (Reserved)

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145 Preparing for COLS Signup

A Overview

County Offices must prepare for continuous and general signup offers by reviewing their *--available crops for cropping history purposes, C/S rates, maintenance rates, and SRR posting reports.--*

B Example of COLS Offer Main Menu

The following is an example of the COLS Offer Main Menu for offer processing.



C Page Options

"County Admin" options shall be used to prepare for continuous and general signup offers. If there are changes to the current data, 1 or more of the following processes will need to be updated.

Option	Description
Crop Maintenance	A list of crops selected from the current list of crops associated to each
	FSA State and FSA county based on CVS for the current FY. The
	selected crops will be used to capture cropping history for a selected
	field on an offer.
Cost Share	A C/S payment is a payment provided by USDA to help CRP
	participants establish approved conservation practices that are required
	on CRP-1. States must review their estimated C/S per acre cost
	annually ensuring that it is within the acceptable rate.
Maintenance Rate	Maximum per acre maintenance rates allowed for continuous signup
	practices are established at the National level to reimburse participants
	for the average annual cost of practice maintenance. If STC has
	lowered a maintenance rate for a practice, then county users must
	enter the new value for each signup applicable to their county.

Note: Table values can be updated at any time, even if a user is in the middle of recording an offer scenario as indicated in paragraphs 164 and 603.

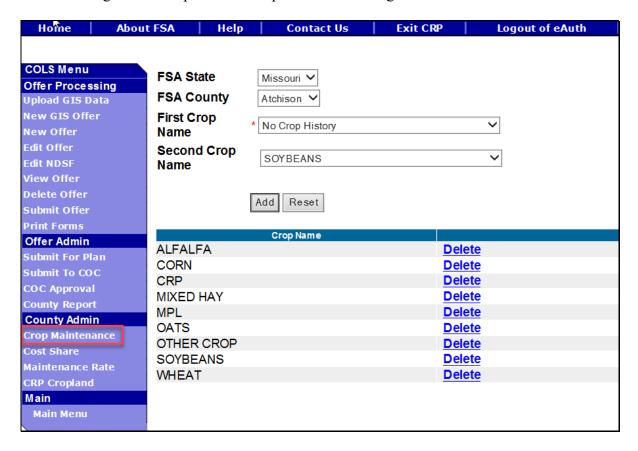
146 Crop Maintenance Page

A Overview

The Crop Maintenance process allows County Office users to review and update the available crops used to record cropping history on an offer as indicated in paragraph 195, 234, and 370. To access the Crop Maintenance Page under the County Admin Section, CLICK "Crop Maintenance".

B Example of Crop Maintenance Page

The following is an example of the Crop Maintenance Page.



146 Crop Maintenance Page (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Crop Maintenance Page.

Field	Description	Action		
FSA State	Allows the user to select the	Select the FSA State from the available		
	applicable State for the crop	drop-down list. This is a required field.		
	maintenance data that is being			
	reviewed or updated.	Note: The States serviced by the		
		employee's offices will be available		
		for selection.		
FSA County	Allows the user to select the	Select the FSA county from the available		
	applicable county for the crop maintenance data that is being	drop-down list. This is a required field.		
	reviewed or updated.	Note: The counties serviced by the		
		employee's offices will be available		
		for selection.		
First Crop	Provides a list of available FSA	Select the first crop name from the		
Name	crop names for the FSA State	available drop-down list. This is a required		
	and FSA county selected from	field.		
	CVS for the current FY.	NI 4 II C 41 4 C4		
		Note: Users may enter the first letter of the		
Second Crop	Provides a list of available FSA	crop to shorten the search. Select the second crop name from the		
Name	crop names for the FSA State	available drop-down list. This is an		
Name	and FSA county selected from	optional field.		
	CVS for the current FY.	optional field.		
		Example: For wheat later double-cropped		
	This field is used for	with sorghum, users would		
	double-cropping history.	select wheat as the "First Crop		
		Name" and sorghum as the		
		"Second Crop Name" before		
		users CLICK "Add". This		
		would be indicated as		
		"Wheat/Sorghum" on the table.		
		Note: Users may enter the first letter of the		
		crop to shorten the search.		
When finishe	When finished, click any option in the left navigation bar to continue.			

D Page Options

The following options are available on the Crop Maintenance Page and Edit Page.

Option	Action
Reset	CLICK "Reset" to remove the First Crop Name and/or Second Crop Name.
Add	CLICK "Add" to record the Crop Name.
	Include the following among the list of crops for user's county:
	"GRASS" that is used to designate conserving use acreage
	• "CRP" that is used to designate land enrolled in a CRP contract.
Delete	CLICK "Delete" to remove a Crop Name.
	Notes: After the "delete" link is selected, a confirmation page will be displayed.
	CLICK:
	 "Confirm Delete" to delete the crop from the county list "Cancel" to back out of the process.

E Error Messages

The following error messages will be displayed on the Crop Maintenance Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding.

Error Message	Description	Corrective Action
Signup County Crop record already	Clicking on the "Add"	Use the "First Crop Name"
exists with entered data.	button while the first	drop-down list and select
ErrorCode:Unknown	crop name is "No	any other option before
	Crop History".	clicking "Add".
Unknown error encountered on Offer	First crop name is a	See paragraph 146.
Manage Crops page at location	required entry field.	
GSOPCreateRecordsDataAccess	Leaving the selection	
Facade:createSignupCountyCrop	to "No Crop History",	
ErrorMessage:com.microsoft.sqlserver	selecting a second	
.jdbc.SQLServerException:	crop name, and	
String or binary data would be	clicking "Add" will	
truncated.:	create a page error and	
String or binary data would be	dump the employee	
truncated.	out of the COLS	
ErrorCode:Unknown.	software.	
Please email this error to technical		
support.		

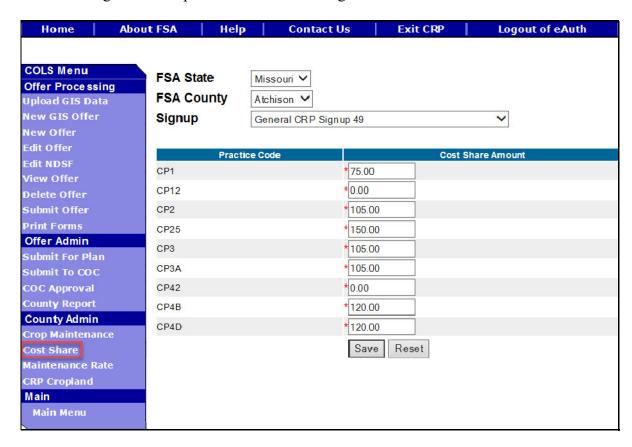
147 Cost Share Page

A Overview

The Cost Share process allows County Office users to review and update the cost shareable amount used to calculate the estimated C/S rate/acre on an offer as indicated in paragraph 196, 235, 372, and 606. To update applicable rates under the County Admin Section, CLICK "Cost Share".

B Example of Cost Share Page

The following is an example of the Cost Share Page.



147 Cost Share Page (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Cost Share Page.

Field	Description	Action
FSA State	Allows the user to select the applicable State for the C/S data that is being reviewed or updated.	Select the FSA State from the available drop-down list. This is a required field.
		Note: The States serviced by the employee's offices will be available for selection.
FSA County	Allows the user to select the applicable county for the C/S data that is being reviewed or updated.	Select the FSA county from the available drop-down list. This is a required field.
		Note: The counties serviced by the employee's offices will be available for selection.
Signup	All associated signups for the FSA State and FSA county selected will be automatically listed.	Select the signup from the available drop-down list. This is a required field.
Cost Share Amount	All associated practices for the signup selected will be automatically listed.	Edit the estimated C/S amount for each practice code. This is a required field.
		Note: The maximum allowable amount is 999999999; the minimum is 0.00.
When finished, c	lick any option in the left navigation ba	ar to continue.

147 Cost Share Page (Continued)

D Page Options

The following options are available on the Cost Share Page and Edit Page.

Option	Action
Reset	CLICK "Reset" to default back to the amount previously entered.
Save	CLICK "Save" after either of the following:
	each entry
	• entering all data

E Error Messages

The following error messages will be displayed on the Cost Share Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Invalid value <99999999999>. Valid range for <practice></practice>	Software has a valid range allowed for all practices.	User must enter an amount that falls within the valid range displayed for the selected
value is <0.00 through 99999999.99>		practice code.
<practice> contains invalid number.</practice>	Software does not allow alphabetical letters or a combination of alphabetical letters and special characters.	User must enter numbers only.
<practice> contains invalid number. <^%&#*></td><td>Software does not allow only special characters and will display to the user the entered value.</td><td>User must enter numbers only.</td></tr></tbody></table></practice>		

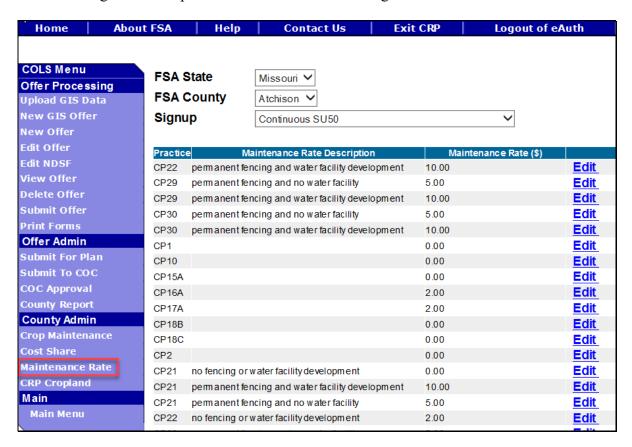
148 Maintenance Rate Page

A Overview

The Maintenance Rate process allows County Office users to review and update the set maintenance rate (\$) used to calculate the maximum payment rate on an offer as indicated in paragraph 196, 235, and 372. To access maintenance rate under the County Admin Section, CLICK "Maintenance Rate".

B Example of Maintenance Rate Page

The following is an example of the Maintenance Rate Page.



148 Maintenance Rate Page (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Maintenance Rate Page.

Field	Description	Action				
FSA State	Allows the user to select the applicable	Select the FSA State from the				
	State for the maintenance rate data that	available drop-down list. This is a				
	is being reviewed or updated.	required field.				
		Note: The States serviced by the employee's offices will be available for selection.				
FSA County	Allows the user to select the applicable county for the maintenance rate data that is being reviewed or updated.	Select the FSA county from the available drop-down list. This is a required field.				
		Note: The counties serviced by the employee's offices will be available for selection.				
Signup	All associated signups for the FSA State and FSA county selected will be automatically listed.	Select the signup from the available drop-down list. This is a required field.				
Maintenance Rate (\$)	All associated practices for the signup selected will be automatically listed.	Edit the maintenance rate for each practice code. This is a required field.				
		Note: The maximum allowable amount is 999999999; the minimum is 0.00.				
When finished	When finished, click any option in the left navigation bar to continue.					

D Page Options

The following options are available on the Maintenance Rate Page and Edit Page.

Option	Action
Edit	CLICK "Edit" next to the practice to revise the maintenance rate.
Save	CLICK "Save" after entering the revised rate.
Cancel	CLICK "Cancel" to return to the Edit Maintenance Rate Page to select a different
	practice.

E Error Messages

The following error messages will be displayed on the Maintenance Rate Edit Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
the Maximum	The maximum value is set at	User must enter an amount equal
Maintenance Rate (\$)	the National Office based on	to or less than the displayed dollar
allowed is <xxx.xx></xxx.xx>	the amount determined by policy.	amount for the selected practice.
		If there is a question about the
		maximum amount allowed,
		contact the National Office.
Invalid value	There is a set range of \$0.00	User must enter a (\$) amount that
<xxxx.xx>. Valid</xxxx.xx>	through \$999.99 being	falls within the range indicated by
range for Maintenance	validated by the software.	the error message.
Rate (\$) value is <0.00		
through 999.99>		

149 CRP Cropland Page

A Overview

The CRP cropland process is no longer viable within the offer process and all data entered will not be used within COLS or any other system.

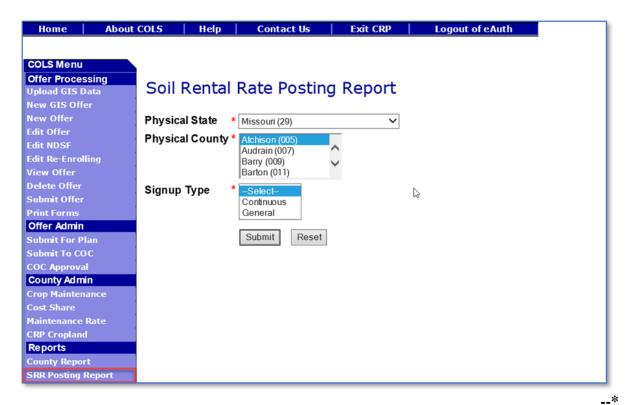
*--150 Soil Rental Rate Posting Report

A Overview

The Soil Rental Rate Posting Report allows the user to generate the established SRR payment groups by applicable State, county, and signup type. The report will be generated as required by 2-CRP policy when SRR's are updated and are to be posted according to 2-CRP.

B Example of Soil Rental Rate Posting Report Page

The following is an example of the Soil Rental Rate Posting Report Page.



*--150 Soil Rental Rate Posting Report (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Soil Rental Rate Posting Report Page.

Field	Description	Action
Physical State	Allows the user to select the	Using the drop-down list, select the
	FSA State for the associated	applicable State.
	FSA county, signup, and offer	
	status for "Submit" and "Reset".	Note: Only the States serviced by
		the employee's offices will be
		available for selection.
Physical	Allows the user to select the	Using the drop-down list, select the
County	FSA county for the associated	applicable county.
	FSA State, signup, and offer	
	status for "Submit" and "Reset".	Note: Only the counties serviced by
		the employee's offices will be
		available for selection.
Signup Type	All associated signups for the	Using the drop-down list, select the
	FSA State and FSA county	applicable signup.
	selected will be automatically	
	listed.	

D Error Messages

The following error messages will be displayed on the Soil Rental Rate Posting Report Page if the selections do not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Physical State is a required	A physical State must be	Select the applicable physical
field.	selected.	State.
Physical County is a	A physical county must be	Select the applicable physical
required field.	selected.	county.
Signup Type is a required	A signup type must be	Select the applicable signup
field.	selected.	type.

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151-159 (Reserved)

Section 3 Offer Processing

160 Quick Start Guide

A Overview

A Quick Start Guide is a shortened version of a handbook, meant to make a user familiar with the offer process. This implies the use of a concise step-based approach that allows the user to begin using COLS without any delay.

Step	Instructions – General CRP Signup
	Upload GIS Data
1	The TERRA scenario must be saved and made available for upload.
2	CLICK "Upload GIS Data" from the left navigation.
3	CLICK " Browse " button to locate the XML file that was created and saved using TERRA.
	Note: On the local workstation My Computer, the employee can locate the XML file made available for upload as indicated in subparagraph 21 G. F:\geodata\conservation\crp_scenarios\ <stcou> folder.</stcou>
4	CLICK " Process " button to upload the XML file into COLS. This is a required field.
	Note: The data included in the upload are the offered acres, field numbers, practice, and soils information.
	New GIS Offer
5	CLICK "New GIS Offer" from the left navigation.
6	Select the FSA State from the available drop-down list. This is a required field.
7	Select the FSA county from the available drop-down list. This is a required field.
8	Select the signup from the available drop-down list. This is a required field. The default name is the first signup in the available drop-down list for the selected FSA State and FSA county.
9	CLICK "Search" button to display a results list of available uploaded GIS data scenarios from which to select.
10	CLICK "Create" next to the farm number, tract number, and scenario description to begin the offer process.
11	Enter on the Assigned Producer Page the required producers to be on the offer, their shares and 1 primary contact. The shares for all assigned producers must equal 100 percent and 1 primary contact must be selected before proceeding to the next page.
12	Enter the cropping history on the Crop History Page for the offer. CLICK " Edit " next to the field number for each field from the table at the bottom of the page. Enter the current crop and prior year required cropping history.

A Overview (Continued)

Step	Instructions – General CRP Signup
	New GIS Offer (Continued)
13	Review the practice information on the Practice Page for the offer. CLICK " Edit " next to the field number for each field from the table at the bottom of the page if information needs to be updated. Each field must have valid data entered before proceeding to the next page.
14	Enter the Non Delineated Sub Field acreage information on the NDSF Page, if applicable. This is an optional field entry based on the selected practice for the offer.
15	Review the uploaded soils information on the Predominant Soils Page for the offer. CLICK " Edit " next to MUSYM from the table at the bottom of the page if the acres need to be updated.
16	Enter the LLP soils information on the Longleaf/Non-Longleaf Pine Sub-Portion Soils Page, if applicable. This page will only display if the employee has selected LLP practice with LLP soils. Each field must have valid data entered before proceeding to the next page.
17	Review the CPA and zone information on the Conservation Priority Area/Zone Questions Page for the offer, if applicable. This information is display only and cannot be edited.
18	Enter the "N1B" response and "Rental Rate Offered" value on the Offered Rental Rate Page. This is only applicable to a general signup.
19	Enter the "Eligibility Questions" response and CLICK "Check Eligibility" button.
20	The employee should not enter a date in the Date Participant Delivers Offer Page until the employee has printed the applicable form and obtained the producer's signature.
21	Print the Enrollment Information Report and review the data for the offer with the producer. Use the "Edit Offer" option from the left navigation for needed updates.
22	General Offer - Print the applicable CRP-2 and obtain producer signatures.
23	Continuous Offer - Print the applicable CRP-2C and provide it unsigned, along with the digital imagery identifying acreage offered to NRCS or TSP.
24	Continuous Offer - NRCS returns unsigned CRP-2C and digital imagery to County Office; along with a signed and dated Documentation of Suitability and Feasibility Worksheet.
25	Grasslands Offer - Print the applicable CRP-2G and obtain producer signatures.
26	All Offers - Print CRP-1 and obtain producer signatures after the applicable CRP-2, CRP-2C, or CRP-2G has been signed by the producer.

A Overview (Continued)

Step	Instructions – General CRP Signup
	New GIS Offer (Continued)
27	*If required signatures are obtained according to 2-CRP, proceed to the next*
	page; otherwise, CLICK "Home" to return to the Main Page. Proceed to step 28
	once all signatures are received.
28	Enter the "Date participant delivers offer" and CLICK "Submit" button.
	Note: Once all valid assigned producer signatures are received, the signature date
	or date received stamp, whichever is later, must be recorded in the system
	immediately.
	Submit Offer
29	Select "Submit Offer" from the left navigation bar.
30	Select the FSA State from the available drop-down list. This is a required field.
31	Select the FSA county from the available drop-down list. This is a required field.
32	Select the signup from the available drop-down list. This is a required field. The
	default name is the first signup in the available drop-down list for the selected FSA
	State and FSA county.
33	Select "Offer Status - Complete" from the available drop-down list. This is a
	required field.
34	CLICK "Search" button to display a results list of available scenarios from which to
	select.
35	CLICK "Submit" next to the farm number, tract number, and scenario description.
36	Enter the final "Date participant delivers offer" value and CLICK "Submit"
	button.
	Note: Once all valid assigned producer signatures are received on CRP-1 and
	applicable CRP-2's, the signature date or date received stamp, whichever is
	later, must be recorded in the system immediately.
	Submit for Plan
37	Select "Submit for Plan" from the left navigation bar.
38	Select the FSA State from the available drop-down list. This is a required field.
39	Select the FSA county from the available drop-down list. This is a required field.
40	Select the signup from the available drop-down list. This is a required field. The
	default name is the first signup in the available drop-down list for the selected FSA
	State and FSA county.
41	Select "Offer Status - Accepted" from the available drop-down list. This is a
	required field.
42	CLICK "Search" button to display a results list of available scenarios from which to
	select.

A Overview (Continued)

Step	Instructions – General CRP Signup			
	Submit for Plan (Continued)			
43	CLICK "Checkbox" next to the farm number, tract number, and scenario			
	description and CLICK "Submit for Plan" button.			
	Note: The offer must be updated immediately to the "Submitted for Plan" status			
	the same day all documentation is provided to NRCS or TSP.			
	Submit to COC			
44	Select "Submit to COC" from the left navigation bar.			
45	Select the FSA State from the available drop-down list. This is a required field.			
46	Select the FSA county from the available drop-down list. This is a required field.			
47	Select the signup from the available drop-down list. This is a required field. The			
	default name is the first signup in the available drop-down list for the selected FSA			
	State and FSA county.			
48	Select "Offer Status – Submitted for Plan" from the available drop-down list.			
	This is a required field.			
49	CLICK "Search" button to display a results list of available scenarios from which to			
	select.			
50	CLICK "Submit to COC" next to the farm number, tract number, and scenario			
	description.			
51	Review the "Submit to COC" information for the offer and CLICK "Submit to			
	COC" button if correct. This information is display only and cannot be edited.			
	N. A. Till Co. and the state of			
	Note: The offer must be updated immediately to the "Submitted to COC" status to			
	complete the Submit for Plan process.			
50	COC Approval			
52	Select "COC Approval" from the left navigation bar.			
53	Select the FSA State from the available drop-down list. This is a required field.			
54	Select the FSA county from the available drop-down list. This is a required field.			
55	Select the signup from the available drop-down list. This is a required field. The			
	default name is the first signup in the available drop-down list for the selected FSA			
7.6	State and FSA county.			
56	Select "Offer Status – Submitted to COC" from the available drop-down list. This			
	is a required field.			
57	CLICK "Search" button to display a results list of available scenarios from which to			
	select.			
58	CLICK "COC Approval" next to the farm number, tract number, and scenario			
50	description.			
59	Enter the COC approval date, effective start date, and DAFP waiver date (if			
	authorized to do so by DAFP) and CLICK "COC Approval" button if correct.			

161 Offer Processing

A Overview

During a signup, producers will submit offers to the County Office to enroll in CRP.

Note: Before an offer in COLS can be created, a TERRA scenario must be saved and made available for upload as indicated in subparagraph 21 G.

B Example of COLS Offer Main Menu

The following is an example of the COLS Offer Main Menu for offer processing.



C Page Options

The following options are available on the COLS Menu Page under the Offer Processing Section. The table provides a list of available options used to create, update, view, print and submit an offer.

Option	Description
Upload GIS Data	This process is used to upload an XML file into COLS and shall be used
	for creating an offer.
	A TERRA
	A TERRA scenario provides official CRP data with calculations and
	must be saved and made available for upload as indicated in subparagraph 21 G.
New GIS Offer	The system searches the staging tables that were uploaded through the
New GIS Offer	"Upload GIS Data" process and creates the offer with the information
	from the XML file.
New Offer	This option should be used only when the "Upload GIS Data" and "New
	GIS Offer" options are not executing properly.
Edit Offer	Upon creating an offer, users will be able to edit fields for the offer.
	Users can also view or copy the offer using this process.
	N + 000 1 + 1 + 000 1 1 111 1 111 111
77. 0.00	Note: Offers rejected at COC approval will be available to edit.
View Offer	CLICK "View" to generate an Enrollment Information Report
	displaying full details in a .pdf format of the offer. This report can be printed.
	princed.
	Important: It is not an official form and is for informational purposes
	only.
Delete Offer	An offer can be deleted based on the status depending on the signup
	selected.
	Note: The deleted scenario cannot be restored, so be certain of the
C1 '4 O.C	decision and offer before it is deleted.
Submit Offer	Software allows multiple offers to be created; however, only 1 offer per tract may be submitted under general signup and SU200 CRP Grassland
	offers. All continuous signup offers, except SU200 CRP Grasslands,
	may have more than 1 offer per tract submitted.
	yyy por state basinited.
	Note: Offers rejected at COC approval status will display as
	"Submitted for Plan Incomplete".
Print Forms	Upon creating an offer, users will be able to print forms needed to
	process the offer depending on the status.

162 Upload GIS Data Page

A Overview

During a signup, producers will submit offers to the County Office to enroll in CRP. County Offices will process these requests using "Upload GIS Data".

Note: Before an upload in COLS can be processed, a TERRA scenario must be saved and made available for upload as indicated in subparagraph 21 G.

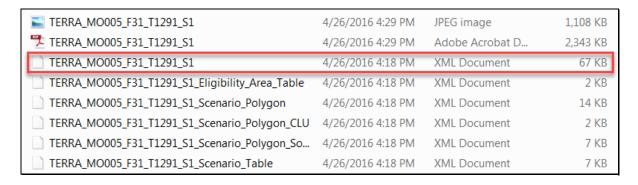
B Example of Upload GIS Data Pages

The following is an example of the Upload GIS Data Page.

Note: An XML file can only be uploaded into COLS one time.



The following is an example of the XML document for upload. It will be the largest XML file to select.



Important: Do **not** modify the scenario description from the original XML file. Doing so will cause an error indicating the scenario is a duplicate if a new GIS offer has previously been created. Each scenario **must** be an original scenario created from TERRA.

162 Upload GIS Data Page (Continued)

B Example of Upload GIS Data Pages (Continued)

The following is an example of the XML file ready to be processed.



After users CLICK "Process", the confirmation message, "The GIS Scenario: Description has been successfully added.", will be displayed.

C Page Options

The following options are available on the Upload GIS Data Page.

Option	Action		
Browse	CLICK " Browse " button to locate the XML file that was created and saved using TERRA.		
	Note: On the local workstation My Computer, the employee can locate the XML file made available for upload as indicated in subparagraph 21 G. F:\geodata\conservation\crp_scenarios\ <stcou> folder.</stcou>		
Reset	CLICK "Reset" to remove the previously selected XML file.		
Process	CLICK " Process " button to upload the XML file into COLS. Data will be uploaded, processed through staging tables, and available for the next "New GIS Offer" step. This is a required field.		
	Note: The data included in the upload is the offered acres, field numbers, practice, and soils information.		

D Error Messages

The following error messages will be displayed on the Upload GIS Data Page if the data selected does not meet the applicable validations. Users must correct these conditions before the XML file will be available for the new GIS offer process.

Error Message	Description	Corrective Action
Invalid File Extension, Offer	Only XML files can be uploaded.	Choose the correct
file will be .xml only		XML file.
Another GIS Offer Scenario:	A duplicate XML file has been	User must select a
<terra_description_name></terra_description_name>	previously uploaded using the exact	different XML file
already exists for the Farm	same TERRA description name, farm	for upload.
Number: <xxxxxxx> and</xxxxxxx>	number, and tract number.	
Tract Number <xxxxxxx>.</xxxxxxx>		
So please create a new Offer	Important: Do not modify the	
Scenario and upload.	scenario description	
	from the original XML	
	file.	

E Warning Messages

The following warning messages will be displayed on the Upload GIS Data Page if the data selected does not meet the applicable validations.

Warning Message	Description	Corrective Action
GIS Scenario already exists	The only time a user should select	If the GIS scenario
for Farm Number:	"Continue" on this page is if the	has been previously
<pre><xxxxxxx> and Tract</xxxxxxx></pre>	XML file for the farm and tract has	used to create a new
Number: <xxxxxxx>. If you</xxxxxxx>	not been previously processed	GIS offer, the user
wish to proceed then the	through "New GIS Offer".	must select the
system will overwrite		"Cancel" option.
existing scenario. Click the		
Continue button to proceed.		

163 New GIS Offer Page

A Overview

During a signup, producers will submit offers to the County Office to enroll in CRP. County Offices will process these requests using "New GIS Offer".

Note: Before a new GIS offer in COLS can be processed, a TERRA scenario must be made available using the Upload GIS Data process.

B Example of New GIS Offer Pages

The following is an example of the New GIS Offer Page.



After users update or complete this information and CLICK "Search" to continue, the following result page will display a list of uploaded GIS data scenarios to select from and create the "New GIS Offer".



After users CLICK "Create" to continue, the Enrollment Page will display. See paragraph 171.

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the New GIS Offer Page.

Field	Description	Action
FSA State	Allows the user to select the	Select the FSA State from the
	applicable State for the new GIS	available drop-down list. This is a
	offer that is being created.	required field.
		Note: The States serviced by the employee's offices will be available for selection.
FSA County	Allows the user to select the	Select the FSA county from the
	applicable county names for the new GIS offer that is being created.	available drop-down list. This is a required field.
		Note: The counties serviced by the employee's offices will be available for selection.
Signup	All associated signups for the FSA State and FSA county selected will be automatically listed.	Select the signup from the available drop-down list. This is a required field. The default name is the first signup in the available drop-down list for the selected FSA State and FSA county.
Search	The system searches the staging tables that were uploaded through the "Upload GIS Data" option process.	CLICK "Search" button to display a results list of available uploaded GIS data scenarios from which to select.
Reset	Defaults back to the first signup in the available drop-down list for the selected FSA State and FSA county.	CLICK "Reset" to remove the previously selected signup.
Create	Allows the user to create a new offer.	CLICK "Create" next to the farm number, tract number, and scenario description to begin the offer process.
Home	Allows user to navigate back to the	If the scenario description the
	COLS Main Menu.	employee is looking for is not
		displayed, CLICK "Home" button
		from the top navigation bar to return to the Main Menu.

D Error Messages

The following error messages will be displayed on the New GIS Offer Page if the data recorded for the TERRA scenario does not meet the applicable validations. Users must correct these conditions before the upload can proceed.

E 34	D	
Error Message	Description	Corrective Action
Unknown error encountered on	When a user selects "Continue"	The "New GIS
OfferEnrollmentInformation page	on the "GIS Scenario already	Offer" process must
at location Unknown	exists for Farm Number:	have a brand new
ErrorMessage:	<pre><xxxxxxx> and Tract Number:</xxxxxxx></pre>	TERRA scenario
com.microsoft.sqlserver.jdbc.SQL	<pre><xxxxxxx> warning message</xxxxxxx></pre>	created, using a
ServerException	Page" during the Upload GIS	unique scenario
:OfferScenario:BS_CREATE_FAI	Data process, the system will	description, for
LED: Violation of UNIQUE KEY	display this error.	upload.
constraint		
'AK_EWT40OFFER_EWT40OF	Note: There are unique keys	
R'. Cannot insert duplicate key in	within each individual	
object 'dbo.EWT40OFRSC'. The	TERRA scenario being	
duplicate key value is (Signup ID,	used to create a new GIS	
State Number, County Number,	offer, including deleted	
Tract Number, Scenario	offers. They are as	
Description).	follows: Signup ID,	
ErrorCode:	State Number, County	
xxxxxxxxxxxxxxxxx	Number, Tract Number,	
	Program Year, and	
	Scenario Description.	
System cannot create the GIS	The SIP amount column needs	Contact the Help
Scenario record <i>Arithmetic</i>	increased because of the size of	Desk.
overflow error converting	the calculation.	
numeric to data type numeric. In		
addition, please verify the GML		
file was not uploaded from a		
different environment.		

164 New Offer Page

A Overview

County Offices should only use the "New Offer" option when the "Upload GIS Data" and "New GIS Offer" options are not executing properly. The State Office Specialist shall log a SharePoint Case at the following URL to notify the National Office of this issue.

https://sharepoint.fsa.usda.net/mgr/dafp/PECD/Payment_Issues/Lists/Contract%20 and%20Application%20Issues/AllItems.aspx

B Example of New Offer Page

The following is an example of the "New Offer" process.



After users CLICK "Select" to continue, the Customer Search Page will display. See subparagraph 165 B.

164 New Offer Page (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the New Offer Page.

Field	Description	Action	
FSA State	Allows the user to select the	Select the FSA State from the available	
	applicable State for the new	drop-down list. This is a required field.	
	GIS offer that is being created.		
		Note: The States serviced by the	
		employee's offices will be available	
		for selection.	
FSA County	Allows the user to select the	Select the FSA county from the available	
	applicable county for the new	drop-down list. This is a required field.	
	GIS offer that is being created.		
		Note: The counties serviced by the	
		employee's offices will be available	
		for selection.	
Signup	All associated signups for the	Select the signup from the available	
	FSA State and FSA county	drop-down list. This is a required field.	
	selected will be automatically	The default name is the first signup in the	
	listed.	available drop-down list for the selected	
		FSA State and FSA county.	
Select	Allows user to navigate to the	CLICK "Select" button to display the	
	Enrollment Page.	Enrollment Page.	
		Note: See paragraph 171 for further action	
		items.	
Home	Allows user to navigate away	If the employee does not wish to create a	
	from the New Offer Page.	new offer, CLICK " Home " button from the	
		top navigation bar to return to the Main	
		Menu.	

*--D Error Messages

The following error messages will be displayed on the New Offer Page of the selected signup.

Error Message	Description	Corrective Action
Manual offers are not allowed on	Manual offers are not	Upload the TERRA file
<signup name="">. Please create a</signup>	allowed for the selected	and use the new GIS
TERRA scenario and upload as	signup.	offer option.
"New GIS Offer".		_

--*

165 Find Land by Page

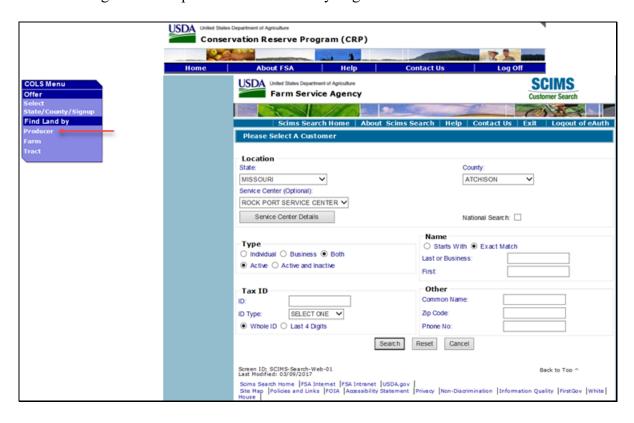
A Overview

Once "Select" is chosen from the New Offer Page (subparagraph 164 B), the Find Land by Page will be displayed. There are 3 options to choose from:

- Producer
- Farm
- Tract.

B Customer Search Page

The following is an example of the Find Land by Page.



C Field Descriptions and Actions

The SCIMS Customer Search Page defaults to provide users with a method of searching SCIMS to find the applicable producer. Producer can be selected by type, name, tax ID, or other. See 1-CM for additional information on SCIMS.

D Farm Number Search Page

The following is an example of the Farm Number Search Page.



After users CLICK "Submit" to continue, the Enrollment Page will display. See paragraphs 191, 231, 366, and 601.

E Field Descriptions and Actions

The following table provides the field descriptions and actions for the Farm Number Page.

Field	Description	Action
Farm Number	Allows the user to enter the applicable	Enter the farm number into the
	farm number for the new offer that is	field. This is a required field.
	being created.	
	Note: Only active farm numbers for	
	the FSA State and FSA county	
	previously selected will return a	
	valid list of tract numbers.	
Submit	Allows the user to submit the farm	Select the FSA county from the
	number for the new offer that is being	available drop-down list. This is a
	created.	required field.
Left Blue	The left blue arrow found in the top	Click the left blue arrow button to
Arrow	navigation bar of the Internet Explorer	display the SCIMS Search Page.
	will return to the SCIMS Search Page.	
Home	Allows user to navigate away from the	CLICK " Home " button from the
	page and return to the COLS Menu	top navigation bar to return to the
	Page.	COLS Menu.

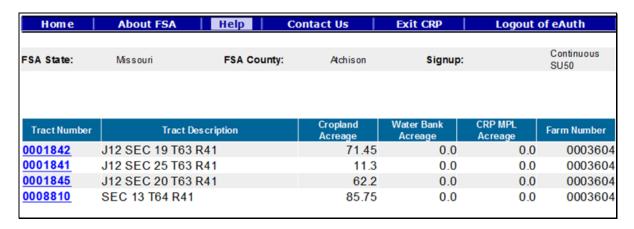
F Error Messages

The following error messages may be displayed on the Farm Number Page if the data entered does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
The entered farm number does not exist	Inactive farm number or farm number not available for the FSA State and FSA county selected.	Enter a valid active farm number.
Farm Number is required field.	This is a required field and a valid active farm number must be entered to submit.	Enter a valid active farm number .

G Tract Number Results List Page

The following is an example of the Results List for both the "Customer Search" and "Farm Number" selected in subparagraphs 165 B and D.



After users select the desired tract number, the Enrollment Page will display. See paragraphs 191, 231, 366, and 601.

H Field Descriptions and Actions

The following table provides the field descriptions and actions for the Farm Number Page.

Field	Description	Action
Tract Number	The employee may select only 1 of	Select 1 of the available tract
	the blue hyperlinks under the "Tract	numbers from the results list and
	Number" column to continue the	the Enrollment Page will display.
	offer process.	
Home	Allows user to navigate away from	CLICK "Home" button from the
	the page and return to the COLS	top navigation bar to return to the
	Menu Page.	COLS Menu.

I Tract Number Search Page

The following is an example of the Tract Number Search Page.



After users CLICK "Submit" to continue, the Enrollment Page will display. See paragraphs 191, 231, 366, and 601.

J Field Descriptions and Actions

The following table provides the field descriptions and actions for the Tract Number Page.

Field	Description	Action
Tract Number	Allows the user to enter the applicable	Enter the tract number into the
	tract number for the new offer that is	field. This is a required field.
	being created.	
	Note: Only active tract numbers for the FSA State and FSA county	
	previously selected may be used.	
Submit	Allows the user to submit the farm	CLICK "Submit" and the
	number for the new offer that is being created.	Enrollment Page will display.
Home	Allows user to navigate away from the	CLICK " Home " button from the
	page and return to the COLS Menu Page.	top navigation bar to return to
		the COLS Menu.

K Error Messages

The following error messages will be displayed on the Tract Number Page if the data entered does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
The entered tract number does not exist		Enter a valid active tract number .
Tract Number is required field.	This is a required field and a valid active tract number must be entered to submit.	Enter a valid active tract number.

166 Edit Offer Page

A Overview

An offer will need to be edited to add information or edit the existing information based on the type of offer created.

B Example of Edit Offer Search Page

Following is an example of the Edit Offer Search Page.



C Field Descriptions and Actions

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

Field	Description		Action
FSA State	Allows the user to select the FSA State for the associated FSA county, signup, and offer status for "Search" and "Reset".	Select the FSA State from the available drop-down list. This is a required field.	
		Note:	The States serviced by the employee's offices will be available for selection.

Field	Description	Action
FSA County	Allows the user to select the FSA county for the associated FSA State, signup, and offer status for "Search" and "Reset".	Select the FSA county from the available drop-down list. This is a required field. Note: The counties serviced by the employee's offices will be available for selection.
Signup	All associated signups for the FSA State and FSA county selected will be automatically listed.	Select the signup from the available drop-down list. This is a required field.
Offer Status	The available offer statuses by signup are: Continuous Regular, CREP, FWP, General, SAFE, and HEL: All Incomplete Complete Submitted Ineligible Submitted for Plan Submitted for Plan Incomplete Default value is "All" Grasslands: All Incomplete Complete Submitted	Select the offer status from the available drop-down list. This is a required field.
	 Ineligible Rejected – County Cropland Limit 	

Field	Description	Action
Offer Status	Rejected – Low Ranking Factor	Select the offer status from the
(Continued)		available drop-down list. This
	• Default value is "All".	is a required field.
Program Year	Allows the user to select the applicable	Enter a valid program year .
	program year. Field length is	This is an optional field.
	4 characters and numerical.	
	Note: Only active offers for the FSA	
	State, FSA county, signup,	
	offer status, farm number, and	
	tract number selected will	
	return a valid list of offers.	
Farm Number	Allows the user to select the applicable	Enter a valid farm number .
	farm number. Field length is	This is an optional field.
	7 characters and numerical.	
	Note: Only active farm numbers for	
	the FSA State, FSA county,	
	signup, offer status, program	
	year, and tract number selected	
	will return a valid list of offers.	
Tract Number	Allows the user to select the applicable	Enter a valid tract number .
	tract number. Field length is	This is an optional field.
	7 characters and numerical.	
	Note: Only active tract numbers for	
	the FSA State, FSA county,	
	signup, offer status, program	
	year, and farm number selected	
	will return a valid list of offers.	

D Page Options

The following options are available on the Edit Offer Search Page.

Option	Action
Search	CLICK "Search" button to display a results list of available offers for the
	selected information.
Reset	CLICK "Reset" button to clear the program year, farm number, and tract number
	previously entered.

166 Edit Offer Page (Continued)

E Page Error Messages

The following error messages may be displayed on the Edit Offer Search Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Program Year contains	Does not allow alphabetical	Enter a valid program year.
invalid number.	characters.	
Program Year contains	Does not allow special characters or a	Enter a valid program year.
invalid number. <###>	combination of alphabetical, numbers	
	and special characters.	
Farm Number contains	Does not allow alphabetical or a	Enter a valid farm number.
invalid number.	combination of alphabetical and	
	special characters.	
Farm Number contains	Does not allow special characters or a	Enter a valid farm number.
invalid number. <##>	combination of alphabetical, numbers	
	and special characters.	
Tract Number contains	Does not allow alphabetical	Enter a valid tract number.
invalid number.	characters.	
Tract Number contains	Does not allow special characters or a	Enter a valid tract number.
invalid number. <***>	combination of alphabetical, numbers	
	and special characters.	

F Example of Edit Offer Search Results Page

Following is an example of the Edit Offer Search Results Page.



To revise "Edit Offer" search criteria, CLICK "\".

G Page Options

The following options are available on the Edit Offer Search Results Page.

Option	Action				
View	CLICK "View" to generate an Enrollment Information Report displaying full details in a .pdf format of the offer. This report can be printed.				
	Important: It is not an official form and is for informational purposes only.				
Edit	CLICK "Edit" for the selected offer and the Enrollment Page will be displayed.				
	See paragraphs 191, 231, 366, and 601 for further instructions.				
Copy	CLICK "Copy" to display the Copy Offer Page.				

H Page Error Messages

The following error messages may be displayed on the Edit Offer Search Results Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
The Farm and/or Tract	The farm and/or tract number	The offer cannot be edited or
number has changed.	are no longer active.	deleted. Create a brand-new offer
Please create a new		using the new active farm and tract
Offer using the new		numbers resulting from the
Farm/Tract numbers.		reconstitution.

166 Edit Offer Page (Continued)

I Example of Copy Offer Page

Following is an example of the Copy Offer Page.

Home	About COLS	Help Conta	ect Us	Exit CRP L	ogout of eAuth
Source Scenario	TERRA_MO005_F35	515_T7632_S1 ✔			
Farm Number	r 0003515	Tract Number	0007632	Physical State/County	Mis souri/Atchis on
Program Year	r 2017	Cost Share	Υ	Hydrologic Unit Code	102400050701
Enrollment Acres	73.26	Expiring CRP Acres	0.0		
Cropland	0.0	Expiring LL Pine	0.0		
Cropland LL Pine	0.0	Practice Based LL Pine	0.0		
New Scenario					
Copy the sele	ected sections				
	Producer Information	✓	Crop History	V	Practices <
	Aggregate Soils	✓			
		Сору	Reset		

J Field Descriptions and Actions

The following table provides the field descriptions and actions for the Copy Offer Page.

Field	Description	Action
New Scenario Name	A text box for a narrative description of the scenario, limited to a range of 1-50 characters, as follows:	Enter a description.
	must be unique for each scenario	
	• use a description to differentiate between scenarios, and when uploading from TERRA, allow TERRA to automatically formulate the naming convention ("_S1", "_S2", etc.)	
	a maximum of 99 scenarios per tract are allowed	
	• deleted scenario names should not be used again.	
Producer	The option to copy all of the existing producer	Click in the box to copy
Information	information from the original scenario will be available.	the producer information.
Crop History	The option to copy all of the existing crop	Click in the box to copy
	history from the original scenario will be available.	the crop history.
Practices	The option to copy all of the existing practices from the original scenario will be available.	Click in the box to copy the practices.
Aggregate Soils	The option to copy all of the existing	Click in the box to copy
	aggregate soils from the original scenario will be available.	the aggregate soils.

K Page Options

The following options are available on the Copy Offer Page.

Option	Action
Copy	CLICK "Copy" to display the copy confirmation page.
Reset	CLICK "Reset" to return the information back to the original data.

166 Edit Offer Page (Continued)

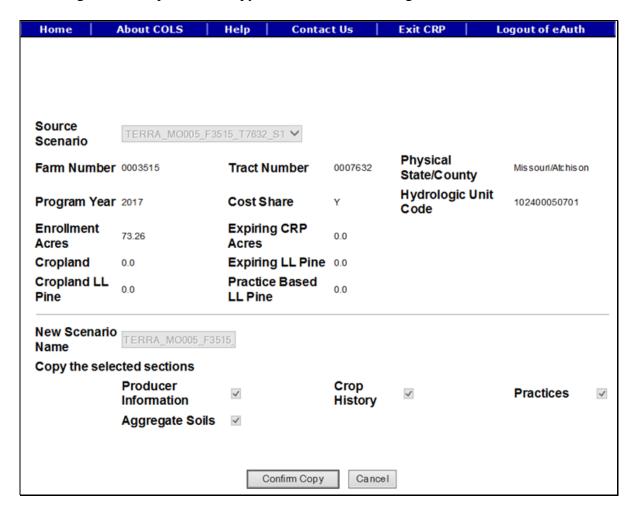
L Page Error Messages

The following error messages may be displayed on the Copy Offer Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
There is an existing	The scenario description must be	Enter a unique description.
scenario name matches	unique for each scenario. The same	
the new source scenario	description cannot be used twice.	
name		
	Note: Deleted scenario names	
	should not be used again.	

M Example of Copy Offer Confirmation Page

Following is an example of the Copy Offer Confirmation Page.



166 Edit Offer Page (Continued)

N Page Options

The following options are available on the Copy Offer Confirmation Page.

Option	Action		
Confirm Copy	CLICK "Confirm Copy" for the selected offer and the Enrollment Page		
	will be displayed.		
	Note: A Grasslands offer will be automatically deleted if it is in a		
	"Submitted", "Rejected – County Cropland Limit", or "Rejected –		
	Low Ranking Factor" status. It is a ranked signup and can only		
	have 1 tract being offered at a time for the current ranking period.		
Cancel	CLICK "Cancel" to return to the Edit Offer Search Results Page to select a		
	different offer.		

167 Edit NDSF Page

A Overview

The Non Delineated Sub Fields (NDSF) option allows for the identification of environmental initiatives on an offer. If a practice has been identified as an eligible NDSF, the user will be presented with the field associated to the NDSF and a list of categories and/or sub categories from which to select. All or a part of the acres within the field can be entered.

B Example of Edit NDSF Search Page

Following is an example of the Edit NDSF Search Page.



C Field Descriptions and Actions

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

Field	Description	Action
FSA State	Allows the user to select the FSA	Select the FSA State from the
	State for the associated FSA county,	available drop-down list. This is a
	signup, and offer status for "Search"	required field.
	and "Reset".	
		Note: The States serviced by the
		employee's offices will be
EGA G	111 1 FGA	available for selection.
FSA County	Allows the user to select the FSA	Select the FSA county from the
	county for the associated FSA State,	available drop-down list. This is a
	signup, and offer status for "Search" and "Reset".	required field.
		Note: The counties serviced by
		the employee's offices will
		be available for selection.
Signup	All associated signups for the FSA	Select the signup from the
	State and FSA county selected will	available drop-down list. This is a
0.00	be automatically listed.	required field.
Offer Status	The available offer statuses by	Select the offer status from the
	signup are:	available drop-down list. This is a
	Continuous Regular, CREP, FWP,	required field.
	General, SAFE, and HEL:	
	General, SAFE, and HEE.	
	• All	
	• Incomplete	
	Complete	
	Submitted	
	Ineligible	
	Submitted for Plan	
	Submitted for Plan Incomplete	
	Submitted to COC	
	• Default value is "All".	

167 Edit NDSF Page (Continued)

Field	Description	Action
Offer Status	Grasslands:	Select the offer status from
(Continued)		the available drop-down list.
	• All	This is a required field.
	• Incomplete	
	• Complete	
	• Submitted	
	• Ineligible	
	Ranking in Process	
	• Accepted	
	• Accepted – Errors, Omissions and Appeals	
	Rejected – County Cropland Limit	
	• Rejected – Errors, Omissions and Appeals	
	Rejected – Low Ranking Factor	
	Submitted for Plan	
	Submitted to COC	
	• Default value is "All".	

Field	Description	Action
Program Year	Allows the user to select the applicable program year. Field length is 4 characters and numerical.	Enter a valid program year . This is an optional field.
	Note: Only active offers for the FSA State, FSA county, signup, offer status, farm number, and tract number selected will return a valid list of offers.	
Farm Number	Allows the user to select the applicable farm number. Field length is 7 characters and numerical.	Enter a valid farm number . This is an optional field.
	Note: Only active farm numbers for the FSA State, FSA county, signup, offer status, program year, and tract number selected will return a valid list of offers.	
Tract Number	Allows the user to select the applicable tract number. Field length is 7 characters and numerical.	Enter a valid tract number . This is an optional field.
	Note: Only active tract numbers for the FSA State, FSA county, signup, offer status, program year, and farm number selected will return a valid list of offers.	

D Page Options

The following options are available on the Edit NDSF Search Page.

Option	Action
Search	CLICK "Search" button to display a results list of available offers for the
	selected information.
Reset	CLICK "Reset" button to clear the program year, farm number, and tract
	number previously entered.

167 Edit NDSF Page (Continued)

E Page Error Messages

The following error messages may be displayed on the Edit NDSF Search Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Program Year contains	Does not allow alphabetical	Enter a valid program year.
invalid number.	characters.	
Program Year contains	Does not allow special characters or a	Enter a valid program year.
invalid number. <###>	combination of alphabetical, numbers	
	and special characters.	
Farm Number contains	Does not allow alphabetical or a	Enter a valid farm number.
invalid number.	combination of alphabetical and	
	special characters.	
Farm Number contains	Does not allow special characters or a	Enter a valid farm number.
invalid number. <##>	combination of alphabetical, numbers	
	and special characters.	
Tract Number contains	Does not allow alphabetical	Enter a valid tract number.
invalid number.	characters.	
Tract Number contains	Does not allow special characters or a	Enter a valid tract number.
invalid number. <***>	combination of alphabetical, numbers	
	and special characters.	

F Example of Edit NDSF Search Results Page

Following is an example of the Edit NDSF Search Results Page.



To revise "Edit NDSF" search criteria, CLICK "
.

G Page Options

The following options are available on the Edit NDSF Search Results Page.

Option	Action
Edit NDSF	CLICK "Edit NDSF" for the selected offer and the Non Delineated Sub Fields
	Page will be displayed.

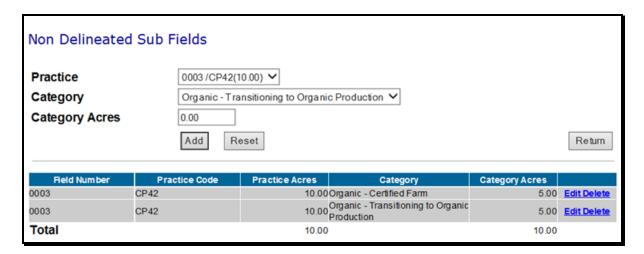
H Page Error Messages

The following error messages may be displayed on the Edit NDSF Search Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Non Delineated Sub	The selected offer does not	Select an offer with NDSF eligible
Fields are not available	have an NDSF eligible practice	practices.
for the practice(s)	associated to it.	
assigned to the offer.		
The Farm and/or Tract	The farm and/or tract number	The offer cannot be edited or
number has changed.	are no longer active.	deleted. Create a brand-new offer
Please create a new		using the new active farm and
Offer using the new		tract numbers resulting from the
Farm/Tract numbers.		reconstitution.

I Example of Non Delineated Sub Fields (NDSF) Page

The following is an example of the Non Delineated Sub Fields (NDSF) Page.



J Field Descriptions and Actions

The following table provides the field descriptions and actions for the Non Delineated Sub Fields (NDSF) Page.

Field	Description	Action
Practice	All field numbers and acreage previously	Use the drop-down list to
	uploaded or entered on the practice page	select the practice. This is an
	will display. The field number, practice,	optional field.
	and number of acres for that field will be	
	listed in the drop-down list. Default	
	value is "-Select-".	
	Note: Only 1 field/practice/acre can be	
	selected at a time.	
Category	A list of all NDSF category/sub	Use the drop-down list to
	categories available for the selected	select the category. Only
	eligible practice will display for	1 category can be selected at a
	selection. Default value is "Blank".	time. This is a required field if
		a practice has been selected.
Category Acres		Enter number of acres (in
	category/sub category for the practice	hundredths) of category acres.
	field/acres selected.	

K Page Options

The following options are available on the Non Delineated Sub Fields (NDSF) Page.

Option	Action	
Add	CLICK "Add" to store the previously entered or edited information for the NDSF	
	acres.	
Reset	CLICK "Reset" to clear current information.	
Return	CLICK "Return" to display the Non Delineated Sub Field – Search Results Page.	
Edit	CLICK "Edit" to revise acres for that field, and CLICK "Save" to store the data	
	for the offer or "Cancel" to return to the default practice value "-Select-".	
Delete	CLICK "Delete" to remove the entire entry for that field, and CLICK "Confirm	
	Delete " to complete the deletion offer or "Cancel" to return to the default	
	practice value "-Select-".	

L Page Error Messages

The following error messages may be displayed on the Non Delineated Sub Fields (NDSF) Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Practice is required field.	A practice must be selected from the drop-down list before clicking "Add".	Select a practice.
Category is required field.	A category must be selected from the drop-down list before clicking "Add".	Select a category.
Category Acres is required field.	The "Acres" field cannot be left blank.	Enter the category acres not to exceed the total acres for the "Practice" field.
Non Delineated Sub Field acres should be greater than 0.00	The "Acres" field cannot be 0.00.	Enter the category acres not to exceed the total acres for the "Practice" field.
The Non Delineated Sub Field Category Acres entered exceed the total acres for practice CPXX on field XXXX.	The entered acres for the field exceed the total for the practice acres.	Enter the category acres not to exceed the total acres for the "Practice" field.
The sum of all Non Delineated Sub Fields acres exceed the total acres for practice CPXX on field XXXX by X acres	The sum of the acres for all the practice field/acres selected exceed the total available acres.	Revise the acres for the field/acre for the selected practice.
The Non Delineated Sub Field < Certified Farm> already exists for practice CPXX on field XXXX. Please update the existing record if changes are needed.	A duplicate category cannot be entered for the same practice field/acre selected.	Revise the previously recorded sub field category acres or select a different category.

168 View Offer Page

A Overview

An offer, along with all its data, may be viewed.

B Example of View Offer Search Page

Following is an example of the View Offer Search Page.



C Field Descriptions and Actions

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

Field	Description	Action
FSA State	Allows the user to select the FSA State for the associated FSA county, signup, and offer status for "Search" and "Reset".	Select the FSA State from the available drop-down list. This is a required field.
		Note: The States serviced by the employee's offices will be available for selection.

Field	Description	Action
FSA County	Allows the user to select the FSA county for the associated FSA State, signup, and offer status for "Search" and "Reset".	Select the FSA county from the available drop-down list. This is a required field.
		Note: The counties serviced by the employee's offices will be available for selection.
Signup	All associated signups for the FSA State and FSA county selected will be automatically listed.	Select the signup from the available drop-down list. This is a required field.
Offer Status	The available offer statuses by signup are: Continuous Regular, CREP, FWP, General, SAFE, and HEL:	Select the offer status from the available drop-down list. This is a required field.
	 All – Except COC Approved Incomplete Complete Submitted Ineligible Submitted for Plan Submitted for Plan Incomplete Submitted to COC Default value is "All – Except COC Approved". 	Note: Selecting the offer status of "COC Approval" will remove the offer status from the page display.

Field	Description	Action
Offer Status (Continued)	Grasslands:	Select the offer status from the available drop-down list. This is a
	All – Except COC Approved	required field.
	IncompleteComplete	Note: Selecting the offer status of
	Submitted	"COC Approval" will remove the offer status
	IneligibleAccepted	from the page display.
	Accepted – Errors, Omissions and Appeals	
	 Rejected – County Cropland Limit Rejected – Errors, Omissions, and Appeals 	
	Rejected – Livis, Omissions, and Appeals Rejected – Low Ranking Factor	
	Submitted for PlanSubmitted to COC	
	 Submitted to COC Default value is "All – Except COC Approved". 	
Program Year	Allows the user to select the applicable program year. Field length is 4 characters and numerical.	Enter a valid program year . This is an optional field.
	Note: Only active offers for the FSA State, FSA county, signup, offer status, farm number,	
	and tract number selected will return a valid list of offers.	

Field	Description	Action
Farm Number	Allows the user to select the applicable farm number. Field length is 7 characters and numerical.	Enter a valid farm number . This is an optional field.
	Note: Only active farm numbers for the FSA State, FSA county, signup, offer status, program year, and tract number selected will return a valid list of offers.	
Tract Number	Allows the user to select the applicable tract number. Field length is 7 characters and numerical.	Enter a valid tract number . This is an optional field.
	Note: Only active tract numbers for the FSA State, FSA county, signup, offer status, program year, and farm number selected will return a valid list of offers.	
Status	Allows the user to select the status of the offer for the associated FSA State, FSA county, signup, and offer status selected. Selections are "Active" or "Inactive". The default value is "Active".	Select the "Status" from the available drop-down list. This is a required field for all offer statuses except "COC Approved".
	Note: An offer with an "Inactive" status has been deleted from the system and cannot be moved back to an active status.	

D Page Options

The following options are available on the View Offer Search Page.

Option	Action
Search	CLICK "Search" button to display a results list of available offers for the selected
	information.
Reset	CLICK "Reset" button to clear the program year, farm number, and tract number
	previously entered.

E Page Error Messages

The following error messages may be displayed on the View Offer Search Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Program Year contains	Does not allow alphabetical	Enter a valid program year.
invalid number.	characters.	
Program Year contains	Does not allow special characters or a	Enter a valid program year.
invalid number. <###>	combination of alphabetical, numbers	
	and special characters.	
Farm Number contains	Does not allow alphabetical or a	Enter a valid farm number.
invalid number.	combination of alphabetical and	
	special characters.	
Farm Number contains	Does not allow special characters or a	Enter a valid farm number.
invalid number. <##>	combination of alphabetical, numbers	
	and special characters.	
Tract Number contains	Does not allow alphabetical	Enter a valid tract number.
invalid number.	characters.	
Tract Number contains	Does not allow special characters or a	Enter a valid tract number.
invalid number. <***>	combination of alphabetical, numbers	
	and special characters.	

F Example of View Offer Search Results Page

Following is an example of the View Offer Search Results Page.



To revise "View Offer" search criteria, CLICK ".

G Page Options

The following options are available on the View Offer Search Results Page.

Option	Action
View	CLICK "View" to generate an Enrollment Information Report displaying full
	details in a .pdf format of the offer. This report can be printed.
	Important: It is not an official form and is for informational purposes only.

169 Delete Offer Page

A Overview

When an offer in COLS will never be COC approved because of various reasons, it should be deleted. These reasons are:

- producer withdraws offer
- offer is ineligible
- farm and/or tract is being reconstituted
- offer is over 6 months old.

Note: The deleted scenario cannot be restored, so be certain of the decision before the offer is deleted.

B Example of Delete Offer Search Page

Following is an example of the Delete Offer Search Page.



C Field Descriptions and Actions

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

Field	Description	Action
FSA State	Allows the user to select the FSA State for	Select the FSA State from the
	the associated FSA county, signup, and	available drop-down list. This
	offer status for "Search" and "Reset".	is a required field.
		Note: The States serviced by
		the employee's offices will be available for
		selection.
FSA County	Allows the user to select the FSA county	Select the FSA county from the
I'SA County	for the associated FSA State, signup, and	available drop-down list. This
	offer status for "Search" and "Reset".	is a required field.
	offer status for Search and Reset.	is a required field.
		Note: The counties serviced by
		the employee's offices
		will be available for
		selection.
Signup	All associated signups for the FSA State	Select the signup from the
	and FSA county selected will be	available drop-down list. This
- 22	automatically listed.	is a required field.
Offer Status	The available offer statuses by signup are:	Select the offer status from the
	Confirmed Decades CDED EWD	available drop-down list. This
	Continuous Regular, CREP, FWP, SAFE, and HEL:	is a required field.
	SAFE, and HEL:	Note: Selecting the offer status
	• All	of "COC Approval" will
	• Incomplete	remove the offer status
	Complete	from the page display.
	Submitted	
	Ineligible	
	Submitted for Plan	
	Submitted for Plan Incomplete	
	Submitted to COC	
	Default value is "All".	

Field	Description	Action
Offer Status	Grasslands:	Select the offer status from the
(Continued)		available drop-down list. This is
	• All	a required field.
	• Incomplete	
	Complete	Note: Selecting the offer status
	Submitted	of "COC Approval" will
	Ineligible	remove the offer status
	Accepted	from the page display.
	Accepted – Errors, Omissions and Appeals	
	Rejected – County Cropland Limit	
	• Rejected – Errors, Omissions, and Appeals	
	Rejected – Low Ranking Factor	
	Submitted for Plan	
	Submitted to COC	
	• Default value is "All".	
Program Year	Allows the user to select the applicable program	Enter a valid program year .
	year. Field length is 4 characters and numerical.	This is an optional field.
	Note: Only active offers for the FSA State,	
	FSA county, signup, offer status, farm	
	number, and tract number selected will	
	return a valid list of offers.	

Field	Description	Action
Farm Number	Allows the user to select the applicable	Enter a valid farm number .
	farm number. Field length is 7 characters	This is an optional field.
	and numerical.	
	Note: Only active farm numbers for the	
	FSA State, FSA county, signup,	
	offer status, program year, and tract	
	number selected will return a valid	
	list of offers.	
Tract Number	Allows the user to select the applicable	Enter a valid tract number .
	tract number. Field length is 7 characters	This is an optional field.
	and numerical.	
	Note: Only active tract numbers for the	
	FSA State, FSA county, signup,	
	offer status, program year, and	
	farm number selected will return a	
	valid list of offers.	

D Page Options

The following options are available on the Delete Offer Search Page.

Option	Action
Search	CLICK "Search" button to display a results list of available offers for the selected
	information.
Reset	CLICK "Reset" button to clear the program year, farm number, and tract number
	previously entered.

E Page Error Messages

The following error messages may be displayed on the Delete Offer Search Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Program Year contains	Does not allow alphabetical	Enter a valid program year.
invalid number.	characters.	
Program Year contains	Does not allow special characters or a	Enter a valid program year.
invalid number. <###>	combination of alphabetical, numbers	
	and special characters.	

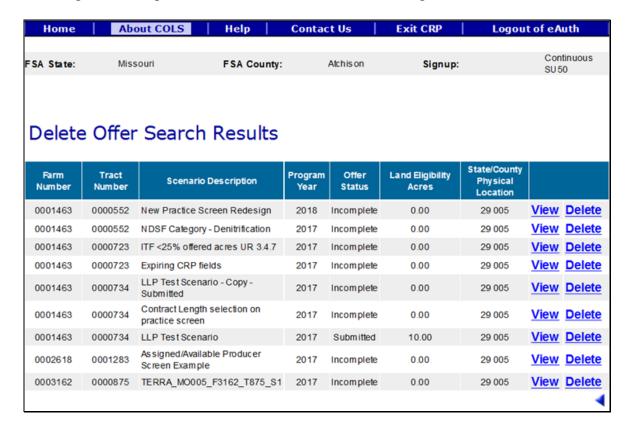
169 Delete Offer Page (Continued)

E Page Error Messages (Continued)

Error Message	Description	Corrective Action
Farm Number contains	Does not allow alphabetical or a	Enter a valid farm number.
invalid number.	combination of alphabetical and	
	special characters.	
Farm Number contains	Does not allow special characters or a	Enter a valid farm number.
invalid number. <##>	combination of alphabetical, numbers	
	and special characters.	
Tract Number contains	Does not allow alphabetical	Enter a valid tract number.
invalid number.	characters.	
Tract Number contains	Does not allow special characters or a	Enter a valid tract number.
invalid number. <***>	combination of alphabetical, numbers	
	and special characters.	

F Example of Delete Offer Search Results Page

Following is an example of the Delete Offer Search Results Page.



Note: Offers will display for selection based on the previously selected search criteria. If the offer the employee is looking for is not displaying, it is because the offer is currently being ranked by the National Office.

To revise "Delete Offer" search criteria, CLICK ".

G Page Options

The following options are available on the Delete Offer Search Results Page.

Option	Action	
View	CLICK "View" to generate an Enrollment Information Report displaying full	
	details in a .pdf format of the offer. This report can be printed.	
	Important: It is not an official form and is for informational purposes only.	
Delete	CLICK "Delete" to display the confirmation page for deletion.	
	Note: If a general signup offer needs to be deleted, contact the State Office	
	Specialist. This will require National Office assistance.	

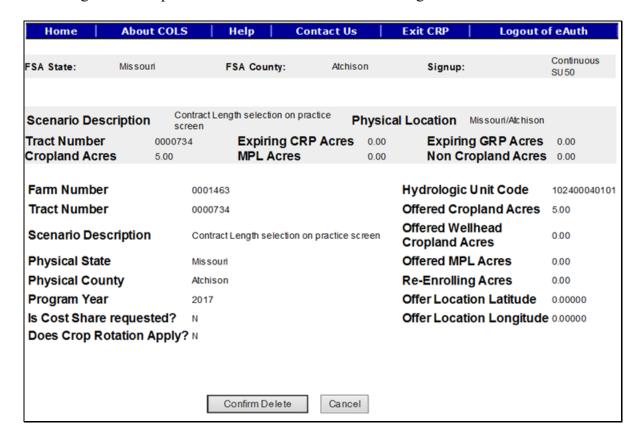
H Page Error Messages

The following error messages may be displayed on the Delete Offer Search Results Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
The Farm and/or Tract	The farm and/or tract number	The offer cannot be edited or
number has changed.	is inactive because of a	deleted. Create a brand-new
Please create a new	reconstitution.	offer using the new active farm
Offer using the new		and tract numbers resulting from
Farm/Tract numbers.		the reconstitution.

I Example of Delete Offer Confirmation Page

Following is an example of the Delete Offer Confirmation Page.



Note: The deleted scenario cannot be restored, so be certain of the decision before the offer is deleted.

J Page Options

The following options are available on the Delete Offer Confirmation Page.

Option	Action	
Confirm Delete	CLICK "Confirm Delete" for the selected offer and the offer will be	
	deleted. See paragraph 169 for further instructions.	
Cancel	CLICK "Cancel" to return to the Edit Offer Search Results Page to select	
	a different offer.	

170 Submit Offer Page

A Overview

An offer can be submitted in COLS once all required signatures are obtained.

B Example of Submit Offer Search Page

Following is an example of the Submit Offer Search Page.



C Field Descriptions and Actions

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

Field	Description	Action
FSA State	Allows the user to select the FSA State for the associated FSA county, signup, and offer status for "Search" and "Reset".	Select the FSA State from the available drop-down list. This is a required field.
		Note: The States serviced by the employee's offices will be available for selection.
FSA County	Allows the user to select the FSA county for the associated FSA State, signup, and offer status for "Search" and "Reset".	Select the FSA county from the available drop-down list. This is a required field.
		Note: The counties serviced by the employee's offices will be available for selection.
Signup	All associated signups for the FSA State and FSA county selected will be automatically listed.	Select the signup from the available drop-down list. This is a required field.
Offer Status	Default value is "All" and the available offer statuses by signup are:	Select the offer status from the available drop-down list. This is a required field.
	Continuous Regular, CREP, FWP, SAFE, and HEL:	-
	 All Incomplete Complete Submitted Ineligible. 	

170 Submit Offer Page (Continued)

C Field Descriptions and Actions (Continued)

Field	Description	Action
Offer Status	Grasslands:	Select the offer status from the
(Continued)		available drop-down list. This is
	• All	a required field.
	• Incomplete	
	Complete	
	Submitted	
	Ineligible	
	Accepted	
	Accepted – Errors, Omissions and Appeals	
	Rejected – County Cropland Limit	
	• Rejected – Errors, Omissions, and Appeals	
	Rejected – Low Ranking Factor	
	Submitted for Plan	
	Submitted to COC.	
Program Year	Allows the user to select the applicable program	Enter a valid program year .
	year. Field length is 4 characters and numerical.	This is an optional field.
	Note: Only active offers for the FSA State,	
	FSA county, signup, offer status, farm	
	number, and tract number selected will	
	return a valid list of offers.	

C Field Descriptions and Actions (Continued)

Field	Description	Action
Farm Number	Allows the user to select the applicable farm number. Field length is 7 characters and numerical.	Enter a valid farm number . This is an optional field.
	Note: Only active farm numbers for the FSA State, FSA county, signup, offer status, program year, and tract number selected will return a valid list of offers.	
Tract Number	Allows the user to select the applicable tract number. Field length is 7 characters and numerical.	Enter a valid tract number . This is an optional field.
	Note: Only active tract numbers for the FSA State, FSA county, signup, offer status, program year, and farm number selected will return a valid list of offers.	

D Page Options

The following options are available on the Submit Offer Search Page.

Option	Action
Search	CLICK "Search" button to display a results list of available offers for the selected
	information.
Reset	CLICK "Reset" button to clear the program year, farm number, and tract number
	previously entered.

170 Submit Offer Page (Continued)

E Page Error Messages

The following error messages may be displayed on the Submit Offer Search Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Program Year contains	Does not allow alphabetical	Enter a valid program year.
invalid number.	characters.	
Program Year contains	Does not allow special characters or a	Enter a valid program year.
invalid number. <###>	combination of alphabetical, numbers	
	and special characters.	
Farm Number contains	Does not allow alphabetical or a	Enter a valid farm number.
invalid number.	combination of alphabetical and	
	special characters.	
Farm Number contains	Does not allow special characters or a	Enter a valid farm number.
invalid number. <##>	combination of alphabetical, numbers	
	and special characters.	
Tract Number contains	Does not allow alphabetical	Enter a valid tract number.
invalid number.	characters.	
Tract Number contains	Does not allow special characters or a	Enter a valid tract number.
invalid number. <***>	combination of alphabetical, numbers	
	and special characters.	

F Example of Submit Offer Search Results Page

Following is an example of the Submit Offer Search Results Page.



To revise "Submit Offer" search criteria, CLICK "
.

170 Submit Offer Page (Continued)

G Page Options

The following options are available on the Submit Offer Search Results Page.

Option	Action
View	CLICK "View" to generate an Enrollment Information Report displaying full
	details in a .pdf format of the offer. This report can be printed.
	Important: It is not an official form and is for informational purposes only.
Submit	CLICK "Submit" to display the Date Participant Delivers Offer Page.

H Example of Submit Offer Page

Following is an example of the Submit Offer Page.



I Field Descriptions and Actions

The following table provides the field descriptions and actions for the Submit Offer Page.

Field	Description	Action
Date participant	This is the date the producer signs CRP-2 and	Enter valid date.
delivers offer	CRP-1. Valid format is MM/DD/YYYY.	

J Page Options

The following options are available on the Submit Offer Page.

Option	Action
Submit	CLICK "Submit" after a valid date has been entered to update the status to a
	"Submitted" status for an offer in an eligible "Complete" status.
Cancel	CLICK "Cancel" to return to the Submit Offer Search Results Page to select a
	different offer.

K Page Error Messages

The following error messages may be displayed on the Submit Offer Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Date participant delivers offer	The date field cannot be left blank	Enter a valid date.
is required field.	when the "Submit" button is selected.	
Date participant delivers offer	The date field must be in a valid	Enter a valid date.
is in invalid date field format	format of MM/DD/YYYY.	
<nnnnnn>. Valid format is</nnnnnn>		
MM/DD/YYYY.		
Submit Date should be	The date must not be before the	Enter a valid date.
between the Signup Start Date	signup start date or after the current	
and Today's Date.	date.	

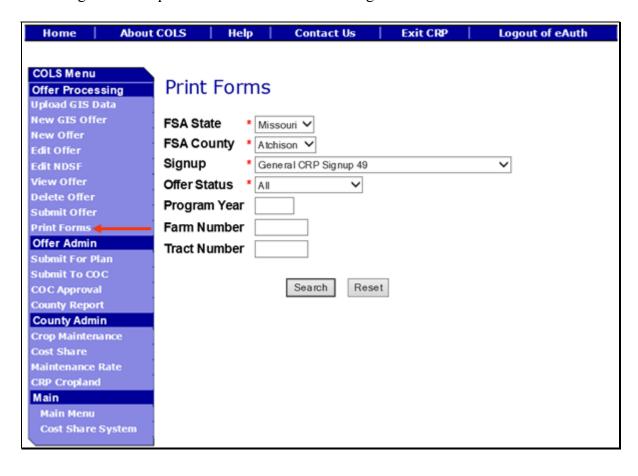
171 Print Forms Page

A Overview

The Enrollment Information Report and forms are available to be viewed in .pdf and printed.

B Example of Print Offer Search Page

Following is an example of the Print Forms Search Page.



C Field Descriptions and Actions

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

Field	Description	Action
FSA State	Allows the user to select the FSA State for the associated FSA county, signup, and offer status for "Search" and "Reset".	Select the FSA State from the available drop-down list. This is a required field.
		Note: The States serviced by the employee's offices will be available for selection.
FSA County	Allows the user to select the FSA county for the associated FSA State, signup, and offer status for "Search" and "Reset".	Select the FSA county from the available drop-down list. This is a required field.
		Note: The counties serviced by the employee's offices will be available for selection.
Signup	All associated signups for the FSA State and FSA county selected will be automatically listed.	Select the signup from the available drop-down list. This is a required field.
Offer Status	Default value is "All" and the available offer statuses by signup are: Continuous Regular, CREP, FWP, SAFE, and HEL:	Select the offer status from the available drop-down list. This is a required field.
	 All Incomplete Complete Submitted Ineligible. 	

C Field Descriptions and Actions (Continued)

Field	Description	Action
Offer Status (Continued)	Grasslands:	Select the offer status from the available drop-down list. This
	• All	is a required field.
	Incomplete	
	Complete	
	Submitted	
	Ineligible	
	Accepted	
	• Accepted – Errors, Omissions and Appeals	
	Rejected – County Cropland Limit	
	• Rejected – Errors, Omissions, and Appeals	
	Rejected – Low Ranking Factor	
	Submitted for Plan	
	Submitted to COC.	
Program Year	Allows the user to select the applicable program	Enter a valid program year .
	year. Field length is 4 characters and numerical.	This is an optional field.
	Note: Only active offers for the FSA State, FSA	
	county, signup, offer status, farm number,	
	and tract number selected will return a	
	valid list of offers.	

C Field Descriptions and Actions (Continued)

Field	Description	Action
Farm Number	Allows the user to select the applicable farm number. Field length is 7 characters and numerical.	Enter a valid farm number . This is an optional field.
	Note: Only active farm numbers for the FSA State, FSA county, signup, offer status, program year, and tract number selected will return a valid list of offers.	
Tract Number	Allows the user to select the applicable tract number. Field length is 7 characters and numerical.	Enter a valid tract number . This is an optional field.
	Note: Only active tract numbers for the FSA State, FSA county, signup, offer status, program year, and farm number selected will return a valid list of offers.	

D Page Options

The following options are available on the Print Forms Search Page.

Option	Action
Search	CLICK "Search" button to display a results list of available offers for the selected
	information.
Reset	CLICK "Reset" button to clear the program year, farm number, and tract number
	previously entered.

E Page Error Messages

The following error messages may be displayed on the Print Forms Search Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

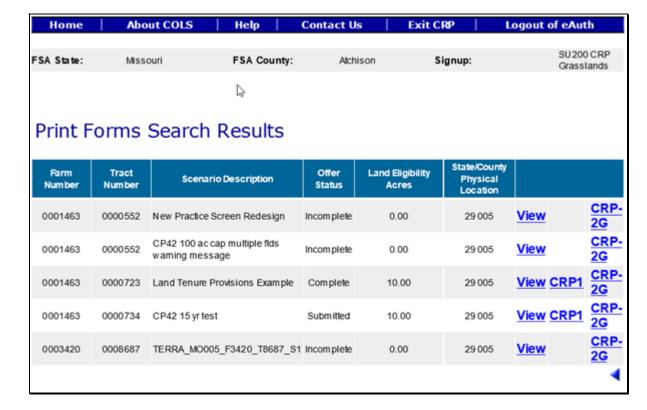
Error Message	Description	Corrective Action
Program Year contains	Does not allow alphabetical characters.	Enter a valid
invalid number.		program year.

E Page Error Messages (Continued)

Error Message	Description	Corrective Action
Program Year contains	Does not allow special characters or a	Enter a valid
invalid number. <###>	combination of alphabetical, numbers and special characters.	program year.
Farm Number contains invalid number.	Does not allow alphabetical or a combination of alphabetical and special characters.	Enter a valid farm number.
Farm Number contains invalid number. <##>	Does not allow special characters or a combination of alphabetical, numbers and special characters.	Enter a valid farm number.
Tract Number contains invalid number.	Does not allow alphabetical characters.	Enter a valid tract number.
Tract Number contains invalid number. <***>	Does not allow special characters or a combination of alphabetical, numbers and special characters.	Enter a valid tract number.

F Example of Print Forms Search Results Page

Following is an example of the Print Forms Search Results Page.



To revise "Print Forms" search criteria, CLICK ".

G Page Options

The following options are available on the Print Forms Search Results Page.

Option	Action		
View	CLICK "View" to generate an Enrollment Information Report displaying full		
	details in a .pdf format of the offer. This report can be printed.		
	Important: It is not an official form and is for informational purposes only.		
CRP-1	Click on the applicable form number to generate a .pdf format of the offer.		
CRP-2	CRP-1 will not be available when the offer is in an "Incomplete" status. This		
CRP-2C	report can be printed. It is an official form.		
CRP-2G			
	Note: If the offer is determined ineligible, the word "Ineligible" will be		
	displayed as a watermark on the system-generated form.		

H Example of Print Forms Search Results Page .pdf

Following is an example of the Print Forms .pdf pop-up box.



I Page Options

The following options are available on the Print Forms Page.

Option	Action
Open	CLICK "Open" to display a .pdf version of the selected document.
Save	CLICK "Save" to download a copy of the selected document.
Cancel	CLICK "Cancel" to return to the Print Forms Search Results Page to select a
	different form.

*--172 Edit Re-Enrolling Search Page

A Overview

The "Re-Enrolling" option allows for the identification of contract numbers and practice codes on expiring/expired contracts.

B Example of Edit Re-Enrolling Search Page

The following is an example of the Edit Re-Enrolling Search Page.



C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Edit Re-Enrolling Search Page.

Field	Description	Action
FSA State	Allows the user to select the FSA	Using the drop-down list, select
	State for the associated FSA county,	the applicable State.
	signup, and offer status for "Search"	
	and "Reset".	Note: Only the States serviced
		by the employee's offices
		will be available for
		selection.
FSA County	Allows the user to select the FSA	Using the drop-down list, select
	county for the associated FSA State,	the applicable county.
	signup, and offer status for "Search"	
	and "Reset".	Note: Only the counties
		serviced by the
		employee's offices will
		be available for selection.

*--172 Edit Re-Enrolling Search Page (Continued)

C Field Descriptions and Actions (Continued)

Field	Description	Action
Signup	All associated signups for the FSA	Using the drop-down list, select
_	State and FSA county selected will	the applicable signup.
	be automatically listed.	
Offer Status	Allows users to select 1 of the	Using the drop-down list, select
	following statuses:	the applicable offer status.
	• All	
	Incomplete	
	Complete	
	Submitted	
	Ineligible	
	Submitted for Plan	
	Submitted for Plan Incomplete	
	Submitted to COC.	
Program Year	Allows the user to enter the	Enter the program year.
	applicable program year. Field	
	length is 4 characters and numerical.	Note: This field is optional.
		r
	Note: Only active offers for the FSA	
	State, FSA county, signup,	
	offer status, farm number, and	
	tract number selected will	
	return a valid list of offers.	
Farm Number	Allows the user to select the	Enter a valid farm number.
	applicable farm number. Field length	
	is 7 characters and numerical.	Note: This field is optional.
	Note: Only active farm numbers for	
	the FSA State, FSA county,	
	signup, offer status, program	
	year, and tract number	
	selected will return a valid list	
Tract Number	of offers. Allows the user to select the	Enter a valid tract number.
Tract Number		Enter a valid tract number.
	applicable tract number. Field length is 7 characters and numerical.	Note: This field is optional
	is / characters and numerical.	Note: This field is optional.
	Note: Only active tract numbers for	
	the FSA State, FSA county,	
	signup, offer status, program	
	year, and farm number	
	selected will return a valid list	
	of offers.	

D Page Options

The following options are available on the Edit Re-Enrolling Search Page.

Option	Action
Search	CLICK "Search" to display a results list of available offers for the
	selected information.
Reset	CLICK "Reset" to clear the program year, farm number, and tract
	number previously entered.

E Page Error Message

The following error messages may be displayed on the Edit Re-Enrolling Search Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Program Year contains	Does not allow alphabetical	Enter a valid program year.
invalid number.	characters.	
Program Year contains	Does not allow special characters	Enter a valid program year.
invalid number. <###>	or a combination of alphabetical,	
	numbers, and special characters.	
Farm Number contains	Does not allow alphabetical or a	Enter a valid farm number.
invalid number.	combination of alphabetical and	
	special characters.	
Farm Number contains	Does not allow special characters	Enter a valid farm number.
invalid number. <###>	or a combination of alphabetical,	
	numbers, and special characters.	
Tract Number contains	Does not allow alphabetical	Enter a valid tract number.
invalid number.	characters.	
Tract Number contains	Does not allow special characters	Enter a valid tract number.
invalid number. <***>	or a combination of alphabetical,	
	numbers, and special characters.	

_*

*--173 Edit Re-Enrolling Search Results Page

A Overview

The Edit Re-Enrolling Search Results Page allows users to edit an expiring contract.

B Example of Edit Re-Enrolling Search Results Page

The following is an example of the Edit Re-Enrolling Search Results Page.



C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Edit Re-Enrolling Search Results Page.

Field	Description	Action
Farm Number	Displays the farm number.	
Tract Number	Displays the tract number.	
Scenario Description	Displays the scenario description.	
Program Year	Displays the program year.	
Offer Status	Displays the current offer status	
Land Eligibility Acres	Displays the offered acres.	
State/County Physical	Displays the physical location.	
Location		

__*

D Page Options

The following options are available on the Edit Re-Enrolling Search Results Page.

Option	Action	
Edit Re-Enrolling	CLICK "Edit Re-Enrolling". The Re-Enrolling Page will be displayed.	
Arrow	Clicking the arrow returns the user to the previous screen.	

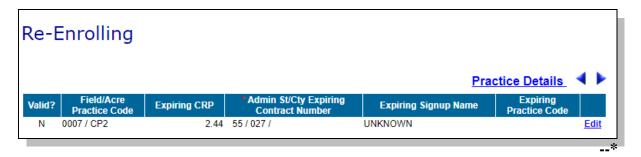
E Page Error Messages

The following error messages may be displayed on the Edit Re-Enrolling Search Results Page if the data recorded does not meet the applicable validations.

Error Message	Description	Corrective Action
Re-Enrolling acres are not	The selected offer does not have	Select an offer with
available for the practice(s)	expiring CRP acres associated to it.	re-enrolling acres.
assigned to the offer.		

F Example of Re-Enrolling Page

The following is an example of the Re-Enrolling Page. The administrative State and county expiring contract number is verified against the CCMS Shared Service. All field/acre practice codes must have a "Y" in the "Valid?" field to receive the confirmation message, "Practice re-enrolled information has been successfully updated." upon saving.



G Field Descriptions and Actions for Re-Enrolling Page

The following table provides the field descriptions and actions for the Re-Enrolling Page.

Field	Description	Action
Valid?	Indicates if the administrative State and county	
	expiring contract number and expiring practice	
	code are valid in CCMS.	
	When indicator is:	
	• "Y", no further action is required	
	• "N", user must CLICK "Edit" to resolve	
	validations.	
Field/Acre	Displays field numbers uploaded from TERRA	
Practice Code	or edited on the offer.	
	Both field number and practice code will be displayed.	
Expiring CRP	Displays the applicable expiring CRP acres.	
Admin St/Cty	Displays the administrative State, county, and	
Expiring Contract	expiring contract number.	
Number		
Expiring Signup	Displays the signup name for the administrative	
Name	expiring contract number in CCMS.	
Expiring Practice	Displays the expiring practice code for the	
Code	administrative expiring contract number in	
	CCMS.	

H Page Options for Re-Enrolling Page

The following options are available on the Re-Enrolling Page.

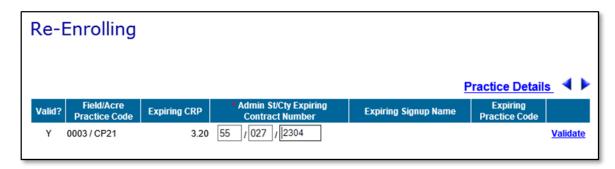
Option	Action
Edit	CLICK "Edit" to revise the administrative State and county expiring
	contract number.
Return	CLICK "Return" to display the Edit Re-Enrolling Search Results Page.
Practice	CLICK "Practice Details" to display additional information for each field
Details	number and practice for the offer.

__*

*--173 Edit Re-Enrolling Search Results Page (Continued)

I Example of Re-Enrolling Page in Edit Mode

The following is an example of the Re-Enrolling Page in edit mode.



J Action

Users must:

- review the Re-Enrolling Page
- edit if necessary
- CLICK "Validate".

K Error Messages for Re-Enrolling Page

The following error messages will be displayed on the Re-Enrolling Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding.

Error Message	Description	Corrective Action
Contract Number does not	Contract number is	Complete the modification in CCMS
exist in CCMS for <field< td=""><td>not approved/active</td><td>and update the contract number on</td></field<>	not approved/active	and update the contract number on
number / practice code>.	in CCMS.	this offer.
Contract Number has been	Contract number is	Complete the modification in CCMS
Terminated (Replaced) in	not approved/active	and update the contract number on
CCMS. Please enter a valid	in CCMS.	this offer.
contract number for <field< td=""><td></td><td></td></field<>		
number / practice code>.		
Admin State Code is	The field cannot be	Enter a valid 2-digit State code
required field.	blank. A 2-digit	number.
	number is required.	
Admin County Code is	The field cannot be	Enter a valid 3-digit county code
required field.	blank. A 3-digit	number for the entered 2-digit State
	number is required.	code.

--*

*--173 Edit Re-Enrolling Search Results Page (Continued)

K Error Messages for Re-Enrolling Page (Continued)

Error Message	Description	Corrective Action
Contract Number is	The field cannot be	Enter a valid contract number.
required field.	blank. A 5-digit	
	number plus 2 letters	
	maximum is allowed.	
Invalid Admin State Code:	The field is numeric.	Enter a valid 2-digit State code
	A 2-digit number is	number.
	required.	
Invalid Admin County	The field is numeric.	Enter a valid 3-digit county code
Code:	A 3-digit number is	number.
	required.	
Invalid Contract Number:	The field allows a	Enter a valid contract number.
	maximum of a 5-digit	
	number plus 2 letters.	
Expiring Practice Code is	The practice from the	Edit the "Field/Acre Practice Code"
not valid. Please select a	uploaded GIS data is	with a valid "N" and select a
valid code.	invalid.	practice code from the available
		drop-down list.

L Warning Messages

The following warning messages will be displayed on the Re-Enrolling Page if the data recorded does not meet the applicable validations.

Error Message	Description	Corrective Action
Contract Number does not exist in CCMS for <field< td=""><td>The entered administrative State, county, and contract</td><td>Enter a valid expiring contract number and practice code from</td></field<>	The entered administrative State, county, and contract	Enter a valid expiring contract number and practice code from
number / practice code>.	number are not valid in CCMS.	CCMS. Users may need to update the contract in CCMS
		to an approved/active status.

__*

174-190 (Reserved)

Section 4 General CRP Signup

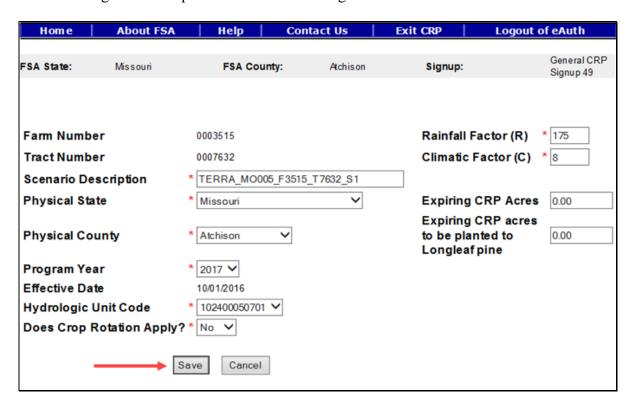
191 General CRP Signup Offer Enrollment Page

A Overview

The Enrollment Page records the basic information for the offer. All required information is marked by a red asterisk and must be verified or entered before saving.

B Example of the Enrollment Page

The following is an example of the Enrollment Page.



C Field Descriptions and Actions

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

Field	Description	Action
Farm Number	Displays the applicable farm number	Farm number is prefilled based on
	for the new offer that is being	data previously selected.
	created.	
Tract Number	Displays the applicable tract number	Tract number is prefilled based on
	for the new offer that is being	data previously selected.
	created.	

191 General CRP Signup Offer Enrollment Page (Continued)

C Field Descriptions and Actions (Continued)

Field	Description	Action
Scenario Description	A text box for a narrative description of the scenario, limited to a range of 1-50 characters, as follows:	Enter a description or use the preset description based on the TERRA scenario. This is a required field.
	 must be unique for each scenario use a description to differentiate between scenarios, and when uploading from TERRA, allow TERRA to automatically formulate the naming convention ("_S1", "_S2", etc.) a maximum of 99 scenarios per tract are allowed 	Important: Do not modify the scenario description from the original XML file.
Physical State	deleted scenario names should not be used again. Displays the applicable physical location State for the acres being offered.	Select the physical State from the available drop-down list or use the preset value from the TERRA scenario upload. This is a required
Physical County	Displays the applicable physical location county for the acres being offered.	field. Select the physical county from the available drop-down list or use the preset value from the TERRA scenario upload. This is a required field.
Program Year	The program year is when the contract will become effective. Note: Program year is the FY in which the first annual contract payment is earned.	The program year is preset. This is a required field.
Effective Date	The Effective Date is always October 1 st of the applicable program year for the contract.	The effective date is preset. No action required.

C Field Descriptions and Actions (Continued)

Field	Description	Action
Hydrologic Unit Code	Drainage basins in the United States have been divided and sub-divided	Select the HUC from the available drop-down list based on the
Code	at 4 different levels and each assigned a unique HUC consisting of 8 digits based on these 4 levels. The 4 levels from largest to smallest are: • regions • sub-regions • accounting units • cataloging units.	physical location county or use the preset number from the TERRA scenario. Note: Ensure that the most current HUC layer is loaded in TERRA. If a HUC number is missing in COLS, the number will need to be added to the selected signup for the offer by the National Office.
Does Crop Rotation Apply?	This field will allow 12 years to be available for entry for the offer on the Crop History Page as described in paragraphs 195, 234, and 370.	Answer "Yes", if crop rotation applies to the offer, and the 12 years determined by the current Farm Bill will display on the Crop History Page. If users answer "No", the 6 years determined by the current Farm Bill will display on the Crop History Page.
Rainfall Factor (R)	The (R) factor is the rainfall-runoff erosivity factor. It is the average annual summation of EI values in a normal year's rain. EI is a measure of the erosion force of specific rainfall. The offer rainfall factor is used in N2C and N3 calculations for general SU offers.	Enter a rainfall factor or use the preset value based on the TERRA scenario. This is a required field.
	Note: Valid range value is 1 through 900	

C Field Descriptions and Actions (Continued)

Field	Description	Action
Climatic Factor (C)	The (C) factor for any given locality characterizes climatic erosivity, specifically wind speed and surface soil moisture.	Enter a climatic factor or use the preset value based on the TERRA scenario. This is a required field.
	The offer climatic factor is used in N3, N5A, and N5C calculations for general SU offers.	
	Note: Valid range value is 0 through 200.	
Expiring CRP	These acres are from a contract that	Enter the expiring CRP acres or
Acres	is going to expire.	use the preset value based on the
		TERRA scenario. This is not a
	Note: Valid range value is 0 through 9,999.99.	required field.
Expiring CRP	These acres are from a contract that	Enter the expiring CRP acres to
acres to be	is going to expire planted to LLP.	be planted to LLP or use the
planted to		preset value based on the TERRA
Longleaf pine	Note: Acres cannot exceed the	scenario. This is not a required
	expiring CRP acres for the	field.
	offer.	

D Page Options

The following options are available on the Enrollment Page.

Option	Action		
Save	CLICK "Save" to create an offer with the information entered on the Enrollment		
	Page.		
Cancel	CLICK "Cancel" to end the enrollment process.		
	"New Offer" process will not be saved, and all data will be lost.		
	• "New GIS Offer" process will be saved to the database and the offer status will be set to "Incomplete".		

E Page Error Messages

The following error messages may be displayed on the Enrollment Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Scenario Description is required field.	This field cannot be left blank.	Enter a narrative description of the scenario that is 1-50 characters in length.
Hydrologic Unit Code is required field.	Displays the associated HUC numbers for the physical State and county on the offer.	Select a HUC number from the drop-down list provided. Note: If the HUC number is missing from the list, contact the State Office Specialist to request the National Office to add it to the signup on the offer.
Rainfall Factor (R) is required field.	This field cannot be left blank.	Enter a number within the valid range value of 1 through 900.
Invalid value <0>. Valid range for Rainfall Factor (R) value is <1 through 900>	The entered value must be within the required range value.	Enter a number within the valid range value of 1 through 900.
Climatic Factor (C) is required field.	This field cannot be left blank.	Enter a number within the valid range value of 0 through 200.
Invalid value <-1>. Valid range for Climatic Factor (C) value is <0 through 200>	The entered value must be within the required range value.	Enter a number within the valid range value of 0 through 200.
Does Crop Rotation Apply? is required field.	This field cannot be left blank.	Select "Yes" or "No" from the drop-down list.
Invalid value <nnnnnn.dd>. Valid range for Expiring CRP Acres value is <0 through 9,999.99></nnnnnn.dd>	Expiring CRP acres have a limit and the entered value cannot exceed 9,99999.	Enter a number equal to or less than 9,999.99.

E Page Error Messages (Continued)

Error Message	Description	Corrective Action
Expiring CRP acres to be planted to Longleaf	"Expiring CRP Acres to be planted to Longleaf Pine"	Enter a number equal to or less than the expiring CRP acres.
pine <nn,nnn.dd> cannot</nn,nnn.dd>	must be equal to or less than	the expiring Civi acres.
be greater than total Expiring CRP Acres <nnn.dd>.</nnn.dd>	the total expiring CRP acres on the offer.	
Unknown error encountered on OfferEnrollmentInforma tion page at location Unknown ErrorMessage:com.micr osoft.sqlserver.jdbc.SQL ServerException: OfferScenario:BS_CRE ATE_FAILED: Violation of UNIQUE KEY constraint 'AK_EWT40OFFER_E WT40OFR'. Cannot insert duplicate key in object 'dbo.EWT40OFRSC'. The duplicate key value is (1444, 29, 005, 0007632, 2017, TERRA_MO005_F3515_T7632_S1). ErrorCode:01444290050 007632201702. Please email this error to	There are 6 unique keys within each individual offer, including previously deleted offers. They are as follows: Signup ID State Number County Number Tract Number Program Year Scenario Description. A combination of duplicate values will cause the offer to fail.	Use a description to differentiate between scenarios, and when uploading from TERRA, allow TERRA to automatically formulate the naming convention ("_S1", "_S2", etc.).
technical support.		

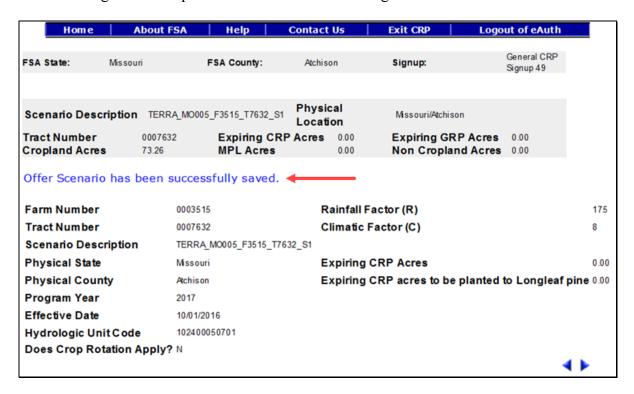
192 General CRP Signup Offer Saved Enrollment Page

A Overview

Once the basic enrollment information is saved, the offer will display the message, "Offer Scenario has been successfully saved.", to the user. The offer is now saved to the data base in an active "Incomplete" status.

B Example of Saved Enrollment Page

The following is an example of the Saved Enrollment Page.



To continue to the Assigned Producer Page, CLICK "•". To revise enrollment information, CLICK "•".

Reminder: Users may exit the offer by selecting "**Home**" or "**Exit CRP**" or "**Logout of eAuth**" on the top navigation bar, and the offer scenario will be saved and the offer will be listed as an active "**Incomplete**" status.

193 General CRP Signup Offer Assigned Producer Page

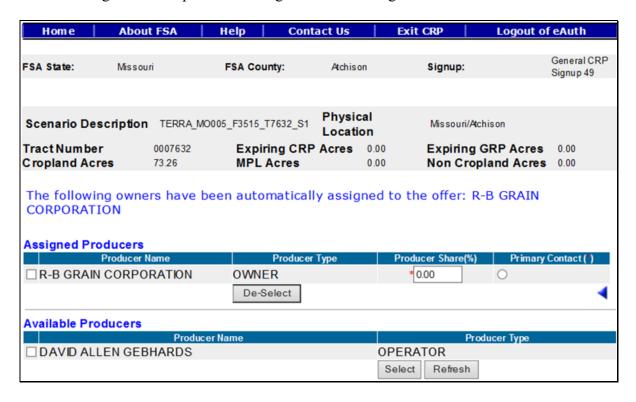
A Overview

All offers must have a minimum of 1 assigned producer. The shares for all assigned producers must equal 100 percent and 1 primary contact must be selected.

Note: All owners for the tract number will be automatically assigned to the offer.

B Example of Assigned Producer Page

The following is an example of the Assigned Producer Page.



C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Assigned Producer Page.

Field	Description	Action
Available	Allows the user to place a checkmark	Click in the box to place a
Producers Check	next to an available producer to move	checkmark (✓) next to the
Box	them up to the Assigned Producers Section.	producer available for selection.
	Note: Available producers do not print on CRP-1 and/or CRP-2.	

C Field Descriptions and Actions (Continued)

Field	Description	Action
Assigned	Allows the user to place a checkmark	Left-click in the box to place a
Producers Check	next to an assigned producer to move	checkmark (✓) next to the
Box	them down to the Available Producers	producer available for selection.
	Section.	
	Note: Assigned producers do print on	
	CRP-1 and/or CRP-2 regardless	
	of their shares.	
Producer Share	Records the producer's payment share	Enter the payment share for
(%)	for the offer. The default value is	each producer. Total of all
	0.00 percent. A value of n, n.d, or	shares must equal
	n.dd will be allowed and always	100.00 percent. This is a
	default to 2 decimal places.	required field.
Primary Contact	Allows the user to select the primary	Left-click the radio button of
-	contact on the offer. The selected	the primary contact. This is a
	producers name will appear in the	required selection.
	generated CRP-2, item 4B.	
	Note: Only 1 producer can be	
	selected.	

D Page Options

The following options are available on the Assigned Producer Page.

Option	Action	
Select	CLICK "Select" to move a producer from the Available Producers Section to	
	the Assigned Producers Section.	
Refresh	CLICK "Refresh" to pull in recently added/removed producers from SCIMS	
	that are associated with the tract number on the offer in Farm Records.	
	Note: If the newly added producer is still not populating after the County Office has clicked "Refresh", check eligibility criteria for that producer	
	and submit a Remedy ticket if problems persist.	
De-Select	CLICK "De-Select" to move a producer from the Assigned Producers Section	
	to the Available Producers Section.	

E Page Error Messages

The following error messages may be displayed on the Assigned Producer Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Producer Shares must	Producer shares do not equal	Adjust the producer shares
total 100.00%	100 percent.	ensuring that they total
	_	100.00 percent.
Invalid value <xxx.xx>.</xxx.xx>	A value that is negative or greater	Enter a value between 0.00
Valid range for	than 100.00 percent has been entered	through 100.00 percent.
Producer Share(%)	for a producer share.	
value is <0.00 through		
100.00>		
Producer Share(%)	A value that is greater than 2 decimal	Enter a value that only
value <xx.xxx> is in</xx.xxx>	places has been entered.	contains 2 decimal places.
invalid data format. It		
can take only <2>		
decimal points.		
Owner "Producer A"	All owners for the tract have not been	Select and move all owners
from Farm Records is	moved from the Available Producers	on the tract to the Assigned
not included as an	Section to the Assigned Producers	Producers Section.
assigned producer on	Section.	
the offer. All owners		
associated with the tract		
in Farm Records must		
be assigned to the offer,		
even if they are a zero		
share. Please add owner		
"Producer A" as an		
assigned producer to		
the offer.		

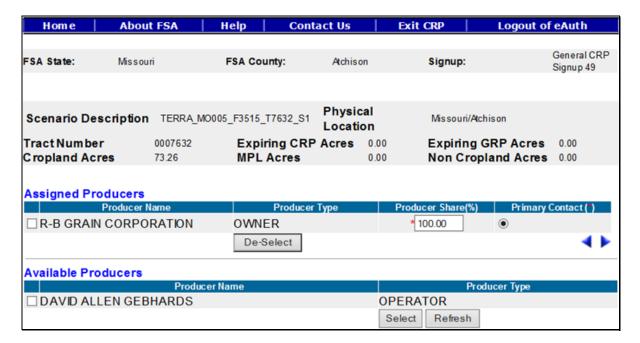
194 General CRP Signup Offer Complete Assigned Producer Page

A Overview

Once the assigned producer's shares equal 100 percent and 1 primary contact has been selected, the user can proceed to the next page to record cropping history. The offer is now saved to the data base in an active "Incomplete" status.

B Example of Complete Assigned Producer Page

The following is an example of a complete Assigned Producer Page.



To continue to the Crop History Page, CLICK "". To revise enrollment information, CLICK "".

Note: An error message will be displayed if users CLICK " and the producer shares do not total 100 percent."

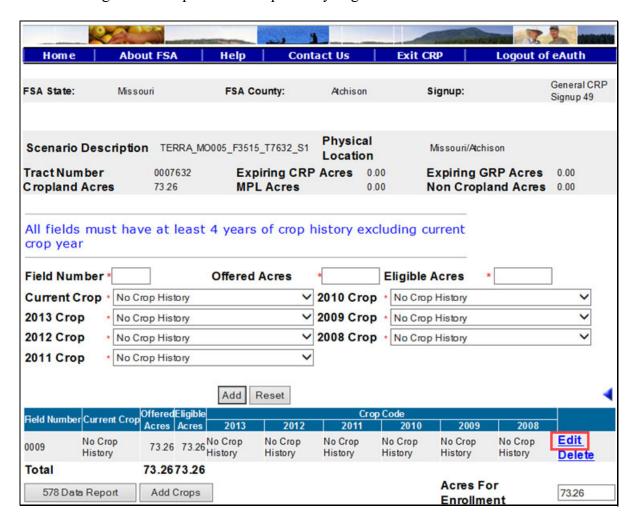
195 General CRP Signup Offer Crop History Page

A Overview

The Current Crop and Crop History for each field on the offer is used to determine whether an offer is ineligible or eligible. Crop History will be either 6 years or 12 years based on the flag set at the Enrollment Page.

B Example of Crop History Page

The following is an example of the Crop History Page.



C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Crop History Page.

Field	D	escription	Action
Field Number	Enter first field	number within the acres	Enter the field number. No
	offered, as follo	ws:	action required unless the field
			numbers are incorrect from the
	• use no more	than 4 characters	TERRA scenario. This is a
			required field.
	 use numbers 	only	NT 4 72' 1 1 1 11 1
			Note: Field number will be
		es must have CRP field	greyed out if " Edit " was selected from the table at
	numbers ma	tch CLU field numbers.	the bottom of the Crop
	N 4 0 41	1 ' 1'	History Page.
		e number is saved, it	Thistory rage.
Offered Acres		be edited. f acres from the field, in	Enter the offered acres or
Offered Acres		e included in the offer,	CLICK "Edit" in the table at
	as follows:	e meraded in the orier,	the bottom of the Crop History
	us follows.		Page to display the offered
	 valid numbe 	r range is 0 through	acres imported from the
	9,999.99	1 141190 10 0 0111 0 11911	TERRA scenario. No action
	,		required unless the acres are
	Exception:	SU200 CRP Grassland	incorrect. This is a required
	_	offers does not have a	field.
		limit on acres.	
	• partial fields	are acceptable	
		mbering may be red (2-CP).	
	should be less eligible acre	ss than or equal to the	
	_	re acres than eligible wed but will result in an fer.	

C Field Descriptions and Actions (Continued)

Field	Description	Action
Eligible Acres	Review all eligibility criteria, including eligibility criteria not checked by the system (for example, length of ownership) and record the number of acres eligible for that field that meets all criteria.	Enter the eligible acres or CLICK "Edit" in the table at the bottom of the Crop History Page to display the eligible acres imported from the TERRA scenario. No action required unless the acres are incorrect. This is a required field.
Current Crop and Crop Years	 Planted or considered planted to an agricultural commodity during 4 of the 6 crop years defined by statute or any rotation of alfalfa planted, other multi-year grasses and legumes, and any summer fallow. The rotation must not exceed 12 consecutive years. Selections in the drop-down list are determined by what was entered in the Crop Maintenance Table. Enter "grass" to denote maintained cover from an expired CRP contract for conserving use purposes. Enter "CRP" for any year the land was previously enrolled in CRP and expires during crop years 2012 through 2017 where the grass cover continues to be maintained as though enrolled in CRP at the time the offer is submitted. Note: Cover that is deteriorated or degraded is not considered to be maintained as though enrolled in CRP and is not eligible to be designated as conserving use. 	Use the drop-down list and select crops that were on the field each applicable year for a new field or CLICK "Edit" in the table at the bottom of the Crop History Page to update the crops from the TERRA scenario. Note: The available number of crop years for entry will match the selection previously made on the Enrollment Page, "Does Crop Rotation Apply?" A "Yes" will display 12 years and "No" will display 6 years as configured.

D Page Options

The following options are available on the Crop History Page.

Option	Action		
Add	CLICK "Add" to store the previously entered or edited information for the		
	field number.		
Reset	Users can CLICK "Reset" to clear current information.		
Edit	CLICK "Edit" to revise any data except the field number.		
Delete	CLICK "Delete" to remove the entire entry for that field and CLICK		
	"Confirm Delete" to complete the deletion.		
Save	CLICK "Save" to store the revised information.		
Cancel	CLICK "Cancel" to keep the previously stored information for the selected		
	field number.		
578 Data	CLICK "578 Data Report" to display in PDF any available information for		
Report	that tract from the most recent county data file upload. The data may not be		
	complete, or field numbers may have changed. A review of the certification		
	maps may be required to obtain correct data. Access this report before		
	entering data since data entered may have to be deleted and re-entered.		
Add Crops	1 1		
	"Add Crops" to access the Crop Maintenance Table as described in		
	paragraph 146. After adding the applicable crop, CLICK "Return to Crop		
	History" to return to the Crop History Page.		

E Page Error Messages

The following error messages may be displayed on the Crop History Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Field Number is	A field number must be	Enter the field number. This is a
required field.	entered before selecting	required field.
_	"Add".	-
Eligible Acres is	Total number of eligible acres	Enter the eligible acres for the field
required field.	for the field number is missing.	number. This is a required field.
Offered Acres is	Total number of offered acres	Enter the offered acres for the field
required field.	for the field number is missing.	number. This is a required field.
There must be at	A minimum of 4 years crop	Use the drop-down list and select
least 4 years crop	history must be populated.	crops that were on the field each
history (exclude		applicable year for a new field or
the current crop)		CLICK "Edit" in the table at the
for this signup		bottom of the Crop History Page to
		update the crops from the TERRA
		scenario.

Error Message	Description	Corrective Action
Invalid value <nn.dd>.</nn.dd>	The acres entered for the field	Enter a value that is between the
Valid range as per	exceed the available cropland	number range indicated in the error
Farm Records for	acres stored in Farm Records.	message.
Acres for Enrollment		
is <nn.dd td="" through<=""><td></td><td></td></nn.dd>		
nn.dd>		
Total expiring acres	The sum of the fields does not	Add additional fields or update the
cannot exceed	match the acres entered on the	Enrollment Page to correct number
Enrolled acres	Enrollment Page.	of expiring CRP acres for the offer.

F Page Warning Messages

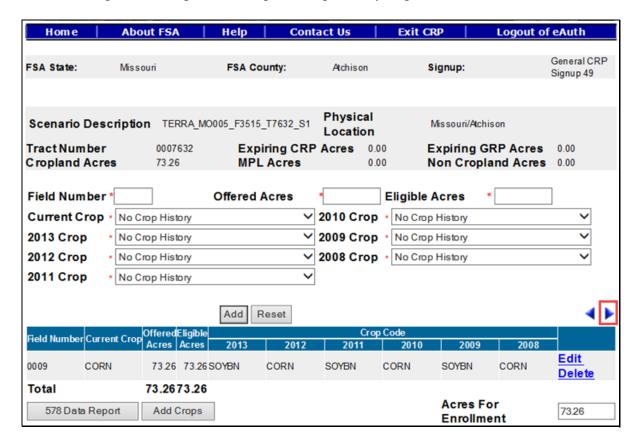
The following warning messages may be displayed on the Crop History Page if the data recorded does not meet the applicable validations.

Warning Message	Description	Corrective Action
No crop history	A minimum of 4 years crop	Use the drop-down list and select
information has been	history must be populated.	crops that were on the field each
entered.		applicable year for a new field or
		CLICK "Edit" in the table at the
		bottom of the Crop History Page to
		update the crops from the TERRA
		scenario.
All fields must have at	A minimum of 4 years crop	Use the drop-down list and select
least 4 years of crop	history must be populated.	crops that were on the field each
history excluding		applicable year for a new field or
current crop year.		CLICK "Edit" in the table at the
		bottom of the Crop History Page to
		update the crops from the TERRA
		scenario.
Acres of enrollment	All fields must be entered	Add all fields until the total matches
must match the	until the total matches the	the expiring CRP acres from the
Cropland Acres	enrollment.	Enrollment Page at a minimum.
Offered acres are	The eligible acres must be	Enter number of acres (in
greater than Eligible	equal to or greater than the	hundredths) of offered acres not to
acres. Offer will be	offered acres; otherwise, the	exceed the eligible acres.
determined ineligible.	offer will be determined	
	ineligible.	

195 General CRP Signup Offer Crop History Page (Continued)

G Example of Complete Crop History Page

The following is an example of a complete Crop History Page.



Note: Once the current crop and crop history for each field has been recorded, the offer is now saved to the data base in an active "Incomplete" status.

To continue to the Practice Page, CLICK "". To revise assigned producer information, CLICK "".

196 General CRP Signup Offer Practice Page

A Overview

Each field must have a conservation practice assigned. This information can be prepopulated from the uploaded TERRA scenario or entered by the user using the "New Offer" option. The offer is now saved to the data base in an active "Incomplete" status.

196 General CRP Signup Offer Practice Page (Continued)

B Example of Practice Page

The following is an example of the Practice Page.

Home Abou	t COLS	Help	Con	tact Us	E	cit CRP	Logout of eAuth
FSA State: Misson	uri	FSA Count	ty:	Atchison	1	Signup:	General CRP Signup 49
Scenario Descriptior Tract Number Cropland Acres	1 TERRA_MOO 0007632 73.26		ng CRP				g GRP Acres 0.00
Field/Acre Practice Code Practice Length Practice Status	* _	Select- V Select- V Select- V	1		st-Share orners obe plan	e/Acre (\$) nted the	0.00 Select-
	Cropland					Non-Cro	ppland
Cropland Acres Expiring CRP Acres Expiring GRP Acres Infeasible To Farm A Expiring CRP Infeas Farm Acres Wellhead Acres Expiring CRP Wellh Acres Practice Acres	Acres 0.0	00 00 00		Non Cr Acres Expirin Croplar Expirin	g CRP I	r Acres Ion-	0.00 0.00 0.00 0.00
N1a Practice Points N4 Enduring Benefit Points N5d Carbon Seq- Points	es .	Select- Select- Select-	Add	Reset			∨ ∨ ∨ Practice Details ◀ ▶
Field PracticePracticeC Number Code Length		Non Cropland Acres/Other Acres		Expiring CRP Acres		timated Cost hare (\$)	no no Edit
Total	73.26 0.00		73.26	0.00	0.00		Delete

Note: Once the employee has selected the field/acre and practice code from the table at the bottom of the Practice Page or entered a brand new one, all fields applicable to the practice selected will be available for entry. If the field is not applicable to the selected practice, it will be greyed out.

C Field Descriptions and Actions

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

Field	Description	Action
Field/Acre	All field numbers and acreage previously uploaded or entered on the Crop History Page will display. Both field number and number of acres for that field will be listed in the box. The default value is "-Select-". Note: Only 1 field can be selected at a time.	Use the drop-down list to select the field number previously entered on the Crop History Page for a new offer or CLICK "Edit" in the table at the bottom of the Practice Page to display the field/acre from the TERRA scenario. Note: Field number will be greyed out if "Edit" was selected from the table at the bottom of the Practice Page.
Practice Code	Available selections are restricted to practices approved for the signup selected. A field may have more than 1 practice, but only 1 practice may be entered at a time. The default value is "-Select-".	Use the drop-down list to select the practice code for a new offer or CLICK "Edit" in the table at the bottom of the Practice Page to display the practice code from the TERRA scenario. Note: Practice code will be greyed out if "Edit" was selected from the table at the bottom
Practice Length	The duration of CRP-1's is from 10 to 15 years. Selections will be limited to lengths or years approved for the selected practice. The default value is "-Select-" for multiyear practices.	of the Practice Page. Use the drop-down list to select the practice length for a new offer or CLICK "Edit" in the table at the bottom of the Practice Page to display the practice length from the TERRA scenario.
	Note: If only 1 practice length applies, the system will default to that number.	Note: A separate CRP-1 will result if different practice lengths are selected for practices.

Field	Description	Action
Practice Status	Vegetative Cover of New Establishment, Existing Permanent Cover (including trees), or Enhancement to Existing Permanent Cover shall be identified. Selections are "- Select-", "New", "Existing", or "Enhancement". The default value is "-Select-".	Use drop-down list to select the practice status for a new offer or CLICK "Edit" in the table at the bottom of the Practice Page to display the practice status from the TERRA scenario.
Est. Cost- Share/Acre (\$)	CCC will pay up to 50 percent of the eligible cost of establishing a permanent cover for approved practices. The value will be prefilled with the rate entered for the selected practice in the Cost Share Table. See paragraph 147.	Enter dollar amount if different from the system calculated amount for a new offer or CLICK "Edit" in the table at the bottom of the Practice Page to display the estimated C/S or acre from the TERRA scenario. Note: If a practice for the signup on the Cost Share Table was updated after the offer was created, each field involving that practice will need to be deleted and re-added to pick up the revised calculation.
Pivot Corners	Field margins that are incidental to the planting of crops, such as center pivot corners. Selections are "-Select-", "Yes", or "No". The default value is "-Select-".	Use drop-down list to indicate if pivot corners apply or not for a new offer or CLICK "Edit" in the table at the bottom of the Practice Page to display the pivot corners from the TERRA scenario. Note: Field will be greyed out if the selected practice is not approved for pivot corners.

Field	Description	Action
Will LLP be	To establish or re-establish LLP	Use drop-down list to indicate if
planted anytime	stands at densities that benefit	LLP applies or not for a new offer
during the	Wildlife species and protect water	or CLICK "Edit" in the table at
contract period?	quality. N1a subfactor will be	the bottom of the Practice Page to
	applied with an assigned point score	display the LLP question from the
	based on the selected eligible	TERRA scenario.
	practice. Selections are "-Select-",	
	"Yes", or "No". The default value is	Note: Field will be greyed out if
	"-Select-".	the selected practice is not
		approved for LLP.
Cropland Acres	Acres meeting the definition of	Enter number of acres (in
	"cropland" according to 10-CM.	hundredths) of cropland for the
	The default value is "0.00".	field for a new offer or CLICK
		"Edit" in the table at the bottom of
		the Practice Page to display the
		cropland acres from the TERRA
		scenario.
Expiring CRP	Acres currently under CRP-1 or	Enter number of acres (in
Acres	expired CRP-1 maintained as	hundredths) of expiring CRP
	cropland and is suitable to be tilled	cropland for the field for a new
	for crop production. The default	offer or CLICK "Edit" in the table
	value is "0.00".	at the bottom of the Practice Page
		to display the expiring CRP acres
		from the TERRA scenario.
Expiring GRP	Acres subject to a GRP easement or	Enter number of acres (in
Acres	rental. The default value is "0.00".	hundredths) of expiring GRP acres
		or CLICK "Edit" in the table at
		the bottom of the Practice Page to
		display the expiring GRP acres
T C '11		from the TERRA scenario.
Infeasible to	An area that is too small or isolated	Enter number of acres (in
Farm Acres	to be economically farmed and	hundredths) of ITF cropland for
	meets the definition of "cropland"	the field for a new offer or CLICK
	according to 10-CM. The default	"Edit" in the table at the bottom of
	value is "0.00".	the Practice Page to display the
		ITF acres from the TERRA
		scenario.

Field	Description	Action
Expiring CRP	Acres currently under CRP-1 or	Enter number of acres (in
Infeasible to	expired CRP-1 maintained as	hundredths) of expiring CRP ITF
Farm Acres	cropland, is suitable to be tilled for	cropland for the field for a new
	crop production and was previously	offer or CLICK " Edit " in the table
	identified as ITF acreage. The	at the bottom of the Practice Page
	default value is "0.00".	to display the expiring CRP ITF
		acres from the TERRA scenario.
Wellhead Acres	Acreage located within or	Enter number of acres (in
	immediately adjacent to the	hundredths) of wellhead cropland
	approved public wellhead protection	for the field for a new offer or
	area. The default value is "0.00".	CLICK "Edit" in the table at the
		bottom of the Practice Page to
		display the wellhead acres from
		the TERRA scenario.
Expiring CRP	Acres currently under CRP-1 or	Enter number of acres (in
Wellhead Acres	expired CRP-1 maintained as	hundredths) of expiring CRP
	cropland, is suitable to be tilled for	wellhead cropland for the field for
	crop production and was previously	a new offer or CLICK "Edit" in
	identified as wellhead acreage. The	the table at the bottom of the
	default value is "0.00".	Practice Page to display the
		expiring CRP wellhead acres from
		the TERRA scenario.
MPL Acres	Acres immediately adjacent and	Enter number of acres (in
	parallel to a permanent water body,	hundredths) of MPL noncropland
	stream having perennial flow,	for the field for a new offer or
	seasonal stream, sinkholes and karst	CLICK "Edit" in the table at the
	area. The default value is "0.00".	bottom of the Practice Page to
		display the MPL acres from the
		TERRA scenario.
Expiring CRP	Acres currently under CRP-1 or	Enter number of acres (in
MPL Acres	expired CRP-1 and was previously	hundredths) of expiring CRP MPL
	identified as MPL acreage. The	noncropland for the field for a new
	default value is "0.00".	offer or CLICK "Edit" in the table
		at the bottom of the Practice Page
		to display the expiring CRP MPL
		acres from the TERRA scenario.

Field	Description	Action
Non Cropland Acres/Other	Acres not meeting the definition of "cropland" according to 10-CM.	Enter number of acres (in hundredths) of noncropland/other
Acres	The default value is "0.00".	for the field for a new offer or CLICK "Edit" in the table at the bottom of the Practice Page to display the noncropland acres/other acres from the TERRA scenario.
Expiring CRP	Acres currently under CRP-1 or	Enter number of acres (in
Non-Cropland/ Other Acres	expired CRP-1 and was previously identified as noncropland/other acreage. The default value is "0.00".	hundredths) of expiring CRP noncropland/other for the field for a new offer or CLICK "Edit" in the table at the bottom of the Practice Page to display the expiring CRP noncropland acres/other acres from the TERRA scenario.
Expiring GRP	Acres subject to a GRP easement or	Enter number of acres (in
Non-Cropland/ Other Acres	rental agreement and does not meet the definition of "cropland" according to 10-CM. The default value is "0.00".	hundredths) of expiring GRP noncropland/other for the field for a new offer or CLICK "Edit" in the table at the bottom of the Practice Page to display the expiring GRP noncropland acres/other acres from the TERRA scenario.
N1a Practice	N1a is the cover subfactor for	Use drop-down list to indicate the
Points	Factor N1, Wildlife Habitat Cover Benefits. The default value is	N1a practice points.
	"-Select-".	Note: Selections available will be determined by the practice
	Note: If only one N1a practice point applies, the system will default to that value.	code as configured.
N4 Enduring	N4 is the enduring benefits point	Use drop-down list to indicate the
Benefits Points	range. The default value is "Not Applicable for this Practice".	enduring benefits establishment.
	Note: If only one N4 enduring benefits point applies, the system will default to that value.	Note: Selections available will be determined by the practice code as configured.

196 General CRP Signup Offer Practice Page (Continued)

C Field Descriptions and Actions (Continued)

Field	Description	Action
N5d Carbon	N5d is carbon sequestration	Use drop-down list to indicate the
Seq-Points	subfactor for Factor N5, Air Quality Benefits. The default value is either	practice status.
	"-Select-" or "Not Applicable for this Practice" depending on the configuration for the practice code selected.	Note: Selections available will be determined by the practice code as configured.
	Note: If only one N5d carbon seq-point applies, the system will default to that value.	

Note: The sum of the practice acres for each practice on that field, plus any ITF acres, **must** equal the number of acres in the field.

D Page Options

The following options are available on the Practice Page.

Option	Action
Add	CLICK "Add" to store the previously entered or edited information for the
	practice code selected.
Reset	CLICK "Reset" to clear current information.
Edit	CLICK "Edit" to revise any data except the field number and practice code.
Delete	CLICK "Delete" to remove the entire entry for that field and CLICK "Confirm
	Delete " to complete the deletion.
Save	CLICK "Save" to store the revised information.
Cancel	CLICK "Cancel" to keep the previously stored information for the selected
	practice code.

E Page Error Messages

The following error messages may be displayed on the Practice Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Field/Acre is required	A field/acre selection is	Use drop-down list to select the
field.	required before the software will allow the employee to select "Add".	field/acre response.
	Note: Only 1 field can be selected at a time.	
Practice Code is	A practice code selection is	Use drop-down list to select the
required field.	required before the software will allow the employee to select "Add".	practice code response.
	Note: Only 1 practice can be selected at a time.	
Practice Length is	The default value "-Select-" for	Use drop-down list to select the
required field for a	multiyear practices will not	practice length response.
practice.	allow the employee to add the selected field/acre and practice code.	
Practice acres should	The sum of the available	Revise the acres for the field/acre
be greater than 0.00.	practice acres must be greater than zero.	selected.
CP42 must be a	The minimum size requirement	Revise the acres for the field/acre
minimum of 0.50 acres per field.	for practice CP42 is 0.50 acres per field.	selected to 0.50 or greater.
CP42 acres must be at	The minimum total CP42 acres	Revise the total CP42 acres for
least < n.dd > acres	must be 10 percent of the	the offer to be 10 percent of the
when 10.00 or more	offered acres when the total	total offered acres.
total acres are being	offered acres are 0.00 acres or	
offered.	more.	
CP42 acres must be at	The minimum total CP42 acres	Revise the total CP42 acres for
least 1.00 acres when	must be at least 1.00 acre when	the offer to be at least 1.00 acre
10.00 or more total	the total offered acres are	or more.
acres are being	10.00 acres or more.	
offered.		

Error Message	Description	Corrective Action
Expiring CRP Acres	The sum of the expiring CRP	Revise the acres for the field/acre
entered <nn.dd> is not</nn.dd>	acres must equal the offered	selected.
equal to offered	acres on the Enrollment Page	
Expiring CRP Acres	before the software will allow	
<n.dd>.</n.dd>	the employee to proceed to the	
	next page.	
Expiring CRP acres to	The acres entered on the	Revise the expiring acres on the
be planted to Longleaf	Enrollment Page for "Expiring	Enrollment Information Page.
pine <nn.dd> cannot</nn.dd>	CRP" must be equal to the	
be greater than total	"Expiring CRP acres to be	
Expiring CRP Acres	planted to Longleaf pine".	
<nn.dd>.</nn.dd>		
	Note: Notify the National	
	Office if the employee	
	encounters this error	
71 1 1	message.	
Please update the	The default value "-Select-" for	Use drop-down list to select the
Longleaf Pine	LLP practices must be answered	LLP response.
Indicator for	before the software will allow	
practice(s) (CP25) and	the employee to add the	
(CP3A).	selected field/acre and practice	
Ei-i I1f	code.	V-1: 1-4-41-4-4111111
Expiring Longleaf	The practice page validates that	Validate that the value entered for
Pine acres < n.dd>	the value entered for "Expiring	"Expiring CRP acres to be
cannot be greater than Practice based	CRP acres to be planted to	planted to Longleaf pine" on the
	Longleaf pine" on the Enrollment Page is accounted	Enrollment Page is accounted for on the Practice Page using an
Longleaf Pine acres <n.dd>.</n.dd>	for as follows:	LLP practice code and the
NI.uu∕.	lor as follows.	question "Will LLP be planted
	An LLP practice is used and the	anytime during the contract
	question "Will LLP be planed	period?" is answered with "Yes".
	anytime during the contract	period: 15 answered with 1 cs.
	period?" must be answered with	
	"Yes".	
Offered acres are not	When the question, "Will LLP	Change the response to the LLP
part of a Longleaf Pine	be planted anytime during the	question to "No".
eligible practice in a	contract period?" is answered	1
Longleaf Pine	"Yes", the system validates the	
National Conservation	physical location State/county	
Priority Area (CPA)	selected for the offer lies within	
state.	the approved LLP National	
	CPA.	

Error Message	Description	Corrective Action
Please update Practice	The default value "-Select-" for	Use drop-down list to select the
Status for practice(s)	practice status must be	practice status.
<cpxx>.</cpxx>	answered before the software	
	will allow the employee to add	
	the selected field/acre and	
	practice code.	
Please select N1a	The default value "-Select-" for	Use drop-down list to indicate the
Practice Points to	N1a practice points must be	N1a practice points.
continue further.	answered before the software	N
	will allow the employee to add	Note: Selections available will
	the selected field/acre and	be determined by the
	practice code.	practice code as
D1 1 1 N/4		configured.
Please select N4	The default value "-Select-" for	Use drop-down list to indicate the
Enduring Benefits	N4 enduring benefits points	enduring benefits establishment.
Points to continue	must be answered before the	NI-4 C-14:
further.	software will allow the	Note: Selections available will
	employee to add the selected	be determined by the
	field/acre and practice code.	practice code as configured.
Please select N5d	The default value "-Select-" for	Use drop-down list to indicate the
Carbon Seq-Points to	N5d carbon seq-points must be	practice status.
continue further.	answered before the software	practice status.
continue further.	will allow the employee to add	Note: Selections available will
	the selected field/acre and	be determined by the
	practice code.	practice code as
	praedice coue.	configured.
Total practice acres	The sum of all practices acres	Revise the acres for the field/acre
<nnn.dd> on field</nnn.dd>	for the selected field/acre are	selected.
<nnnn> is not equal to</nnnn>	greater than the previously	
<nnn.dd>.</nnn.dd>	entered acres on the Crop	
	History Page.	
Cropland Acres	The sum of the acres for all	Revise the acres for the field/acre
entered <nnn.dd>is</nnn.dd>	fields are greater than the total	selected.
not equal to offered	acres for the offer.	
Cropland Acres		
<nnn.dd>.</nnn.dd>		

Error Message	Description	Corrective Action
Total practice acres	The sum of all practices acres	Revise the acres for the field/acre
cannot be greater than	for the selected field/acre are	selected.
offered acres for the	greater than the previously	
selected field.	entered acres on the Crop	
Maximum acres	History Page.	
available for field		
<nnnn> is <nn.dd>.</nn.dd></nnnn>		

F Page Warning Messages

The following warning messages may be displayed on the Practice Page if the data recorded does not meet the applicable validations.

Warning Message	Description	Corrective Action
Cropland Acres	The sum of the acres for all fields are	Revise the acres for the
entered <nnn.dd></nnn.dd>	greater than the total acres for the offer.	field/acre selected.
exceeds Cropland		
Acres limit of		
<nn.dd>.</nn.dd>		
Total practice acres	The sum of all practices acres for the	Revise the acres for the
cannot be greater than	selected field/acre are greater than the	field/acre selected.
offered acres for the	previously entered acres on the Crop	
selected field.	History Page.	
Maximum acres		
available for field		
XXXX is nnnnn.nn.		
Offered acres are not	When the question, "Will LLP be	Change the response to
part of a Longleaf Pine	planted anytime during the contract	the LLP question to "No".
eligible practice in a	period?" is answered "Yes", or a	
Longleaf Pine	practice-based LLP is added, the	
National Conservation	system validates the physical location	
Priority Area (CPA)	State/county selected for the offer lies	
state.	within the approved LLP National	
	CPA.	

197 General CRP Signup Offer Practice Details Display Page

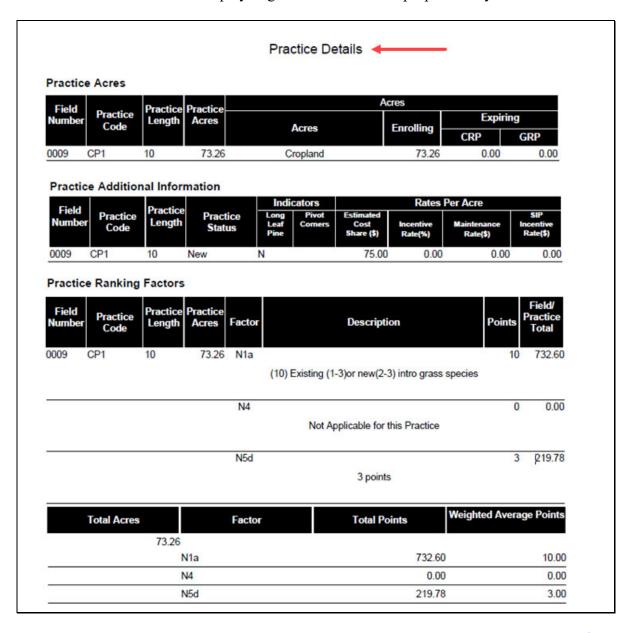
A Overview

The Practice Details Display Page provides additional information for each field number and selected practice for the offer.

B Example of Practice Details Display Page

The following is an example of the Practice Details Display Page.

Note: The Practice Details Display Page is for information purposes only.



To continue to the Non Delineated Sub Fields Page or Predominant Soils Page, CLICK "".

To revise crop history information, CLICK "".

198 General CRP Signup Offer Non Delineated Sub Fields (NDSF) Page

A Overview

The NDSF Page will only display to the user if the selected practices on the offer are eligible. This is an optional entry field and the producer will be responsible for certifying to the applicable category. The offer is now saved to the data base in an active "Incomplete" status.

B Example of Non Delineated Sub Fields (NDSF) Page

The following is an example of the NDSF Page.



C Field Descriptions and Actions

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

Field	Description	Action
Practice	The eligible practice along with the field	Use the drop-down list and select
	number and acres will display for selection.	the desired practice . This is an
		optional field.

D Page Options

The following options are available on the NDSF Page.

Option	Action
Add	CLICK "Add" to store the previously entered or edited information for the
	practice.
Reset	Users can CLICK "Reset" to clear current information.

E Page Error Messages

The following error messages may be displayed on the NDSF Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Practice is required	A practice must be selected from the drop-down	Select a practice.
field.	list before clicking "Add".	

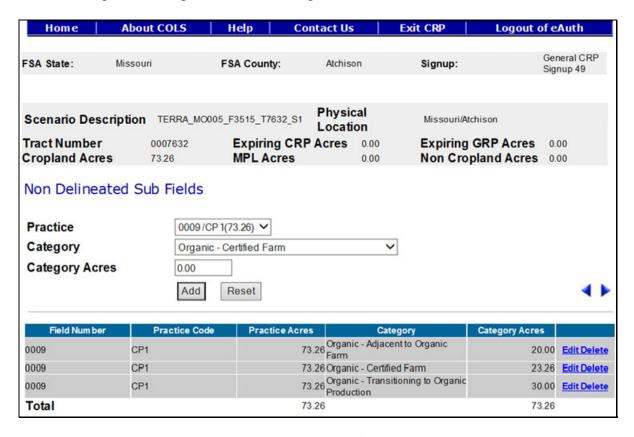
199 General CRP Signup Offer Complete Non Delineated Sub Fields (NDSF) Page

A Overview

This is an optional entry field and the producer will be responsible for certifying to the applicable category. The offer is now saved to the data base in an active "Incomplete" status.

B Example of NDSF Page

The following is an example of the NDSF Page.



To continue to the Predominant Soils Page, CLICK "•". To revise practice information, CLICK "•".

C Field Descriptions and Actions

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

Field	Description	Action
Practice	The eligible practice along with the field number and acres will display for selection.	Use the drop-down list and select the desired practice . This is an optional field.
Category	The available categories for the selected practice will display for selection. Note: Only 1 category can be added at a time.	Use the drop-down list and select the desired category . This is an optional field.
Category Acres		Enter the category acres for the field number. This is an optional field.

D Page Options

The following options are available on the NDSF Page.

Option	Action
Add	CLICK "Add" to store the previously entered or edited information for the
	practice.
Reset	CLICK "Reset" to clear current information.
Edit	CLICK "Edit" to revise the category and/or category acres.
Delete	CLICK "Delete" to remove the entire entry for that practice and CLICK
	"Confirm Delete" to complete the deletion.

E Page Error Messages

The following error messages may be displayed on the NDSF Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Practice is required field.	A practice must be selected	Select a practice.
	from the drop-down list	
	before clicking "Add".	
The sum of all Non	The sum of the acres	Revise the acres for the
Delineated Sub Fields acres	cannot exceed the total	field/acre for the selected
exceed the total acres for	acres for the field/acre.	practice.
practice CP42 on field		
XXXX by nnnn.nn acres		
The Non Delineated Sub	A duplicate category	Revised the previously recorded
Field < Certified Farm>	cannot be entered for the	sub field category acres or select
already exists for practice	same field/acre selected.	a different category.
CPXX on field nnnn. Please		
update the existing record if		
changes are needed.		

200 General CRP Signup Offer Predominant Soils Page

A Overview

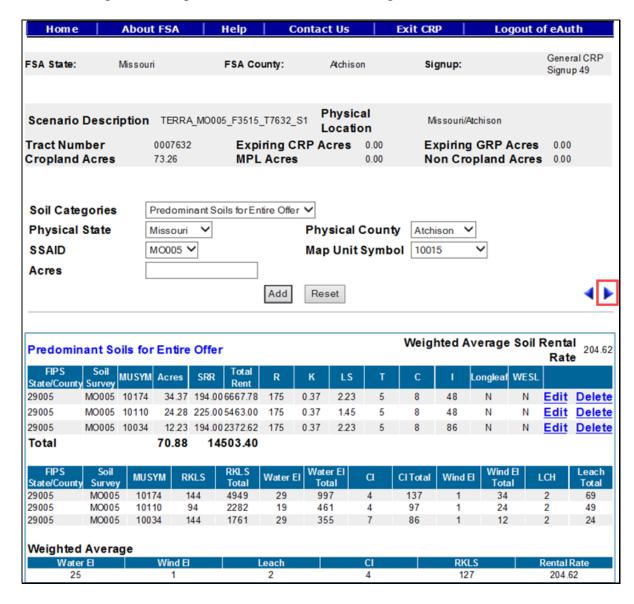
Soils are used to calculate and inform the producer of the weighted average SSR for the eligible acreage being offered. The County Office shall identify the 3 predominant soil types using TERRA for the eligible acreage offered. The offer is now saved to the database in an active "Incomplete" status.

Note: The maximum weighted average SRR for general signup offers is \$240 per acre. It is subject to change based on each individual signup.

200 General CRP Signup Offer Predominant Soils Page (Continued)

B Example of Predominant Soils Page

The following is an example of the Predominant Soils Page.



To continue to the Longleaf/Non Longleaf Pine Sub-Portion Soils or Conservation Area Questions, CLICK ""." To revise practice information or NDSF information, if applicable, CLICK "."

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Predominant Soils Page.

Field	Description	Action
Soil Categories	Allows the user to select the soil category type. The default value is "Predominant Soils for Entire Offer".	Select a soil category or use the preset value based on the TERRA scenario. This is a required field.
Physical State	Displays the applicable physical location State for the offer that is being created.	Select the physical State from the available drop-down list or use the preset value from the TERRA scenario upload. This is a required field.
Physical County	Displays the applicable physical location county for the offer that is being created.	Select the physical county from the available drop-down list or use the preset value from the TERRA scenario upload. This is a required field.
SSAID	All associated SSAID's for the FSA State and FSA county selected will be automatically listed.	Select the SSAID from the available drop-down list or use the preset value from the TERRA scenario upload. This is a required field.
Map Unit Symbol	All associated MUSYM's for SSAID selected will be automatically listed.	Select the MUSYM from the available drop-down list or use the preset value from the TERRA scenario upload. This is a required field.
Acres	The acres field cannot be left blank.	Enter a minimum of 0.01 acres not to exceed the remaining available acres on the offer.

D Page Options

The following options are available on the Predominant Soils Page.

Option	Action
Add	CLICK "Add" to store the previously entered or edited information for the soil.
Reset	Users can CLICK "Reset" to clear current information.
Edit	CLICK "Edit" to revise the acres.
Delete	CLICK "Delete" to remove the entire entry for that soil and CLICK "Confirm
	Delete " to complete the deletion.

E Page Error Messages

The following error messages may be displayed on the Predominant Soils Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Acres is required field.	The acres field cannot	Enter a minimum of 0.01 acres not to
	be left blank.	exceed the remaining available acres on the offer.
Map Unit Symbol is	The "MUSYM" field	Use the drop-down list and select the
required field.	cannot be left blank.	desired MUSYM.
Try to add duplicate soil	The selected MUSYM	Use the drop-down list and select a
record in soil Category:	has already been added	different MUSYM.
Predominant Soils for	for the selected soil	
Entire Offer, please	categories. Duplicates	
check the input field(s)	are not allowed.	
for correctness		
Soil category: Cropland	The soils for the	Corrective Action: Validate that the
subportion WOUT	cropland subportion	soils added for the "Cropland WOUT
Longleaf Pine: Used for	without LLP have been	Longleaf Pine" represent the top 3 soils
EI Eligibility (Case 18.3),	entered and additional	for the no LLP portion of the offer.
the maximum remaining	acres cannot be added.	Also validate that the soils for the
acreage allowed is 0		"Longleaf Pine subportion" have been
		added and represent the top 3 soils for
		the LLP portion of the offer.

F Page Warning Messages

The following warning messages may be displayed on the Predominant Soils Page if the data recorded does not meet the applicable validations.

Warning Message	Description	Corrective Action
Note: Please complete	After predominant soil	The Soils Subportion Page
the remaining soil	information has been entered	defaults to the first subportion
group(s) in the Soil	the warning message appears on	category that is shown in the
Categories drop down	the second Soils (Subportion)	"Soils Categories" drop-down
box	Page after the forward arrow is	list. After entering soils for that
	clicked if the offer requires soil	subportion, select another
	subportions to be added.	subportion from the drop-down
		list and enter soils for that
	Examples: LLP offers will	subportion.
	require subportion	
	but other scenarios	
	too - like an offer	
	with some new acres and some re-	
	enrolling acres.	
	Re-enrolling acres	
	do not need to have	
	EI >= to 8 but new	
	acres do.	
Note: Soil category:	If the total soil acres are less	Verify previously added soil
Predominant Soils for	than the offered acres, the offer	acres are entered correctly. If
Entire Offer, can have	will not proceed unless there are	acres are correct, add 1 or 2
either:	3 soils entered.	more soils to display a
(1) 1 or 2 soil types		maximum predominant 3 soils
with the total acreage	Note: The soil acres must equal	for the offer.
equal to the total soil	the offered acres with	
category acres nn.dd or,	only 1 or 2 soils.	
(2) Maximum 3 soil		
types with the total soil		
acreage less than or		
equal to the total soil		
category acres nn.dd		

200 General CRP Signup Offer Predominant Soils Page (Continued)

F Page Warning Messages (Continued)

Warning Message	Description	Corrective Action
Try to add duplicate	The selected MUSYM has	Use the drop-down list and
soil record in soil	already been added for the	select a different MUSYM.
Category: Predominant	selected soil categories.	
Soils for Entire Offer,	Duplicates are not allowed.	
please check the input		
field(s) for correctness		

201 General CRP Signup Offer Longleaf/Non-Longleaf Pine Sub-Portion Soils Page

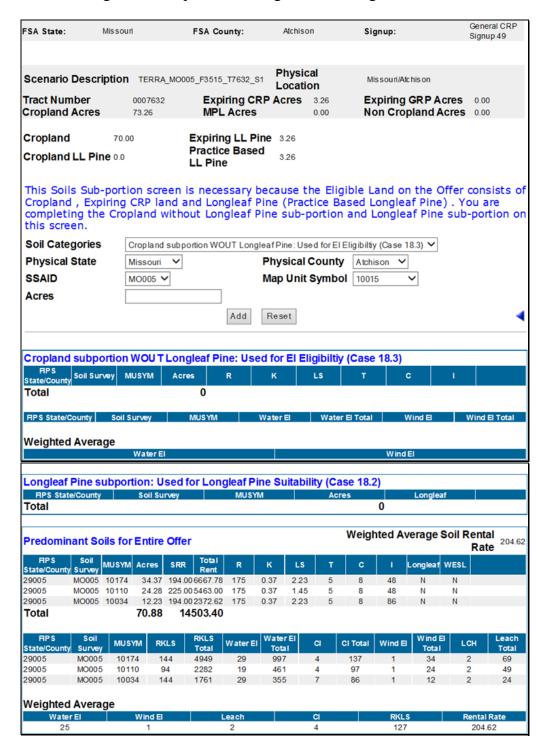
A Overview

When an offer has a practice assigned identified as LLP, a corresponding selection of the 3 Predominant LLP eligible soils must be identified out of the original Predominant soils previously selected.

Note: The suitability of a soil for a practice establishment may be determined by looking up that soil's "Long Leaf Pine Suitability Indicator" in FSA's SDMS. SDMS may be accessed from FSA's Intranet Application Page.

B Example of Longleaf/Non-Longleaf Pine Sub-Portion Soils Page

The following is an example of the Longleaf/Non-Longleaf Pine Sub-Portion Soils Page.



Note: The predominant soils for the entire offer must be entered before the Longleaf/Non-Longleaf Pine Sub-Portion Soils Page will be available.

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Longleaf/Non-Longleaf Pine Sub-Portion Soils Page.

Field	Description	Action
Soil Categories	"Non-Longleaf Pine subportion: Used for EI Eligibility (Case 15.3)" and "Longleaf Pine sub-portion: Used for Longleaf Pine Suitability (Case 15.2)"	Users must select the appropriate predominant three MUSYM's from the available drop-down list.
Physical State	Displays the applicable physical location State for the offer that is being created.	Select the physical State from the available drop-down list or use the preset value from the TERRA scenario upload. This is a required field.
Physical County	Displays the applicable physical location county for the offer that is being created.	Select the physical county from the available drop-down list or use the preset value from the TERRA scenario upload. This is a required field.
SSAID	All previously associated SSAID's for the FSA State and FSA county selected will be automatically listed.	Select the SSAID from the available drop-down list. This is a required field.
Map Unit Symbol	All associated MUSYM's for SSAID selected will be automatically listed.	Select the MUSYM from the available drop-down list. This is a required field.
Acres	The acres field cannot be left blank.	Enter a minimum of 0.01 acres not to exceed the remaining available acres on the soil.

D Page Options

The following options are available on the Longleaf/Non-Longleaf Pine Sub-Portion Soils Page.

Option	Action
Add	CLICK "Add" to store the previously entered or edited information for the
	sub-portion soil.
Reset	Users can CLICK "Reset" to clear current information.
Edit	CLICK "Edit" to revise the acres.
Delete	CLICK "Delete" to remove the entire entry for that sub-portion soil and CLICK
	"Confirm Delete" to complete the deletion.

E Page Error Messages

The following error messages may be displayed on the Longleaf/Non-Longleaf Pine Sub-Portion Soils Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Try to add a non	An eligible LLP soil must be	Select the MUSYM from the
Longleaf suitable soil	added.	available drop-down list. This
record to a Longleaf		is a required field.
suitable soil category:		
Longleaf Pine		
subportion: Used for		
Longleaf Pine		
Suitability (Case 18.2)		
Try to add/update Soil	The sub-portion acres cannot	Enter a minimum of 0.01 acres
category: Non-Longleaf	exceed the previous predominant	not to exceed the remaining
Pine subportion: Used	soil (MUSYM) acres.	available acres on the soil.
for EI Eligibility (Case		
15.3) with soil acres:		
<nn.dd> exceeds max</nn.dd>		
soil acres entered in		
aggregate soil <nn.dd></nn.dd>		

E Page Error Messages (Continued)

Error Message	Description	Corrective Action
Soil category: Longleaf	The sum of all LLP and non-LLP	Enter a minimum of 0.01 acres
Pine subportion: Used	acres cannot exceed the offered	not to exceed the remaining
for Longleaf Pine	acres.	available acres on the offer.
Suitability (Case 15.2)		
have total soil acreages		
exceed the maximum		
acreage allowed nnnn.nn		
Try to add Soil category:	The selected MUSYM is not	Select a different soil or
Cropland subportion	identified as LLP soil and the	modify the practice page LLP
WOUT Longleaf Pine:	software will not allow the	eligible question.
Used for EI Eligibility	employee to add the soil	
(Case 18.3) has distinct	category.	
soil group: Cropland	N. 1.11. 0 11	
subportion WOUT	Note: The suitability of a soil	
Longleaf Pine: Used for	for a practice	
EI Eligibility (Case	establishment may be	
18.3) and Acres: nnnn.nn exceeds the	determined by looking up	
minimum soil acres	that soil's "Long Leaf Pine Suitability Indicator"	
entered in aggregate soil	in FSA's SDMS. SDMS	
chicicu in aggregate son	may be accessed from	
	FSA's Intranet	
	Application Page.	
Soil category: Cropland	The sum of all cropland LLP and	Enter a minimum of 0.01 acres
subportion WOUT	non-LLP acres cannot exceed the	
Longleaf Pine: Used for	offered acres.	available acres on the offer.
EI Eligibility (Case		
18.3), the maximum		
remaining acreage		
allowed is < nn.dd >		

F Page Warning Messages

The following warning messages may be displayed on the Longleaf/Non-Longleaf Pine Sub-Portion Soils Page if the data recorded does not meet the applicable validations.

Warning Message	Description	Corrective Action
This Soils Sub-portion page is	An eligible LLP soil must	Select the MUSYM from the
necessary because the Eligible	be added.	available drop-down list. This
Land on the Offer consists of		is a required field.
Cropland, Expiring CRP land		
and Longleaf Pine (Practice		
Based Longleaf Pine). You are		
completing the Cropland		
without Longleaf Pine		
sub-portion and Longleaf Pine		
sub-portion on this screen.		
Note: Please complete the		
remaining soil group(s) in the		
Soil Categories drop down box		
Note: Soil category: Cropland	The sum of all cropland	Enter a minimum of 0.01 acres
subportion WOUT Longleaf	LLP and non-LLP acres	not to exceed the remaining
Pine: Used for EI Eligibility	cannot exceed the offered	available acres on the offer.
(Case 18.3), can have either:	acres.	
(1) 1 or 2 soil types with the		
total acreage equal to the total		
soil category acres nnnn.nn or,		
(2) Maximum 3 soil types with		
the total soil acreage less than		
or equal to the total soil		
category acres nnnn.nn		

202 General CRP Signup Offer Conservation Priority Area/Zone Questions Page

A Overview

CPA's and zones are used to target areas in need of restoration. General signup allows cropland acres located within 1 of the following priority areas/zones to be offered if they meet the minimum 51 percent requirement:

- Water Quality Priority Zone
- Wildlife Priority Zone
- Air Quality Priority Zone
- Chesapeake Bay Region National CPA
- Great Lakes Region National CPA
- Long Island Sound Region National CPA
- Longleaf Pine Region National CPA

Important: All cropland within the Longleaf Pine Region is not automatically eligible to be offered for enrollment. Cropland within the Longleaf Pine Region must be:

- suitable to be devoted to LLP
- planted or devoted to LLP.
- Prairie Pothole Region National CPA
- State-designated CPA's.

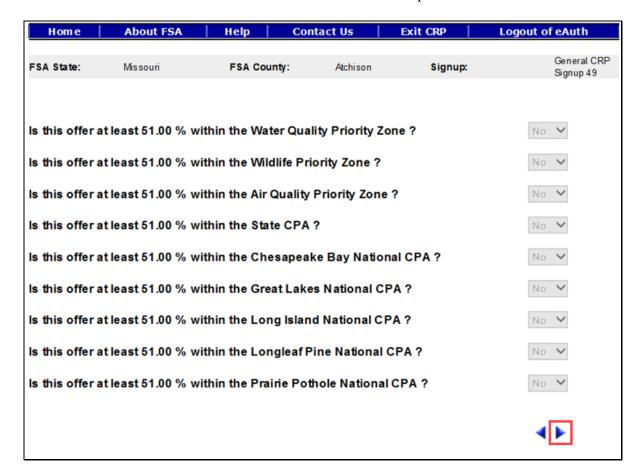
The offer is now saved to the data base in an active "Incomplete" status.

202 General CRP Signup Offer Conservation Priority Area/Zone Questions Page (Continued)

B Example of Conservation Priority Area/Zone Questions Page

The following is an example of the Conservation Priority Area/Zone Questions Page.

Note: If the TERRA scenario is missing any of the applicable layers, the employee will need to add them and rerun the TERRA scenario for upload into COLS.



To continue to the Offered Rental Rate Page, CLICK "". To revise predominant soils or longleaf/non-longleaf pine sub-portion soils information, whichever is applicable, CLICK "".

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Conservation Priority Area/Zone Questions Page.

Field	Description	Action
Is this offer at	Location where proposed land may	Select "Yes" if 51.00 percent or
least 51.00%	contribute to groundwater or	more of the offered acres lies within
within the Water	surface water quality impairment	the Water Quality Priority Zone.
Quality Priority	and to assist in meeting Federal,	or
Zone?	State, or local water quality laws.	The answer is preset from the
	Options are "Yes" or "No".	"Upload GISData". No action
	Default value is "No".	required.
Is this offer at	Location where proposed land may	Select "Yes" if 51.00 percent or
least 51.00%	contribute to restoration of habitat	more of the offered acres lies within
within the	of threatened or endangered species	the Wildlife Priority Zone.
Wildlife Priority	or contribute to the restoration of	or
Zone?	important and declining species of	The answer is preset from the
	National, Regional, State, or local	"Upload GISData". No action
	significance. Options are "Yes" or	required.
	"No". Default value is "No".	
Is this offer at	Air quality improvements from	Select "Yes" if 51.00 percent or
least 51.00%	reducing airborne dust and	more of the offered acres lies within
within the Air	particulate from cropland wind	the Air Quality Priority Zone.
Quality Priority	erosion that causes damage to	or
Zone?	nearby affected population	The answer is preset from the
	concentrations. Options are "Yes"	"Upload GIS Data". No action
	or "No". Default value is "No".	required.
Is this offer at	Land that falls within a State CPA.	Select "Yes" if 51.00 percent or
least 51.00%	Options are "Yes" or "No".	more of the offered acres lies within
within the State	Default value is "No".	the State CPA.
CPA?		or
		The answer is preset from the
		"Upload GIS Data". No action
		required.
Is this offer at	Land that falls within the	Select "Yes" if 51.00 percent or
least 51.00%	Chesapeake Bay Region CPA.	more of the offered acres lies within
within the	Options are "Yes" or "No".	the Chesapeake Bay National CPA.
Chesapeake Bay	Default value is "No".	or
National CPA?		The answer is preset from the
		"Upload GIS Data". No action
		required.

202 General CRP Signup Offer Conservation Priority Area/Zone Questions Page (Continued)

Field	Description	Action
Is this offer at	Land that falls within the Great	Select "Yes" if 51.00 percent or
least 51.00%	Lakes Region CPA. Options are	more of the offered acres lies within
within the Great	"Yes" or "No". Default value is	the Great Lakes National CPA.
Lakes National	"No".	or
CPA?		The answer is preset from the
		"Upload GIS Data". No action
		required.
Is this offer at	Land that falls within the Long	Select "Yes" if 51.00 percent or
least 51.00%	Island Region CPA. Options are	more of the offered acres lies within
within the Long	"Yes" or "No". Default value is	the Long Island National CPA.
Island National	"No".	or
CPA?		The answer is preset from the
		"Upload GIS Data". No action
		required.
Is this offer at	Land that falls within the Longleaf	Select "Yes" if 51.00 percent or
least 51.00%	Pine Region CPA. Options are	more of the offered acres lies within
within the	"Yes" or "No". Default value is	the Longleaf Pine National CPA.
Longleaf Pine	"No".	or
National CPA?		The answer is preset from the
		"Upload GIS Data". No action
		required.
Is this offer at	Land that falls within the Prairie	Select "Yes" if 51.00 percent or
least 51.00%	Pothole Region CPA. Options are	more of the offered acres lies within
within the	"Yes" or "No". Default value is	the Prairie Pothole National CPA.
Prairie Pothole	"No".	or
National CPA?		The answer is preset from the
		"Upload GIS Data". No action
		required.

203 General CRP Signup Offered Rental Rate Page

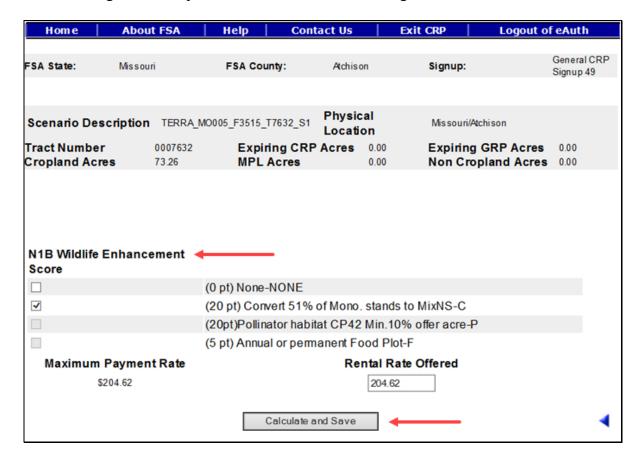
A Overview

The Offered Rental Rate Page displays the system calculated maximum payment rate and allows the user to enter the offered amount by the producer. The offer is now saved to the data base in an active "Incomplete" status.

Note: The maximum weighted average SRR for general signup offers is \$240 per acre. It is subject to change based on each individual signup.

B Example of Offered Rental Rate Page

The following is an example of the Offered Rental Rate Page.



Note: Pollinator habitat (CP42) **and** Annual or permanent Food Plot (CP12) will automatically assign the required ranking points if either practice was selected on the practice page. N1B factor has a maximum point value. Points are not additive.

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Offered Rental Rate Page.

Field	Description	Action
N1B Wildlife	N1B is the wildlife enhancements for	Check the boxes that apply.
Enhancement	Factor N1, Wildlife Habitat Cover	
Score	Benefits. Options are:	Note: Pollinator habitat and
	 None-NONE (0 points) Conversion of at least 51 percent of a primarily monoculture stand to a mixture of native species that provide wildlife habitat benefits (20 points) Establishment of pollinator habitat CP42 that remains in the location 	annual or permanent food plot will be automatically populated based on the practices selected.
None-NONE	of CRP-1 (20 points) • Annual or permanent food plot (CP12) that remains in the same location for the contract length or rotated food plot for which the location changes during CRP-1 length. Wildlife habitat cover benefits do not	
(0 points)	apply to the offered acreage.	Click in the boxes that apply to create a checkmark if no benefits apply.
(20 pt) Convert	Conversion of at least 51 percent of a	Click in the boxes to create a
51% of Mono.	primarily monoculture stand to a	checkmark if applicable.
stands to	mixture of native species that provide	
MixNS-C	wildlife habitat benefits on the offer.	
(20pt) Pollinator	Establishment of pollinator habitat	Display only. Automatically set
habitat CP42	CP42 that remains in the location of	by the system based on the
Min.10% offer	CRP-1.	practice selection of CP42. No
acre-P		action required.

C Field Descriptions and Actions (Continued)

Field	Description	Action
(5 pt) Annual or	Annual or permanent food plot (CP12)	Display only. Automatically set
permanent Food	that remains in the same location for	by the system based on the
Plot-F	the contract length or rotated food plot	practice selection of CP12. No
	for which the location changes during	action required.
	CRP-1 length.	
Rental Rate	This is the producer offered rental rate	Enter a minimum of \$0.01 not to
Offered	entered on CRP-1.	exceed \$99,999.99.
	Note: A rate entered in excess of the	
	"Maximum Payment Rate"	
	will result in an ineligible offer	
	determination.	

D Page Options

The following options are available on the Offered Rental Rate Page.

Option	Action	
Calculate and Save	Select "Calculate and Save" to calculate the EBI Scores, Land	
	Eligibility and Payment Amount for the offer.	

E Page Error Messages

The following error messages may be displayed on the Offered Rental Rate Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Please select at least one N1b	One or more N1b Wildlife	Click in the boxes that apply
factor to proceed	Enhancement Score options	to create a checkmark.
	must be selected.	
0 points cannot be combined	A (0 pt) None-NONE cannot	De-select if any of the other
with any other ranking point	be selected with any other	options apply.
selection	option.	
Invalid value <nnnnnn.dd>.</nnnnnn.dd>	Any value entered that does	Enter a number between 0.01
Valid range for Rental Rate	not fall between a valid range	and 99,999.99.
Offered value is < 0.01	of \$0.01 and \$99,999.99 will	
through 99999.99>	result in an error.	

F Page Warning Messages

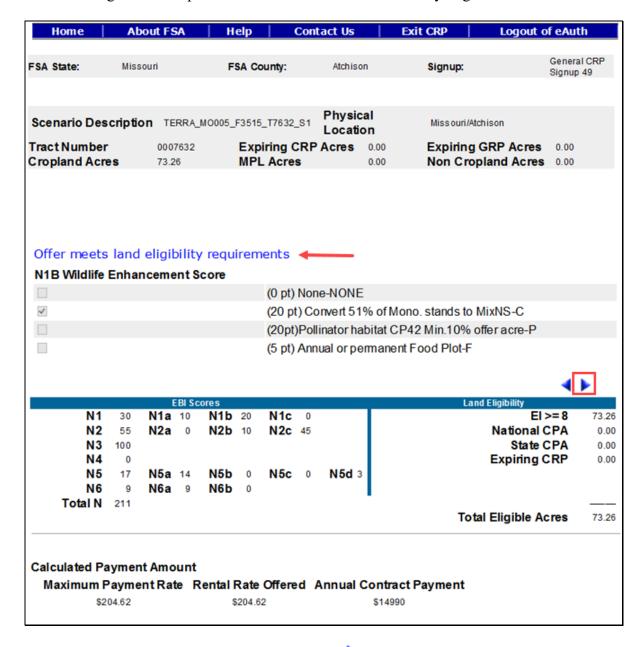
The following warning messages may be displayed on the Offered Rental Rate Page if the data recorded does not meet the applicable validations.

Warning Message	Description	Corrective Action
Rental Rate Offered is	The offered rental rate can be	Verify the amount entered is
greater than Maximum	greater than the calculated	correct.
Payment Rate	payment rate; however, it will	
	result in an ineligible offer.	
Percent Eligible is Less	Offered acres do not meet the	The offer can be eligible if at
than Minimum Percent	minimum required percentage	least 51 percent of the offered
required for various	for the signup.	acres are in a National or State
land Eligibility.		CPA.
Offered acres are not	This warning occurs on the	If using practice code CP25
part of a Longleaf Pine	Practice Page when the	and/or CP3A, the "Will LLP be
eligible practice in a	following happens:	planted anytime during the
Longleaf Pine National		contract period?" must be
Conservation Priority	The LLP practice code (CP25 or	answered "No" if the physical
Area (CPA) state.	CP3A) is added to the offer and	location is not in Alabama,
	the "Will LLP be planted	Florida, Georgia, Louisiana,
	anytime during the contract	Mississippi, North Carolina,
	period?" question is answered	South Carolina, Texas, and
	"Yes". And the physical	Virginia.
	location of the offer is not in 1 of	
	these States: Alabama, Florida,	
	Georgia, Louisiana, Mississippi,	
	North Carolina, South Carolina,	
	Texas, and Virginia. To	
	continue forward with this offer	
	the message will display again	
	on the Check Eligibility Page	
	and the offer will be ineligible.	10
Total Eligible Acres are	Land eligibility must meet the	Verify soils are correct,
less than Acres for	EI>= 8, National CPA, State	appropriate CPA's have been
Enrollment	CPA, or expiring CRP	applied in TERRA and expiring
	validations. The result will be an	
	ineligible offer.	correctly.

203 General CRP Signup Offered Rental Rate Page (Continued)

G Example of Offered Rental Rate Summary Page

The following is an example of an Offered Rental Rate Summary Page.



To continue to the Eligibility Questions, CLICK "". To revise offered rental rate information, CLICK "".

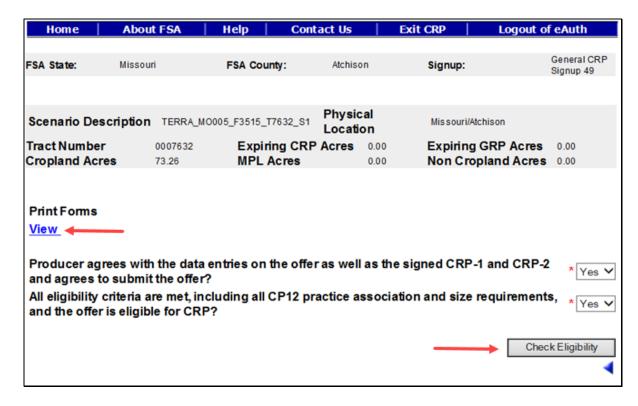
204 General CRP Signup Offer Eligibility Questions Page

A Overview

There are eligibility questions for validations that cannot be automatically determined by the system. The user must answer these questions before submitting the offer.

B Example of Eligibility Questions Page

The following is an example of the Eligibility Questions Page.



C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Eligibility Questions Page.

Field	Description	Action
Producer agrees with the	County Office is verifying the	Select "Yes" or "No"
data entries on the offer as	producer agrees with the data entered	from the drop-down
well as the signed CRP-1	and has signed CRP-1 and CRP-2.	list.
and CRP-2 and agrees to	Selections are "Blank", "Yes", or	
submit the offer?	"No". The default value is "Blank".	
All eligibility criteria are	County Office is verifying all	Select "Yes" or "No"
met, including all CP12	eligibility criteria has been met and	from the drop-down
practice association and	the offer is eligible. Selections are	list.
size requirements, and the	"Blank", "Yes", or "No". The default	
offer is eligible for CRP?	value is "Blank".	

D Page Options

The following options are available on the Eligibility Questions Page.

Option	Action	
View	CLICK "View" to generate an Enrollment Information Report	
	displaying full details in a .pdf format of the offer. This report can be printed.	
	Important: It is not an official form and is for informational purposes only.	
Check Eligibility	CLICK "Check Eligibility" to validate all information entered for the offer and determine if it is "Eligible" or "Ineligible".	
	Note: The result will display as "Yes" or "No" next to the word "Eligible" on the header section of the Enrollment Information Report.	

E Page Error Messages

The following error messages may be displayed on the Eligibility Questions Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
All fields marked with an * are	All eligibility questions must	Select "Yes" or "No"
required entry fields.	have "Yes" or "No" selected.	from the drop-down list.
Unknown error encountered on	A previously available practice	Create a brand-new offer
GSOP Action page at location	for the selected signup has been	using the GIS Upload
GSOP Action: process Link	removed.	process and select a
Action		practice that is still
Error Message: java. lang. Null		available for the signup.
Pointer Exception: null		
Error Code: Unknown.		
Please email this error to		
technical support.		

F Page Warning Messages

The following warning messages may be displayed on the Eligibility Questions Page if the data recorded does not meet the applicable validations.

Warning Message	Description	Corrective Action
Offer eligibility question	One or more of the	Review the "Yes" or "No"
responses below.	responses on the Eligibility	responses for each "Eligibility
	Questions Page failed the	Question " and ensure that they
	required validation. The	are correct.
	result will be an ineligible	
	offer if not corrected.	
Rental Rate Offered is	The dollar amount entered	Verify the "Rental Rate
greater than Maximum	on the Offered Rental Rate	Offered" value is correct on the
Payment Rate.	Page is greater than the calculated maximum payment rate. The result will be an ineligible offer if not corrected.	Offered Rental Rate Page.
Percent Eligible is Less than	Offered acres do not meet	The offer can be eligible if at
Minimum Percent required	the minimum required	least 51 percent of the offered
for various land Eligibility.	percentage for the signup.	acres are in a National or State CPA.

F Page Warning Messages (Continued)

Warning Message	Description	Corrective Action
Warning Message Offered acres are not part of a Longleaf Pine eligible practice in a Longleaf Pine National Conservation Priority Area (CPA) state.	This warning occurs on the Check Eligibility Page for the following reasons: The LLP practice code (CP25 or CP3A) is added to the offer and the "Will LLP be planted anytime during the contract period?" question is answered "Yes". And the physical location of the offer is not in 1 of these States: Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina,	Corrective Action If using practice code CP25 and/or CP3A, the "Will LLP be planted anytime during the contract period?" must be answered "No" if the physical location is not in Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Texas, and Virginia. Return to the practice to change the response for the LLP question.
	South Carolina, Texas, and Virginia. This offer is ineligible.	
Total Eligible Acres are less than Acres for Enrollment.	The total eligible acres must be equal to or greater than the total offered acres. The result will be an ineligible offer if not corrected.	Review the number of acres (in hundredths) of offered acres not to exceed the eligible acres on the Crop History Page.
Crop history Offered Acres for a field is greater than eligible acres.	The eligible acres must be equal to or greater than the offered acres for a field. The result will be an ineligible offer if not corrected.	Enter number of acres (in hundredths) of offered acres not to exceed the eligible acres on the Crop History Page.

205 General CRP Signup Offer Complete Eligibility Questions Page

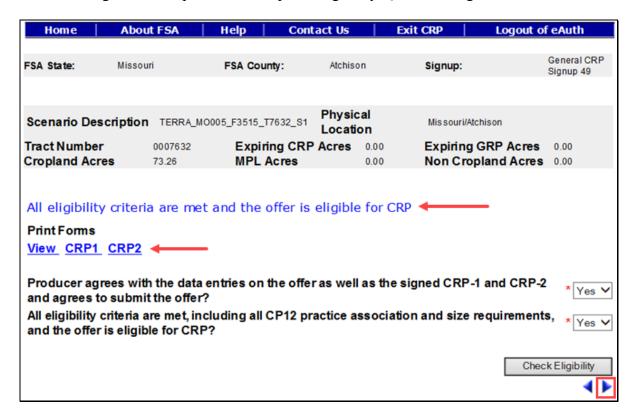
A Overview

Based on the information previously recorded for the offer, COLS will make an eligible or ineligible determination. If all the information meets the procedure requirements, the offer will be saved to the data base in an active "Complete" status. If any of the information entered fails to meet the needed eligibility requirements, the offer will be saved in an active "Incomplete" status.

Note: Offers determined ineligible will display a watermark on the system-generated CRP-1 and CRP-2.

B Example of Complete Eligibility Questions Page

The following is an example of the Complete Eligibility Questions Page.



To continue to the Submit Page, CLICK " ... To revise offered rental rate information, CLICK "..."

C Page Options

The following options are available on the Complete Eligibility Questions Page.

Option	Action
View	CLICK "View" to generate an Enrollment Information Report displaying full
	details in a .pdf format of the offer. This report can be printed.
	Important: It is not an official form and is for informational purposes only.
CRP1	CLICK "CRP1" to generate CRP-1 in a .pdf format of the offer. This report can
	be printed. It is an official form.
	Note: If the offer is determined ineligible, the word "Ineligible" will be displayed
	as a watermark on the system-generated form.
CRP2	CLICK "CRP2" to generate CRP-2 in a .pdf format of the offer. This report can
	be printed. It is an official form.
	Note: If the offer is determined ineligible, the word "Ineligible" will be displayed
	as a watermark on the system-generated form.

206 General CRP Signup Offer Submit Page

A Overview

Once a valid assigned producer signature is received on CRP-1 and CRP-2, the signature date or date received stamp, whichever is later, must be recorded in the system immediately.

Note: Only eligible complete offers will be automatically updated to a "Submitted" status. All ineligible offers will remain in an "Incomplete" status.

206 General CRP Signup Offer Submit Page (Continued)

B Example of Offer Submit Page

The following is an example of the Offer Submit Page.



To revise the eligibility question information, CLICK "."

C Field Descriptions and Actions

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

Field	Description	Action
1 * *	This is the date the producer signs CRP-2 and CRP-1 or date received stamp, whichever is later.	Enter a valid date.
delivers offer	Valid format is MM/DD/YYYY.	

D Page Options

The following options are available on the Submit Page.

Option	Action
Submit	CLICK "Submit" after a valid date has been entered to update the status to a
	"Submitted" status for an offer previously in a "Complete" status.

E Page Error Messages

The following error messages may be displayed on the Submit Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Date participant delivers offer is	The date field cannot be left	Enter a valid date.
required field.	blank when the "Submit"	
	button is selected.	
Date participant delivers offer is in	The date field must be in a	Enter a valid date.
invalid date field format <nnnnnn>.</nnnnnn>	valid format of	
Valid format is MM/DD/YYYY.	MM/DD/YYYY.	
Submit Date should be between the	The date must not be before	Enter a valid date.
Signup Start Date and Today's Date.	the signup start date or after	
	the current date.	

207 General CRP Signup Offer Submit Offer Search Page

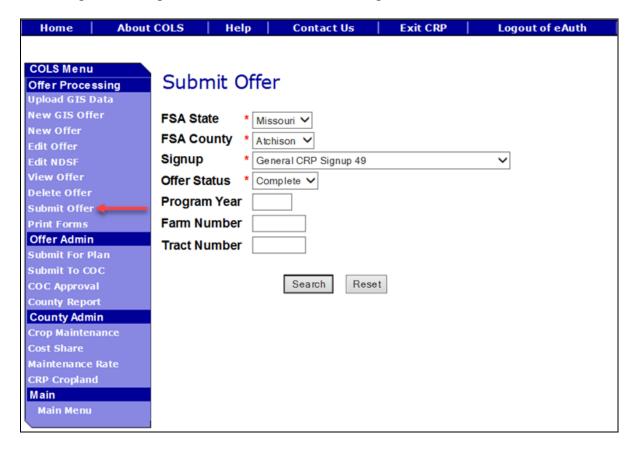
A Overview

Once a valid assigned producer signature is received on CRP-1 and CRP-2, the signature date or date received stamp, whichever is later, must be recorded in the system immediately. Only eligible complete offers will be automatically updated to a "Submitted" status. All ineligible offers will remain in an "Incomplete" status.

Important: Only offers in a complete "Submitted" status will be available for ranking by the National Office.

B Example of Submit Offer Search Page

Following is an example of the Submit Offer Search Page.



C Field Descriptions and Actions

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

Field	Description	Action
FSA State	Allows the user to select the FSA State for the associated FSA county, signup, and offer status for "View" and "Submit".	Select the FSA State from the available drop-down list. This is a required field.
	Submit .	Note: The States serviced by the employee's offices will be available for selection.

C Field Descriptions and Actions (Continued)

Field	Description	Action
FSA County	Allows the user to select the FSA county for the associated FSA State, signup, and offer status for "View" and "Submit".	Select the FSA county from the available drop-down list. This is a required field.
		Note: The counties serviced by the employee's offices will be available for selection.
Signup	All associated signups for the FSA State and FSA county selected will be automatically listed.	Select the signup from the available drop-down list. This is a required field.
Offer Status	Only offers in a "Complete" status can be submitted. Default value is "Complete".	No action required. This is a required field.
Program Year	Allows the user to select the applicable program year. Field length is 4 characters and numerical.	Enter a valid program year . This is an optional field.
	Note: Only active offers for the FSA State, FSA county, signup, offer status, farm number, and tract number selected will return a valid list of offers.	
Farm Number	Allows the user to select the applicable farm number. Field length is 7 characters and numerical.	Enter a valid farm number . This is an optional field.
	Note: Only active farm numbers for the FSA State, FSA county, signup, offer status, program year, and tract number selected will return a valid list of offers.	
Tract Number	Allows the user to select the applicable tract number. Field length is 7 characters and numerical.	Enter a valid tract number . This is an optional field.
	Note: Only active tract numbers for the FSA State, FSA county, signup, offer status, program year, and farm number selected will return a valid list of offers.	

D Page Options

The following options are available on the Submit Offer Search Page.

Option	Action
Search	CLICK "Search" button to display a results list of available offers in a complete status for the selected information.
Reset	CLICK "Reset" button to clear the program year, farm number, and tract number previously entered.

E Page Error Messages

The following error messages may be displayed on the Submit Offer Search Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Program Year contains	Does not allow alphabetical characters.	Enter a valid program
invalid number.		year.
Program Year contains	Does not allow special characters or a	Enter a valid program
invalid number. <###>	combination of alphabetical, numbers and	year.
	special characters.	
Farm Number contains	Does not allow alphabetical or a	Enter a valid farm
invalid number.	combination of alphabetical and special	number.
	characters.	
Farm Number contains	Does not allow special characters or a	Enter a valid farm
invalid number. <##>	combination of alphabetical, numbers and	number.
	special characters.	
Tract Number contains	Does not allow alphabetical characters.	Enter a valid tract
invalid number.		number.
Tract Number contains	Does not allow special characters or a	Enter a valid tract
invalid number. <***>	combination of alphabetical, numbers and	number.
	special characters.	

208 General CRP Signup Offer Submit Offer Search Results Page

A Overview

Offers in a "Complete" status will be displayed to the user.

B Example of Submit Offer Search Results Page

Following is an example of the Submit Offer Search Results Page.



To revise "Submit Offer" search criteria, CLICK "\(\delta \)".

C Page Options

The following options are available on the Submit Offer Search Results Page.

Option	Action
View	CLICK "View" to generate an Enrollment Information Report displaying full
	details in a .pdf format of the offer. This report can be printed.
	Important: It is not an official form and is for informational purposes only.
Submit	CLICK "Submit" to update the status to a "Submitted" status for an offer in an
	eligible complete status.

D Page Error Messages

The following error messages may be displayed on the Submit Offer Search Results Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Unknown error encountered on	A previously available	Create a brand-new offer
GSOP Action page at location	practice for the	using the GIS Upload process
GSOP Action: process Link Action	selected signup has	and select a practice that is
Error Message: java. lang. Null	been removed.	still available for the signup.
Pointer Exception: null		
Error Code: Unknown.		
Please email this error to technical		
support.		

209 General CRP Signup Offer Submit Offer Page

A Overview

Once a valid assigned producer signature is received on CRP-1 and CRP-2, the signature date or date received stamp, whichever is later, must be recorded in the system immediately. Offers in a complete "Submitted" status will be available for National ranking and will not display in the "Submit for Plan Results List" until the offer is ranked "Accepted" by the National Office.

Note: Only eligible complete offers will be automatically updated to a "Submitted" status. All ineligible offers will remain in an "Incomplete" status.

209 General CRP Signup Offer Submit Offer Page (Continued)

B Example of Submit Offer Page

Following is an example of the Submit Offer Page.



C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Submit Offer Page.

Field	Description	Action
Date participant	This is the date the producer signs CRP-2 and	Enter valid date.
delivers offer	CRP-1 or the date received stamp, whichever is	
	later. Valid format is MM/DD/YYYY.	

D Page Options

The following options are available on the Submit Offer Page.

Option	Action
Submit	CLICK "Submit" after a valid date has been entered to update the status to a
	"Submitted" status for an offer in an eligible "Complete" status.
Cancel	CLICK "Cancel" to return to the Submit Offer Search Results Page to select a
	different offer.

209 General CRP Signup Offer Submit Offer Page (Continued)

E Page Error Messages

The following error messages may be displayed on the Submit Offer Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Date participant delivers offer	The date field cannot be left blank	Enter a valid date.
is required field.	when the "Submit" button is selected.	
Date participant delivers offer	The date field must be in a valid	Enter a valid date.
is in invalid date field format	format of MM/DD/YYYY.	
<nnnnnnn>. Valid format is</nnnnnnn>		
MM/DD/YYYY.		
Submit Date should be	The date must not be before the	Enter a valid date.
between the Signup Start Date	signup start date or after the current	
and Today's Date.	date.	

210 General CRP Signup Offer Submit Offer Confirmation Page

A Overview

Offers previously copied from the Edit Offer Search Results Page in an accepted "Submitted" or "Submitted for Plan" offer status will require a confirmation of replacing the original offer with the new copied offer.

Note: General signup offers are allowed 1 submitted active offer per tract number at a time.

210 General CRP Signup Offer Submit Offer Confirmation Page (Continued)

B Example of a Submit Offer Confirmation Page

Following is an example of the Submit Offer Confirmation Page.

FSA State: N	Missouri	FSA County:	Atchison	Signup:	General CRP Signup 49
current Offer Scen	ario as the new O	the following details iffer. nario as new Offer w		·	
Submitted Offer D	etails:				
Scenario Description	Handbook Screensh	nots			
Tract Number	0000552	Program Year	2017	Physical Location	Missouri/Atchison
Enrolled Acres	0.00	Cropland LL Pine	0.0	Expiring CRP Acres	25.00
Cropland	0.00	Practice Based LL Pine	0.00	Expiring LL Pine	0.00
Current Offer Deta	ails:				
Scenario Description Handbook Screenshots - Copy - Submitted For Plan					
Tract Number	0000552	Program Year	2017	Physical Location	Missouri/Atchison
Acres for Enrollment	25.00	Cropland LL Pine	0.0	Expiring CRP Acres	25.00
Cropland	0.00	Practice Based LL Pine	0.00	Expiring LL Pine	0.00
		Yes	No		

C Page Options

The following options are available on the Submit Offer Confirmation Page.

Option	Action
Yes	CLICK "Yes" to place the previously copied offer into a "Submitted" status. If
	the offer is determined "Accepted", it will be available in the Submit for Plan
	Search Results Page.
	Note: The original offer will remain active and will be placed in a "Complete" offer status.
No	CLICK "No" to return to the Submit Offer Page.

210 General CRP Signup Offer Submit Offer Confirmation Page (Continued)

D Page Warning Messages

The following warning messages will be displayed on the Submit Offer Confirmation Page.

Error Message	Description	Corrective Action
A valid submitted Offer is found	Only 1 offer can be submitted at	No action required.
with the following details for the	a time for general signup.	
selected Tract. Please press YES to		
submit current Offer Scenario as		
the new Offer.		
Note: Submitting current Offer	The original offer will remain	No action required.
Scenario as new Offer will cancel	active and will be placed in a	
the previously submitted Offer.	"Complete" offer status.	

211 General CRP Signup Offer Submit for Plan Search Page

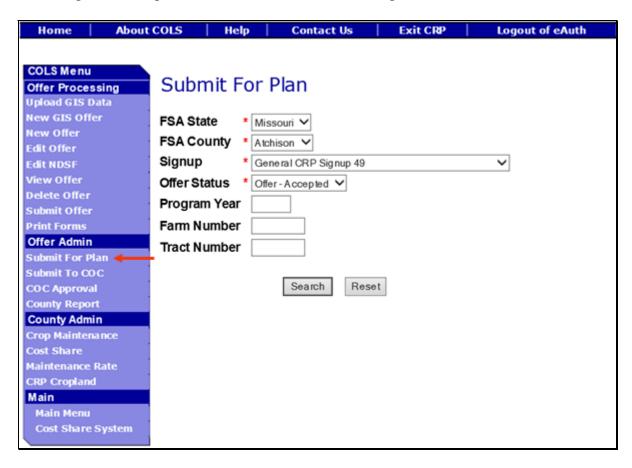
A Overview

Upon receiving confirmation, the producer wants to proceed with the accepted offer, NRCS must be notified that a conservation plan must be developed. Once NRCS has been notified, the offer must be immediately set to a "Submitted for Plan" status.

Important: Offers in a complete "Submitted" status will be available for National ranking and will not display in the Submit for Plan Results List until the offer is ranked "Accepted" by the National Office.

B Example of Submit for Plan Search Page

Following is an example of the Submit for Plan Search Page.



C Field Descriptions and Actions

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

Field	Description	Action
FSA State	Allows the user to select the FSA State for	Select the FSA State from
	the associated FSA county, signup, and offer	the available drop-down list.
	status for "View" and "Submit for Plan".	This is a required field.
		Note: The States serviced by
		the employee's offices
		will be available for
		selection.

C Field Descriptions and Actions (Continued)

Field	Description	Action
FSA County	Allows the user to select the FSA county for the associated FSA State, signup, and offer status for "View" and "Submit for Plan".	Select the FSA county from the available drop-down list. This is a required field.
		Note: The counties serviced by the employee's offices will be available for selection.
Signup	All associated signups for the FSA State and FSA county selected will be automatically listed.	Select the signup from the available drop-down list. This is a required field.
Offer Status	Only a status of "Offer - Accepted" can be selected. Default value is "Offer - Accepted".	No action required. This is a required field.
	Note: The initial ranking of eligible complete "Submitted" offers will happen at the National Office. After that, the software will automatically set the "Offer – Accepted" status if the offer meets all the criteria.	
Program Year	Allows the user to select the applicable program year. Field length is 4 characters and numerical.	Enter a valid program year . This is an optional field.
	Note: Only active offers for the FSA State, FSA county, signup, offer status, farm number, and tract number selected will return a valid list of offers.	
Farm Number	Allows the user to select the applicable farm number. Field length is 7 characters and numerical.	Enter a valid farm number . This is an optional field.
	Note: Only active farm numbers for the FSA State, FSA county, signup, offer status, program year, and tract number selected will return a valid list of offers.	

C Field Descriptions and Actions (Continued)

Field	Description	Action
Tract Number	Allows the user to select the applicable tract number. Field length is 7 characters and numerical.	Enter a valid tract number . This is an optional field.
	Note: Only active tract numbers for the FSA State, FSA county, signup, offer status, program year, and farm number selected will return a valid list of offers.	

D Page Options

The following options are available on the Submit for Plan Search Page.

Option	Action
Search	CLICK "Search" button to display a results list of available offers in an
	Accepted status for the selected information.
Reset	CLICK "Reset" button to clear the program year, farm number, and tract
	number previously entered.

E Page Error Messages

The following error messages may be displayed on the Submit for Plan Search Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Program Year contains	Does not allow alphabetical characters.	Enter a valid program
invalid number.		year.
Program Year contains	Does not allow special characters or a	Enter a valid program
invalid number. <###>	combination of alphabetical, numbers and	year.
	special characters.	
Farm Number contains	Does not allow alphabetical or a	Enter a valid farm
invalid number.	combination of alphabetical and special	number.
	characters.	

E Page Error Messages (Continued)

Error Message	Description	Corrective Action
Farm Number contains	Does not allow special characters or a	Enter a valid farm
invalid number. <##>	combination of alphabetical, numbers and	number.
	special characters.	
Tract Number contains	Does not allow alphabetical characters.	Enter a valid tract
invalid number.		number.
Tract Number contains	Does not allow special characters or a	Enter a valid tract
invalid number. <***>	combination of alphabetical, numbers and	number.
	special characters.	

212 General CRP Signup Offer Submit for Plan Search Results Page

A Overview

Only offers in an Accepted status will be displayed to the user. The offer accepted status is set by the National Office as part of the ranking process.

B Example of Submit for Plan Search Results Page

Following is an example of the Submit for Plan Search Results Page.



To revise "Submit for Plan" search criteria, CLICK "
.

C Field Descriptions and Actions

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

Field	Description	Action
Select to Submit	Allows the user to place a checkmark	Click in the box to place a
for Plan	next to an available submitted offers	checkmark (✓) next to the offers
	with an "Accepted" status to move	for selection.
	them to a "Submitted for Plan" status.	
		Note: If the total EBI score for
	Note: This action will require an	the offer is not equal to or
	NRCS CPO to be completed	greater than the established
	within 6 months of the "Date	EBI score of the general
	participant delivers offer" date.	signup selected, it will not
		appear in the results list.

D Page Options

The following options are available on the Submit for Plan Search Results Page.

Option	Action
View	CLICK "View" to generate an Enrollment Information Report displaying full
	details in a .pdf format of the offer. This report can be printed.
	Important: It is not an official form and is for informational purposes only.
Submit	CLICK "Submit" after a checkmark has been entered next to the selected offers to
	update the status to "Submitted for Plan". The Submit for Plan Search Results
	Page will be displayed after the "Submit" button is selected.
Cancel	CLICK "Cancel" to return to the Submit tor Plan Search Results Page to select a
	different offer.

E Page Error Messages

The following error messages may be displayed on the Submit for Plan Search Results Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Unknown error encountered on	A previously available	Create a brand-new offer
GSOP Action page at location	practice for the selected	using the GIS upload process
GSOP Action: process Link	signup has been removed.	and select a practice that is
Action		still available for the signup.
Error Message: java. lang. Null		
Pointer Exception: null		
Error Code: Unknown.		
Please email this error to		
technical support.		

213 General CRP Signup Offer Submit to COC Search Page

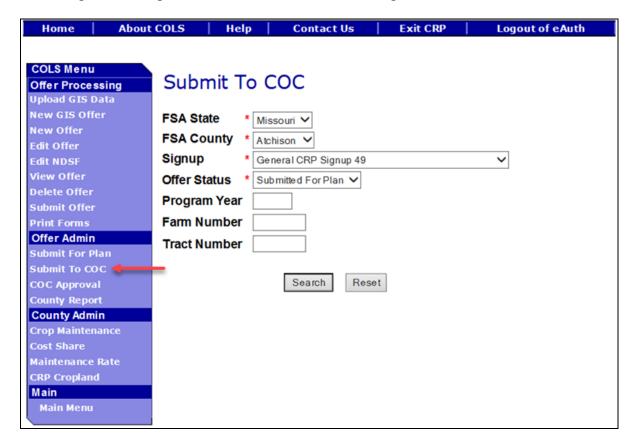
A Overview

Upon receiving the signed CPO from NRCS, the offer must be immediately set to a "Submitted to COC" status. This is very important because of maximum allocated acreages.

Note: Submitting these acres to COC will reserve the acres before COC approval.

B Example of Submit to COC Search Page

Following is an example of the Submit to COC Search Page.



C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Submit to COC Search Page.

Field	Description	Action
FSA State	Allows the user to select the FSA State for	Select the FSA State from
	the associated FSA county, signup, and offer	the available drop-down list.
	status for "View" and "Submit to COC".	This is a required field.
		Note: The States serviced by
		the employee's offices
		will be available for
		selection.

C Field Descriptions and Actions (Continued)

Field	Description	Action
FSA County	Allows the user to select the FSA county for the associated FSA State, signup, and offer status for "View" and "Submit to COC".	Select the FSA county from the available drop-down list. This is a required field.
		Note: The counties serviced by the employee's offices will be available for selection.
Signup	All associated signups for the FSA State and FSA county selected will be automatically listed.	Select the signup from the available drop-down list. This is a required field.
Offer Status	Only a status of "Submitted for Plan" can be selected. Default value is "Submitted for Plan".	No action required. This is a required field.
	Note: The initial ranking of eligible complete "Submitted" offers will happen at the National Office. After that, the software will automatically set the "Offer – Accepted" status if the offer meets all the criteria.	
Program Year	Allows the user to select the applicable program year. Field length is 4 characters and numerical.	Enter a valid program year . This is an optional field.
	Note: Only active offers for the FSA State, FSA county, signup, offer status, farm number, and tract number selected will return a valid list of offers.	
Farm Number	Allows the user to select the applicable farm number. Field length is 7 characters and numerical.	Enter a valid farm number . This is an optional field.
	Note: Only active farm numbers for the FSA State, FSA county, signup, offer status, program year, and tract number selected will return a valid list of offers.	

C Field Descriptions and Actions (Continued)

Field	Description	Action
Tract Number	Allows the user to select the applicable tract number. Field length is 7 characters and numerical.	Enter a valid tract number . This is an optional field.
	Note: Only active tract numbers for the FSA State, FSA county, signup, offer status, program year, and farm number selected will return a valid list of offers.	

D Page Options

The following options are available on the Submit to COC Search Page.

Option	Action
Search	CLICK "Search" button to display a results list of available offers in a Submitted
	for Plan status for the selected information.
Reset	CLICK "Reset" button to clear the program year, farm number, and tract number
	previously entered.

E Page Error Messages

The following error messages may be displayed on the Submit to COC Search Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Program Year contains	Does not allow alphabetical characters.	Enter a valid program
invalid number.		year.
Program Year contains	Does not allow special characters or a	Enter a valid program
invalid number. <###>	combination of alphabetical, numbers and	year.
	special characters.	
Farm Number contains	Does not allow alphabetical or a	Enter a valid farm
invalid number.	combination of alphabetical and special	number.
	characters.	

E Page Error Messages (Continued)

Error Message	Description	Corrective Action
Farm Number contains	Does not allow special characters or a	Enter a valid farm
invalid number. <##>	combination of alphabetical, numbers and	number.
	special characters.	
Tract Number contains	Does not allow alphabetical characters.	Enter a valid tract
invalid number.		number.
Tract Number contains	Does not allow special characters or a	Enter a valid tract
invalid number. <***>	combination of alphabetical, numbers and	number.
	special characters.	

214 General CRP Signup Offer Submit to COC Search Results Page

A Overview

Only offers in an accepted "Submitted for Plan" status will be displayed to the user.

B Example of Submit to COC Search Results Page

Following is an example of the Submit to COC Search Results Page.



To revise "Submit to COC" search criteria, CLICK ".

C Page Options

The following options are available on the Submit to COC Search Results Page.

Option	Action
View	CLICK "View" to generate an Enrollment Information Report displaying full
	details in a .pdf format of the offer. This report can be printed.
	Important: It is not an official form and is for informational purposes only.
Submit	CLICK "Submit to COC" to continue to the confirmation page.
to COC	

D Page Error Messages

The following error messages may be displayed on the Submit to COC Search Results Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Unknown error encountered on	A previously available	Create a brand-new offer
GSOP Action page at location	practice for the selected	using the GIS upload process
GSOP Action: process Link	signup has been removed.	and select a practice that is
Action		still available for the signup.
Error Message: java. lang. Null		
Pointer Exception: null		
Error Code: Unknown.		
Please email this error to		
technical support.		

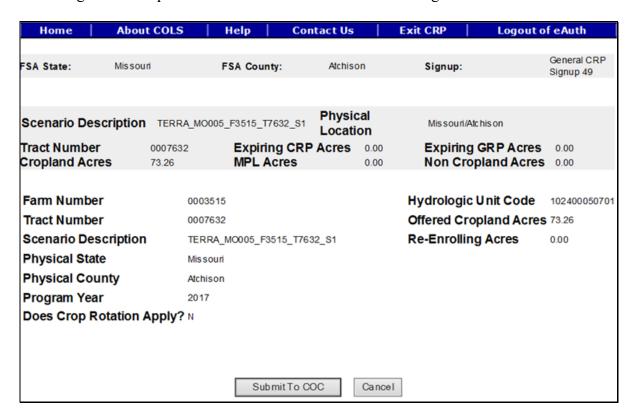
215 General CRP Signup Offer Submit to COC Confirmation Page

A Overview

The system requires a confirmation of submitting the offer to COC.

B Example of Submit to COC Confirmation Page

Following is an example of the Submit to COC Confirmation Page.



C Page Options

The following options are available on the Submit to COC Confirmation Page.

Option	Action	
Submit to COC	CLICK "Submit to COC" to update the offer status to "Submitted to	
	COC". The Submit to COC Search Results Page will be displayed after	
	the "Submit" button is selected.	
Cancel	CLICK "Cancel" to return to the Submit to COC Search Results Page to	
	select a different offer.	

216 General CRP Signup Offer COC Approval Search Page

A Overview

Upon receiving the approved CRP-1 and CPO, the offer must be immediately COC approved in the system. The approval will create a contract number in CCMS and provide FMD with the annual contract payment.

Important: Do not delay entering the approval date in the system. Doing so could result in a late-filed offer and delayed payments to the producer.

B Example of COC Approval Search Page

Following is an example of the COC Approval Search Page.



216 General CRP Signup Offer COC Approval Search Page (Continued)

C Field Descriptions and Actions

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

Field	Description	Action
FSA State	Allows the user to select the FSA State for the associated FSA county, signup, and offer status for "View" and "Submit to COC".	Select the FSA State from the available drop-down list. This is a required field.
		Note: The States serviced by the employee's offices will be available for selection.
FSA County	Allows the user to select the FSA county for the associated FSA State, signup, and offer status for "View" and "Submit to COC".	Select the FSA county from the available drop-down list. This is a required field.
		Note: The counties serviced by the employee's offices will be available for selection.
Signup	All associated signups for the FSA State and FSA county selected will be automatically listed.	Select the signup from the available drop-down list. This is a required field.
Offer Status	Only a status of "Submitted to COC" can be selected. Default value is "Submitted to COC".	No action required. This is a required field.
Program Year	Allows the user to select the applicable program year. Field length is 4 characters and numerical.	Enter a valid program year . This is an optional field.
	Note: Only active offers for the FSA State, FSA county, signup, offer status, farm number, and tract number selected will return a valid list of offers.	

216 General CRP Signup Offer COC Approval Search Page (Continued)

C Field Descriptions and Actions (Continued)

Field	Description	Action
Farm Number	Allows the user to select the applicable farm	Enter a valid farm number .
	number. Field length is 7 characters and	This is an optional field.
	numerical.	
	Note: Only active farm numbers for the FSA	
	State, FSA county, signup, offer	
	status, program year, and tract number	
	selected will return a valid list of	
	offers.	
Tract Number	Allows the user to select the applicable tract	Enter a valid tract number .
	number. Field length is 7 characters and	This is an optional field.
	numerical.	
	Note: Only active tract numbers for the FSA	
	State, FSA county, signup, offer	
	status, program year, and farm number	
	selected will return a valid list of	
	offers.	

D Page Options

The following options are available on the COC Approval Search Page.

Option	Action
Search	CLICK "Search" button to display a results list of available offers in a Submitted
	to COC status for the selected information.
Reset	CLICK "Reset" button to clear the program year, farm number, and tract number
	previously entered.

217 General CRP Signup Offer COC Approval Search Results Page

A Overview

Only offers in an accepted "Submitted to COC" status will be displayed to the user.

B Example of COC Approval Search Results Page

Following is an example of the COC Approval Search Results Page.



To revise "COC Approval" search criteria, CLICK ".

C Page Options

The following options are available on the COC Approval Search Results Page.

Option	Action
View	CLICK "View" to generate an Enrollment Information Report displaying
	full details in a .pdf format of the offer. This report can be printed.
	Important: It is not an official form and is for informational purposes only.
Submit to COC	CLICK "Submit to COC" to continue to the confirmation page.

217 General CRP Signup Offer COC Approval Search Results Page (Continued)

D Page Error Messages

The following error messages may be displayed on the COC Approval Search Results Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
This request is already	The "Submit" button was	Login to CCMS and verify
submitted.	hit multiple times and the	the offer was not approved to
!	system was unable to	a contract. If not, try the
	process the action.	submit option again and only
		hit the button once.
Errors	The COC approval freeze	The general signup has been
Signup (Signup Name SUXX)	date has been set in the	temporarily disabled for
is temporarily disabled for	configuration system and	approvals by the National
COC Approval.	will not allow a county user	Office.
	to approve the offer.	
Unknown error encountered on	A previously available	Create a brand-new offer
GSOP Action page at location	practice for the selected	using the GIS upload process
GSOP Action: process Link	signup has been removed.	and select a practice that is
Action		still available for the signup.
Error Message: java. lang. Null		
Pointer Exception: null		
Error Code: Unknown.		
Please email this error to		
technical support.		

218 General CRP Signup Offer COC Approval Page

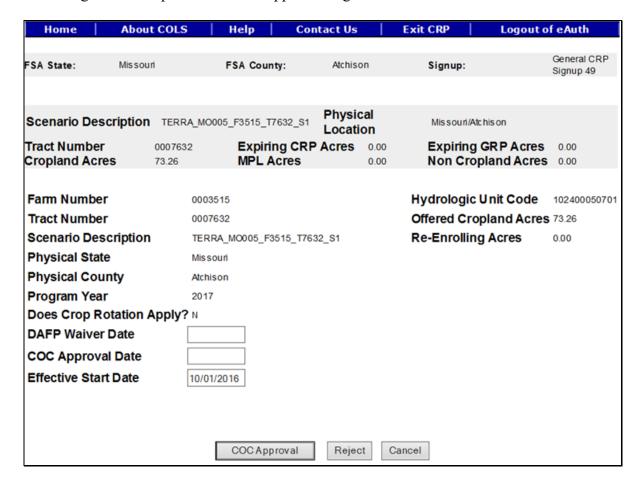
A Overview

The approved CRP-1 signatures must be entered in the system immediately upon approval.

Important: Do not delay entering the approval date in the system. Doing so could result in a late-filed offer and delayed payments to the producer.

B Example of COC Approval Confirmation Page

Following is an example of the COC Approval Page.



C Field Descriptions and Actions

The following table provides the field descriptions and actions for the COC Approval Page.

Field	Description	Action
DAFP Waiver	The date of the DAFP representative signature found	Enter a valid date.
Date	on the National Office memo or FSA-321. Valid	
	format is MM/DD/YYYY.	
COC Approval	The date of the CCC representative signature found	Enter a valid date.
Date	on CRP-1, block 13B. Valid format is	
	MM/DD/YYYY.	
Effective Start	The effective start date is automatically set by the	No action required.
Date	system.	_

D Page Options

The following options are available on the COC Approval Confirmation Page.

Option	Action
COC	CLICK "COC Approval" to approve the offer. The Contract Number
Approval	Confirmation Page will be displayed after the "COC Approval" button is
	selected.
Reject	CLICK "Reject" to return to the COC Approval Search Results Page. The rejected offer will be placed back into a "Submitted for Plan Incomplete" status.
	Note: Rejecting an offer at COC approval will make it available in the Edit Offer Search Results Page and Submit to COC Search Results Page.
Cancel	CLICK "Cancel" to return to the COC Approval Search Results Page to select a different offer.
	a different offer.

E Page Error Messages

The following error messages may be displayed on the COC Approval Confirmation Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
This request is already	When the "COC Approval"	Do not click the "COC
submitted.	button is clicked more than	Approval" button more than
	once very quickly, it will try to	once.
	submit the offer multiple times.	

218 General CRP Signup Offer COC Approval Page (Continued)

E Page Error Messages (Continued)

Error Message	Description	Corrective Action			
COC Approval Date is	The date must be entered to	Enter a valid date.			
required field.	approve the offer.				
		Note: DAFP waiver date			
	COC approval date	does not override this			
	validation.	rule.			
COC Approval Date is in	The date field must be in a valid	Enter a valid date.			
invalid date field format	format of MM/DD/YYYY.				
<m d="" yy="">. Valid format</m>		Note: DAFP waiver date			
is MM/DD/YYYY.	COC approval date	does not override this			
	validation.	rule.			
Cannot submit offer for	The entered date does not fall	Enter a valid date that falls			
COC Approval. COC	between the required dates.	between the signup start date			
Approval Date should be		and the current date.			
between the Signup Start	COC approval date				
Date MM/DD/YYYY and	validation.	Note: DAFP waiver date			
Today's Date.		does not override this			
		rule.			
DAFP Waiver Date is in	The date field must be in a valid	Enter a valid date.			
invalid date field format	format of MM/DD/YYYY.				
<m d="" yy="">. Valid format</m>					
is MM/DD/YYYY.	DAFP waiver date validation.				
Cannot submit offer for	The offer must be submitted	Enter a valid date that is equal			
COC Approval. The	with a valid producer signature	to or later than the submitted			
DAFP Waiver Date	date before DAFP waives any	date of the offer.			
MM/DD/YYYY should	policy rules.				
be equal to or later than					
the Date Participant	DAFP waiver date validation.				
Delivers Offer					
MM/DD/YYYY.		7			
Cannot submit offer for	The DAFP approval date must	Enter a valid date.			
COC Approval. DAFP	be the current date or prior.				
Waiver Date cannot be	DATE I LA MILI				
later than today's date.	DAFP waiver date validation.				

E Page Error Messages (Continued)

Error Message	Description	Corrective Action
Cannot submit offer for	The offer must be approved	Enter a valid date that is
COC Approval. The COC	before the effective start date.	before the effective start date
Approval Date must be		on the offer.
before the Effective Start	Effective start date validation.	
Date. DAFP Waiver date		
is required.		
Cannot submit offer for	The entered date is before the	Enter a valid date that is after
COC Approval. The	submit date on the offer.	the submitted date on the
Effective Start Date		offer.
cannot be before the Date	Effective start date validation.	
Participant delivers offer.		
DAFP Waiver date is		
required.		
There is some failure	The offer was created before the	Edit the offer by removing all
while creating contract.	redesign of the Practice Page.	the practices from the
This is the message from	The practice acres and offered	Practice Page and add them
application logs: gov.	acres for expiring CRP do not	back.
usda. fsa. common. Base.	match on the database.	
Agency Exception:		
The expired acreage		
must be less than or		
equal to total practice		
acres		
All producers/members	One or more producers/	Review all producers/member
are required to file an AGI	members have not filed an AGI	on the offer and identify
certification before the	form for the FY of the COC	which ones are missing a
contract can be approved.	approval date.	valid filed AGI form entered
		in Subsidiary.

219 Contract Number Confirmation Page

A Overview

The system-generated contract number from CCMS will display immediately upon approval.

Important: Do not delay entering the approval date in the system. Failure may result in a late-filed offer and delayed payments to the producer.

B Example of Contract Number Confirmation Page

Following is an example of the Contract Number Confirmation Page.

The offer is converted to contract in Contract Maintenance System. Contract Number is 11339. REQUIRED: Handbook 2-CRP paragraph 500 requires COF's to Process initial FSA-848A for all practices (except CP12), C/S, non-C/S, and management activities immediately after approving CRP-1 according to guidance in CSS User Guide.

Cost Share System



C Page Options

The following options are available on the Contract Number Confirmation Page.

Option	Action
OK	CLICK "OK" to return to the COLS Main Menu Page.

D Page Error Messages

The following error messages may be displayed on the Contract Number Confirmation Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
The following error message	The CCMS shared service is	Wait a few minutes and try
will display when the CCMS	not available to retrieve the	again. If it is not available
Shared Service is not available:	assigned contract number.	after 30 minutes, log a
"The Conservation Contract		ticket with the Help Desk.
Maintenance Service (CCMS)		
is not available which prevents		
us from processing this request.		
If this problem persists, please		
contact the OCIO/ITS Service		
Desk at #(800) 255-2434 or		
your State IT Specialist.		
To speed up troubleshooting,		
please provide the time and		
thread id displayed as below:		
Time: day month year		
timestamp including seconds		
Thread Id: xxx		
To start over click the Home		
tab."		

220 General CRP Signup Enrollment Information Report

A Example of General CRP Signup Enrollment Information Report

The following is an example of a General CRP Signup Enrollment Information Report.

Signup Name		RP Signup 49					
Scenario Name	INSTANTANCE A	M0005_F3515_T	1.310023000		Offer Status	Comple	te
Farm Number	0003515	Submitte	233 27 15		Status	Active	
Tract Number	0007632	2000000	aiver Date		Eligible	Yes	
Program Year	2017	COC Ap	proval Date		Submitted	No	
Physical State/C	county	29005		Acres for E	nrollment		73.26
Administrative		29005		New Cropla	nd Acres		73.26
Hydrologic Unit	Code	102400050701		New Cropla	nd Longleaf Pine	Acres	0.00
Rainfall Factor (R)	175		El >=8 Acre	s		73.28
Climatic Factor	(C)	8		Expiring CF	RP Acres		0.00
				Expiring Lo	ngleaf Pine Acres		0.00
Maintenance Ra	te(\$)	0.00		Practice ba	sed Longleaf Acre	es	0.00
Effective Date				National CF	A Eligible Acres		0.00
				State CPA	Eligible Acres		0.00
		204.62					
	ormation	204.62 Producer Share 100.00%	Address		Producer Type OWNER	Prima	ry Contact Y
Producer Info Producer Name R-B GRAIN CORPO	ormation	Producer Share	15669 US HIG	HWAY 275 MO 64482-8177		Prima	ry Contact Y
Producer Info Producer Name R-B GRAIN CORPO Crop History	PRATION	Producer Share 100.00%	15669 US HIG			Prins	ry Contact Y
Producer Info Producer Name R-B GRAIN CORPO Crop History	PRATION Current Crop	Producer Share 100.00%	15689 US HIG ROCK PORT,	MO 64482-8177	OWNER Crop Code 11 2010	2009_	Y 2008
Producer Info Producer Name R-B GRAIN CORPO Crop History Field Number C	PRATION	Producer Share 100.00% Offered Acres 73.26	15689 US HIG ROCK PORT. ligible Acres 2013 73.26 CORN	MO 64482-8177	OWNER Crop Code		Y
Producer Info Producer Name R-B GRAIN CORPO Crop History Field Number 0009 SC Total	PRATION Current Crop	Producer Share 100.00%	15689 US HIG ROCK PORT,	MO 64482-8177	OWNER Crop Code 11 2010	2009_	Y 2008
Producer Info Producer Name R-B GRAIN CORPO Crop History Field Number 0009 SC Total	PRATION Current Crop	Producer Share 100.00% Offered Acres 73.26	15689 US HIG ROCK PORT. ligible Acres 2013 73.26 CORN	MO 64482-8177 2012 20 SOYEN	Crop Code 11 2010 CORN SOYBN	2009_	Y 2008
Producer Info Producer Name R-B GRAIN CORPO Crop History Field Number C 0009 SC Total Practice Acre	Practic	Producer Share 100.00% Offered Acres 73.26 73.26	15689 US HIG ROCK PORT. ligible Acres 2013 73.26 CORN	MO 64482-8177 2012 20 SOYEN	OWNER Crop Code 11 2010	2009 CORN	2008 SOYBN
Producer Info Producer Name R-B GRAIN CORPO Crop History Field Number C 0009 SC Total Practice Acre	Practice Practice	Producer Share 100.00% Offered Acres 73.26 73.26	15689 US HIG ROCK PORT. ligible Acres 2013 73.26 CORN	MO 64482-8177 2012 20 SOYBN	OWNER Crop Code 11 2010 CORN SOYBN Acres Enrolling	2009_	2008 SOYBN
Crop History Field Number C 0009 SC Total Practice Acre	Practice Practice	Producer Share 100.00% Offered Acres 73.26 73.26	15669 US HIG ROCK PORT. Eligible Acres 2013 73.26 CORN 73.26	MO 64482-8177 2012 20 SOYBN	OWNER Crop Code 11 2010 CORN SOYBN Acres Enrolling	2009 CORN	2008 SOYBN
Producer Info Producer Name R-B GRAIN CORPO Crop History Field Number 0009 Total Practice Acre Field Number Cod	Practice Practice Lengt	Producer Share 100.00% Offered Acres 73.26 73.26 Practice Acres 73.26	15669 US HIG ROCK PORT. Eligible Acres 2013 73.26 CORN 73.26	MO 64482-8177 2012 20 SOYBN	Crop Code 11 2010 CORN SOYBN Acres Enrolling 73.26	CORN Expirin CRP 0.00	2008 SOYBN
Producer Info Producer Name R-B GRAIN CORPO Crop History Field Number Composes Total Practice Acre Field Number Composes Total Practice Acre Practice Add Field Number Composes Total Practice Add	Practice Pra	Producer Share 100.00% Offered Acres 73.26 73.26 Practice Acres 73.26 Ormation	15889 US HIG ROCK PORT. Fligible Acres 2013 73.26 CORN 73.26 Acres Cropla	MO 64482-8177 2012 20 SOYBN	Crop Code 11 2010 CORN SOYBN Acres Enrolling	CORN Expirin CRP 0.00	2008 SOYBN 9 GRP 0.00
Producer Info Producer Name R-B GRAIN CORPO Crop History Field Number 0009 SC Total Practice Acre Field Number Practice Acre 0009 CP1 Practice Add	Practice Lengt itice Practice Lengt Practice Lengt Practice Lengt	Producer Share 100.00% Offered Acres 73.26 73.26 Practice Acres 73.26 Ormation	15889 US HIG ROCK PORT. Sligible Acres 2013 73.26 CORN 73.26 Cropla Indicator Long Pin	2012 20 SOYBN	Crop Code 11 2010 CORN SOYBN Acres Enrolling 73.26 Rates Per /	CORN Expirin CRP 0.00	2008 SOYBN

ractice iv	anking F	actors	s												
HIPO DOE		Practice Length	Practice Acres	Facto	or		Desci	iption					Points	Fie Prac To	tice
009 CP1	1	10	73.26	N1a									10	73	32.60
					(1	0) Existing (1-3)	or nev	v(2-3) i	ntro	gras	s spe	cies			
				N4									0		0.0
						Not App	licable	for this	Pra	ctice	;				
				N5d	I								3	2	19.7
							3 pc	oints							
											***	- 1.4		D	
Tota	al Acres	70.00		Fact	or		Tota	l Point	S		W	eighte	d Avera	ge P	oint
		73.26	N1a						7	32.6	0				10.0
			N4							0.0	00				0.0
			N5d						2	19.7	78				3.0
Soils															
Soils	nt Soils fo	r Entire	Offer												
Predominar				cres	SRR	Total Rent R	K	LS	T	С		LCH	Longle	saf \	WES
Predominar FIPS State/Coun	Soil Surv	vey MUS	SYM A			Total Rent R	K	LS		C		LCH	Longk	saf \	
Predominar	Soil Surv	Yey MUS	SYM A	4.37 4.28	194	Total Rent R 6,667.78 175 5,463.00 175	0.37	2.23	5	C 8	48	LCH 2	Longle N N	saf \	N N
Predominar FIPS State/Coun 29005	Soil Surv	yey MUS 5 101 5 101	SYM A 174 3 110 2	4.37	194 225	6,667.78 175	0.37	2.23 1.45	5	8	48 48	2	N	af \	N
Predominar FIPS State/Coun 29005 29005 29005	MO005	yey MUS 5 101 5 101	174 3 110 2 034 1	4.37	194 225	6,667.78 175 5,463.00 175	0.37	2.23 1.45	5	8	48 48	2	N N	af \	N N
Predominar FIPS State/Coun 29005 29005 29005	MO005	yey MUS 5 101 5 101	174 3 110 2 034 1	4.37 4.28 2.23	194 225	6,667.78 175 5,463.00 175 2,372.62 175	0.37	2.23 1.45	5	8	48 48	2	N N	af \	N N
Predominar FIPS State/Coun 29005 29005 29005	MO005	yey MUS 5 101 5 101	174 3 110 2 034 1	4.37 4.28 2.23	194 225	6,667.78 175 5,463.00 175 2,372.62 175	0.37	2.23 1.45	5	8	48 48	2	N N	aaf \	N N
Predominar FIPS State/Coun 29005 29005 29005	MO005	yey MUS 5 101 5 101	174 3 110 2 034 1	4.37 4.28 2.23	194 225	6,667.78 175 5,463.00 175 2,372.62 175	0.37	2.23 1.45	5	8	48 48	2	N N	af \	N N
Predominar FIPS State/Coun 29005 29005 29005	MO005	yey MUS 5 101 5 101	174 3 110 2 034 1	4.37 4.28 2.23	194 225	6,667.78 175 5,463.00 175 2,372.62 175	0.37	2.23 1.45	5	8	48 48	2	N N	af \	N N
Predominar FIPS State/Coun 29005 29005 29005	MO005	yey MUS 5 101 5 101	174 3 110 2 034 1	4.37 4.28 2.23	194 225	6,667.78 175 5,463.00 175 2,372.62 175	0.37	2.23 1.45	5	8	48 48	2	N N	af \	N N
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Veighted Average Rental Fate Maintenance Payment Water El Wind El Cl RKLS LCH Longleaf Wind El Cl RKLS LCH Longleaf Wind El Cl RKLS LCH Longleaf Wind El Cl LCH LC	29005	MO005	10174	29	997	1	34	4		137	,	144	4949	69
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s this offer at least 51.00 % within the Long Island National CPA? No s this offer at least 51.00 % within the Longleaf Pine National CPA? No	s this offer at	least 51.00 °	% within th	e Chesape	eake B	ay National CP	Α?					No		
s this offer at least 51.00 % within the Longleaf Pine National CPA?	s this offer at	least 51.00 °	% within th	e Great La	akes Na	ational CPA?						No		
and the distribution of the manufacture of the state of t	s this offer at	least 51.00 °	% within th	e Long Isla	and Na	tional CPA?						No		
s this offer at least 51.00 % within the Prairie Pothole National CPA?	s this offer at	least 51.00 °	% within th	e Longlea	f Pine I	National CPA?						No		
	s this offer at	least 51.00 °	% within th	e Prairie P	othole	National CPA	?					No		
Page 3 of 5												Pa	ge 3 of 5	

EBI Lan	d Eligi	ibility									
Factor					Pr	actice De	escript	ion		Point	
N1b						0 pt) Non				0	
			E	BI Score	ès					Land Eligibility	
N1	10	N1a	10	N1b	0	N1c	0			EI>=8	73.26
N2	55	N2a	0	N2b	10	N2c	45			National CPA State CPA	0.00
N3	100									Expiring CRP	0.00
N4	0										
N5	17	N5a	14	N5b	0	N5c	0	N5d	3		
N6 Total	9 191	N6a	9	N6b	0					Total Eligible Acres	73.26
Maximum	Payment	t Rate				ited Payr I Rate Of		mount	Ann	nual Contract Payment	
\$204	.62				\$20	04.62				\$14990	
										Page 4 of 5	

igibility €riterial roducer agrees with the data entries on the offer as well as the signed CRP-1 and CRP-2 and	Eligibility Yes
grees to submit the offer?	
Il eligibility criteria are met, including all CP12 practice association and size requirements, and the ffer is eligible for CRP?	Yes
	Page 5 of 5

221 General CRP Signup CRP-1 and CRP-2

A Example of General CRP Signup CRP-1

The following is an example of a general CRP signup CRP-1.

This form is available electronically.			I OT O C	O CODE & ADMIN.	12 610	N LID N	Page 1 of 1
CRP-1 U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation	i		LOCAT		2. 310	N-OF N	OMBER
				29 005			49
CONSERVATION RESERVE PROGRAM	CONSERVATION RESERVE PROGRAM CONTRACT		3. CONTRACT NUMBER		4. ACI	4. ACRES FOR ENROLLMENT	
						73.26	
7A. COUNTY OFFICE ADDRESS (Include Zip Code) ATCHISON COUNTY FARM SERVICE AG	PNCV		5. FARM N	NUMBER 0003515	6. TR/		MBER(S) 007632
302 E HWY 136	BIVET			0003515			007032
ROCK PORT, MO 64482-1642				(Select one)	9. CO		T PERIOD I TO:
(660)744-5	328		GENERAL	<u> </u>	(MMI-DD		(MM-DD-YYYY)
7B. TELEPHONE NUMBER (Include Area Code): (660) 744-5 THIS CONTRACT is entered into between the Commodity Credit C				ENTAL PRIORITY			
Participant".) The Participant agrees to place the designated acrea period from the date the Contract is executed by the CCC. The Part such acreage and approved by the CCC and the Participant. Additicontract, including the Appendix to this Contract, entitled Appendix Participant acknowledges that a copy of the Appendix for the applic damages in an amount specified in the Appendix if the Participant ocontained in this Form CRP-1 and in the CRP-1 Appendix and a OF THE FOLLOWING FORMS: CRP-1; CRP-1 Appendix and any	ge into the Conservaticipant also agrees ionally, the Participa to CRP-1, Conservable sign-up period withdraws prior to Conservation any addendum the y addendum there!	ration F s to imp ant and ration F I has be CC acc ereto. I to; CR	Reserve Progr olement on su I CCC agree to Reserve Progra een provided to peptance or re BY SIGNING P-2; CRP-2C,	am ("CRP") or other u ch designated acreag o comply with the tem am Contract (referred to such person. Such jection. The terms ai THIS CONTRACT PR or CRP-2G.	ise set by Co e the Conseins and condi- to as "Appei person also nd condition CODUCERS	CC for the rvation F tions core ndix"). E agrees to as of this ACKNO	ne stipulated contract Plan developed for ntained in this By signing below, the to pay such liquidated is contract are
10A. Rental Rate Per Acre \$ 204.62	11. Identification	on of	CRP Land	See Page 2 for ac	iditional sp	ace)	
10B. Annual Contract Payment \$14,990	A. Tract No.	В.	Fleid No.	C. Practice No.	D. Acre	86	E. Total Estimated Cost-Share
10C. First Year Payment \$	0007632		0009	CP1	73.2	6	5,495
(Item 10C applicable only to continuous signup when the first year payment is prorated.)		_					
12. PARTICIPANTS (If more than three individual	9 97						
A(1) PARTICIPANT'S NAME AND ADDRESS (Zip Code): (2 R-B GRAIN CORPORATION	2) SHARE		(3) SIGNATI	URE		(4) DA	ATE (MM-DD-YYYY)
BY DAVID GEBHARDS 15669 US HIGHWAY 275 ROCK PORT, MO 64482-8177	100.0	00%					
B(1) PARTICIPANT'S NAME AND ADDRESS (ZIp Code): (2	2) SHARE	\neg	(3) SIGNATI	URE		(4) DA	ATE (MM-DD-YYYY)
		%					
C(1) PARTICIPANT'S NAME AND ADDRESS (ZIp Code): (2	2) SHARE	\dashv	(3) SIGNATI	URE		(4) DA	ATE (MM-DD-YYYY)
		%					
13. CCC USE ONLY A. SIGNATURE OF CCC I	REPRESENTAT	IVE				B. DA	ATE (MM-DD-YYYY)
NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 1410, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), the Food Security Act of 1985 (16 U.S.C. 3801 et seq.), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to determine eligibility to pricipate in and receive benefits under the Conservation Reserve Program. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDAFSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility to participate in and receive benefits under the Conservation Reserve Program. This information collection is exempted from the Paperwork Reduction Act as specified in the Agricultural Act of 2014 (Pub. L. 113-79, Title I, Subtitle F, Administration). The provisions of appropriate criminal and chill fraud, privacy, and other statutes may be applicable to the Information provided. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE. The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender learning, religion, reprisal, and where applicable, political beliefs, martial status, familial or parental status, sexual orientation, or all or part of an individual's							
Income is derived from any public assistance program, or protected gen- prohibited bases will apply to all programs and/or employment extuities, alternative means of communication for program information (e.g., Brailli Individuals who are deaf, hard of hearing, or have speech disabilities and (800) 877-8330 or (800) 845-6136 (in Spanish).	etic information in em) Persons with disab e, large print, audiota d wish to file either ai	nployme niities, v npe, etc. n EEO	ent or In any pro who wish to file .) please conta or program cor	ogram or activity condu a program complaint, v ct USDA's TARGET Co mplaint, please contact	cted or funde write to the ad enter at (202) USDA throug	d by the l Idress be 720-260	Department. (Not all How or If you require 0 (voice and TDD).
If you wish to file a CNII Rights program complaint of discrimination, com http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USD requested in the form. Send your completed complaint form or letter by in Washington, D.C. 20250-0410, by fax (202) 690-7442 or email at program	A office, or call (855) mall to U.S. Departm	032-99 ent of A	002 to request : Igriculture, Dire	the form. You may also actor, Office of Adjudica	write a letter tion, 1400 inc		
Original – County Office Copy		Owner	r's Copy			Opera	ator's Copy

221 General CRP Signup CRP-1 and CRP-2 (Continued)

B Example of General CRP Signup CRP-2

The following is an example of a general CRP signup CRP-2.

	ailable electro		ARTMENT OF AGRI	CI II TI IDE			1. Tract N		r //vac	2. Program	
RP-2 0-22-15)		U.S. DEF	Farm Service Agency				0007632	umoer		2. Program	
0-22-10)	001	HEEDWA.	TION DESERVE	- ppoo	DAM						2017
	COI	NSERVA	TION RESERVI WORKSHEET		RAM	ı	3A. Sign (Jp Numbe	er	3B. Effectiv	e Date (MM+DD-Y)
			(For General Signup)				49			1	10-01-2016
A. Farm Nun	nhar	- 14	IR Name and Addres	ss of Produ	cer (7in Cod	9)-		4D Cour	tv ESA	Office Address (Zin Code):
03515		R	B. Name and Addres -B GRAIN CORPO Y DAVID GERHAR	RATION	oci (Zip coo	-1-	3	ATCHISC	N CO	UNTY FARM S	ERVICE AGENC
03313		1	5669 US HIGHWA	Y 275				ROCK PO		36 MO 64482-166	42
			OCK PORT, MO IC. Telephone Numb				\rightarrow	4E Cour	N ESA	Office Phone No	. (Include Area co
				744-57				TL. COUI	ly i or	(660)744-	
A. State & Co Admin. Lo			& County Code		6. Contract	Numb	er		7.	Acres for Enrolln	nent
		Filysi	cal Location		8. Signup 1	Time			-	Rental Rate Per	
29	005		29005		o. Signup		NERAL				150.00
											11.
. PRACTIC	ES (See Page 3	for additiona	al space):							ACRES: (Ente	LITY CATEGOR\ er the amount elignach criteria)
A. Field No.	B. Practices	C. Practice	D. Acres	Estim	E. ated Total	1.	F.	G N1		El 8 or	73.26
Market Chris	7 SMINE NO.	Status	7 (600000	C	/S (\$)		ength	Point \	/alue	Greater	
0009	CP1	NEW	70.00	52	50.00		10	10		National CPA	0.0
0009	CP4D	NEW	3.26	35	91.00		10	40))	State CPA	0.0
				1						Expiring CRP	0.0
. National R	anking Factors						1:	3. N1 Sub	factor	5:	
N1	N		N3	NIA		N5		N1a	(para basi	N1b	N1c
31	5	_	100	0	_	17		11		20	0
0.015.5			505.00							1550 pt s	100
N2 Subfa	ctors:			15. N	5 Subfactors	K:					
N2a		N2b	N2c		N5a		N5	b		N5c	N5d
0		10	45		14		0			0	3
. N6 Subfa	ctors:	0.455		17. H	UC Number:		(2)		-		
		N6b									
							10.	2400050	701		
. Soil Map	Data and Maxin	num Paymen	Rate Calculations:							_	_
	A. Physical Lo	ocation	B. Soil Survey ID No.		C. p Unit mbol		D. Acres		Soil	E. Rental Rate	F. Total Rent
Primary	2900	5	M0005	10	0174		34	.37 X \$	194	-	\$ 6667.78
Secondary	2900	5	M0005	10	0110		24	.28 X \$	225		\$5463.00
Tertiary	2900	5	M0005	10	0034		12	.23 X \$	194	=	\$ 2372.62
	<u></u>				TOTALS		70.88				\$14503.40
. Weighted	Average Soil R	ental Rate (C	ol. 18F total divided i	by Col. 18L) total)	20. M	aximum P	ayment R	ate (P	er Acre)	
	\$ 204.62						\$ 2	04.62			

221 General CRP Signup CRP-1 and CRP-2 (Continued)

B Example of General CRP Signup CRP-2 (Continued)

			Facilitates 24 the	ough 24 (See Pag	o A for ada	litional car				² of
21. 22. 23. 24. Crop Land Use Summary										
ract No.	Current	Current Crop								
	Field No.	or Land Use	A. Offered Acres	B. Crop History Eligible Acres	C. 2008	D. 2009	E. 2010	F. 2011	G. 2012	H. 2013
0007632	0009	SOYEN	73.26	73.26	SOYBN	CORN	SOYBN	CORN	SOYEN	COR
		25. TOTALS ▶	73.26							
	m / mm mm mm + 1	lace them the	ulated arms:	d cost of establish	ing the cove	er offered;	(5) I have b	een inform	ed that offer	ring a p
formed I have Il practionrollmen orrect; a urposes understa	that I may be been informates; (8) I hant in the CRI and (10) The on the aboverand that an indicate and that an indicate in the aboverand that an indicate	less than the calc be required to pay ned that if my off we been informed P; (9) To the best a signing of this fo we identified land.	ulated annual max y for a measureme fer is accepted, the I that certain land t of my knowledge orm gives USDA 1	cimum payment ra int service on the c in contract manag enrolled in the E and belief the acr epresentatives au	nte may enhi acreage offe ement activ OIP pursua eage of cro thorization duction or le	ance the ac red before ities, as ap int to regul ps and land to enter and	ceptability such acrea plicable, ar ations at 7 (I listed here d inspect cr am benefit	of the offer, ge may be a required to CFR Part 1 win, if applications and lar	ed that offer (6) I have enrolled in to be perfor 466 is ineli cable, are ti	ring a p been the CR med or gible for rue and for oth
nformed I have Il practionrollmen orrect; a nrposes understa	that I may be been informates; (8) I hant in the CRI and (10) The on the aboverand that an indicate and that an indicate in the aboverand that an indicate	less than the calc be required to pay ned that if my off we been informed P; (9) To the best a signing of this fo we identified land.	ulated annual max y for a measureme er is accepted, the i that certain land t of my knowledge orm gives USDA r	cimum payment ra nt service on the c n contract manag enrolled in the E and belief the acr epresentatives au It in a payment rea 26B. Title/Relations	nte may enhi acreage offe ement activ OIP pursua eage of cro thorization duction or le	ance the ac red before ities, as ap int to regul ps and land to enter and	ceptability such acrea plicable, ar ations at 7 (I listed here d inspect cr am benefit	of the offer, ge may be a required to CFR Part 1 win, if applications and lar	ed that offer (6) I have enrolled in to be perfor 466 is ineli- cable, are to ad uses and	ring a p been the CR med or gible for rue and for oth
nformed 7) I have Il practionrollmen orrect; a nurposes understa	that I may be been informates; (8) I hant in the CRI and (10) The on the aboverand that an indicate and that an indicate in the aboverand that an indicate	less than the calc be required to pay ned that if my off we been informed P; (9) To the best a signing of this fo we identified land.	ulated annual max y for a measureme er is accepted, the i that certain land t of my knowledge orm gives USDA r	cimum payment ra nt service on the c n contract manag enrolled in the E and belief the acr epresentatives au It in a payment rea 26B. Title/Relations	nte may enhi acreage offe ement activ OIP pursua eage of cro thorization duction or le	ance the ac red before ities, as ap int to regul ps and land to enter and	ceptability such acrea plicable, ar ations at 7 (I listed here d inspect cr am benefit	of the offer, ge may be a required to CFR Part 1 win, if applications and lar	ed that offer (6) I have enrolled in to be perfor 466 is ineli- cable, are to ad uses and	ring a p been the CR med or gible for rue and for oth
nformed 7) I have Il praction nrollment orrect; a nuposes understa	that I may be been informates; (8) I hant in the CRI and (10) The on the aboverand that an indicate and that an indicate in the aboverand that an indicate	less than the calc be required to pay ned that if my off we been informed P; (9) To the best a signing of this fo we identified land.	ulated annual max y for a measureme er is accepted, the i that certain land t of my knowledge orm gives USDA r	cimum payment ra nt service on the c n contract manag enrolled in the E and belief the acr epresentatives au It in a payment rea 26B. Title/Relations	nte may enhibite may enhibite may enhibite ement active of the pursual reage of crophorization in the thick of the Indian or the Indian of the Indian or the	ance the ac red before ities, as ap int to regul ps and land to enter and	ceptability such acrea plicable, ar ations at 7 (I listed here d inspect cr am benefit	of the offer, ge may be a required to CFR Part 1 win, if applications and lar	ed that offer (6) I have enrolled in to be perfor 466 is ineli- cable, are to ad uses and	ring a p been the CRI med on gible fo rue and for oth
nformed 7) I have Il praction nrollmen orrect; a nuposes understa	that I may be been informates; (8) I hant in the CRI and (10) The on the aboverand that an indicate and that an indicate in the aboverand that an indicate	less than the calc be required to pay ned that if my off we been informed P; (9) To the best a signing of this fo we identified land.	ulated annual max y for a measureme er is accepted, the i that certain land t of my knowledge orm gives USDA r	cimum payment ra nt service on the c n contract manag enrolled in the E and belief the acr epresentatives au It in a payment rea 26B. Title/Relations	nte may enhibite may enhibite may enhibite ement active of the pursual reage of crophorization in the thick of the Indian or the Indian of the Indian or the	ance the ac red before ities, as ap int to regul ps and land to enter and	ceptability such acrea plicable, ar ations at 7 (I listed here d inspect cr am benefit	of the offer, ge may be a required to CFR Part 1 win, if applications and lar	ed that offer (6) I have enrolled in to be perfor 466 is ineli- cable, are to ad uses and	been the CRI med on gible for rue and for oth
nformed 7) I have all praction prollment porrect; a purposes	that I may be been informates; (8) I hant in the CRI and (10) The on the aboverand that an indicate and that an indicate in the aboverand that an indicate	less than the calc be required to pay ned that if my off we been informed P; (9) To the best a signing of this fo we identified land.	ulated annual max y for a measureme er is accepted, the i that certain land t of my knowledge orm gives USDA r	cimum payment ra nt service on the c n contract manag enrolled in the E and belief the acr epresentatives au It in a payment rea 26B. Title/Relations	nte may enhibite may enhibite may enhibite ement active of the pursual reage of crophorization in the thick of the Indian or the Indian of the Indian or the	ance the ac red before ities, as ap int to regul ps and land to enter and	ceptability such acrea plicable, ar ations at 7 (I listed here d inspect cr am benefit	of the offer, ge may be a required to CFR Part 1 win, if applications and lar	ed that offer (6) I have enrolled in to be perfor 466 is ineli- cable, are to ad uses and	ring a p been the CRI med on gible fo rue and for oth

221 General CRP Signup CRP-1 and CRP-2 (Continued)

B Example of General CRP Signup CRP-2 (Continued)

CRP-2 (10-22-15) The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 1410, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), the Food Security Act of 1985 (16 U.S.C. 3801 et seq.), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to determine eligibility to participate in and receive benefits under the Conservation Reserve Program. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility to participate in and receive benefits under the Conservation Reserve Program. This information collection is exempted from the Paperwork Reduction Act as specified in the Agricultural Act of 2014 (Pub. L. 113-79, Title I, Subtitle F, Administration). The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) Persons with disabilities, who wish to file a program complaint, write to the address below or if you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish). If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office

222-230 (Reserved)

equal opportunity provider and employer.

of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. USDA is an

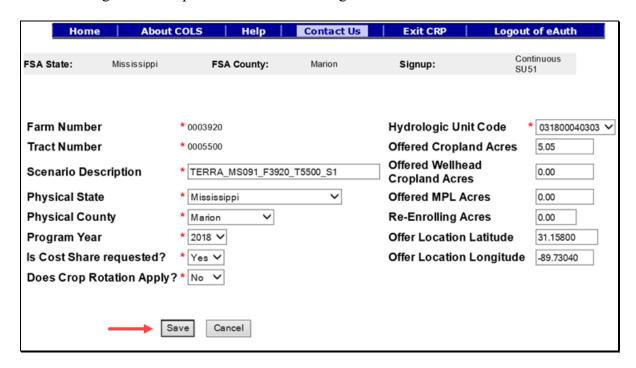
231 CCRP Signup Offer Enrollment Page

A Overview

The Enrollment Page records the basic information for the offer. All required information is marked by a red asterisk and must be verified or entered before saving.

B Example of the Enrollment Page

The following is an example of the Enrollment Page.



C Field Descriptions and Actions

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

Field	Description	Action
Farm Number	Displays the applicable farm number for the new offer that is being created.	Farm number is prefilled based on data previously selected.
Tract Number	Displays the applicable tract number for the new offer that is being created.	Tract number is prefilled based on data previously selected.

Field	Description	Action
Scenario	A text box for a narrative description	Enter a description or use the
Description	of the scenario, limited to a range of 1-50 characters, as follows:	preset description based on the TERRA scenario. This is a required field.
	 must be unique for each scenario use a description to differentiate between scenarios, and when uploading from TERRA, allow TERRA to automatically formulate the naming convention ("_S1", "_S2", etc.) 	Important: Do not modify the scenario description from the original XML file.
	 a maximum of 99 scenarios per tract are allowed deleted scenario names should not be used again. 	
Physical State	Displays the applicable physical location State for the acres being offered.	Select the physical State from the available drop-down list or use the preset value from the TERRA scenario upload. This is a required field.
Physical County	Displays the applicable physical location county for the acres being offered.	Select the physical county from the available drop-down list or use the preset value from the TERRA scenario upload. This is a required field.
Program Year	The program year is when the contract will become effective.	The program year is preset. This is a required field.
	Note: Program year is the FY in which the first annual contract payment is earned.	

231 Continuous Signup Offer Enrollment Page (Continued)

Field	Description	Action
Is Cost Share	Indicates whether or not the	Select "Yes" or "No" from the
requested?	producer has requested C/S to	drop-down list. This is a required
	establish a permanent cover and/or	field.
	management activity. A selection of	
	"Yes" will pick up the C/S rate from	
	the table. See paragraph 147.	
Does Crop	This field will allow 12 years to be	Answer "Yes", if crop rotation
Rotation Apply?	available for entry for the offer on	applies to the offer, and the
	the Crop History Page as described	12 years determined by the current
	in paragraphs 195, 234, and 370.	Farm Bill will display on the Crop
		History Page. If users answer
		"No", the 6 years determined by
		the current Farm Bill will display
		on the Crop History Page.
Hydrologic Unit		Select the HUC from the available
Code	have been divided and sub-divided	drop-down list based on the
	at 4 different levels and each	physical location county or use the
	assigned a unique HUC consisting of	-
	8 digits based on these 4 levels. The	scenario.
	4 levels from largest to smallest are:	
		Note: Ensure that the most current
	• regions	HUC layer is loaded in
	• sub-regions	TERRA. If a HUC number
	 accounting units 	is missing in COLS, the
	• cataloging units.	number will need to be
		added to the selected signup
		for the offer by the National
		Office.
Offered	The number of acres of cropland that	Enter the offered cropland acres
Cropland Acres	are within the area offered.	or use the preset value based on
		the TERRA scenario. This is not a
	Note: Minimum offer size is 0.01.	required field.

Field	Description	Action
Offered	The number of acres of wellhead	Enter the offered wellhead
Wellhead	acres that are within the area offered.	cropland acres or use the preset
Cropland Acres	Only cropland acres allowed.	value based on the TERRA
		scenario. This is not a required
	Note: Minimum offer size is 0.01.	field.
Offered MPL	The number of acres of MPL that are	Enter the offered MPL acres or
Acres	within the area offered. Only	use the preset value based on the
	noncropland acres allowed.	TERRA scenario. This is not a
		required field.
	Note: Minimum offer size is 0.01.	
Re-Enrolling	These acres are from a contract that	Enter the re-enrolling acres or use
Acres	is going to expire.	the preset value based on the
		TERRA scenario. This is not a
	Note: Valid range value is	required field.
0.00	0 through 9,999.99.	
Offer Location	Latitude is a geographic coordinate	Enter the location of the offer
Latitude	that specifies the North–South	based on the latitude or use the
	position of a point on the Earth's	preset value from the TERRA
	surface.	scenario upload. This is not a
	Notes Valid range valve is	required field.
	Note: Valid range value is 0 through 90, with no more	
	than 5 decimal points.	
Offer Location	Longitude is a geographic coordinate	Enter the location of the offer
Longitude	that specifies the East-West position	based on the longitude or use the
Longitude	of a point on the Earth's surface.	preset value from the TERRA
	of a point on the Darm 5 Surface.	scenario upload. This is not a
	Note: Valid range value is	required field.
	0 through 180, with no more	1
	than 5 decimal points.	

D Page Options

The following options are available on the Enrollment Page.

Option	Action
Save	CLICK "Save" to create an offer with the information entered on the Enrollment
	Page.
Cancel	CLICK "Cancel" to end the enrollment process.
	• "New Offer" process will not be saved, and all data will be lost.
	• "New GIS Offer" process will be saved to the database and the offer status will be set to "Incomplete".

E Page Error Messages

The following error messages may be displayed on the Enrollment Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Scenario Description is	This field cannot be left	Enter a narrative description of
required field.	blank.	the scenario that is 1-50
		characters in length.
Hydrologic Unit Code is	Displays the associated	Select a HUC number from the
required field.	HUC numbers for the	drop-down list provided.
	physical State and county on	
	the offer.	Note: If the HUC number is
		missing from the list,
		contact the State Office
		Specialist to request the
		National Office to add it
		to the signup on the offer.
Invalid value <100000>.		Enter a number between 0.00
Valid range for <i>Cropland</i>	and the entered value cannot	and 9,999.99.
Acreage value is <0 through	exceed 9,999.99.	
9,999.99>		

E Page Error Messages (Continued)

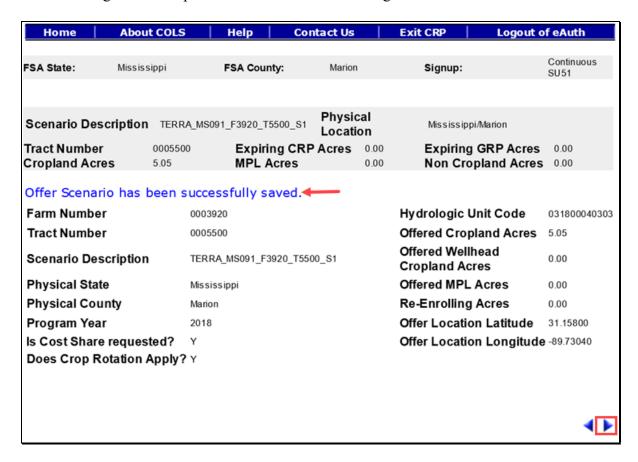
Error Message	Description	Corrective Action
Cropland Acreage contains invalid number.	Cropland acreage must be a value between 0.00 and 9,999.99. No alphabet or special characters allowed.	Enter a number between 0.00 and 9,999.99.
Invalid value <nnnnnn>. Valid range for <i>Wellhead Cropland</i> Acreage value is <0 through 9,999.99></nnnnnn>	Wellhead cropland acreage has a limit and the entered value cannot exceed 9,999.99.	Enter a number between 0.00 and 9,999.99.
Wellhead Cropland Acreage contains invalid number.	Wellhead <i>c</i> ropland acreage must be a value between 0.00 and 9,999.99. No alphabet or special characters allowed.	Enter a number between 0.00 and 9,999.99.
Invalid value <nnnnnn>. Valid range for <i>Marginal Pasture Land</i> Acreage value is <0 through 9,999.99></nnnnnn>	MPL acreage has a limit and the entered value cannot exceed 9,999.99.	Enter a number between 0.00 and 9,999.99.
Marginal Pasture Land Acreage contains invalid number.	MPL acreage must be a value between 0.00 and 9,999.99. No alphabet or special characters allowed.	Enter a number between 0.00 and 9,999.99.
Invalid value <nnnnnn>. Valid range for <i>Re-Enrolling Acres</i> value is <0 through n.dd></nnnnnn>	Re-enrolling acres has a limit and the entered value cannot exceed offered cropland acres.	Enter a number equal to or less than offered cropland acres.
Re-Enrolling Acres contains invalid number.	Re-enrolling acres must be a value between 0.00 and 9,999.99. No alphabet or special characters allowed.	Enter a number between 0.00 and 9,999.99.
Is Cost Share requested? is required field.	This field cannot be left blank.	Select "Yes" or "No" from the drop-down list.
Does Crop Rotation Apply? is required field.	This field cannot be left blank.	Select "Yes" or "No" from the drop-down list.

E Page Error Messages (Continued)

Error Message	Description	Corrective Action
Unknown error encountered on OfferEnrollmentInformation page at location Unknown ErrorMessage:com.microsof t.sqlserver.jdbc.SQLServerE xception: OfferScenario:BS_CREAT E_FAILED: Violation of UNIQUE KEY constraint 'AK_EWT400FFER_EWT 400FR'. Cannot insert duplicate key in object 'dbo.EWT400FRSC'. The duplicate key value is (1444, 29, 005, 0007632,	Description There are 6 unique keys within each individual offer, including previously deleted offers. They are as follows: Signup ID State Number County Number Tract Number Program Year Scenario Description. A combination of duplicate values will cause the offer	Corrective Action Use a description to differentiate between scenarios, and when uploading from TERRA, allow TERRA to automatically formulate the naming convention ("_S1", "_S2", etc.).
•		

F Example of Saved Enrollment Page

The following is an example of the Saved Enrollment Page.



To continue to the Assigned Producer Page, CLICK "". To revise enrollment information, CLICK "".

Reminder: Users may exit the offer by selecting "**Home**" or "**Exit CRP**" or "**Logout of eAuth**" on the top navigation bar, and the offer scenario will be saved and the offer will be listed as an active "**Incomplete**" status.

232 CCRP Signup Offer Assigned Producer Page

A Overview

All offers must have a minimum of 1 assigned producer. The shares for all assigned producers must equal 100 percent and 1 primary contact must be selected.

Note: All owners for the tract number will be automatically assigned to the offer.

B Example of Assigned Producer Page

The following is an example of the Assigned Producer Page.



C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Assigned Producer Page.

Field	Description	Action
Available Producers	Allows the user to place a checkmark	Click in the box to place a
Check Box	next to an available producer to move	checkmark (✓) next to the
	them up to the Assigned Producers	producer available for
	Section.	selection.
	Note: Available producers do not	
	print on CRP-1 and/or CRP-2C.	

C Field Descriptions and Actions (Continued)

Field	Description	Action
Assigned Producers	Allows the user to place a checkmark	Left-click in the box to place
Check Box	next to an assigned producer to move	a checkmark (✓) next to the
	them down to the Available Producers	producer available for
	Section.	selection.
	Note: Assigned producers do print on	
	CRP-1 and/or CRP-2C	
	regardless of their shares.	
Producer Share (%)	Records the producer's payment share	Enter the payment share for
	for the offer. The default value is	each producer. Total of all
	0.00 percent. A value of n, n.d, or	shares must equal
	n.dd will be allowed and always	100.00 percent. This is a
	default to 2 decimal places.	required field.
Primary Contact	Allows the user to select the primary	Left-click the radio button of
	contact on the offer. The selected	the primary contact. This is a
	producers name will appear in the	required selection.
	generated CRP-2C, item 4B.	
	Note: Only 1 producer can be	
	selected.	

D Page Options

The following options are available on the Assigned Producer Page.

Option	Action
Select	CLICK "Select" to move a producer from the Available Producers Section to
	the Assigned Producers Section.
Refresh	CLICK "Refresh" to pull in recently added/removed producers from SCIMS
	that are associated with the tract number on the offer in Farm Records.
	Note: If the newly added producer is still not populating after the County Office has clicked "Refresh", check eligibility criteria for that producer
	and submit a Remedy ticket if the problem persists.
De-Select	CLICK "De-Select" to move a producer from the Assigned Producers Section
	to the Available Producers Section.

E Page Error Messages

The following error messages may be displayed on the Assigned Producer Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Producer Shares must total	Producer shares do not equal	Adjust the producer shares
100.00%	100 percent.	ensuring that they total
		100.00 percent.
Invalid value <xxx.xx>. Valid</xxx.xx>	A value that is negative or	Enter a value between 0.00
range for Producer Share (%)	greater than 100.00 percent	through 100.00 percent.
value is <0.00 through 100.00>	has been entered for a	
	producer share.	
Producer Share (%) value	A value that is greater than	Enter a value that only
<xx.xxx> is in invalid data</xx.xxx>	2 decimal places has been	contains 2 decimal places.
format. It can take only <2>	entered.	
decimal points.		
Owner "Producer A" from Farm	All owners for the tract have	Select and move all owners
Records is not included as an	not been moved from the	on the tract to the Assigned
assigned producer on the offer.	Available Producers Section	Producers Section.
All owners associated with the	to the Assigned Producers	
tract in Farm Records must be	Section.	
assigned to the offer, even if		
they are a zero share. Please add		
owner "Producer A" as an		
assigned producer to the offer.		

233 CCRP Signup Offer Complete Assigned Producer Page

A Overview

Once the assigned producer's shares equal 100 percent and 1 primary contact has been selected, the user can proceed to the next page to record cropping history. The offer is now saved to the database in an active "Incomplete" status.

233 CCRP Signup Offer Complete Assigned Producer Page (Continued)

B Example of Complete Assigned Producer Page

The following is an example of a complete Assigned Producer Page.



To continue to the Crop History Page, CLICK "". To revise enrollment information, CLICK "".

Note: An error message will be displayed if users CLICK " and the producer shares do not total 100 percent.

234 CCRP Signup Offer Crop History Page

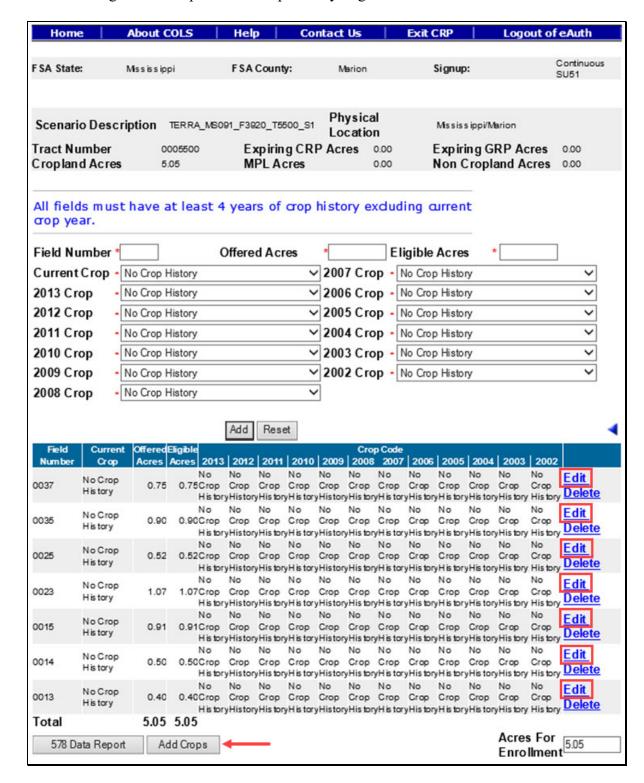
A Overview

The Current Crop and Crop History for each field on the offer is used to determine whether an offer is ineligible or eligible. Crop History will be either 6 years or 12 years based on the flag set at the Enrollment Page. See paragraph 231.

234 CCRP Signup Offer Crop History Page (Continued)

B Example of Crop History Page

The following is an example of the Crop History Page.



C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Crop History Page.

acres offered, as follows: use no more than 4 characters use numbers only CLU counties must have CRP field numbers match CLU field numbers. Note: Once the number is saved, it cannot be edited. Enter number of acres from the field, in hundredths, to be included in the offer, as follows: valid number range is 0 through 9,999.99 valid number range is 0 through 9,999.99 valid numbering may be required, according to 10-CM. should be less than or equal to the eligible acres entering more acres than eligible will be allowed but will result in an ineligible offer.	Field	Description	Action
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record the number of acres eligible for from the TERRA scenario. No		` ` ` ` ` ` ` ` ` ` ` ` ` ` ` ` ` ` ` `	1 2 5
		_	
are incorrect. This is a required field.		and note that moots an officia.	are incorrect. This is a required

Field	Description	Action
Current Crop and Crop Years	Planted or considered planted to an agricultural commodity during 4 of the 6 crop years defined by statue or any rotation of alfalfa planted, other multi-year grasses and legumes and/or any summer fallow. The rotation must not exceed 12 consecutive years.	Use the drop-down list and select crops that were on the field each applicable year for a new field or CLICK "Edit" in the table at the bottom of the Crop History Page to update the crops from the TERRA scenario.
	 Selections in the drop-down list are determined by what was entered in the Crop Maintenance Table. ENTER "Grass" to denote maintained cover from an expired CRP contract for conserving use purposes. 	Note: The available number of crop years for entry will match the selection previously made on the Enrollment Page, "Does Crop Rotation Apply?" A "Yes" will display 12 years and "No" will display 6 years as configured.
	• ENTER "CRP" for any year that the land previously enrolled in CRP that expires during crop years 2012 through 2017 where the grass cover continues to be maintained as though enrolled in CRP at the time the offer is submitted.	
	Note: Cover that is deteriorated or degraded is not considered to be maintained as though enrolled in CRP and is not eligible to be designated as conserving use.	

D Page Options

The following options are available on the Crop History Page.

Option	Action
Add	CLICK "Add" to store the previously entered or edited information for the
	field number.
Reset	CLICK "Reset" to clear current information.
Edit	CLICK "Edit" to revise any data except the field number.
Delete	CLICK "Delete" to remove the entire entry for that field and CLICK
	"Confirm Delete" to complete the deletion.
Save	CLICK "Save" to store the revised information.
Cancel	CLICK "Cancel" to keep the previously stored information for the selected
	field number.
578 Data	CLICK "578 Data Report" to display in PDF any available information for
Report	that tract from the most recent county data file upload. The data may not be
	complete, or field numbers may have changed. A review of the certification
	(FSA-578) maps may be required to obtain correct data. Access this report
	before entering data since data entered may have to be deleted and re-entered.
Add Crops	1 1
	the Crop Maintenance Table as described in paragraph 146. After adding the
	applicable crop, CLICK "Return to Crop History" to return to the Crop
	History Page.

E Page Error Messages

The following error messages may be displayed on the Crop History Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Field Number is required field.	A field number must be entered before selecting "Add".	Enter the field number. This is a required field.
Eligible Acres is required field.	Total number of eligible acres for the field number is missing.	Enter the eligible acres for the field number. This is a required field.
Offered Acres is required field.	Total number of offered acres for the field number is missing.	Enter the offered acres for the field number. This is a required field.

E Page Error Messages (Continued)

Error Message	Description	Corrective Action
There must be at least	A minimum of 4 years crop	Use the drop-down list and select crops
4 years crop history	history must be populated.	that were on the field each applicable
(exclude the current		year for a new field or CLICK "Edit"
crop) for this signup		in the table at the bottom of the Crop
		History Page to update the crops from
		the TERRA scenario.
Invalid value	The acres entered for the	Enter a value that is between the
<nn.dd>. Valid range</nn.dd>	field exceed the available	number range indicated in the error
as per Farm Records	cropland acres stored in	message.
for Acres for	Farm Records.	
Enrollment is <nn.dd< td=""><td></td><td></td></nn.dd<>		
through nn.dd>		
Total expiring acres	The sum of the fields does	Add additional fields or update the
cannot exceed	not match the cropland	Enrollment Page to correct number of
Enrolled acres	acres entered on the	expiring CRP acres for the offer.
	Enrollment Page.	

F Page Warning Messages

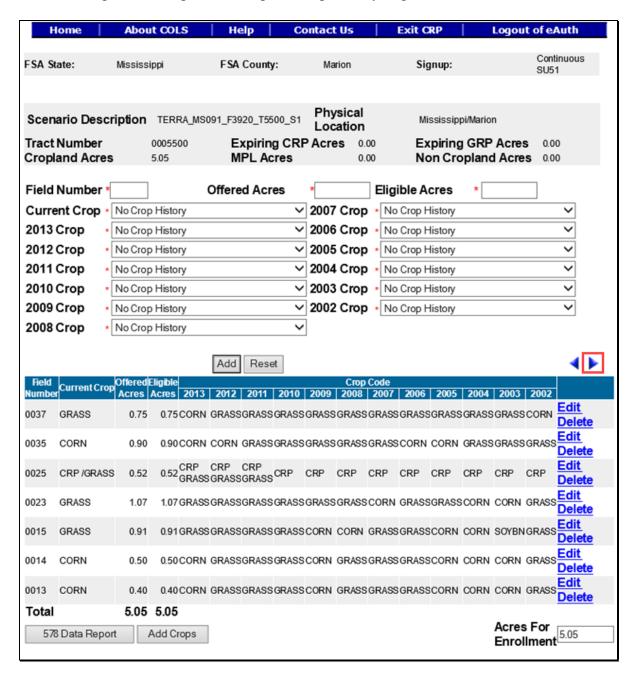
The following warning messages may be displayed on the Crop History Page if the data recorded does not meet the applicable validations.

Warning Message	Description	Corrective Action
No crop history	A minimum of 4 years	Use the drop-down list and select crops
information has been	crop history must be	that were on the field each applicable
entered.	populated.	year for a new field or CLICK "Edit" in
		the table at the bottom of the Crop
		History Page to update the crops from
		the TERRA scenario.
All fields must have	A minimum of 4 years	Use the drop-down list and select crops
at least 4 years of	crop history must be	that were on the field each applicable
crop history	populated.	year for a new field or CLICK "Edit" in
excluding current		the table at the bottom of the Crop
crop year.		History Page to update the crops from
		the TERRA scenario.
Acres of enrollment	All fields must be entered	Add all fields until the total matches the
must match the	until the total acres match	acres from the Enrollment Page.
Cropland Acres	the acres for enrollment.	
Offered acres are	The eligible acres must be	Enter number of acres (in hundredths)
greater than Eligible	equal to or greater than the	of offered acres not to exceed the
acres. Offer will be	offered acres; otherwise,	eligible acres.
determined ineligible.	the offer will be	
	determined ineligible.	

234 CCRP Signup Offer Crop History Page (Continued)

G Example of Complete Crop History Page

The following is an example of a complete Crop History Page.



Once the Current Crop and Crop History for each field has been recorded, the user can proceed to the next page. The offer is now saved to the database in an active "Incomplete" status.

To continue to the Practice Page, CLICK "". To revise assigned producer information, CLICK "".

235 CCRP Signup Complete Offer Practice Page

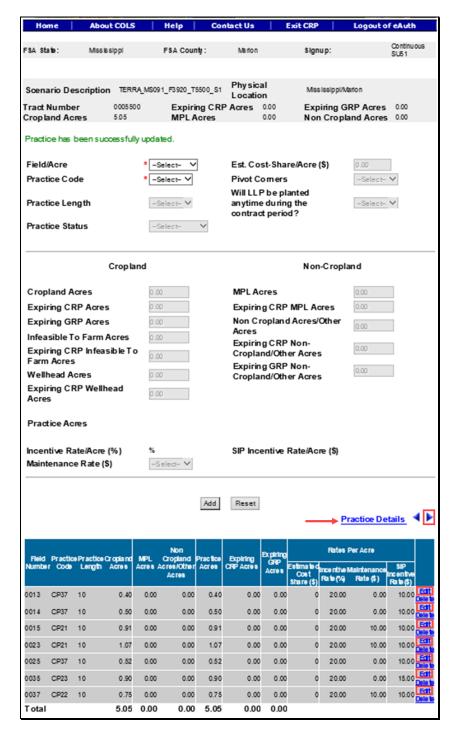
A Overview

Each field must have a Conservation Practice assigned. This information can be prepopulated from the uploaded TERRA scenario or manually entered by the user. The offer is now saved to the data base in an active "Incomplete" status.

235 CCRP Signup Complete Offer Practice Page (Continued)

B Example of Practice Page

The following is an example of the Practice Page.



Note: Once the employee has selected the field/acre and practice code from the table at the bottom of the Practice Page or created a brand new field, all fields applicable to the practice selected will be available for entry. If the field is not applicable to the selected practice, it will be greyed out.

C Field Descriptions and Actions

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

Field	Description	Action
Field/Acre	All field numbers and acreage	Use the drop-down list to select
	previously uploaded or entered on the	the field number previously
	Crop History Page will display. Both	entered on the Crop History Page
	field number and number of acres for	for a new offer.
	that field will be listed in the box. The	
	default value is "-Select-".	Note: Field number will be
		greyed out if "Edit" was
	Note: Only 1 field can be selected at a	selected from the table at
	time.	the bottom of the Practice Page.
Practice Code	Available selections are restricted to	Use the drop-down list to select
	practices approved for the signup	the practice code for a new offer .
	selected. A field may have more than	
	1 practice, but only 1 practice may be	Note: Practice code will be
	entered at a time. The default value is	greyed out if "Edit" was
	"-Select-".	selected from the table at
		the bottom of the Practice
		Page.
Practice Length	The duration of CRP-1's is from 10 to	Use the drop-down list to select
	15 years. Selections will be limited to	the practice length.
	lengths or years approved for the	
	selected practice. The default value is	Note: A separate CRP-1 will
	"-Select-" for multiyear practices.	result if different practice
	NT 4 TC 1 1 4 1 41	lengths are selected for
	Note: If only 1 practice length	practices.
	applies, the system will default to that length.	
Practice Status	Vegetative Cover of New	Use drop-down list to select the
	Establishment, Existing Permanent	practice status.
	Cover (including trees), or	
	Enhancement to Existing Permanent	
	Cover shall be identified. Selections	
	are "-Select-", "New", "Existing", or	
	"Enhancement". The default value is	
	"-Select-".	

Field	Description	Action
Est. Cost-	CCC will pay up to 50 percent of the	Enter dollar amount if different
Share/Acre (\$)	eligible cost of establishing a permanent cover for approved practices. The value will be prefilled	from the system calculated amount.
	with the rate entered for the selected practice in the Cost Share Table. See paragraph 147.	Note: If a practice for the signup on the Cost Share Table was updated after the offer was created, each field involving that practice will need to be deleted and re-added to pick up the revised calculation.
Pivot Corners	Field margins that are incidental to the planting of crops, such as center pivot corners. Selections are "-Select-",	Use drop-down list to indicate if pivot corners apply or not.
	"Yes", or "No". The default value is "-Select-".	Note: Field will be greyed out if the selected practice is not approved for pivot corners.
Will LLP be	To establish or re-establish LLP stands	Use drop-down list to indicate if
planted anytime during the	at densities that benefit wildlife species and protect water quality.	LLP applies or not.
contract period?	Selections are "-Select-", "Yes", or "No". The default value is "-Select-".	Note: Field will be greyed out if the selected practice is not approved for LLP.
Cropland Acres	Acres meeting the definition of "cropland" according to 10-CM. The default value is "0.00".	Enter number of acres (in hundredths) of cropland for the field.
Expiring CRP Acres	Acres currently under CRP-1 or expired CRP-1 maintained as cropland and is suitable to be tilled for crop production. The default value is "0.00".	Enter number of acres (in hundredths) of expiring CRP cropland for the field.
Expiring GRP Acres	Acres subject to a GRP Easement or rental agreement and meets the definition of "cropland" according to 10-CM. The default value is "0.00".	Enter number of acres (in hundredths) of expiring GRP cropland for the field.

Field	Description	Action
Infeasible to	An area that is too small or isolated to	Enter number of acres (in
Farm Acres	be economically farmed and meets the definition of "cropland" according to 10-CM. The default value is "0.00".	hundredths) of ITF cropland for the field.
Expiring CRP	Acres currently under CRP-1 or	Enter number of acres (in
Infeasible to	expired CRP-1 maintained as	hundredths) of expiring CRP ITF
Farm Acres	cropland, is suitable to be tilled for	cropland for the field.
	crop production and was previously	
	identified as ITF acreage. The default value is "0.00".	
Wellhead Acres	Acreage located within or immediately	Enter number of acres (in
	adjacent to the approved public	hundredths) of wellhead cropland
	wellhead protection area. The default	for the field.
Ei-i CDD	value is "0.00".	Fundamental and formula Con
Expiring CRP Wellhead Acres	Acres currently under CRP-1 or expired CRP-1 maintained as	Enter number of acres (in hundredths) of expiring CRP
Weilliead Acres	cropland, is suitable to be tilled for	wellhead cropland for the field.
	crop production and was previously	weinicad cropiand for the field.
	identified as wellhead acreage. The	
	default value is "0.00".	
MPL Acres	Acres immediately adjacent and	Enter number of acres (in
	parallel to a permanent water body,	hundredths) of MPL noncropland
	stream having perennial flow, seasonal	for the field.
	stream, sinkholes and karst area. The	
	default value is "0.00".	
Expiring CRP	Acres currently under CRP-1 or	Enter number of acres (in
MPL Acres	expired CRP-1 and was previously	hundredths) of expiring CRP
	identified as MPL acreage. The default value is "0.00".	MPL noncropland for the field.
Non-Cropland	Acres not meeting the definition of	Enter number of acres (in
Acres/Other	"cropland" according to 10-CM. The	hundredths) of noncropland/other
Acres	default value is "0.00".	for the field.
Expiring CRP	Acres currently under CRP-1 or	Enter number of acres (in
Non-Cropland/	expired CRP-1 and was previously	hundredths) of expiring CRP
Other Acres	identified as noncropland/other	noncropland/other for the field.
	acreage. The default value is "0.00".	

Field	Description	Action
Expiring GRP	Acres subject to a GRP easement or	Enter number of acres (in
Non-Cropland/	rental agreement and does not meet	hundredths) of expiring GRP
Other Acres	the definition of "cropland" according	noncropland/other for the field.
	to 10-CM. The default value is	
	"0.00".	
Incentive	The applicable incentive rate percent	Display field only.
Rate/Acre (%)	per acre for the selected practice on	
	the signup.	
SIP Incentive	The applicable SIP incentive dollar	Display field only.
Rate/Acre (\$)	amount per acre for the selected	
	practice on the signup.	
Maintenance	The applicable maintenance rate will	Select the "Maintenance Rate
Rate (\$)	display from the available drop-down	(\$)" from the available drop-
	list.	down list. This is a required
		field.

Note: The sum of the practice acres for each practice on that field, plus any ITF acres, **must** equal the number of acres in the field.

D Page Options

The following options are available on the Practice Page.

Option	Action			
Add	CLICK "Add" to store the previously entered or edited information for the			
	practice code selected.			
Reset	CLICK "Reset" to clear current information.			
Edit	CLICK "Edit" to revise any data except the field number and practice code.			
Delete	CLICK "Delete" to remove the entire entry for that field and CLICK "Confirm			
	Delete " to complete the deletion.			
Save	CLICK "Save" to store the revised information.			
Cancel	CLICK "Cancel" to keep the previously stored information for the selected			
	practice code.			

E Page Error Messages

The following error messages may be displayed on the Practice Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Field/Acre is required field.	A field/acre selection is required before the software will allow the employee to select "Add".	Use drop-down list to select the field/acre response.
	Note: Only 1 field can be selected at a time.	
Practice Code is required field.	A practice code selection is required before the software will allow the employee to select "Add".	Use drop-down list to select the practice code response.
	Note: Only 1 practice can be selected at a time.	
Practice Length is required field for a practice.	The default value "-Select-" for multiyear practices will not allow the employee to add the selected field/acre and practice code.	Use drop-down list to select the practice length response.
Practice acres should be greater than 0.00.	The sum of the available practice acres must be greater than zero.	Revise the acres for the field/acre selected.
Practice CP <xx> requires Cropland Acres to be associated with Infeasible to Farm Acres.</xx>	The offered acres must include cropland acres and ITF acres.	Revise the acres to include cropland acres.
CP42 must be a minimum of 0.50 acres per field.	The minimum size requirement for practice CP42 is 0.50 acres per field.	Revise the acres for the field/acre selected to 0.50 or greater.
Expiring CRP Acres entered <nn.dd> is not equal to offered Expiring CRP Acres <n.dd>.</n.dd></nn.dd>	The sum of the expiring CRP acres must equal the offered acres on the Enrollment Page before the software will allow the employee to proceed to the next page.	Revise the acres for the field/acre selected.

E Page Error Messages (Continued)

Error Message	Description	Corrective Action
Expiring CRP acres to	The acres entered on the	Revise the expiring acres on
be planted to Longleaf	Enrollment Page for "Expiring	the Enrollment Information
pine <nn.dd> cannot</nn.dd>	CRP" must be equal to the	Page.
be greater than total	"Expiring CRP acres to be planted	
Expiring CRP Acres	to Longleaf pine".	
<nn.dd>.</nn.dd>		
	Note: Notify the National Office	
	if the employee encounters	
	this error message.	
Please update the	The default value "-Select-" for	Use drop-down list to select
Longleaf Pine	LLP practices must be answered	the LLP response.
Indicator for	before the software will allow the	
practice(s) (CP36).	employee to add the selected	
	field/acre and practice code.	
Expiring Longleaf	The Practice Page validates that	Validate that the value entered
Pine acres <n.dd></n.dd>	the value entered for "Expiring	for "Expiring CRP acres to be
cannot be greater than	CRP acres to be planted to	planted to Longleaf pine" on
Practice based	Longleaf pine" on the Enrollment	the Enrollment Page is
Longleaf Pine acres	Page is accounted for as follows:	accounted for on the Practice
<n.dd>.</n.dd>	An LLP practice is used and the	Page using an LLP practice
	question "Will LLP be planed	code and the question "Will
	anytime during the contract	LLP be planted anytime during
	period?" must be answered with "Yes".	the contract period?" is answered with "Yes".
Offered acres are not		
part of a Longleaf Pine	When the question, "Will LLP be	Change the response to the
eligible practice in a	planted anytime during the contract period?" is answered	LLP question to "No".
Longleaf Pine	"Yes", the system validates the	
National Conservation	physical location State/county	
Priority Area (CPA)	selected for the offer lies within	
state.	the approved Longleaf Pine	
State.	National CPA.	
Please update Practice	The default value "-Select-" for	Use drop-down list to select
Status for practice(s)	practice status must be answered	the practice status.
<cpxx>.</cpxx>	before the software will allow the	1
	employee to add the selected	
	field/acre and practice code.	

E Page Error Messages (Continued)

Error Message	Description	Corrective Action
Total practice acres	The sum of all practices acres for	Revise the acres for the
<nnn.dd> on field</nnn.dd>	the selected field/acre are greater	field/acre selected.
<nnnn> is not equal to</nnnn>	than the previously entered acres	
<nnn.dd>.</nnn.dd>	on the Crop History Page.	
Cropland Acres	The sum of the acres for all fields	Revise the acres for the
entered <nnn.dd>is</nnn.dd>	are greater than the total acres for	field/acre selected.
not equal to offered	the offer.	
Cropland Acres		
<nnn.dd>.</nnn.dd>		
Total practice acres	The sum of all practices acres for	Revise the acres for the
cannot be greater than	the selected field/acre are greater	field/acre selected.
offered acres for the	than the previously entered acres	
selected field.	on the Crop History Page.	
Maximum acres		
available for field		
<nnnn> is <nn.dd>.</nn.dd></nnnn>		

F Page Warning Messages

The following warning messages may be displayed on the Practice Page if the data recorded does not meet the applicable validations.

Warning Message	Description	Corrective Action
More than 75% of field <nnnn></nnnn>	The field does not meet more	Modify the acres to
must be enrolled as Cropland	than 75% acreage requirement to	meet the percentage
acres before Infeasible to Farm	qualify for ITF.	requirement or obtain
acres are allowed for CP <xx>.</xx>		National Office
Requires approval from the		approval.
National Office to submit.		
Total Infeasible to Farm Acres	The ITF acres have exceeded the	Modify the acres to
exceed allowed limit by 0.27	allowed limit for the practice.	meet the percentage
acres for practice CP21 on field		requirement or obtain
0013. Requires approval from		National Office
the National Office to submit		approval.
the Offer.		
Practice CP21 requires	The offer has practice added that	Modify the offer and
Cropland Acres to be associated	requires ITF acres.	add ITF acres.
with Infeasible to Farm Acres.		

235 CCRP Signup Complete Offer Practice Page (Continued)

F Page Warning Messages (Continued)

Warning Message	Description	Corrective Action	
Cropland Acres entered	The sum of the acres for all	Revise the acres for the	
<nnn.dd> exceeds Cropland</nnn.dd>	fields are greater than the total	field/acre selected.	
Acres limit of <nn.dd>.</nn.dd>	acres for the offer.		
Total practice acres cannot be	The sum of all practices acres for	Revise the acres for the	
greater than offered acres for	the selected field/acre are greater	field/acre selected.	
the selected field. Maximum	than the previously entered acres		
acres available for field 0009 is	on the Crop History Page.		
73.26.			

G Example of Practice Details Display Page

The following is an example of the Practice Details Display Page.

Note: The Practice Details Display Page is for information purposes only.

				Practice [Details 🛨			
Practic	e Acres							
Field		Practice	Practice		A	cres		
Number	Practice Code	Length	Acres	Acres		Enrolling	Expirin	g GRP
0013	CP37	10	0.40	Coordonal		0.33	0.00	
0013	CP3/	10	0.40	Cropland Infeasible To F		0.33	0.00	0.00
0014	CP37	10	0.50		am	0.07	0.00	0.00
0014	CP3/	10	0.50	Cropland Infeasible To F		0.41	0.00	0.00
0015	CP21	10	0.01		arm	0.09	0.00	0.00
0013	CP21	10	0.91 Cropland 1.07 Cropland			1.07	0.00	0.00
				Cropland				
0025	CP37	10	0.52	Cropland Infeasible To F	iom.	0.42	0.00	0.00
0035	CP23	10	0.90		arm			
0037	CP23	10	0.90	Cropland Cropland		0.90	0.00	0.00
0037	CF22	10	0.75	Сторіана		0.73	0.00	0.00
Praction	e Addition	nal Inforr	nation					
Field		Practice		Indicators	_	Rates	Per Acre	
Numbe	Practice Code	Length	Practice Status	Long Pivot Leaf Corner Pine	Estimated Cost Share (\$)	Incentive Rate(%)	Maintenance Rate(\$)	SIP Incentive Rate(\$)
0013	CP37	10		N	0.00	20.00	0.00	10.0
						20.00	0.00	10.0
0014	CP37	10		N	0.00	20.00	0.00	10.0
0014 0015	CP37 CP21	10		N	0.00		10.00	
						20.00		10.0
0015	CP21	10		N	0.00	20.00	10.00	10.0
0015 0023	CP21 CP21	10		N N	0.00	20.00 20.00 20.00	10.00 10.00	10.0

To continue to the Non Delineated Sub Fields Page or Predominant Soils Page, CLICK "".

To revise crop history information, CLICK "".

236 CCRP Signup Offer NDSF Page

A Overview

The NDSF Page will only display to the user if the selected practices on the offer are eligible. This is an optional entry field and the producer will be responsible for certifying to the applicable category. The offer is now saved to the data base in an active "Incomplete" status.

B Example of NDSF Page

The following is an example of the NDSF Page.



C Field Descriptions and Actions

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

Field	Description	Action
Practice	The eligible practice along with the field	Use the drop-down list and select
	number and acres will display for selection.	the desired practice . This is an
		optional field.

D Page Options

The following options are available on the NDSF Page.

Option	Action
Add	CLICK "Add" to store the previously entered or edited information for the
	practice.
Reset	CLICK "Reset" to clear current information.

E Page Error Messages

The following error messages may be displayed on the NDSF Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
field.	A practice must be selected from the drop-down list before clicking "Add".	Select a practice.

237 CCRP Signup Offer Complete Non Delineated Sub Fields (NDSF) Page

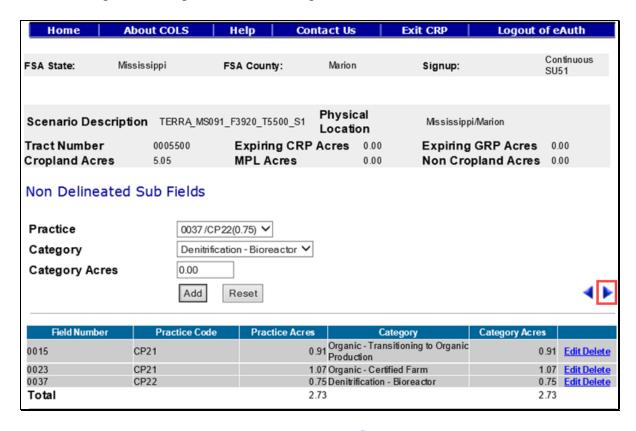
A Overview

This is an optional entry field and the producer will be responsible for certifying to the applicable category. The offer is now saved to the data base in an active "Incomplete" status.

237 CCRP Signup Offer Complete NDSF Page (Continued)

B Example of NDSF Page

The following is an example of the NDSF Page.



To continue to the Predominant Soils Page, CLICK "". To revise practice information, CLICK "".

C Field Descriptions and Actions

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

Field	Description	Action
Practice	The eligible practice along with the	Use the drop-down list and select
	field number and acres will display	the desired practice . This is an
	for selection.	optional field.

Field	Description	Action
Category	The available categories for the selected practice will display for selection.	Use the drop-down list and select the desired category . This is an optional field.
	Note: Only 1 category can be added at a time.	
Category Acres	Enter number of acres from the field, in hundredths, to be included in the offer, as follows:	Enter the category acres for the field number. This is an optional field.
	1 or more available categories may be added to a practice	
	duplicate categories are not allowed on a field number and will result in an error message	
	• should be less than or equal to the available field number acres	
	• entering more acres than eligible for the field number will result in an error message.	

D Page Options

The following options are available on the NDSF Page.

Option	Action
Add	CLICK "Add" to store the previously entered or edited information for the
	practice.
Reset	CLICK "Reset" to clear current information.
Edit	CLICK "Edit" to revise the category and/or category acres.
Delete	CLICK "Delete" to remove the entire entry for that practice and CLICK
	"Confirm Delete" to complete the deletion.

237 CCRP Signup Offer Complete NDSF Page (Continued)

E Page Error Messages

The following error messages may be displayed on the NDSF Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Practice is required field.	A practice must be selected	Select a practice.
	from the drop-down list	
	before clicking "Add".	
The sum of all Non Delineated	The sum of the acres	Revise the acres for the
Sub Fields acres exceed the total	cannot exceed the total	field/acre for the selected
acres for practice example: CPXX	acres for the field/acre.	practice.
on field XXXX by nnnn.dd acres		
Non Delineated Sub Field acres	Category acres must be	Enter a value between 0.00
should be greater than 0.00	greater than 0.00.	and the practice acres for
		the selected field number.
		The sum of all category
		acres cannot exceed the
		acres for the selected field.
The Non Delineated Sub Field <	A duplicate category	Revised the previously
Certified Farm> already exists for	cannot be entered for the	recorded sub field category
practice CPXX on field nnnn.	same field/acre selected.	acres or select a different
Please update the existing record		category.
if changes are needed.		

238 CCRP Signup Offer Predominant Soils Page

A Overview

Soils are used to calculate and inform the producer of the weighted average SSR for the eligible acreage being offered. The County Office shall identify the 3 predominant soil types using TERRA for the eligible acreage offered. The offer is now saved to the database in an active "Incomplete" status.

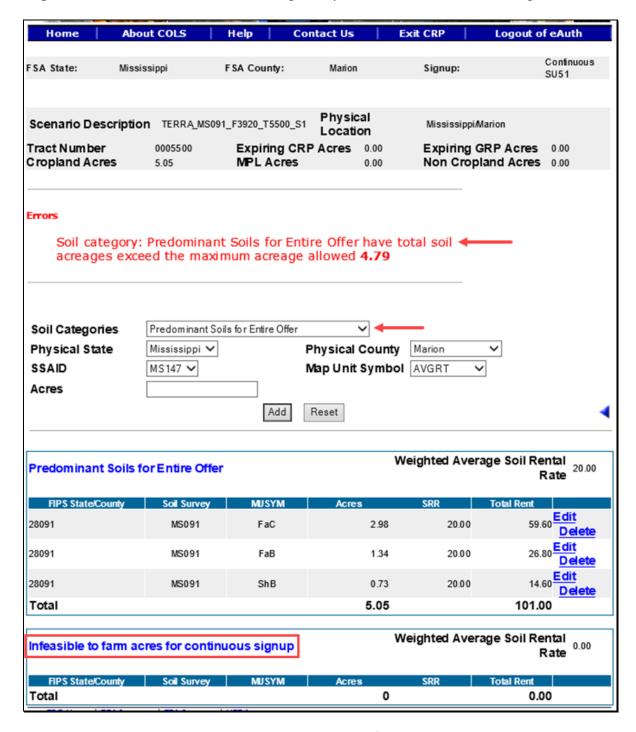
Important: ITF acres must be entered separately on the Predominant Soils Page.

238 CCRP Signup Offer Predominant Soils Page (Continued)

B Example of Predominant Soils Page

The following is an example of the Predominant Soils Page.

Important: ITF acres must be entered separately on the Predominant Soils Page.



To continue to the Offered Rental Rate Page, CLICK "•". To revise practice information or NDSF information, if applicable, CLICK "•".

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Predominant Soils Page.

Field	Description	Action
Soil Categories	Allows the user to select the soil category type. The default value is "Predominant Soils for Entire Offer".	Select a soil category or use the preset value based on the TERRA scenario. This is a required field.
	Important: If the employee does not see the "Edit" and "Delete" options to the right of the soil they wish to update, select the "Soil Categories" drop-down list to toggle to the desired category.	
Physical State	Displays the applicable physical location State for the offer that is being created.	Select the physical State from the available drop-down list or use the preset value from the TERRA scenario upload. This is a required field.
Physical County	Displays the applicable physical location county for the offer that is being created.	Select the physical county from the available drop-down list or use the preset value from the TERRA scenario upload. This is a required field.
SSAID	All associated SSAID's for the FSA State and FSA county selected will be automatically listed.	Select the SSAID from the available drop-down list or use the preset value from the TERRA scenario upload. This is a required field.
Map Unit Symbol	All associated MUSYM's for SSAID selected will be automatically listed.	Select the MUSYM from the available drop-down list or use the preset value from the TERRA scenario upload. This is a required field.
Acres	The acres field cannot be left blank.	Enter a minimum of 0.01 acres not to exceed the remaining available acres on the offer.

D Page Options

The following options are available on the Predominant Soils Page.

Option	Action
Add	CLICK "Add" to store the previously entered or edited information for the soil.
Reset	CLICK "Reset" to clear current information.
Edit	CLICK "Edit" to revise the acres.
Delete	CLICK "Delete" to remove the entire entry for that soil and CLICK "Confirm
	Delete " to complete the deletion.

E Page Error Messages

The following error messages may be displayed on the Predominant Soils Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action	
Acres is required field.	The "Acres" field cannot be	Enter a minimum of 0.01 acres not	
	left blank.	to exceed the remaining available acres on the offer.	
Map Unit Symbol is	The "MUSYM" field cannot	Use the drop-down list and select	
required field.	be left blank.	the desired MUSYM.	
Try to add duplicate	The selected MUSYM has	Use the drop-down list and select a	
soil record in soil	already been added for the	different MUSYM.	
Category: Predominant	selected soil categories.		
Soils for Entire Offer,	Duplicates are not allowed.		
please check the input			
field(s) for correctness			
Soil category:	The ITF acres must be	Use the drop-down list and select a	
Predominant Soils for	entered separately using the	different soil categories.	
Entire Offer have total	soil categories, "Infeasible to	_	
soil acreages exceed the	Farm acres for continuous	Note: The appropriate	
maximum acreage	signup" from the drop-down	"Predominant Soils for	
allowed <n.dd></n.dd>	list.	Entire Offer" MUSYM must	
		be adjusted down based on	
		the ITF acres entered.	

E Page Error Messages (Continued)

Error Message	Description	Corrective Action
Soil category: Cropland	The soils for the Cropland	Corrective Action: Validate that
sub portion WOUT	subportion without LLP have	the soils added for the "Cropland
Longleaf Pine: Used for	been entered and additional	WOUT Longleaf Pine" represent
EI Eligibility (Case	acres cannot be added.	the top 3 soils for the no LLP
18.3), the maximum		portion of the offer. Also validate
remaining acreage		that the soils for the "Longleaf Pine
allowed is 0		subportion" have been added and
		represent the top 3 soils for the
		LLP portion of the offer.

F Page Warning Messages

The following warning messages may be displayed on the Predominant Soils Page if the data recorded does not meet the applicable validations.

Warning Message		Description	Corrective Action
Note: Please complete	After predominant soil information		The Soils Subportion
the remaining soil	has been en	tered the warning	Page defaults to the first
group(s) in the Soil	message appears on the second Soils		subportion category that
Categories drop down	(Subportion) Page after the forward		is shown in the "Soils
box	arrow is clie	cked if the offer requires	Categories" drop-down
	soil subport	ions to be added.	list. After entering soils
			for that subportion, select
	Examples:	LLP offers will require	another subportion from
		subportion but other	the drop-down list and
		scenarios too - like an	enter soils for that
		offer with some new	subportion.
		acres and some re-	
		enrolling acres. Re-	
		enrolling acres do not	
		need to have $EI >= to 8$	
		but new acres do.	

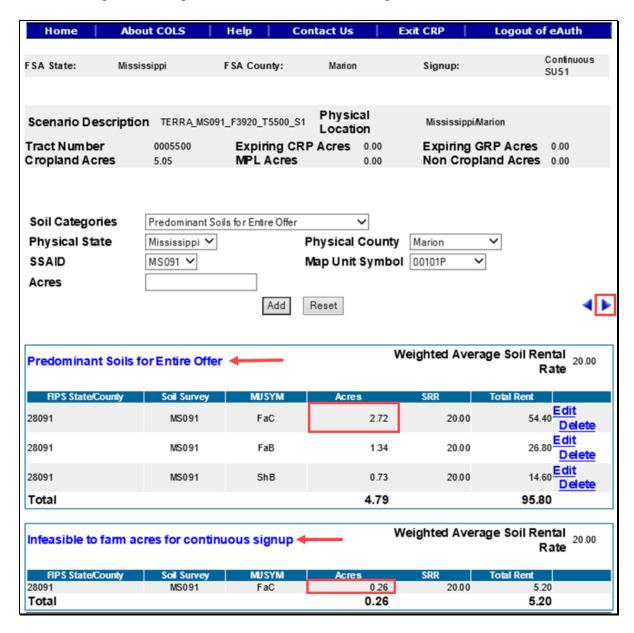
F Page Warning Messages (Continued)

Warning Message	Description	Corrective Action
Note: Soil category:	If the total soil acres are less than the	Verify previously added
Predominant Soils for	offered acres, the offer will not	soil acres are entered
Entire Offer, can have	proceed unless there are 3 soils	correctly. If acres are
either:	entered.	correct, add 1 or 2 more
(1) 1 or 2 soil types with		soils to display maximum
the total acreage equal to	Note: The soil acres must equal the	predominant 3 soils for
the total soil category	offered acres with only 1 or	the offer.
acres nn.dd or,	2 soils.	
(2) Maximum 3 soil types		
with the total soil acreage		
less than or equal to the		
total soil category acres		
nn.dd		
Try to add duplicate soil	The selected MUSYM has already	Use the drop-down list
record in soil Category:	been added for the selected soil	and select a different
Predominant Soils for	categories. Duplicates are not	MUSYM.
Entire Offer, please	allowed.	
check the input field(s)		
for correctness		

238 CCRP Signup Offer Predominant Soils Page (Continued)

G Example of Predominant Soils Page

The following is an example of the Predominant Soils Page.



To continue to the Offered Rental Rate Page, CLICK "•". To revise practice information or NDSF information, if applicable, CLICK "•".

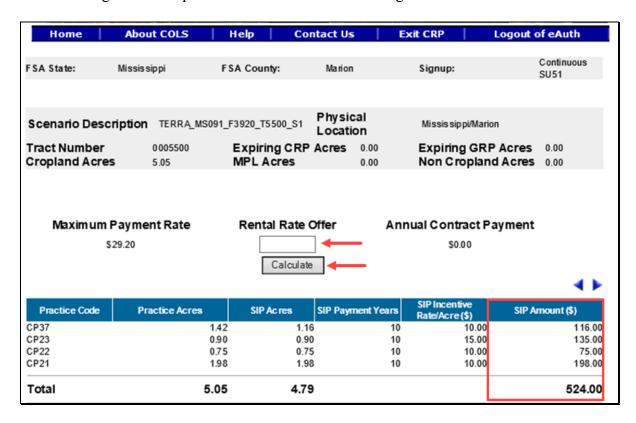
239 CCRP Signup Offered Rental Rate Page

A Overview

The Offered Rental Rate Page displays the system calculated maximum payment rate and allows the user to enter the offered amount by the producer. The offer is now saved to the database in an active "Incomplete" status.

B Example of Offered Rental Rate Page

The following is an example of the Offered Rental Rate Page.



Note: The calculated SIP will display at the bottom of the Offered Rental Rate Page, if applicable.

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Offered Rental Rate Page.

Field	Description	Action
Rental Rate	This is the producer offered rental rate entered	Enter a minimum of \$0.01
Offer	on CRP-1.	not to exceed \$99,999.99.
	Note: A rate entered that exceeds the "Maximum Payment Rate" will result in an ineligible offer determination.	
SIP Amount (\$)	The total SIP incentive dollar amount for the	Display field only.
	offer.	

D Page Options

The following options are available on the Offered Rental Rate Page.

Option	Action
Calculate	Select "Calculate" to calculate the Annual Payment Amount for the offer.

E Page Error Messages

The following error messages may be displayed on the Offered Rental Rate Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Rental Rate Offer is	This field cannot be left blank. Enter a	Enter a number between
required field.	value between \$0.01 and \$99,999.99.	0.01 and 99,999.99.
Rental Rate Offer	Rental rate offered must be a value	Enter a number between
contains invalid number.	between \$0.01 and 9,999.99. No	0.01 and 99,999.99.
	alphabet or special characters allowed.	
Invalid value	Any value entered that does not fall	Enter a number between
<nnnnnn.dd>. Valid</nnnnnn.dd>	between a valid range of \$0.01 and	0.01 and 99,999.99.
range for Rental Rate	\$99,999.99 will result in an error.	
Offered value is < 0.01		
through 99999.99>		

F Page Warning Messages

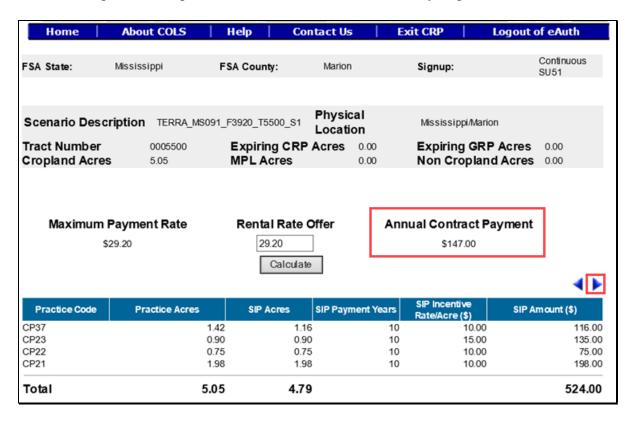
The following warning messages may be displayed on the Offered Rental Rate Page if the data recorded does not meet the applicable validations.

Warning Message	Description	Corrective Action
Rental Rate Offered is	The offered rental can be greater	Verify the amount entered is
greater than Maximum	than the calculated payment rate;	correct.
Payment Rate	however, it will result in an	
	ineligible offer.	
Percent Eligible is Less	Offered acres do not meet the	The offer can be eligible if at
than Minimum Percent	minimum required percentage for	least 51 percent of the offered
required for various	the signup.	acres are in a National or
land Eligibility.	TT1 :	State CPA.
Offered acres are not	This warning occurs on the	If using practice code CP36,
part of a Longleaf Pine eligible practice in a	Practice Page when the following happens:	the "Will LLP be planted anytime during the contract
Longleaf Pine National	The LLP practice code (CP36) is	period?" must be answered
Conservation Priority	added to the offer and the "Will	"No" if the physical location
Area (CPA) state.	LLP be planted anytime during the	is not in Alabama, Florida,
(0111) 011110	contract period?" question is	Georgia, Louisiana,
	answered "Yes". And the physical	Mississippi, North Carolina,
	location of the offer is not in 1 of	South Carolina, Texas, and
	these States: Alabama, Florida,	Virginia.
	Georgia, Louisiana, Mississippi,	_
	North Carolina, South Carolina,	
	Texas, and Virginia. To continue	
	forward with this offer the	
	message will display again on the	
	Check Eligibility Page and the	
m1 6 1)(offer will be ineligible.	77 12 22 1 1
The Capped Maximum	The producer's offered rental rate	Verify offered rental rate is
Payment Rate is	is greater than the capped	correct; otherwise, revise the
<\$XX,XXX.XX>. An Offered Rental Rate	maximum payment for the signup.	offered rental rate.
greater than this		Note: Offered rental rate
amount will result in an		greater than the capped
Ineligible offer.		payment rate for the
incligible offer.		signup will result in an
		ineligible offer.

239 CCRP Signup Offered Rental Rate Page (Continued)

G Example of Offered Rental Rate Summary Page

The following is an example of an Offered Rental Rate Summary Page.



To continue to the Eligibility Questions, CLICK "". To revise offered rental rate information, CLICK "".

240 CCRP Signup Offer Eligibility Questions Page

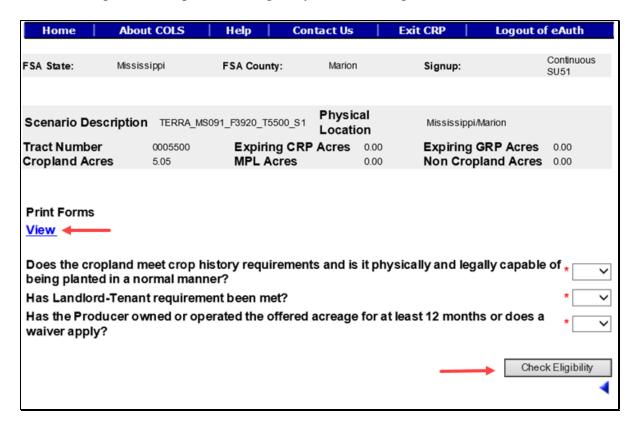
A Overview

There are eligibility questions for validations that cannot be automatically determined by the system. The user must answer these questions before submitting the offer.

240 CCRP Signup Offer Eligibility Questions Page (Continued)

B Example of Eligibility Questions Page

The following is an example of the Eligibility Questions Page.



C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Eligibility Questions Page.

Field	Description	Action
Does the cropland meet crop	County Office is verifying	Select "Yes" or "No"
history requirements and is it	land eligibility requirements	from the drop-down list.
physically and legally capable of	have been met.	
being planted in a normal manner?		
Has Landlord-Tenant requirement	County Office is verifying	Select "Yes" or "No"
been met?	producer eligibility	from the drop-down list.
	requirements have been met.	
Has the Producer owned or	County Office is verifying	Select "Yes" or "No"
operated the offered acreage for at	land ownership	from the drop-down list.
least 12 months or does a waiver	requirements have been met.	
apply?		

D Page Options

The following options are available on the Eligibility Questions Page.

Option	Action	
View	CLICK "View" to generate an Enrollment Information Report displaying full	
	details in a .pdf format of the offer. This report can be printed.	
	Important: It is not an official form and is for informational purposes only.	
Check	CLICK "Check Eligibility" to validate all information entered for the offer and	
Eligibility	determine if it is "Eligible" or "Ineligible".	
	Note: The result will display as "Yes" or "No" next to the word "Eligible" on	
	the header section of the Enrollment Information Report.	

E Page Error Messages

The following error messages may be displayed on the Eligibility Questions Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
All fields marked with an *	All eligibility questions must have a	Select "Yes" or "No"
are required entry fields.	"Yes" or "No" selected.	from the drop-down
		list.
Unknown error encountered	A previously available practice for	Create a brand-new
on GSOP Action page at	the selected signup has been	offer using the upload
location GSOP Action:	removed.	GIS offer process and
process Link Action		select a practice that is
Error Message: java. lang.	Example: Continuous signups	still available for the
Null Pointer Exception: null	originally had CP38E-10	signup.
Error Code: Unknown.	assigned as an available	
Please email this error to	practice until it was	
technical support.	removed.	

F Page Warning Messages

The following warning messages may be displayed on the Eligibility Questions Page if the data recorded does not meet the applicable validations.

Description	Corrective Action
One or more of the responses on the Eligibility Questions Page failed the required validation. The result will be an ineligible offer if not corrected.	Review the "Yes" or "No" responses for each "Eligibility Question" and ensure that they are correct.
The dollar amount entered on the Offered Rental Rate Page is greater than the calculated maximum payment rate. The result will be an ineligible offer if not corrected.	Verify the "Rental Rate Offered" value is correct on the Offered Rental Rate Page.
Offered acres do not meet the minimum required percentage for the signup.	The offer can be eligible if at least 51 percent of the offered acres are in a National or State CPA.
This warning occurs on the Check Eligibility Page for the following reasons: The LLP practice code (CP36) is added to the offer and the "Will LLP be planted anytime during the contract period?" question is answered "Yes". And the physical location of the offer is not in 1 of these States: Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Texas, and Virginia.	If using practice code CP36, the "Will LLP be planted anytime during the contract period?" must be answered "No" if the physical location is not in Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Texas, and Virginia. Return to the Practice Page to change the response for the LLP question.
	One or more of the responses on the Eligibility Questions Page failed the required validation. The result will be an ineligible offer if not corrected. The dollar amount entered on the Offered Rental Rate Page is greater than the calculated maximum payment rate. The result will be an ineligible offer if not corrected. Offered acres do not meet the minimum required percentage for the signup. This warning occurs on the Check Eligibility Page for the following reasons: The LLP practice code (CP36) is added to the offer and the "Will LLP be planted anytime during the contract period?" question is answered "Yes". And the physical location of the offer is not in 1 of these States: Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina,

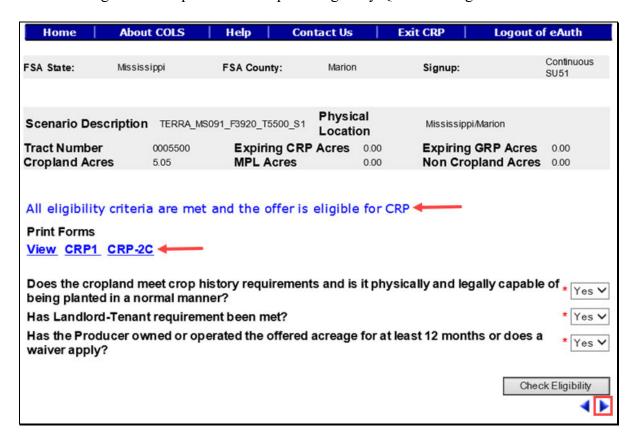
240 CCRP Signup Offer Eligibility Questions Page (Continued)

F Page Warning Messages (Continued)

Warning Message	Description	Corrective Action
Total Eligible Acres are less	The total eligible acres must be	Review the number of acres
than Acres for Enrollment.	equal to or greater than the total	(in hundredths) of offered
	offered acres. The result will be	acres not to exceed the
	an ineligible offer if not	eligible acres on the Crop
	corrected.	History Page.
Crop history Offered Acres	The eligible acres must be equal	Enter number of acres (in
for a field is greater than	to or greater than the offered	hundredths) of offered acres
eligible acres.	acres for a field. The result will	not to exceed the eligible
	be an ineligible offer if not	acres on the Crop History
	corrected.	Page.

G Example of Complete Eligibility Questions Page

The following is an example of the Complete Eligibility Questions Page.



240 CCRP Signup Offer Eligibility Questions Page (Continued)

G Example of Complete Eligibility Questions Page (Continued)

Based on the information previously recorded for the offer, COLS will make an eligible or ineligible determination. If all the information meets the procedure requirements, the offer will be saved to the data base in an active "Complete" status. If any of the information entered fails to meet the needed eligibility requirements, the offer will be saved in an active "Incomplete" status.

Note: Offers determined ineligible will display a watermark on the system-generated CRP-1 and CRP-2C forms.

To continue to the Submit Page, CLICK "". To revise offered rental rate information, CLICK "".

241 CCRP Signup Offer Submit Page

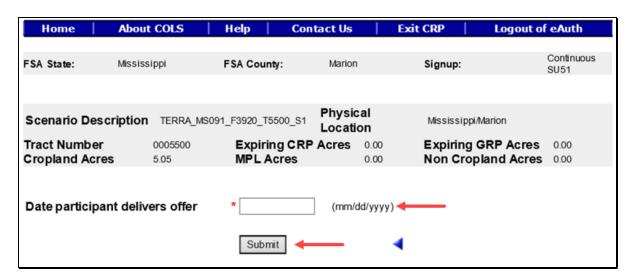
A Overview

Once a valid assigned producer signature is received on CRP-1 and CRP-2C, the signature date or date received stamp, whichever is later, must be recorded in the system immediately.

Note: Only eligible complete offers will be automatically updated to a "Submitted" status. All ineligible offers will remain in an "Incomplete" status.

B Example of Submit Page

The following is an example of the Submit Page.



To revise the eligibility question information, CLICK "\".

241 CCRP Signup Offer Submit Page (Continued)

C Field Descriptions and Actions

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

Field	Description	Action
Date participant	This is the date the producer signs CRP-2C and CRP-1	Enter a valid date.
delivers offer	or date received stamp, whichever is later. Valid	
	format is MM/DD/YYYY.	

D Page Options

The following options are available on the Submit Page.

Option	Action
Submit	CLICK "Submit" after a valid date has been entered to update the status to a
	"Submitted" status for an offer previously in a "Complete" status.

E Page Error Messages

The following error messages may be displayed on the Submit Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Date participant delivers offer	The date field cannot be left blank	Enter a valid date.
is required field.	when the "Submit" button is selected.	
Date participant delivers offer	The date field must be in a valid	Enter a valid date.
is in invalid date field format	format of MM/DD/YYYY.	
<nnnnnn>. Valid format is</nnnnnn>		
MM/DD/YYYY.		
Submit Date should be	The date must not be before the	Enter a valid date.
between the Signup Start Date	signup start date or after the current	
and Today's Date.	date.	

242 CCRP Signup Submit Offer Search Page

A Overview

Once a valid assigned producer signature is received on CRP-1 and CRP-2C, the signature date or date received stamp, whichever is later, must be recorded in the system immediately. Only eligible complete offers will be automatically updated to a "Submitted" status. All ineligible offers will remain in an "Incomplete" status.

B Example of Submit Offer Search Page

Following is an example of the Submit Offer Search Page.



C Field Descriptions and Actions

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

Field	Description	Action
FSA State	Allows the user to select the FSA State for the associated FSA county, signup, and offer status for "View" and "Submit".	Select the FSA State from the available drop-down list. This is a required field.
		Note: The States serviced by the employee's offices will be available for selection.
FSA County	Allows the user to select the FSA county for the associated FSA State, signup, and offer status for "View" and "Submit".	Select the FSA county from the available drop-down list. This is a required field.
		Note: The counties serviced by the employee's offices will be available for selection.
Signup	All associated signups for the FSA State and FSA county selected will be automatically listed.	Select the signup from the available drop-down list. This is a required field.
Offer Status	Only offers in a "Complete" status can be submitted. Default value is "Complete".	No action required. This is a required field.
Program Year	Allows the user to select the applicable program year. Field length is 4 characters and numerical.	Enter a valid program year . This is an optional field.
	Note: Only active offers for the FSA State, FSA county, signup, offer status, farm number, and tract number selected will return a valid list of offers.	

242 CCRP Signup Submit Offer Search Page (Continued)

C Field Descriptions and Actions (Continued)

Field	Description	Action
Farm Number	Allows the user to select the applicable farm number. Field length is 7 characters and numerical.	Enter a valid farm number . This is an optional field.
	Note: Only active farm numbers for the FSA State, FSA county, signup, offer status, program year, and tract number selected will return a valid list of offers.	
Tract Number	Allows the user to select the applicable tract number. Field length is 7 characters and numerical.	Enter a valid tract number . This is an optional field.
	Note: Only active tract numbers for the FSA State, FSA county, signup, offer status, program year, and farm number selected will return a valid list of offers.	

D Page Options

The following options are available on the Submit Offer Search Page.

Option	Action
Search	CLICK "Search" button to display a results list of available offers in a complete
	status for the selected information.
Reset	CLICK "Reset" button to clear the program year, farm number, and tract number
	previously entered.

E Page Error Messages

The following error messages may be displayed on the Submit Offer Search Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Program Year contains	Does not allow alphabetical characters.	Enter a valid
invalid number.		program year.
Program Year contains	Does not allow special characters or a	Enter a valid
invalid number. <###>	combination of alphabetical, numbers and	program year.
	special characters.	
Farm Number contains	Does not allow alphabetical or a combination	Enter a valid farm
invalid number.	of alphabetical and special characters.	number.
Farm Number contains	Does not allow special characters or a	Enter a valid farm
invalid number. <##>	combination of alphabetical, numbers and	number.
	special characters.	
Tract Number contains	Does not allow alphabetical characters.	Enter a valid tract
invalid number.	_	number.
Tract Number contains	Does not allow special characters or a	Enter a valid tract
invalid number. <***>	combination of alphabetical, numbers and	number.
	special characters.	

243 CCRP Signup Submit Offer Search Results Page

A Overview

Offers in a "Complete" status will be displayed to the user.

B Example of Submit Offer Search Results Page

Following is an example of the Submit Offer Search Results Page.



To revise "Submit Offer" search criteria, CLICK ".

C Page Options

The following options are available on the Submit Offer Search Results Page.

Option	Action	
	CLICK "View" to generate an Enrollment Information Report displaying full details in a .pdf format of the offer. This report can be printed.	
	Important: It is not an official form and is for informational purposes only.	
Submit	CLICK "Submit" to update the offer to a "Submitted" status.	

D Page Error Messages

The following error messages may be displayed on the Submit Offer Search Results Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Unknown error	A previously available practice for	Create a brand-new offer
encountered on GSOP	the selected signup has been	using the upload GIS
Action page at location	removed.	offer process and select a
GSOP Action: process		practice that is still
Link Action	Example: Continuous signups	available for the signup.
Error Message: java. lang.	originally had CP38E-10	
Null Pointer Exception:	assigned as an available	
null	practice until it was	
Error Code: Unknown.	removed.	
Please email this error to		
technical support.		

244 CCRP Signup Offer Submit Offer Page

A Overview

Once a valid assigned producer's signature is received on CRP-1 and CRP-2C, the signature date or date received stamp, whichever is later, must be recorded in the system immediately.

Note: Only eligible complete offers will be automatically updated to a "Submitted" status. All ineligible offers will remain in an "Incomplete" status.

244 CCRP Signup Offer Submit Offer Page (Continued)

B Example of Submit Offer Page

Following is an example of the Submit Offer Page.



C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Submit Offer Page.

Field	Description	Action
Date participant	This is the date the producer signs CRP-2C and CRP-1.	Enter valid date.
delivers offer	Valid format is MM/DD/YYYY.	

D Page Options

The following options are available on the Submit Offer Page.

Option	Action
Submit	CLICK "Submit" after a valid date has been entered to update the status to a
	"Submitted" status for an offer in an eligible "Complete" status.
Cancel	CLICK "Cancel" to return to the Submit Offer Search Results Page to select a
	different offer.

244 CCRP Signup Offer Submit Offer Page (Continued)

E Page Error Messages

The following error messages may be displayed on the Submit Offer Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Date participant delivers offer	The date field cannot be left blank	Enter a valid date.
is required field.	when the "Submit" button is selected.	
Date participant delivers offer	The date field must be in a valid	Enter a valid date.
is in invalid date field format	format of MM/DD/YYYY.	
<nnnnnn>. Valid format is</nnnnnn>		
MM/DD/YYYY.		
Submit Date should be	The date must not be before the	Enter a valid date.
between the Signup Start Date	signup start date or after the current	
and Today's Date.	date.	

245 CCRP Signup Offer Submit for Plan Search Page

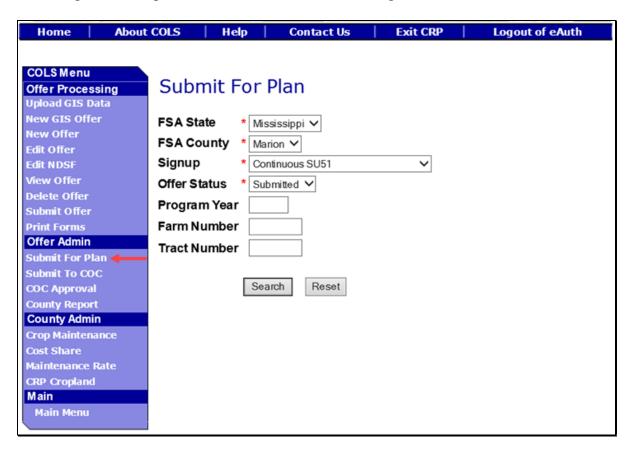
A Overview

Upon receiving confirmation, the producer wants to proceed with the accepted offer, NRCS must be notified that a Conservation Plan must be developed. Once NRCS has been notified, the offer must be immediately set to a "Submitted for Plan" status.

245 CCRP Signup Offer Submit for Plan Search Page (Continued)

B Example of Submit for Plan Search Page

Following is an example of the Submit for Plan Search Page.



C Field Descriptions and Actions

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

Field	Description	Action
FSA State	Allows the user to select the FSA State for the associated FSA county, signup, and offer status for "View" and "Submit for Plan".	Select the FSA State from the available drop-down list. This is a required field.
		Note: The States serviced by the employee's offices will be available for selection.

C Field Descriptions and Actions (Continued)

Field	Description	Action
FSA County	Allows the user to select the FSA county for	Select the FSA county from
	the associated FSA State, signup, and offer	the available drop-down list.
	status for "View" and "Submit for Plan".	This is a required field.
		Note: The counties serviced by the employee's offices will be available for selection.
Signup	All associated signups for the FSA State and	Select the signup from the
	FSA county selected will be automatically	available drop-down list.
	listed.	This is a required field.
Offer Status	Only a status of "Submitted" can be selected. Default value is "Submitted".	No action required. This is a required field.
Program Year		Enter a valid program year .
1 Togram Tear	program year. Field length is 4 characters	This is an optional field.
	and numerical.	This is an optional field.
	Note: Only active offers for the FSA State,	
	FSA county, signup, offer status, farm	
	number, and tract number selected	
	will return a valid list of offers.	
Farm Number	Allows the user to select the applicable farm	Enter a valid farm number .
	number. Field length is 7 characters and	This is an optional field.
	numerical.	
	Note: Only active farm numbers for the FSA State, FSA county, signup, offer status, program year, and tract number selected will return a valid list of offers.	
Tract Number	Allows the user to select the applicable tract	Enter a valid tract number .
	number. Field length is 7 characters and numerical.	This is an optional field.
	Note: Only active tract numbers for the FSA State, FSA county, signup, offer status, program year, and farm number selected will return a valid list of offers.	

D Page Options

The following options are available on the Submit for Plan Search Page.

Option	Action
Search	CLICK "Search" button to display a results list of available offers in a complete
	status for the selected information.
Reset	CLICK "Reset" button to clear the program year, farm number, and tract number
	previously entered.

E Page Error Messages

The following error messages may be displayed on the Submit for Plan Search Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Program Year contains	Does not allow alphabetical characters.	Enter a valid
invalid number.		program year.
Program Year contains	Does not allow special characters or a	Enter a valid
invalid number. <###>	combination of alphabetical, numbers and	program year.
	special characters.	
Farm Number contains	Does not allow alphabetical or a combination	Enter a valid farm
invalid number.	of alphabetical and special characters.	number.
Farm Number contains	Does not allow special characters or a	Enter a valid farm
invalid number. <##>	combination of alphabetical, numbers and	number.
	special characters.	
Tract Number contains	Does not allow alphabetical characters.	Enter a valid tract
invalid number.		number.
Tract Number contains	Does not allow special characters or a	Enter a valid tract
invalid number. <***>	combination of alphabetical, numbers and	number.
	special characters.	

246 CCRP Signup Offer Submit for Plan Search Results Page

A Overview

Only offers in an accepted "Submitted" status will be displayed to the user.

B Example of Submit for Plan Search Results Page

Following is an example of the Submit for Plan Search Results Page.



To revise "Submit for Plan" search criteria, CLICK ".

C Field Descriptions and Actions

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

Field	Description	Action
Select to Submit	Allows the user to place a checkmark next to	Click in the box to place
for Plan	an available submitted offers with an	a checkmark (✓) next to
	"Submitted" status to move them to a	the offers for selection.
	"Submitted for Plan" status.	
	Note: This action will require an NRCS CPO	
	to be completed within 6 months of the	
	"Date participant delivers offer" date.	

D Page Options

The following options are available on the Submit for Plan Search Results Page.

Option	Action
View	CLICK "View" to generate an Enrollment Information Report displaying full
	details in a .pdf format of the offer. This report can be printed.
	Important: It is not an official form and is for informational purposes only.
Submit	CLICK "Submit" after a checkmark has been entered next to the selected offers to
	update the status to "Submitted for Plan". The Submit for Plan Search Results
	Page will be displayed after the "Submit" button is selected.
Cancel	CLICK "Cancel" to return to the Submit for Plan Search Results Page to select a
	different offer.

E Page Error Messages

The following error messages may be displayed on the Submit for Plan Search Results Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Unknown error	A previously available practice for	Create a brand-new offer
encountered on GSOP	the selected signup has been	using the upload GIS
Action page at location	removed.	offer process and select a
GSOP Action: process		practice that is still
Link Action	Example: Continuous signups	available for the signup.
Error Message: java. lang.	originally had CP38E-10	
Null Pointer Exception:	assigned as an available	
null	practice until it was	
Error Code: Unknown.	removed.	
Please email this error to		
technical support.		

247 CCRP Signup Offer Submit to COC Search Page

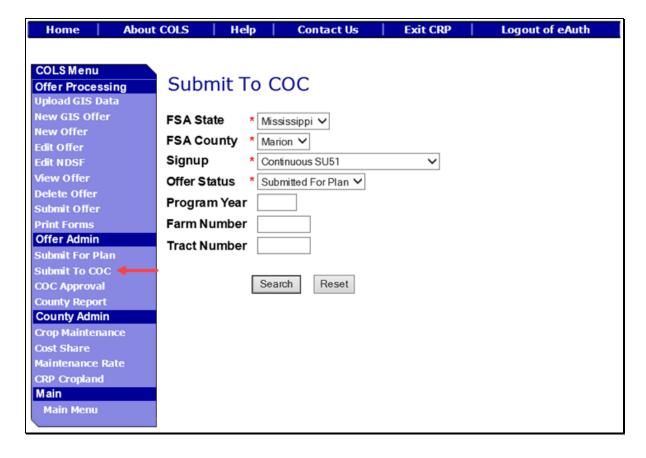
A Overview

Upon receiving the signed CPO from NRCS, the offer must be immediately set to a "Submitted to COC" status. This is very important because of maximum allocated acreages being tracked.

Note: Submitting these acres to COC will reserve the acres before COC approval.

B Example of Submit to COC Search Page

Following is an example of the Submit to COC Search Page.



C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Submit to COC Search Page.

Field	Description	Action
FSA State	Allows the user to select the FSA State for the associated FSA county, signup, and offer status for "View" and "Submit to COC".	Select the FSA State from the available drop-down list. This is a required field.
		Note: The States serviced by the employee's offices will be available for selection.
FSA County	Allows the user to select the FSA county for the associated FSA State, signup, and offer status for "View" and "Submit to COC".	Select the FSA county from the available drop-down list. This is a required field.
		Note: The counties serviced by the employee's offices will be available for selection.
Signup	All associated signups for the FSA State and FSA county selected will be automatically listed.	Select the signup from the available drop-down list. This is a required field.
Offer Status	Only a status of "Submitted for Plan" can be selected. Default value is "Submitted for Plan".	No action required. This is a required field.
Program Year	Allows the user to select the applicable program year. Field length is 4 characters and numerical.	Enter a valid program year . This is an optional field.
	Note: Only active offers for the FSA State, FSA county, signup, offer status, farm number, and tract number selected will return a valid list of offers.	

247 CCRP Signup Offer Submit to COC Search Page (Continued)

C Field Descriptions and Actions (Continued)

Field	Description	Action
Farm Number	Allows the user to select the applicable farm	Enter a valid farm number .
	number. Field length is 7 characters and	This is an optional field.
	numerical.	
	Note: Only active farm numbers for the	
	FSA State, FSA county, signup, offer	
	status, program year, and tract	
	number selected will return a valid	
	list of offers.	
Tract Number	Allows the user to select the applicable tract	Enter a valid tract number .
	number. Field length is 7 characters and	This is an optional field.
	numerical.	
	Note: Only active tract numbers for the	
	FSA State, FSA county, signup, offer	
	status, program year, and farm	
	number selected will return a valid	
	list of offers.	

D Page Options

The following options are available on the Submit to COC Search Page.

Option	Action
Search	CLICK "Search" button to display a results list of available offers in a Submitted
	for Plan status for the selected information.
Reset	CLICK "Reset" button to clear the program year, farm number, and tract number
	previously entered.

E Page Error Messages

The following error messages may be displayed on the Submit to COC Search Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Program Year contains	Does not allow alphabetical characters.	Enter a valid
invalid number.		program year.

247 CCRP Signup Offer Submit to COC Search Page (Continued)

E Page Error Messages (Continued)

Error Message	Description	Corrective Action
Program Year contains	Does not allow special characters or a	Enter a valid
invalid number. <###>	1 /	program year.
	special characters.	
Farm Number contains	Does not allow alphabetical or a combination	Enter a valid farm
invalid number.	of alphabetical and special characters.	number.
Farm Number contains	Does not allow special characters or a	Enter a valid farm
invalid number. <##>	combination of alphabetical, numbers and	number.
	special characters.	
Tract Number contains	Does not allow alphabetical characters.	Enter a valid tract
invalid number.		number.
Tract Number contains	Does not allow special characters or a	Enter a valid tract
invalid number. <***>	combination of alphabetical, numbers and	number.
	special characters.	

248 CCRP Signup Offer Submit to COC Search Results Page

A Overview

Only offers in an accepted "Submitted for Plan" status will be displayed to the user.

B Example of Submit to COC Search Results Page

Following is an example of the Submit to COC Search Results Page.



To revise "Submit to COC" search criteria, CLICK "
.

C Page Options

The following options are available on the Submit to COC Search Results Page.

Option	Action	
View	CLICK "View" to generate an Enrollment Information Report displaying full details in a .pdf format of the offer. This report can be printed.	
	Important: It is not an official form and is for informational purposes only.	
Submit to COC	CLICK "Submit to COC" to continue to the confirmation page.	

D Page Error Messages

The following error messages may be displayed on the Submit to COC Search Results Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Unknown error encountered on	A previously available	Create a brand-new offer
GSOP Action page at location	practice for the selected	using the upload GIS
GSOP Action: process Link Action	signup has been removed.	offer process and select a
Error Message: java. lang. Null		practice that is still
Pointer Exception: null		available for the signup.
Error Code: Unknown.		
Please email this error to technical		
support.		

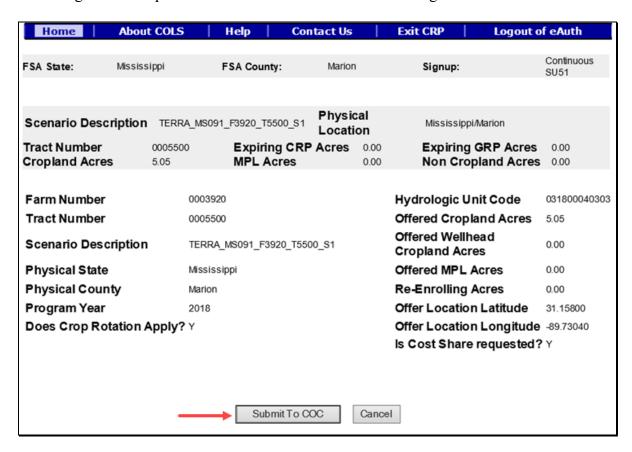
249 CCRP Signup Offer Submit to COC Confirmation Page

A Overview

The system requires a confirmation of submitting the offer to COC.

B Example of Submit to COC Confirmation Page

Following is an example of the Submit to COC Confirmation Page.



C Page Options

The following options are available on the Submit to COC Confirmation Page.

Option	Action	
Submit to COC	CLICK "Submit to COC" to update the offer status to "Submitted to	
	COC". The Submit to COC Search Results Page will be displayed after	
	the "Submit" button is selected.	
Cancel	CLICK "Cancel" to return to the Submit to COC Search Results Page to	
	select a different offer.	

250 CCRP Signup Offer COC Approval Search Page

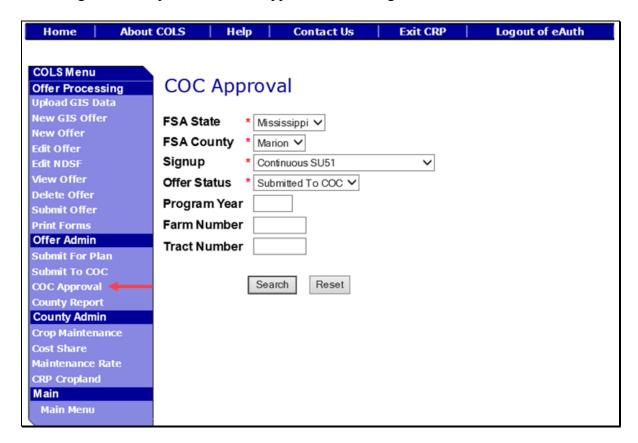
A Overview

Upon receiving the approved CRP-1 and CPO, the offer must be immediately COC approved in the system. The approval will create a contract number in CCMS and provide FMD with the annual contract payment.

Important: Do not delay entering the approval date in the system. Failure may result in a late-filed offer and delayed payments to the producer.

B Example of COC Approval Search Page

Following is an example of the COC Approval Search Page.



C Field Descriptions and Actions

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

Field	Description	Action
FSA State	Allows the user to select the FSA State for the associated FSA county, signup, and offer status for "View" and "Submitted to COC"	Select the FSA State from the available drop-down list.
	status for "View" and "Submitted to COC".	This is a required field. Note: The States serviced by
		the employee's offices will be available for selection.
FSA County	Allows the user to select the FSA county for the associated FSA State, signup, and offer status for "View" and "Submitted to COC".	Select the FSA county from the available drop-down list. This is a required field.
		Note: The counties serviced by the employee's offices will be available for selection.
Signup	All associated signups for the FSA State and FSA county selected will be automatically listed.	Select the signup from the available drop-down list. This is a required field.
Offer Status	Only a status of "Submitted to COC" can be selected. Default value is "Submitted to COC".	No action required. This is a required field.
Program Year	Allows the user to select the applicable program year. Field length is 4 characters and numerical.	Enter a valid program year . This is an optional field.
	Note: Only active offers for the FSA State, FSA county, signup, offer status, farm number, and tract number selected will return a valid list of offers.	

C Field Descriptions and Actions (Continued)

Field	Description	Action
Farm Number	Allows the user to select the applicable farm	Enter a valid farm number .
	number. Field length is 7 characters and numerical.	This is an optional field.
	Note: Only active farm numbers for the FSA	
	State, FSA county, signup, offer	
	status, program year, and tract number	
	selected will return a valid list of	
	offers.	
Tract Number	Allows the user to select the applicable tract	Enter a valid tract number .
	number. Field length is 7 characters and	This is an optional field.
	numerical.	
	Note: Only active tract numbers for the FSA	
	State, FSA county, signup, offer	
	status, program year, and farm number	
	selected will return a valid list of	
	offers.	

D Page Options

The following options are available on the COC Approval Search Page.

Option	Action
Search	CLICK "Search" button to display a results list of available offers in a "Submitted
	to COC" status for the selected information.
Reset	CLICK "Reset" button to clear the program year, farm number, and tract number
	previously entered.

251 CCRP Signup Offer COC Approval Search Results Page

A Overview

Only offers in an accepted "Submitted to COC" status will be displayed to the user.

B Example of COC Approval Search Results Page

Following is an example of the COC Approval Search Results Page.



To revise "COC Approval" search criteria, CLICK "\(\dagger^*\).

C Page Options

The following options are available on the COC Approval Search Results Page.

Option	Action
View	CLICK "View" to generate an Enrollment Information Report displaying
	full details in a .pdf format of the offer. This report can be printed.
	Important: It is not an official form and is for informational purposes only.
COC Approval	CLICK "COC Approval" to continue to the confirmation page.

251 CCRP Signup Offer COC Approval Search Results Page (Continued)

D Page Error Messages

The following error messages may be displayed on the COC Approval Search Results Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
This request is already	When the "COC Approval"	Do not click the "COC
submitted.	button is clicked more than	Approval" button more than
	once very quickly, it will try to	once.
	submit the offer multiple times.	
Errors	The COC approval freeze date	The continuous signup has
Signup (Signup Name	has been set in the configuration	been temporarily disabled
SUXX) is temporarily	system and will not allow a	for approvals by the
disabled for COC Approval.	county user to approve the	National Office.
	offer.	
Unknown error encountered	A previously available practice	Create a brand-new offer
on GSOP Action page at	for the selected signup has been	using the upload GIS offer
location GSOP Action:	removed.	process and select a practice
process Link Action		that is still available for the
Error Message: java. lang.		signup.
Null Pointer Exception: null		
Error Code: Unknown.		
Please email this error to		
technical support.		

252 CCRP Signup Offer COC Approval Page

A Overview

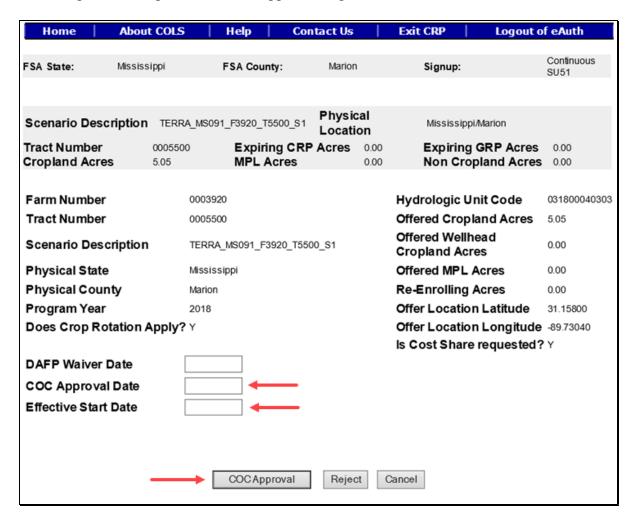
The approved CRP-1 signatures must be entered in the system immediately upon approval.

Important: Do not delay entering the approval date in the system. Doing so could result in a late-filed offer and delayed payments to the producer.

252 CCRP Signup Offer COC Approval Page (Continued)

B Example of COC Approval Page

Following is an example of the COC Approval Page.



C Field Descriptions and Actions

The following table provides the field descriptions and actions for the COC Approval Page.

Field	Description	Action
DAFP Waiver	The date of the DAFP representative signature found	Enter a valid date.
Date	on the National Office memo or FSA-321. Valid	
	format is MM/DD/YYYY.	
COC Approval	The date of the CCC representative signature found	Enter a valid date.
Date	on CRP-1, block 13B. Valid format is	
	MM/DD/YYYY.	
Effective Start	The effective start date of the contract found on	No action required.
Date	CRP-1, block 9. Valid format is MM/DD/YYYY.	

D Page Options

The following options are available on the COC Approval Confirmation Page.

Option	Action
COC	CLICK "COC Approval" to approve the offer. The Contract Number
Approval	Confirmation Page will be displayed after the "COC Approval" button is selected.
Reject	CLICK "Reject" to return to the COC Approval Search Results Page. The rejected offer will be placed back into a "Submitted for Plan Incomplete" status.
	Note: Rejecting an offer at COC approval will make it available in the Edit Offer Search Results Page and Submit to COC Search Results Page.
Cancel	CLICK "Cancel" to return to the COC Approval Search Results Page to select a different offer.

E Page Error Messages

The following error messages may be displayed on the COC Approval Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
This request is already	When the "COC Approval"	Do not click the "COC
submitted.	button is clicked more than	Approval" button more than
	once very quickly, the	once.
	system will try to submit the	
	offer multiple times.	
Cannot submit offer for	All offers must start on the	Change to the first day of the
COC Approval. The	first day of the month	month.
Effective Start Date must	entered.	
be the 1st day of the month.		
Cannot submit offer for	The effective start date must	Enter a valid date range.
COC Approval. Effective	fall within the entered	
Start Date should be	program year date range of	
between 10/01/YYYY and	10/01/YYYY and	
09/30/YYYYY based on the	09/30/YYYY.	
program year selected.		
COC Approval Date is	The date must be entered to	Enter a valid date.
required field.	approve the offer.	
		Note: DAFP waiver date does
	COC approval date	not override this rule.
	validation.	

E Page Error Messages (Continued)

Error Message	Description	Corrective Action
COC Approval Date is in	The date field must be in a	Enter a valid date.
invalid date field format	valid format of	
<m d="" yy="">. Valid format</m>	MM/DD/YYYY.	Note: DAFP waiver date does
is MM/DD/YYYY.		not override this rule.
Cannot submit offer for	The entered date does not fall	Enter a valid date that falls
COC Approval. COC	between the required dates.	between the signup start date
Approval Date should be		and the current date.
between the Signup Start		
Date MM/DD/YYYY and		Note: DAFP waiver date does
Today's Date.		not override this rule.
DAFP Waiver Date is in	The date field must be in a	Enter a valid date.
invalid date field format	valid format of	
<m d="" yy="">. Valid format</m>	MM/DD/YYYY.	
is MM/DD/YYYY.		
Cannot submit offer for	The offer must be submitted	Enter a valid date that is equal
COC Approval. The DAFP	with a valid producer	to or later than the submitted
Waiver Date	signature date before DAFP	date of the offer.
MM/DD/YYYY should be	waives any policy rules.	
equal to or later than the		
Date Participant Delivers		
Offer MM/DD/YYYY.		
Cannot submit offer for	DAFP approval date must be	Enter a valid date.
COC Approval. DAFP	the current date or prior.	
Waiver Date cannot be		
later than today's date.		
Cannot submit offer for	The offer must be approved	Enter a valid date that is before
COC Approval. The COC	before the effective start	the effective start date on the
Approval Date must be	date.	offer.
before the Effective Start		
Date. DAFP Waiver date is		
required.		
Cannot submit offer for	The entered date is before the	Enter a valid date that is after
COC Approval. The	submit date on the offer.	the submitted date on the offer.
Effective Start Date cannot		
be before the Date		
Participant delivers offer.		
DAFP Waiver date is		
required.		

252 CCRP Signup Offer COC Approval Page (Continued)

E Page Error Messages (Continued)

Error Message	Description	Corrective Action			
There is some failure while	The offer was created before	Edit the offer by removing all			
creating contract. This is	the redesign of the Practice	the practices from the Practice			
the message from	Page. The practice acres and	Page and add them back.			
application logs: gov.	offered acres for expiring				
usda. fsa. common. Base.	CRP do not match on the				
Agency Exception:	database.				
The expired acreage must					
be less than or equal to					
total practice acres					
All producers/members are	One or more producers/	Review all producers/member			
required to file an AGI	members have not filed an	on the offer and identify which			
certification before the	AGI form for the FY of the	ones are missing a valid filed			
contract can be approved.	COC approval date.	AGI form entered in			
		Subsidiary.			

253 CCRP Contract Number Confirmation Page

A Overview

The system-generated contract number from CCMS will display immediately upon approval.

Important: Do not delay entering the approval date in the system. Failure may result in a late-filed offer and delayed payments to the producer.

253 Contract Number Confirmation Page (Continued)

B Example of Contract Number Confirmation Page

Following is an example of the Contract Number Confirmation Page.

The offer is converted to contract in Contract Maintenance System. Contract Number is 11339. REQUIRED: Handbook 2-CRP paragraph 500 requires COF's to Process initial FSA-848A for all practices (except CP12), C/S, non-C/S, and management activities immediately after approving CRP-1 according to guidance in CSS User Guide.

Cost Share System



C Page Options

The following options are available on the Contract Number Confirmation Page.

Option	Action
OK	CLICK "OK" to return to the COLS Main Menu Page.

D Page Error Messages

The following error messages may be displayed on the Contract Number Confirmation Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
The following error message	The CCMS shared service is	Wait a few minutes and try
will display when the CCMS	not available to retrieve the	again. If it is not available
Shared Service is not available:	assigned contract number.	after 30 minutes, log a
"The Conservation Contract		ticket with the Help Desk.
Maintenance Service (CCMS)		
is not available which prevents		
us from processing this request.		
If this problem persists, please		
contact the OCIO/ITS Service		
Desk at #(800) 255-2434 or		
your State IT Specialist.		
To speed up troubleshooting,		
please provide the time and		
thread id displayed as below:		
Time: day month year		
timestamp including seconds		
Thread Id: xxx		
To start over click the Home		
tab."		

254 CCRP Enrollment Information Report

A Example of Enrollment Information Report for Continuous Signup

The following is an example of an Enrollment Information Report for a continuous signup.

Signu	ıp Name	Continuo	ous SU	51											
Scena	ario	TERRA	_MS09	1_F39	20_T5	500_S1	I			Of	fer	s	ubmitte	d For P	Man
Farm	Number	0003920)	Sub	mitted	Date	0	09/27/20	018		atus		ctive		
Tract	Number	0005500)	DAF	P Wai	ver Dat	e			Eli	igible	Y	es		
Progr	ram Year	2018		COC	C Appr	oval Da	ate			St	ıbmitte	d Y	es		
Physi	ical State/C	ounty	28	8091					A	cres fo	r Enrol	lment		5.05	
Admi	nistrative		28	8091					С	roplan	d Acres	8		5.05	
Hydro	ologic Unit	Code	03	318000	040303)			Ir	nfeasibl	e to Fa	rm Acı	res	0.26	
Is Co	st Share		Ye	es					N	larginal	l Pastu	reland		0.00	
Maint	tenance Ra	te(\$)	5.	41					v	Vellhead	d Crop	land		0.00	
Offer	Location L	.atitude	31	1.1580	0				E	ffective	Start	Date			
Offer	Location		-8	9.7304	40				R	ental R	ate Off	ered(\$)	29.20	
Produc GREG(ucer Info			ducer S 100.00			YESS CIF JMBIA, M		9-9254		Produce OWNER		Pr	rimany Cr Y	ontact
Produc GREG(ORY K PRINE History Current	Offered E	Pro ligible Acres	100.00	2012	60 DY COLU	YESS CIF JMBIA, M	1S 39429	Crop 2008	Code 2007	OWNER	2005	2004	Y 2003	2002
Produc GREGO Crop Field Numbo	ORY K PRINE History Current	Offered E	Pro ligible Acres 0.40	100.00 2013 CORN (2012 GRASS	60 DY COLU	YESS CIR JMBIA, M 2010 GRASS	2009 CORN	Crop 2008 GRASS	Code 2007 GRASS	OWNER 2005 GRASS	2005 CORN	2004 CORN	Y 2003 CORN	2002 GRASS
Produc GREGO Crop Field Number	ORY K PRINE History Current Crop	Offered E	ligible Acres 2	100.00 2013 CORN (2012 GRASS GRASS	2011 GRASS	Z010 GRASS	2009 CORN	Crop 2008 GRASS GRASS	Code 2007 GRASS GRASS	2006 GRASS GRASS	2005 CORN CORN	2004 CORN CORN	Y 2003 CORN CORN	2002 GRASS GRASS
Produc GREGO Crop Field Numb 0013 0014	History Current Crop CORN CORN CORN GRASS	Offered E	ligible Acres 2 0.40 (100.00 2013 CORN (CORN (GRAS (2012 GRASS GRASS GRASS	2011 GRASS GRASS	YESS CIR JMBIA, M 2010 GRASS GRASS GRASS	2009 CORN CORN	Crop 2008 GRASS GRASS CORN	Code 2007 GRASS GRASS	2006 GRASS GRASS GRASS	Z005 CORN CORN CORN	2004 CORN CORN CORN	Z003 CORN CORN SOYBN	2002 GRASS GRASS GRASS
Production GREGO Crop Field Numb 0013 0014 0015	Current Crop CORN CORN GRASS GRASS	0.40 0.50 0.91 1.07	Pro ligible Acres 2 0.40 0.50 0.91	2013 CORN (CORN (GRAS (GRAS (2012 GRASS GRASS GRASS GRASS	2011 GRASS GRASS GRASS	YESS CIFUMBIA, M ZOTO GRASS GRASS GRASS GRASS	2009 CORN CORN CORN GRASS	Crop 2008 GRASS GRASS CORN GRASS	Code 2007 GRASS GRASS GRASS	2006 GRASS GRASS GRASS GRASS	CORN CORN CORN CORN GRASS	CORN CORN CORN CORN	Y 2003 CORN CORN SOYBN CORN	2002 GRASS GRASS GRASS GRASS
Production of the control of the con	Current Crop CORN CORN GRASS GRASS CRP	0.40 0.50 0.91 1.07 0.52	0.40 0.50 0.91 0.52	2013 CORN (CORN (GRAS (CRP	2012 GRASS GRASS GRASS GRASS	2011 GRASS GRASS GRASS GRASS GRASS	Z010 GRASS GRASS GRASS GRASS	2003 CORN CORN CORN GRASS	Crop 2008 GRASS GRASS CORN GRASS	Code 2007 GRASS GRASS GRASS CORN	2006 GRASS GRASS GRASS GRASS	CORN CORN CORN GRASS	CORN CORN CORN CORN CORN	Y Z003 CORN CORN SOYBN CORN CORN	Z002 GRASS GRASS GRASS GRASS
Produc GREGO Crop Field Numb 0013 0014 0015 0023 0025	DER Name ORY K PRINE D HISTORY CUrrent Crop CORN CORN GRASS GRASS CRP CORN	0.40 0.50 0.91 1.07 0.52	1igible Acres 2 0.40 0.50 0.91 0.52 0.90 0	2013 CORN (CORN (GRAS (CRP CORN	2012 GRASS GRASS GRASS GRASS CRP CORN	2011 GRASS GRASS GRASS GRASS GRASS	Z010 GRASS GRASS GRASS GRASS GRASS GRASS	2009 CORN CORN CORN GRASS CRP	Crop 2008 GRASS GRASS CORN GRASS CRP	Code 2007 GRASS GRASS GRASS CORN CRP	Z006 GRASS GRASS GRASS GRASS CRP	CORN CORN CORN GRASS CRP	CORN CORN CORN CORN CORN CORN CORN	Y 2003 CORN CORN SOYBN CORN CORN CRP	2002 GRASS GRASS GRASS GRASS CRP
Production of the control of the con	Current Crop CORN CORN GRASS GRASS CRP CORN GRASS	0.40 0.50 0.91 1.07 0.52 0.90 0.75	1igible Acres 2 0.40 (0.50 (0.91 (0.52 (0.90 (0.75 (0.	2013 CORN (CORN (CRP CORN (CORN (COR	2012 GRASS GRASS GRASS GRASS CRP CORN	2011 GRASS GRASS GRASS GRASS GRASS	Z010 GRASS GRASS GRASS GRASS GRASS GRASS	2009 CORN CORN CORN GRASS CRP	Crop 2008 GRASS GRASS CORN GRASS CRP	Code 2007 GRASS GRASS GRASS CORN CRP	Z006 GRASS GRASS GRASS GRASS CRP	CORN CORN CORN GRASS CRP	CORN CORN CORN CORN CORN CORN CORN	Y 2003 CORN CORN SOYBN CORN CORN CRP	2002 GRASS GRASS GRASS GRASS CRP
Production GREGO Crop Field Numb 0013 0014 0015 0023 0025 0035 Tota	Current Crop CORN CORN GRASS GRASS CRP CORN GRASS	0.40 0.50 0.91 1.07 0.52 0.90 0.75 5.05	1igible Acres 2 0.40 0.50 0.91 0.52 0.90 0	2013 CORN (CORN (CRP CORN (CORN (COR	2012 GRASS GRASS GRASS GRASS CRP CORN	2011 GRASS GRASS GRASS GRASS GRASS	Z010 GRASS GRASS GRASS GRASS GRASS GRASS	2009 CORN CORN CORN GRASS CRP	Crop 2008 GRASS GRASS CORN GRASS CRP	Code 2007 GRASS GRASS GRASS CORN CRP	Z006 GRASS GRASS GRASS GRASS CRP	CORN CORN CORN GRASS CRP	CORN CORN CORN CORN CORN CORN CORN	Y 2003 CORN CORN SOYBN CORN CORN CRP	2002 GRASS GRASS GRASS GRASS CRP
Production of Crop Field Numb 10015 10023 10025 10037 Tota Prace	History Current Crop CORN CORN GRASS GRASS CRP CORN GRASS	0.40 0.50 0.91 1.07 0.52 0.90 0.75 5.05	1igible Acres 2 0.40 (0.50 (0.91 (0.52 (0.90 (0.75 (0.	2013 CORN (CORN (CRP CORN (CORN (COR	2012 GRASS GRASS GRASS GRASS CRP CORN	2011 GRASS GRASS GRASS GRASS GRASS	Z010 GRASS GRASS GRASS GRASS GRASS GRASS	2009 CORN CORN CORN GRASS CRP	Crop 2008 GRASS GRASS CORN GRASS CRP	Code 2007 GRASS GRASS CORN CRP GRASS GRASS	Z006 GRASS GRASS GRASS CRP CORN GRASS	CORN CORN CORN GRASS CRP	CORN CORN CORN CORN CORN CORN CORN	Y 2003 CORN CORN SOYBN CORN CORN CRP	2002 GRASS GRASS GRASS GRASS CRP
Production of Control	Current Crop CORN CORN GRASS GRASS I tice Acre	0.40 0.50 0.91 1.07 0.52 0.90 0.75 5.05	1/2 Pro-	2013 CORN (CORN (CRP CORN (CORN (COR	2012 GRASS GRASS GRASS CRP CORN GRASS	2011 GRASS GRASS GRASS GRASS GRASS	ZO10 GRASS GRASS GRASS GRASS GRASS GRASS GRASS GRASS	Z009 CORN CORN CORN GRASS CRP GRASS	Crop 2008 GRASS GRASS CORN GRASS CRP	Code 2007 GRASS GRASS CORN CRP GRASS GRASS	Z006 GRASS GRASS GRASS CRP CORN GRASS	CORN CORN CORN GRASS CRP	CORN CORN CORN CORN CORN CRP GRASS	Y 2003 CORN CORN SOYBN CORN CORN CRP	2002 GRASS GRASS GRASS GRASS CRP
Production of Crop Field Numb 10015 10023 10025 10037 Tota Prace	Current Crop CORN CORN GRASS CRP CORN GRASS I	0.40 0.50 0.91 1.07 0.52 0.90 0.75 5.05	1igible Acres 2 0.40 0.50 0.91 0.52 0.90 0.75 0.505	2013 CORN (CORN (CRP CORN (CORN (CORN (CRP CORN (CORN	2012 GRASS GRASS GRASS CRP CORN GRASS	2011 GRASS GRASS GRASS GRASS GRASS	Z010 GRASS GRASS GRASS GRASS GRASS GRASS	Z009 CORN CORN CORN GRASS CRP GRASS	Crop 2008 GRASS GRASS CORN GRASS CRP	Code 2007 GRASS GRASS CORN CRP GRASS GRASS	Z006 GRASS GRASS GRASS CRP CORN GRASS	CORN CORN CORN GRASS CRP CORN GRASS	CORN CORN CORN CORN CORN CRP GRASS	Y 2003 CORN CORN SOYBN CORN CRP GRASS	2002 GRASS GRASS GRASS GRASS CRP
Production of Control	Current Crop CORN CORN GRASS GRASS I tice Acre	0.40 0.50 0.91 1.07 0.52 0.90 0.75 5.05	1/2 Pro-	2013 CORN (CORN (CRP CORN (CORN (COR	2012 GRASS GRASS GRASS CRP CORN GRASS	2011 GRASS GRASS GRASS GRASS GRASS GRASS GRASS	ZO10 GRASS GRASS GRASS GRASS GRASS GRASS CRP GRASS GRASS	2009 CORN CORN GRASS CRP GRASS	Crop 2008 GRASS GRASS CORN GRASS CRP GRASS	Code 2007 GRASS GRASS CORN CRP GRASS GRASS	Z006 GRASS GRASS GRASS CRP CORN GRASS	CORN CORN GRASS CRP CORN GRASS	CORN CORN CORN CORN CORN CRP GRASS GRASS	Y Z003 CORN CORN SOYBN CORN CRP GRASS GRASS	GRASS GRASS GRASS GRASS CRP GRASS CORN
Production of the control of the con	CORN CORN GRASS GRASS CRP CORN GRASS I CORN GRASS CRP CORN GRASS CRP CORN GRASS CRP CORN CORN GRASS CRP CORN CORN GRASS CRP CORN CORN GRASS CRP CORN CORN GRASS	0.40 0.50 0.91 1.07 0.52 0.90 0.75 5.05 s	1/2 Pro-	2013 CORN (CORN (C	2012 GRASS GRASS GRASS GRASS CRP CORN GRASS	2011 GRASS GRASS GRASS GRASS GRASS GRASS GRASS	ZO10 GRASS GRASS GRASS GRASS GRASS GRASS CRP GRASS GRASS CRP GRASS	2009 CORN CORN CORN GRASS CRP GRASS GRASS	Crop 2008 GRASS GRASS CORN GRASS CRP GRASS	Code 2007 GRASS GRASS CORN CRP GRASS GRASS	Z006 GRASS GRASS GRASS CRP CORN GRASS	CORN CORN GRASS CRP CORN GRASS	CORN CORN CORN CORN CORN CRP GRASS GRASS	CORN CORN CORN CORN CORN CORN CRP GRASS GRASS	Z002 GRASS GRASS GRASS CRP GRASS CORN
Production of Crop Field Number of Crop October of Crop Octobe	Current Crop CORN CORN GRASS GRASS I tice Acre	0.40 0.50 0.91 1.07 0.52 0.90 0.75 5.05 S	1/2 Pro-	2013 CORN (CORN (CRP CORN (CORN (CARN (CAR	2012 GRASS GRASS GRASS GRASS CRP CORN GRASS	2011 GRASS GRASS GRASS GRASS GRASS GRASS GRASS	ZO10 GRASS GRASS GRASS GRASS GRASS GRASS CRP GRASS GRASS	2009 CORN CORN CORN GRASS CRP GRASS	Crop 2008 GRASS GRASS CORN GRASS CRP GRASS	Code 2007 GRASS GRASS CORN CRP GRASS GRASS	Z006 GRASS GRASS GRASS CRP CORN GRASS	CORN CORN GRASS CRP CORN GRASS 7	CORN CORN CORN CORN CORN CRP GRASS GRASS	CORN CORN CORN CORN CORN CRP GRASS GRASS	GRASS GRASS GRASS GRASS CRP GRASS CORN

254 CCRP Enrollment Information Report (Continued)

A Example of Enrollment Information Report for Continuous Signup (Continued)

Field		Practice	Dractice		Ac	res		
Numbe	Practice	Length	Acres				Expiring	
	Code			Acres		Enrolling -	CRP	GRP
023	CP21	10	1.07	Cropland		1.07	0.00	0.00
025	CP37	10	0.52	Cropland		0.42	0.00	0.00
				Infeasible To Far	m	0.10	0.00	0.00
035	CP23	10	0.90	Cropland		0.90	0.00	0.00
037	CP22	10	0.75	Cropland		0.75	0.00	0.00
Practi	ice Additio	nal Infor	nation					
Ciele		Practice		Indicators		Rates P	er Acre	
Field Numb	Practice	Length	Practice	Long Pivot Leaf Corners	Estimated Cost	Incentive	Maintenance	SIP ncentive
	Code		Status	Pine	Share (\$)	Rate(%)	Rate(\$)	Rate(\$)
0013	CP37	10		N	0.00	20.00	0.00	10.00
0014	CP37	10		N	0.00	20.00	0.00	10.00
0015	CP21	10		N	0.00	20.00	10.00	10.00
0023	CP21	10		N	0.00		10.00	10.00
0025	CP37	10		N	0.00	20.00	0.00	10.00
0035	CP23	10		N	0.00	20.00	0.00	15.00
0037	CP22	10		N	0.00	20.00	10.00	10.00
CP22	П	enitrificatio	n - Bioreactor					
J. 22		cinamodao	n- Dioreactor					
Soils	8					Tot	al Category	

254 CCRP Enrollment Information Report (Continued)

A Example of Enrollment Information Report for Continuous Signup (Continued)

nfeasible to farm acres for	continuous signup				
FIPS State/County	Soil Survey	MUSYM	Acres	SRR	Total Rent
28091	MS091	FaC	0.26	20	5.20
Total			0.26		5.20
redominant Soils for Entir	e Offer				
FIPS State/County	Soil Survey	MUSYM	Acres	SRR	Total Rent
28091	MS091	FaC	2.72	20	54.40
28091	MS091	FaB	1.34	20	26.80
28091	MS091	ShB	0.73	20	14.60
Total			4.79		95.80

Page 3 of 4

254 CCRP Enrollment Information Report (Continued)

A Example of Enrollment Information Report for Continuous Signup (Continued)

Maximum Pa \$29.2			Rate Offer 29.20	\$147.	ract Payment
Practice Code	Practice Acres	SIP Acres	SIP Payment Years	SIP Incentive Rate/Acres (\$)	SIP Amount (\$)
CP37	1.42	1.16	10	10.00	116.0
CP23	0.90	0.90	10	15.00	135.0
CP22	0.75	0.75	10	10.00	75.0
CP21	1.98	1.98	10	10.00	198.0
Гotal	5.05	4.79			524.0

Lingtonia Citicala	Lingilomity
Does the cropland meet crop history requirements and is it physically and legally capable of being planted in a normal manner?	Yes
Has Landlord-Tenant requirement been met?	Yes
Has the Producer owned or operated the offered acreage for at least 12 months or does a waiver apply?	Yes

Page 4 of 4

A Example of CRP-1 for Continuous Signup

The following is an example of CRP-1 for a continuous signup.

This form is available electronically.						Page 1 of 2
CRP-1 U.S. DEPARTMENT OF AGRICULTUR (10-22-15) Commodity Credit Corporation	RE	1. ST. & C LOCAT	CO CODE & ADMIN	1. 2.	SIGN-UP N	IUMBER
(10 and 10 and 1			28 091			51
CONSERVATION RESERVE PROGRA	M CONTRACT					
CONSERVATION RESERVE PROGRA	W CONTRACT	3. CONTR	RACT NUMBER	4.	ACRES FO	R ENROLLMENT 5.05
7A. COUNTY OFFICE ADDRESS (Include Zip Code) MARION COUNTY FARM SERVICE AGE	NOV	5. FARM		6.	TRACT NU	MBER(S) 005500
4 BELLEWOOD PK, STE C	INCI		0003920		0	005500
COLUMBIA, MS 39429-6464		8. OFFER	R (Selectione)	9.	CONTRAC	T PERIOD
united the state of the state o		GENERAL	* *************************************		OM:	TO:
7B. TELEPHONE NUMBER (Include Area Code): (601) 731	-5400 x2	ENVIRONN	MENTAL PRIORITY	1		
THIS CONTRACT is entered into between the Commodity Credit Participant".) The Participant agrees to place the designated acr period from the date the Contract is executed by the CCC. The F such acreage and approved by the CCC and the Participant. Ad Contract, including the Appendix to this Contract, entitled Appen- Participant acknowledges that a copy of the Appendix for the app damages in an amount specified in the Appendix if the Participant contained in this Form CRP-1 and in the CRP-1 Appendix an OF THE FOLLOWING FORMS: CRP-1; CRP-1 Appendix and a	eage into the Conserver articipant also agrees ditionally, the Participatix to CRP-1, Conservalicable sign-up period at withdraws prior to Cod any addendum the any addendum thereight.	ation Reserve Prog to implement on su int and CCC agree and Reserve Prog has been provided CC acceptance or re reto. BY SIGNING to: CRP-2; CRP-2C	ram ("CRP") or othe, uch designated acres to comply with the te ram Contract (referre to such person. Suc ejection. The terms i THIS CONTRACT I c; or CRP-2G.	r use set b age the Co ms and co d to as "A h person a and cond PRODUCE	by CCC for the onservation F conditions con Appendix"). E also agrees to ditions of this ERS ACKNO	he stipulated contract Plan developed for Italined in this By signing below, the to pay such liquidated is contract are
10A. Rental Rate Per Acre \$ 29.20	_		(See Page 2 for	10		E. Total Estimated
10B. Annual Contract Payment \$147	A. Tract No.	B. Fleid No.	C. Practice No.	D.	. Acres	Cost-Share
10C. First Year Payment \$	0005500	0013	CP37	+	0.40	0
(Item 10C applicable only to continuous signup when	0005500	0014	CP37	0	0.50	0
the first year payment is prorated.)	0005500	0015	CP21	0	0.91	0
12. PARTICIPANTS (If more than three individued A(1) PARTICIPANT'S NAME AND ADDRESS (Zip Code): GREGORY K PRINE 60 DYESS CIR COLUMBIA, MS 39429-9254	als are signing, s (2) SHARE	(3) SIGNAT	TURE		(4) D/	ATE (MM+DD-YYYY)
B(1) PARTICIPANT'S NAME AND ADDRESS (ZIp Code):	(2) SHARE	(3) SIGNAT	TURE		(4) DA	ATE (MM-DD-YYYY)
C(1) PARTICIPANT'S NAME AND ADDRESS (Zip Code):	(2) SHARE	(3) SIGNAT	TURE		(4) D/	ATE (MM-DD-YYYY)
13. CCC USE ONLY A. SIGNATURE OF CCC	C REPRESENTAT	IVE			B. DA	ATE (MM-DD-YYYY)
NOTE: The following statement is made in accordance with the Pis 7 CFR Part 1410, the Commodity Credit Corporation Ch of 2014 (Pub. L. 113-70). The information will be used to a information collected on this form may be disclosed to othe authorized access to the information by statute or regulatic Farm Records File (Automated). Providing the requested ineligibility to participate in and receive benefits under the This Information collection is exempted from the Paperwor provisions of appropriate criminal and civil fraug, privacy, a COUNTY FSA OFFICE. The U.S. Department of Agriculture (USDA) prohibits discrimination a disability, sex, gender identity, religion, reprisal, and where applicable income is derived from any public assistance program, or protected giprohibited bases will apply to all programs and/or employment activity alternative means of communication for program information (e.g., Brindividuals who are deaf, hard of hearing, or have speech disabilities (800) 877-8339 or (800) 845-6136 (in Spanish). If you wish to file a Civil Rights program complaint of discrimination, or http://www.ascr.usda.gov/complaint_filing_cust.html, or at any U. requested in the form. Send your completed complaint form or letter b Washington, D.C. 20250-0410, by fax (202) 690-7442 or email at pro	iarter Act (15 U.S.C. 71. determine eligibility to per Federal, State, Local in andfor as described in information is voluntary. Conservation Act as spend other statutes may legainst its customers, en political beliefs, manita enetic information in enes.) Persons with disabilite, large print, auditot and wish to file either all complete the USDA Propost of the USD	4 et seq.), the Food 3 articipate in and rece government agencie. In applicable Routine in applicable Routine to Program. ciffed in the Agricultu pe applicable to the in applicable to the in applicable to the in applicable to the in power of any p sittles, who wish to fill pe, etc.) please control applicable to program co symm Discrimination (632-9902 to requent control Agriculture, Dir etc.)	security Act of 1985 (I hie benefits under the s, Tribal agencies, and Uses identified in the furnish the requested rail Act of 2014 (Pub. L Information provided. I ants for employment or arental status, sexual or rorgam composain act USDA's TARGET implaint, please contain Compilaint Form, found the form. You may a rector, Office of Agjudi	6 U.S.C. 34 On Inspection System of Information 113-70, 1 RETURN T. In the basis whentation, fucted or fit, write to the Center at (it usba the continue at its wind at its so write a it address.	801 et seq.), i tion Reserve F immental entiti Records Notion n will result in Title I, Substile HIS COMPLE or race, color or all or part or unded by the in eaddress be 2021 720-2021 rough the Fed letter contain! to independer yer.	and the Agricultural Act Program. The Program. The Program of the USDA/FSA-2, a determination of F, Administration). The ETED FORM TO YOUR I, national origin, age, of an individual's Department. (Not all low or if you require of votce and TDD). Jeral Relay Service at Ing all of the information

A.	В.	C.	D.	E.	F. CONTRACT PE	
Tract No.	Field No.	Practice No.	Acres	Total Estimated C/S	(1) FROM	(2) TO
0005500	0023	CP21	1.07	0		
0005500	0025	CP37	0.52	0		
0005500	0035	CP23	0.90	0		
0005500	0037	CP22	0.75	0		

B Example of CRP-2C for Continuous Signup

The following is an example of CRP-2C for a continuous signup.

	lable electronically.		Annual Company	(See Page 2 1. Tract N			Program Y	Page ¹ of ⁶
CRP-2C (10-22-15)		TMENT OF AGRIC n Service Agency	ULTURE		000550		2.	Program 1	2018
CC	NSERVATION	RESERVE	PROGRAM		3A. Sign I	Jp Number	38	B. Effective	Date (MM-DD-YY)
	wo	RKSHEET ntinuous Signup)	1100111111		21				
4A. Farm Numb		4B. Name and	Address of Producer	(Zip Co	de)	4D. County	FSA Office Add	dress (Zip	Code)
0003920		GREGORY K PE 60 DYESS CIE COLUMBIA, MS				4 BELLE	WOOD PK, S' A, MS 3942	TE C	CE AGENCY
		4C. Telephone	Number (Include Are)	4E. County		one No. (II	nclude Area Code
5A. State & Cou	inty Code	5B. State & Co	(601) 736-3313 unty Code Physical Le			6. Contract			s for Enrollment
Admin. Loca		28091	,						5.05
28091 3. Is Cost-Share	Requested?	9. Rental Rate	Per Acre Offered			10. Signup	Type (Check o	ne):	
YES 🗸	NO	\$ 29.20				Continu		REP	FWP
	11. Practices	(See Page 3 for ad	Iditional space)		2782	12. HUC 1	Number: 0318	8000403	03
A. Field No.	B. Practices	C. Acres	D. Estimated Total C/S	ı	E. Length	13. Lan (En	d Eligibility Cate ter the amount of	egory by A eligible for	each criteria.)
0013	CP37	0.40	0.00		10	Margina	Pastureland		0.00
0014	CP37	0.50	0.00		10	CREP A	cres		0.00
0015	CP21	0.91	0.00		10	Wellhea	d Protection Ac	res	0.00
0023	CP21	1.07	0.00		10	Expiring	CRP		0.00
0025	CP37	0.52	0.00		10	Infeasibl	e to Farm		0.26
0035	CP23	0.90	0.00		10	Other Co	ropland		5.05
0037	CP22	0.75	0.00		10	HEL EI	≥20		0.00
4. Soil Map Da	ata and Maximum Payr								
	A. Physical Location	B. Soil Survey ID N	C. Nap Unit Syn	nbol		D. res	E. Soil Renta	I Rate	F. Total Rent
1) Primary	28091	MS091	FaC			2.72 x	\$ 20		\$54.40
2) Secondary	28091	MS091	FaB			1.34 x	\$ ²⁰	-	
3) Tertiary	28091	MS091	ShB			0.73 X	\$ 20		s ^{14.60}
. Weighted Av	verage Soil Rental Rate	e (Col. 14F total divid	TOT ed by Col. 14D total)			ige)	olicable) (Item 15	times 14D ti	\$ 95 . 80 mes applicable inco
	ata and Maximum Payn	nent Rate Calculation	ons. For Infeasible to	farm Ad					
	A. Physical Location	B. Soil Survey ID N		nbol		o. cres	E. Soil Renta	N Rate	F. Total Rent
1) Primary	28091	MS091	FaC			0.26 x	\$ 20		\$5.20
2) Secondary						x	\$	-	5
3) Tertiary		. 5				X	\$	-	\$
				ALS	0.	.26			\$ 5.20
	erage Soil Rental Rate (F) divided by (14D + 17D)		19. Weighted Contract	Average	e Maintenar		20. Maximun (Item18 +		Rate
¢ 22 7	9		\$ 5.41				100000000000000000000000000000000000000		
\$ 23.7	9		\$5.41				\$ 29.20)	

			Items 21 th	rough 24 (See P	age 4 for a	dditional :	space)					
21.	22.	23.		24. Crop Land Use Summary								
ract No.	Current Field No.	Current Crop or	A. Offered Acres	B. Eligible Acres	C.	D.	E.	F.	G.	H.	I.	
		Land Use			2002	2003	2004	2005	2006	2007	<u> </u>	
05500	0013	CORN			GRASS	CORN	CORN	CORN	GRASS	GRASS		
			0.40	0.40								
005500	0014	CORN	0.50	0.50	GRASS	CORN	CORN	CORN	GRASS	GRASS		
005500	0015	GRASS	0.91	0.91	GRASS	SOYBN	CORN	CORN	GRASS	GRASS		
005500	0023	GRASS	1.07	1.07	GRASS	CORN	CORN	GRASS	GRASS	CORN	╙	
003300	0023	GRASS	1.07	2.07		Const	CORN	GRASS		COMM		
005500	0025	CRP /GRASS	0.52	0.52	CRP	CRP	CRP	CRP	CRP	CRP		
			25. TOTAL ▶	3.40								
ver offe sistance fore su ad liste	rred; (2) I h e; (3) I have ch acreage d herein, if	ave been in e been info may be en applicable,	of the follow nformed that i rmed that I m rolled in the C are true and	ing: (1) I have if I decline cos ay be required CRP; (4) To th correct; and	st share a d to pay fo e best of t (5) The st	ssistance or a meas my knowl igning of	I will be surement ledge and this form	e ineligil t service d belief l n gives U	ole for co on the a the acred JSDA re	ost share acreage of age of cro presental	ffere ops a	
ver offe sistance fore su nd liste thoriza ndersta	ared; (2) I have ch acreage d herein, if tion to ente and that an in	ertify to all ave been in e been infor may be em applicable, r and inspe	of the follow, nformed that I rmed that I m rolled in the C , are true and ect crops and	if I decline cos ay be required CRP; (4) To th correct; and land uses and ld result in a pa	st share a d to pay for e best of i (5) The si for other nyment red inship of the	ssistance or a meas my knowl igning of purpose huction or	I will be surement ledge and this form s on the loss of p	e ineligil t service d belief i n gives U above id rogram b	ble for co on the a the acrec JSDA re dentified enefits.	ost share acreage of age of cro presental	ffere ops a tives	
ver offe sistance fore su ad liste thoriza ndersta	ared; (2) I have ch acreage d herein, if tion to ente and that an in	ertify to all ave been in e been infor may be em applicable, r and inspe	of the follow, nformed that I rmed that I m rolled in the C , are true and ect crops and	if I decline cos ay be required CRP; (4) To th correct; and land uses and ld result in a pa	st share a i to pay for e best of i (5) The si for other nyment rea	ssistance or a meas my knowl igning of purpose huction or	I will be surement ledge and this form s on the loss of p	e ineligil t service d belief i n gives U above id rogram b	ble for co on the a the acrec JSDA re dentified enefits.	ost share acreage of age of cre presental land.	ffere ops a tives	
ver offe sistance fore su nd liste thoriza ndersta	ared; (2) I have ch acreage d herein, if tion to ente and that an in	ertify to all ave been in e been infor may be em applicable, r and inspe	of the follow, nformed that I rmed that I m rolled in the C , are true and ect crops and	if I decline cos ay be required CRP; (4) To th correct; and land uses and ld result in a pa	st share a d to pay for e best of i (5) The si for other nyment red inship of the	ssistance or a meas my knowl igning of purpose huction or	I will be surement ledge and this form s on the loss of p	e ineligil t service d belief i n gives U above id rogram b	ble for co on the a the acrec JSDA re dentified enefits.	ost share acreage of age of cre presental land.	ffere ops a tives	
ver offe sistance fore su nd liste thoriza ndersta	ared; (2) I have ch acreage d herein, if tion to ente and that an in	ertify to all ave been in e been infor may be em applicable, r and inspe	of the follow, nformed that I rmed that I m rolled in the C , are true and ect crops and	if I decline cos ay be required CRP; (4) To th correct; and land uses and ld result in a pa	st share a d to pay for e best of i (5) The si for other nyment red inship of the	ssistance or a meas my knowl igning of purpose huction or	I will be surement ledge and this form s on the loss of p	e ineligil t service d belief i n gives U above id rogram b	ble for co on the a the acrec JSDA re dentified enefits.	ost share acreage of age of cre presental land.	ffere ops a tives	
ver offe sistance fore su nd liste thoriza	ared; (2) I have ch acreage d herein, if tion to ente and that an in	ertify to all ave been in e been infor may be em applicable, r and inspe	of the follow, nformed that I rmed that I m rolled in the C , are true and ect crops and	if I decline cos ay be required CRP; (4) To th correct; and land uses and ld result in a pa	st share a d to pay for e best of i (5) The si for other nyment red inship of the	ssistance or a meas my knowl igning of purpose huction or	I will be surement ledge and this form s on the loss of p	e ineligil t service d belief i n gives U above id rogram b	ble for co on the a the acrec JSDA re dentified enefits.	ost share acreage of age of cre presental land.	ffere ops a tives	
ver offe sistance fore su nd liste thoriza ndersta	ared; (2) I have ch acreage d herein, if tion to ente and that an in	ertify to all ave been in e been infor may be em applicable, r and inspe	of the follow, nformed that I rmed that I m rolled in the C , are true and ect crops and	if I decline cos ay be required CRP; (4) To th correct; and land uses and ld result in a pa	st share a d to pay for e best of i (5) The si for other nyment red inship of the	ssistance or a meas my knowl igning of purpose huction or	I will be surement ledge and this form s on the loss of p	e ineligil t service d belief i n gives U above id rogram b	ble for co on the a the acrec JSDA re dentified enefits.	ost share acreage of age of cre presental land.	ffered ops a tives	
ver offe sistance fore su nd liste thoriza ndersta	ared; (2) I have ch acreage d herein, if tion to ente and that an in	ertify to all ave been in e been infor may be em applicable, r and inspe	of the follow, nformed that I rmed that I m rolled in the C , are true and ect crops and	if I decline cos ay be required CRP; (4) To th correct; and land uses and ld result in a pa	st share a d to pay for e best of i (5) The si for other nyment red inship of the	ssistance or a meas my knowl igning of purpose huction or	I will be surement ledge and this form s on the loss of p	e ineligil t service d belief i n gives U above id rogram b	ble for co on the a the acrec JSDA re dentified enefits.	ost share acreage of age of cre presental land.	ffered ops a tives	
ver offe sistance fore su nd liste thoriza ndersta	ared; (2) I have ch acreage d herein, if tion to ente and that an in	ertify to all ave been in e been infor may be em applicable, r and inspe	of the follow, nformed that I rmed that I m rolled in the C , are true and ect crops and	if I decline cos ay be required CRP; (4) To th correct; and land uses and ld result in a pa	st share a d to pay for e best of i (5) The si for other nyment red inship of the	ssistance or a meas my knowl igning of purpose huction or	I will be surement ledge and this form s on the loss of p	e ineligil t service d belief i n gives U above id rogram b	ble for co on the a the acrec JSDA re dentified enefits.	ost share acreage of age of cre presental land.	ffere ops a tives	

CRP-2C (1	0-22-15)									Page ³	of ⁶
			Items 21	through 24 (C	Continued	from Pag	je 2)				
21. Tract No.	22. Current	23. Current		24. Crop Land Use Summary . B. C. D. E. F. G.							
11001110.	Field No.	Crop or	A. Offered Acres	B. Eligible Acres	C.			F.	G.	H.	I.
		Land Use	Onered Acres	Ligible Holes	2008	2009	2010	2011	2012	2013	_
005500	0013	CORN	0.40	0.40	GRASS	CORN	GRASS	GRASS	GRASS	CORN	
		CORN			GRASS	CORN	GRACE	GRASS	GRASS	CORN	_
0005500	0014		0.50	0.50							
										GRASS	
0005500	0015	GRASS	0.91	0.91	CORN	CORN	GRASS	GRASS	GRASS	Gideas	
0003300	0013						00100		antaa	antaa	
0005500	0023	GRASS	1 07	1.07	GRASS	GRASS	SRASS	GRASS	GRASS	GRASS	
0005500	0023		1.07	1.07							
0005500	0025	CRP /GRASS	0.52	0.52	CRP	CRP	CRP	CRP /GRASS	/GRASS	/GRASS	
								/ GRASS			
									_		_
				3.40			_		_	_	

	10-22-15)									Page ⁴	01
			Items 21	through 24 (C	Continued	from Pag	ge 2)				
21. Tract No.	22.	23. Current			24. Cr	rop Land Us	se Summa				
rract No.	Current Field No.	Crop or Land Use	A.		C.	D.	E.	F.	G.	H.	I.
			Offered Acres		2002	2003	<u>200</u> 4	2005	2006	2007 GRASS	_
0005500	0035	CORN	0.90	0.90	GRASS	GRASS	GRASS	CORN	CORN	GRASS	
							GRASS	anada	antaa	anaaa	
		GRASS			CORN	GRASS	CHORDE	GRASS	GRASS	GRASS	
0005500	0037		0.75	0.75							
		1									
											-
		1									
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			<u> </u>	1							
			25. TOTAL ▶	1.65							

											of ⁶		
			Items 21	through 24 (0	Continued	from Pag	je 2)						
21. Tract No.	22. Current	23. Current				op Land Us					и .		
Hacking.	Field No.	Crop or	A. Offered Acres	B. Eligible Acres	C.	D.	E.	F.	G.	H.	I.		
		Land Use		-	2008 GRASS	2009 GRASS	2010 GRASS	2011 GRASS	2012	2013	_		
0005500	0035	CORN	0.90	0.90	GRASS	diouss	GRASS	dioda	COM	COREN			
							GRACE	GRASS	GRASS	CORN			
		GRASS			GRASS	GRASS	arawa a	GIGES	GIGGS	CORN			
0005500	0037		0.75	0.75									
				1 22									
			25. TOTAL ▶	1.65									

B Example of CRP-2C for Continuous Signup (Continued)

CRP-2C (10-22-15) The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 1410, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), the Food Security Act of 1985 (16 U.S.C. 3801 et seq.), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to determine eligibility to participate in and receive benefits under the Conservation Reserve Program. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility to participate in and receive benefits under the Conservation Reserve Program. This information collection is exempted from the Paperwork Reduction Act as specified in the Agricultural Act of 2014 (Pub. L. 113-79, Title I, Subtitle F, Administration). The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE. The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) Persons with disabilities, who wish to file a program complaint, write to the address below or if you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish). If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 832-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. USDA is an equal opportunity provider and employer

256-265 (Reserved)

Section 6 (Reserved)

266-365 (Reserved)

1-9-20 4-CRP Amend. 1 Page 4-351

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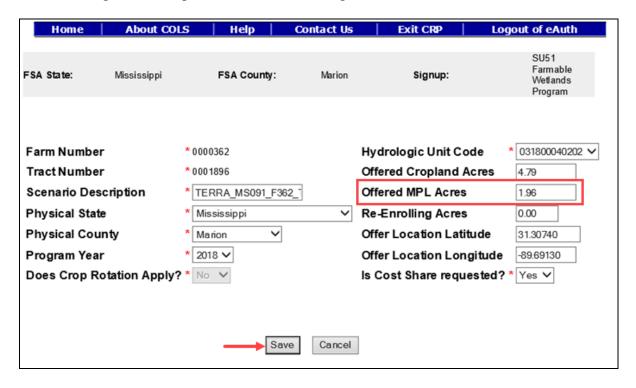
366 FWP Signup Offer Enrollment Page

A Overview

The Enrollment Page records the basic information for the offer. All required information is marked by a red asterisk and must be verified or entered before saving.

B Example of the Enrollment Page

The following is an example of the Enrollment Page.



Note: This offer contains offered MPL acres to demostrate how cropland and noncropland acres on the same scenario are handled.

C Field Descriptions and Actions

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

Field	Description	Action
Farm Number	Displays the applicable farm number	Farm number is prefilled based on
	for the new offer that is being	data previously selected.
	created.	
Tract Number	Displays the applicable tract number	Tract number is prefilled based on
	for the new offer that is being	data previously selected.
· ·	created.	
Scenario	A text box for a narrative description	Enter a description or use the
Description	of the scenario, limited to a range of 1-50 characters, as follows:	preset description based on the TERRA scenario. This is a required field.
	• must be unique for each scenario	required field.
	use a description to differentiate between scenarios, and when	
	uploading from TERRA, allow	
	TERRA to automatically	
	formulate the naming	
	convention ("_S1", "_S2", etc.)	
	a maximum of 99 scenarios per tract are allowed	
	deleted scenario names should not be used again.	
Physical State	Displays the applicable physical	Select the physical State from the
	location State for the acres being	available drop-down list or use the
	offered.	preset value from the TERRA
		scenario upload. This is a required field.
Physical County	Displays the applicable physical	Select the physical county from
,	location county for the acres being	the available drop-down list or use
	offered.	the preset value from the TERRA
		scenario upload. This is a required field.

Field	Description	Action
Program Year	The program year is when the	The program year is preset. This is
	contract will become effective.	a required field.
	Note: Program year is the FY in	
	which the first annual	
D C	contract payment is earned.	
Does Crop	Crop Rotation is not allowed on	The crop rotation is preset. This is
Rotation Apply?	FWP offers. It is greyed out.	a required field.
Hydrologic Unit	Drainage basins in the United States	Select the HUC from the available
Code	have been divided and sub-divided	drop-down list based on the
	at 4 different levels and each	physical location county or use the
	assigned a unique HUC consisting of 8 digits based on these 4 levels. The	preset number from the TERRA scenario.
	4 levels from largest to smallest are:	Scenario.
	4 levels from largest to smallest are.	Note: Ensure that the most current
	• regions	HUC layer is loaded in
	sub-regions	TERRA. If a HUC number
	accounting units	is missing in COLS, the
	cataloging units.	number will need to be
	Cataloging units.	added to the selected signup
		for the offer by the National
		Office.
Offered	The number of acres of cropland that	Enter the offered cropland acres
Cropland Acres	are within the area offered.	or use the preset value based on
		the TERRA scenario. This is not a
	Note: Minimum offer size is 0.01.	required field.
Offered MPL	The number of acres of MPL that are	Enter the offered MPL acres or
Acres	within the area offered. Only	use the preset value based on the
	noncropland acres allowed.	TERRA scenario. This is not a
		required field.
D E 111	Note: Minimum offer size is 0.01.	D
Re-Enrolling	These acres are from a contract that	Enter the re-enrolling acres or use
Acres	is going to expire.	the preset value based on the
	N-4 17-111 1 0	TERRA scenario. This is not a
	Note: Valid range value is 0	required field.
	through 9,999.99.	

Field	Description	Action
Offer Location	Latitude is a geographic coordinate	Enter the location of the offer
Latitude	that specifies the North-South	based on the latitude or use the
	position of a point on the Earth's	preset value from the TERRA
	surface.	scenario upload. This is not a
		required field.
	Note: Valid range value is 0	
	through 90, with no more	
	than 5 decimal points.	
Offer Location	Longitude is a geographic coordinate	Enter the location of the offer
Longitude	that specifies the East-West position	based on the longitude or use the
	of a point on the Earth's surface.	preset value from the TERRA
		scenario upload. This is not a
	Note: Valid range value is 0	required field.
	through 180, with no more	
	than 5 decimal points.	
Is Cost Share	Indicates whether or not the	Select "Yes" or "No" from the
requested?	producer has requested cost share to	drop-down list. This is a required
	establish a permanent cover and/or	field.
	management activity. A selection of	
	"Yes" will pick up the cost share	
	rate from the table. See	
	paragraph 147.	

D Page Options

The following options are available on the Enrollment Page.

Option	Action
Save	CLICK "Save" to create an offer with the information entered on the Enrollment
	Page.
Cancel	CLICK "Cancel" to end the enrollment process.
	"New Offer" process will not be saved, and all data will be lost.
	• "New GIS Offer" process will be saved to the database and the offer status will be set to "Incomplete".

E Page Error Messages

The following error messages may be displayed on the Enrollment Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Scenario Description is required field.	This field cannot be left blank.	Enter a narrative description of the scenario that is 1-50 characters in length.
Hydrologic Unit Code is required field.	Displays the associated HUC numbers for the physical State and county on the offer.	Select a HUC number from the drop-down list provided. Note: If the HUC number is missing from the list, contact the State Office
		Specialist to request the National Office to add it to the signup on the offer.
Invalid value <nnnnnn.dd>. Valid range for <i>Cropland Acreage</i> value is <0 through 9,999.99></nnnnnn.dd>	Cropland acreage has a limit and the entered value cannot exceed 9,999.99.	Enter a number between 0.00 and 9,999.99.
Cropland Acreage contains invalid number.	Cropland acreage must be a value between 0.00 and 9,999.99. No alphabet or special characters allowed.	Enter a number between 0.00 and 9,999.99.
Marginal Pasture Land Acreage contains invalid number.	Cropland acreage must be a value between 0.00 and 9,999.99. No alphabet or special characters allowed.	Enter a number between 0.00 and 9,999.99.
Invalid value <nnnnnn.dd>. Valid range for <i>Expiring CRP Acres</i> value is <0 through 9,999.99></nnnnnn.dd>	Re-enrolling acres has a limit and the entered value cannot exceed 9,999.99.	Enter a number between 0.00 and 9,999.99.
Re-Enrolling Acres contains invalid number. <n-n></n-n>	Re-enrolling acres must be a value between 0.00 and 9,999.99. No alphabet or special characters allowed.	Enter a number between 0.00 and 9,999.99.

E Page Error Messages (Continued)

Error Message	Description	Corrective Action
Unknown error encountered on OfferEnrollmentInformation page at location Unknown ErrorMessage:com.microsof t.sqlserver.jdbc.SQLServerE xception: OfferScenario:BS_CREAT E_FAILED: Violation of UNIQUE KEY constraint 'AK_EWT400FFER_EWT 400FR'. Cannot insert duplicate key in object 'dbo.EWT400FRSC'. The duplicate key value is (1444, 29, 005, 0007632,	Description There are 6 unique keys within each individual offer, including previously deleted offers. They are as follows: Signup ID State Number County Number Tract Number Program Year Scenario Description. A combination of duplicate values will cause the offer	Corrective Action Use a description to differentiate between scenarios, and when uploading from TERRA, allow TERRA to automatically formulate the naming convention ("_S1", "_S2", etc.).
-	_	

367 FWP Signup Offer Saved Enrollment Page

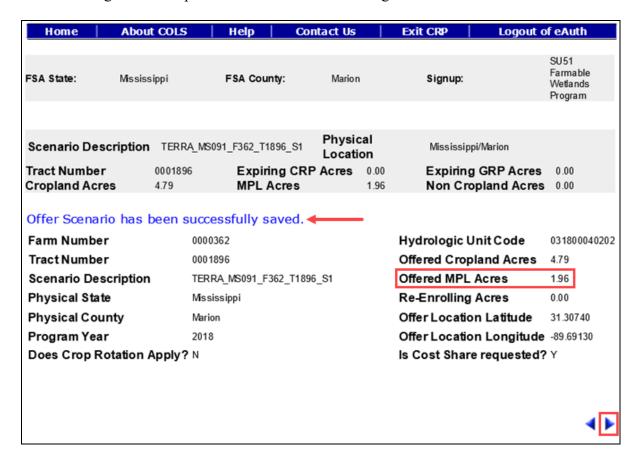
A Overview

Once the basic Enrollment information is saved, the offer will display the message, "Offer Scenario has been successfully saved.", to the user. The offer is now saved to the database in an active "Incomplete" status.

367 FWP Signup Offer Saved Enrollment Page (Continued)

B Example of Saved Enrollment Page

The following is an example of the saved Enrollment Page.



To continue to the Assigned Producer Page, CLICK "". To revise enrollment information, CLICK ".".

Reminder: Users may exit the offer by selecting "**Home**" or "**Exit CRP**" or "**Logout of eAuth**" on the top navigation bar, and the offer scenario will be saved and the offer will be listed as an active "**Incomplete**" status.

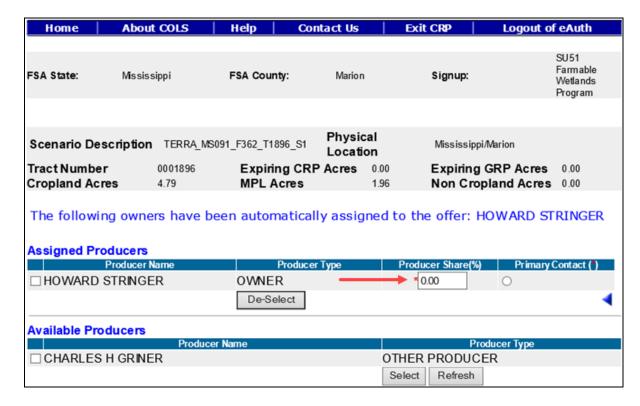
A Overview

All offers must have a minimum of 1 assigned producer. The shares for all assigned producers must equal 100 percent and 1 primary contact must be selected.

Note: All owners for the tract number will be automatically assigned to the offer.

B Example of Assigned Producer Page

The following is an example of the Assigned Producer Page.



C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Assigned Producer Page.

Field	Description	Action
Available	Allows the user to place a checkmark next	Click in the box to place a
Producers	to an available producer to move them up to	checkmark (✓) next to the
Check Box	the Assigned Producers Section.	producer available for selection.
	Note: Available producers do not print on CRP-1 and/or CRP-2C.	
Assigned Producers Check Box	Allows the user to place a checkmark next to an assigned producer to move them down to the Available Producers Section.	Left-click in the box to place a checkmark (\checkmark) next to the producer available for selection.
Check Box	Note: Assigned producers do print on CRP-1 and/or CRP-2C regardless of their shares.	producer available for selection.
Producer Share (%)	Records the producer's payment share for the offer. The default value is 0.00 percent. A value of n, n.d, or n.dd will be allowed and always default to 2 decimal places.	Enter the payment share for each producer. Total of all shares must equal 100.00 percent. This is a required field.
Primary Contact	Allows the user to select the primary contact on the offer. The selected producers name will appear in the generated CRP-2C, item 4B.	Left-click the radio button of the primary contact. This is a required selection.
	Note: Only 1 producer can be selected.	

D Page Options

The following options are available on the Assigned Producer Page.

Option	Action
Select	CLICK "Select" to move a producer from the Available Producers Section to
	the Assigned Producers Section.

D Page Options (Continued)

Option	Action
Refresh	CLICK "Refresh" to pull in recently added/removed producers from SCIMS
	that are associated with the tract number on the offer in Farm Records.
	Note: If the newly added producer is still not populating after the County
	Office has clicked "Refresh", check eligibility criteria for that producer
	and submit a Remedy ticket if the problem persists.
De-Select	CLICK "De-Select" to move a producer from the Assigned Producers Section
	to the Available Producers Section.

E Page Error Messages

The following error messages may be displayed on the Assigned Producer Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Producer Shares must total	Producer shares do not equal	Adjust the Producer Shares
100.00%	100 percent.	ensuring that they total
		100.00 percent.
Invalid value <xxx.xx>.</xxx.xx>	A value that is negative or	Enter a value between 0.00
Valid range for Producer	greater than 100.00 percent has	through 100.00 percent.
Share (%) value is <0.00	been entered for a producer	
through 100.00>	share.	
Producer Share (%) value	A value that is greater than	Enter a value that only
<xx.xxx> is in invalid data</xx.xxx>	2 decimal places has been	contains 2 decimal places.
format. It can take only <2>	entered.	
decimal points.		
Owner "Producer A" from	All owners for the tract have not	Select and move all owners
Farm Records is not included	been moved from the Available	on the tract to the Assigned
as an assigned producer on	Producers Section to the	Producers Section.
the offer. All owners	Assigned Producers Section.	
associated with the tract in		
Farm Records must be		
assigned to the offer, even if		
they are a zero share. Please		
add owner "Producer A" as		
an assigned producer to the		
offer		

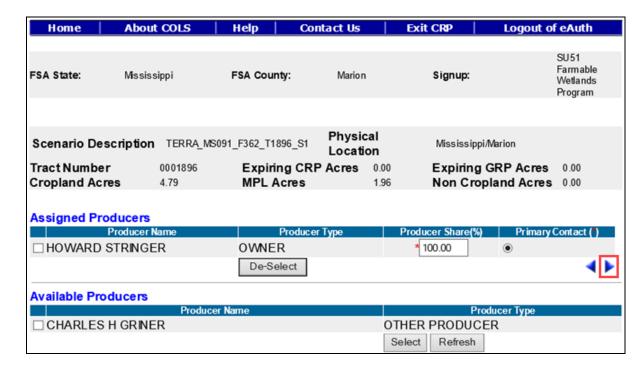
369 FWP Signup Offer Complete Assigned Producer Page

A Overview

Once the assigned producers' shares equal 100 percent and 1 primary contact has been selected, the user can proceed to the next page to record cropping history. The offer is now saved to the database in an active "Incomplete" status.

B Example of Complete Assigned Producer Page

The following is an example of a complete Assigned Producer Page.



To continue to the Crop History Page, CLICK "". To revise enrollment information, CLICK "".

Note: An error message will be displayed if users CLICK ">" and the producer shares do not total 100 percent.

A Overview

The current crop and crop history for each field on the offer is used to determine whether an offer is ineligible or eligible. Required crop history will vary based on the selected practice for each field number or CLU uploaded from the TERRA scenario.

Note: This table outlines the cropping history requirements for all FWP practices.

Practice	FWP Cropping History Requirement
CP-27 (FWP Cropped Wetlands)	3 of 10 most recent crop years
CP-28 (FWP Buffer)	3 of 10 most recent crop years
CP-39 (FWP Constructed Wetland)	No requirement
CP-40 (FWP Aquaculture Wetland	1 year 2002 through 2007
Restoration)	
CP-41 (FWP Flooded Prairie	3 years out of 10 years from January 1, 1990,
Wetland)	through December 31, 2002

Important: Offered MPL acres (noncropland) must have a separate field number from the rest of the cropland acres.

370 FWP Signup Offer Crop History Page (Continued)

B Example of Crop History Page

The following is an example of the Crop History Page.



Note: The TERRA scenario used in this example assigned field number 12 to both acreages. The acres must be split into separate field numbers. One for the cropland and the other for noncropland.

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Crop History Page.

Field	Description	Action
Field Number	Enter the first field number within the	Enter the field number. No
	acres offered, as follows:	action required unless the field
		numbers are incorrect from the
	• use no more than 4 characters	TERRA scenario. This is a
		required field.
	• use numbers only	
		Note: Field number will be
	• CLU counties must have CRP field	greyed out if "Edit" was
	numbers match CLU field numbers.	selected from the table at
		the bottom of the Crop
	Note: Once the number is saved, it	History Page.
	cannot be edited.	
Offered Acres	Enter number of acres from the field, in	Enter the offered acres or
	hundredths, to be included in the offer, as	CLICK "Edit" in the table at
	follows:	the bottom of the Crop History
		Page to display the offered acres
	• valid number range is 0 through	imported from the TERRA
	9,999.99	scenario. No action required unless the acres are incorrect.
	E	
	Exception: SU200 CRP Grassland offers does not have a	This is a required field.
	limit on acres.	
	minit on acres.	
	partial fields are acceptable	
	partial fields are acceptable	
	Note: Renumbering may be required, according to 10-CM.	
	according to 10-Civi.	
	• should be less than or equal to the	
	eligible acres	
	• entering more acres than eligible will	
	be allowed but will result in an	
	ineligible offer.	

Field	Description	Action
Eligible Acres	Review all eligibility criteria, including manual eligibility criteria not checked by the system (for example, length of ownership) and record the number of acres eligible for that field that meets all criteria.	Enter the eligible acres or CLICK "Edit" in the table at the bottom of the Crop History Page to display the eligible acres imported from the TERRA scenario. No action required unless the acres are incorrect. This is a required field.
Practice Code	The practice code is required because the practice cropping history is different from the program cropping history. Default is "CP27".	Use the drop-down list and select a practice or use the imported data from the TERRA scenario. No action required unless the practice is incorrect. This is a required field.
Current Crop and Crop Years	 Planted or considered planted to an agricultural commodity during the crop years defined by statute. Selections in the drop-down list are determined by what was entered in the Crop Maintenance Table. Enter "grass" to denote maintained cover from an expired CRP contract for conserving use purposes. Enter "CRP" for any year that the land previously enrolled in CRP that expires during crop years 2012 through 2017 where the grass cover continues to be maintained as though enrolled in CRP at the time the offer is submitted. 	Use the drop-down list and select crops that were on the field each applicable year for a new field or CLICK "Edit" in the table at the bottom of the Crop History Page to update the crops from the TERRA scenario.
	Note: Cover that is deteriorated or degraded is not considered to be maintained as though enrolled in CRP and is not eligible to be designated as conserving use.	

D Page Options

The following options are available on the Crop History Page.

Option	Action
Add	CLICK "Add" to store the previously entered or edited information for the
	field number.
Reset	CLICK "Reset" to clear current information.
Edit	CLICK "Edit" to revise any data except the field number.
Delete	CLICK "Delete" to remove the entire entry for that field and CLICK
	"Confirm Delete" to complete the deletion.
Save	CLICK "Save" to store the revised information.
Cancel	CLICK "Cancel" to keep the previously stored information for the selected
	field number.
578 Data	CLICK "578 Data Report" to display in PDF any available information for
Report	that tract from the most recent county data file upload. The data may not be
	complete, or field numbers may have changed. A review of the certification
	(FSA-578) maps may be required to obtain correct data. Access this report
	before entering data since data entered may have to be deleted and re-entered.
Add Crops	
	"Add Crops" to access the Crop Maintenance Table as described in
	paragraph 146. After adding the applicable crop, CLICK "Return to Crop
	History" to return to the Crop History Page.

E Page Error Messages

The following error messages may be displayed on the Crop History Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Field Number is	A field number must be	Enter the field number. This is a
required field.	entered before selecting	required field.
	"Add".	
Invalid value <nnnn>.</nnnn>	An invalid field number was	Enter the field number. This is a
Valid range for Field	entered. A valid range is 1	required field.
Number value is <1	through 9998.	
through 9998>		

E Page Error Messages (Continued)

Error Message	Description	Corrective Action
Field Number contains	An invalid field number was	Enter the field number. This is a
invalid number.	entered. A valid range is 1	required field.
<nnnn></nnnn>	through 9998. No alphabet	
	or special characters allowed.	
Offered Acres is	Total number of offered	Enter the offered acres for the field
required field.	acres for the field number is	number. This is a required field.
	missing.	
Eligible Acres is	Total number of eligible	Enter the eligible acres for the field
required field.	acres for the field number is	number. This is a required field.
	missing.	
Invalid value	Offered acres must be a	Enter a number between 0.00 and
<9999999>. Valid	value between 0.00 and	9,999.99.
range for Offered	9,999.99. No alphabet or	
Acres value is <0.01	special characters allowed.	
through 9999.99>		
Invalid value	Eligible acres must be a	Enter a number between 0.00 and
<99999999>. Valid	value between 0.00 and	9,999.99.
range for Eligible	9,999.99. No alphabet or	
Acres value is <0.01	special characters allowed.	
through 9999.99>		
Invalid value <nn.dd>.</nn.dd>	The acres entered for the	Enter a value that is between the
Valid range as per	field exceed the available	number range indicated in the error
Farm Records for	cropland acres stored in Farm	message.
Acres for Enrollment	Records.	
is <nn.dd td="" through<=""><td></td><td></td></nn.dd>		
nn.dd>		
There must be at least	A minimum of 3 years crop	Use the drop-down list and select
3 years crop history	history must be populated.	crops that were on the field each
for the field <nn> and</nn>		applicable year for a new field or
practice CP27		CLICK "Edit" in the table at the
		bottom of the Crop History Page to
		update the crops from the TERRA
		scenario.

E Page Error Messages (Continued)

Error Message	Description	Corrective Action
There must be at least 3 years crop history for the field <nn> and practice CP28</nn>	A minimum of 3 years crop history must be populated.	Use the drop-down list and select crops that were on the field each applicable year for a new field or CLICK "Edit" in the table at the bottom of the Crop History Page to update the crops from the TERRA scenario.
There must be at least 1 years crop history for the field <nn> and practice CP40</nn>	A minimum of 1-year crop history must be populated.	Use the drop-down list and select crops that were on the field each applicable year for a new field or CLICK "Edit" in the table at the bottom of the Crop History Page to update the crops from the TERRA scenario.
There must be at least 3 years crop history for the field <nn> and practice CP41</nn>	A minimum of 3 years crop history must be populated.	Use the drop-down list and select crops that were on the field each applicable year for a new field or CLICK "Edit" in the table at the bottom of the Crop History Page to update the crops from the TERRA scenario.
Acres of enrollment must match the Cropland Acres.	The sum of the fields does not match the cropland acres entered on the Enrollment Page.	Add or edit fields or update the Enrollment Page to the correct number of acres for the offer.
Duplicate field number with same practice found	Only 1 field number per practice is allowed.	Edit 1 of the field numbers to be unique for all others for the same practice.

F Page Warning Messages

The following warning messages may be displayed on the Crop History Page if the data recorded does not meet the applicable validations.

Warning Message	Description	Corrective Action	
There must be at least	A minimum of 3 years crop	Use the drop-down list and select	
3 years crop history	history must be populated.	crops that were on the field each	
for the field <nn> and</nn>		applicable year for a new field or	
practice CP27		CLICK "Edit" in the table at the	
		bottom of the Crop History Page	
		to update the crops from the	
		TERRA scenario.	

F Page Warning Messages (Continued)

Warning Message	Description	Corrective Action
There must be at least	A minimum of 3 years crop	Use the drop-down list and select
3 years crop history	history must be populated.	crops that were on the field each
for the field <nn> and</nn>		applicable year for a new field or
practice CP28		CLICK "Edit" in the table at the
		bottom of the Crop History Page
		to update the crops from the
		TERRA scenario.
There must be at least	A minimum of 1-year crop	Use the drop-down list and select
1 years crop history	history must be populated.	crops that were on the field each
for the field <nn> and</nn>		applicable year for a new field or
practice CP40		CLICK "Edit" in the table at the
		bottom of the Crop History Page
		to update the crops from the
		TERRA scenario.
There must be at least	A minimum of 3 years crop	Use the drop-down list and select
3 years crop history	history must be populated.	crops that were on the field each
for the field <nn> and</nn>		applicable year for a new field or
practice CP41		CLICK "Edit" in the table at the
		bottom of the Crop History Page
		to update the crops from the
		TERRA scenario.
Acres of enrollment	All fields must be entered until	Add all fields until the total
must match the	the total matches the	matches the expiring CRP acres
Cropland Acres	enrollment.	from the Enrollment Page at a
		minimum.
Offered acres are	The eligible acres must be	Enter number of acres (in
greater than Eligible	equal to or greater than the	hundredths) of offered acres not to
acres. Offer will be	offered acres; otherwise, the	exceed the eligible acres.
determined ineligible .	offer will be determined	
	ineligible.	

371 FWP Signup Offer Complete Crop History Page

A Overview

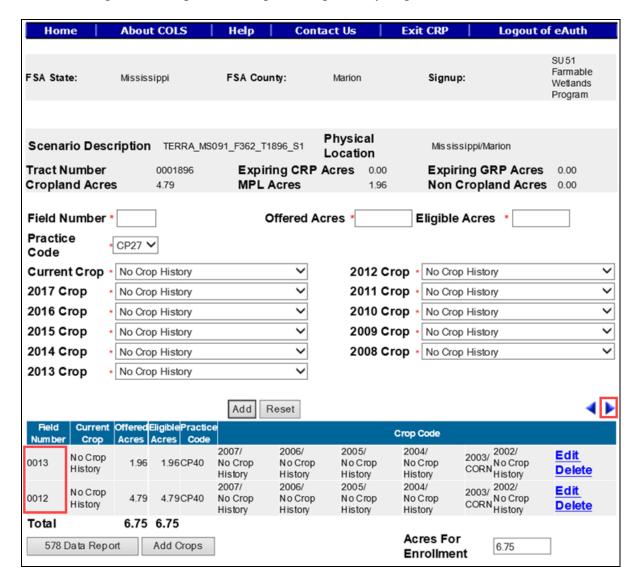
Once the current crop and crop history for each field has been recorded, the user can proceed to the next page. The offer is now saved to the database in an active "Incomplete" status.

Important: Offered MPL acres (noncropland) must have a separate field number from the rest of the cropland acres.

371 FWP Signup Offer Complete Crop History Page (Continued)

B Example of Complete Crop History Page

The following is an example of a complete Crop History Page.



To continue to the Practice Page, CLICK ""." To revise assigned producer information, CLICK ""."

372 FWP Signup Offer Practice Page

A Overview

Each field must have a conservation practice assigned. This information can be prepopulated from the uploaded TERRA scenario or manually entered by the user. The offer is now saved to the database in an active "Incomplete" status.

372 FWP Signup Offer Practice Page (Continued)

B Example of Practice Page

The following is an example of the Practice Page.

Scenario Description TERRA_MS091_F362_T1896_S1	Home	About COL:	S Help	Cor	ntact Us	E	xit CRP	1	.ogout of	eAuth
Tract Number 1001996 Expiring CRP Acres 0.00 Expiring CRP Acres 0.00 Expiring CRP Acres 0.00 Non Cropland Cropland Acres 0.00 Non Cropland Cropland Non-Cropland Non-Cropland Non-Cropland Non Cropland Acres 0.00 Non Cropland Other Acres 0.00 Non Cropland Non Crop	FSA State:	Mississippi	FSA Coun	nty:	Marion		Signup:		,	Parmable Wetlands
Tract Number 1001996 Expiring CRP Acres 0.00 Expiring CRP Acres 0.00 Expiring CRP Acres 0.00 Non Cropland Cropland Acres 0.00 Non Cropland Cropland Non-Cropland Non-Cropland Non-Cropland Non Cropland Acres 0.00 Non Cropland Other Acres 0.00 Non Cropland Non Crop										
Practice has been successfully added to the offer. Field/Acre Practice Code Practice Length Practice Length Practice Status Cropland Cropland Acres Cropland Cropland Acres Est. Cost-Share/Acre (\$) Pivot Corners Will LLP be planted anytime during the contract period? Cropland Acres Expiring CRP Acres Expiring CRP MPL Acres Expiring CRP Non-Cropland Acres Expiring CRP Non-Cropland/Other Acres Expiring CRP Non-Cropland/Other Acres Expiring CRP Wellhead Acres Expiring CRP Wellhead Acres Expiring CRP Wellhead Acres Fractice Acres Incentive Rate/Acre (%) Maintenance Rate (\$) Practice Details Practice Details Expiring CRP Rotation Rate/Acre Expiring CRP Rotation Rate/Acre (\$) SIP Incentive Rate/Acre (\$) Retas Per Acres Expiring CRP Rates Per Acres Expiring CRP	Scenario De	scription TER	RA_MS091_F362_T18	896_S1			Mississ	ippi/Mark	on	
Field/Acre Practice Code Practice Code Practice Length Practice Status Cropland Cropland Cropland Acres Expiring CRP Acres Select Se				_				_		
Practice Code Practice Length Practice Length Practice Length Practice Status Cropland Cropland Acres Expiring CRP Acres Expiring CRP Acres Expiring CRP MPL Acres Expiring CRP MPL Acres Expiring CRP MPL Acres Expiring CRP Mon-Cropland Acres Expiring CRP Mon-Cropland Acres Expiring CRP Wellhead Acres Expiring CRP Non-Cropland/Other Acres Expiring CRP Wellhead Acres Expiring CRP Non-Cropland Acres Expiring CRP Wellhead Acres Expiring CRP Non-Cropland Acres Expiring CRP Wellhead Acres Expiring CRP Non-Cropland Acres Expiring CRP Non-Crop	Practice has I	been successfu	lly added to the of	ffer. 🗲						
Practice Length Practice Length Practice Status Cropland Cropland Acres Expiring CRP Acres Expiring CRP Acres Expiring CRP MPL Acres Expiring CRP MPL Acres Expiring CRP MPL Acres Expiring CRP MPL Acres Expiring CRP Mon-Cropland Acres Expiring CRP Non-Cropland/Other Acres Expiring CRP Wellhead Acres Expiring CRP Wellhead Acres Expiring CRP Mon-Cropland/Other Acres Expiring CRP Mon-Cropland/Other Acres Expiring CRP Mon-Cropland/Other Acres Expiring CRP Mon-Cropland/Other Acres Expiring CRP Wellhead Acres Expiring CRP Mon-Cropland/Other Acre	Field/Acre		* -Select- V		E st. Cos	t-Shan	e/Acre (\$)		0.00	
Practice Length Practice Status Cropland Cropland Cropland Acres Expiring CRP Acres Expiring CRP MPL Acres Expiring CRP Non- Cropland Acres Expiring CRP Non- Cropland Acres Expiring CRP Wellhead Acres Expiring CRP W	Practice Co	de	* Select- V		Pivot Co	rners		[-Select- \	/
Cropland Acres Expiring CRP Infeasible To Farm Acres Expiring CRP Infeasible To Farm Acres Expiring CRP Infeasible To Cropland Acres Expiring CRP Non-Cropland Cropland Cro	Practice Ler	ngth	-Select- ∨		anytime	during	the	[-Select- \	/
Cropland Acres Expiring CR P Acres Expiring GR P Acres Infeasible To Farm Acres Expiring CR P Non-Cropland/Other Acres Ex	Practice Sta	tus	-Select-	~						
Expiring CRP Acres Expiring GRP Acres Infeasible To Farm Acres Expiring CRP Infeasible To Farm Acres Expiring CRP Infeasible To Farm Acres Expiring CRP Non-Cropland/Other Acres Expiring GRP Non-Cropland/Othe		Cropl	and				Non-C	roplan	d	
Expiring GR P Acres Infeasible To FarmAcres Expiring CR P Infeasible To FarmAcres Expiring CR P Infeasible To FarmAcres Expiring CR P Non-Cropland/Other Acres Expiring GRP Non-Cropland/Other Acres Expiring GRP Non-Cropland/Other Acres Expiring GRP Non-Cropland/Other Acres Expiring GRP Non-Cropland/Other Acres Expiring GRP Non-Cropland/Other Acres Expiring CRP Non-Croplan	C ropland A	cres	0.00		MPL Ac	res			0.00	
Infeasible To Farm Acres Expiring CRP Infeasible To Farm Acres Expiring CRP Infeasible To Farm Acres Expiring CRP Non-Cropland Other Acres Expiring GRP Non-Cropland Other Acres Expiring CRP Non-Cropland Other Acres Expiring CRP Non-Cropland Other Acres Expiring GRP Non-Cropland Other Acres Expiring GRP Non-Cropland Other Acres Expiring CRP Non-Cropland Other Acres Expiring GRP Non-Cropland Other Acres Expiring GRP Non-Cropland Other Acres Expiring CRP Non-Cropland Other	E xpiring CR	P Acres	0.00		E xpiring	CRP	MPL Acre	s [0.00	
Infeasible To FarmAcres Expiring CRP Infeasible To FarmAcres Expiring CRP Non-Cropland/Other Acres Expiring GRP Non-Cropland/Other Acres Expiring CRP Non-Cropland/Other Acres Expiring CRP Non-Cropland/Other Acres Expiring CRP Non-Cropland/Other Acres Expiring CRP Non-Cropland/Other A	E xpiring GR	P Acres	0.00		10.00					
Expiring CR P Infeasible To Farm Acres Wellhead Acres Expiring CR P Wellhead Acres Expiring CR P Wellhead Acres Practice Acres Incentive R ate/Acre (%) Maintenance Rate (\$) SIP Incentive Rate/Acre (\$) Maintenance Rate (\$) Reset Practice Practice Practice Cropland Number Code Length Acres Acres MPL Cropland Practice Practice Cropland Acres Acres Reset Practice Details Retes Per Acre SIP Incentive Rate/Acre (\$) Retes Per Acre CRP Acres Cost Rate (\$) Cost Rate (\$	Infeasible T	o Farm Acres	0.00		Expiring CDD Non					
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Delet	0012 CP40	15 4.79	0.00 0.00	4.79	0.00		mare (\$)			Eret
Total 4.79 1.96 0.00 6.75 0.00 0.00	0013 CP40	15 0.00	1.96 0.00	1.96	0.00	0.00	0 :	20.00	0.00	10.00 Edit
	Total	4.79	1.96 0.00	6.75	0.00	0.00				Delete

B Example of Practice Page (Continued)

Note: Once the employee has selected the field/acre and practice code from the table at the bottom of the Practice Page or created a brand new field, all fields applicable to the practice selected will be available for entry. If the field is not applicable to the selected practice, it will be greyed out.

C Field Descriptions and Actions

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

Field	Description	Action
Field/Acre	All field numbers and acreage previously uploaded or entered on the Crop History Page will display. Both field number and number of acres for that field will be listed in the box. The default value is "-Select-".	Use the drop-down list to select the field number previously entered on the Crop History Page for a new offer. Note: Field number will be greyed out if "Edit" was selected from the table at the bottom
	Note: Only 1 field can be selected at a time.	of the Practice Page.
Practice Code	Available selections are restricted to practices approved for the signup selected. A field may have more than 1 practice, but only 1 practice may be entered at a time. The default value is "-Select-".	Use the drop-down list to select the practice code for a new offer . Note: Practice code will be greyed out if "Edit" was selected from the table at the bottom of the Practice Page.
Practice Length	The duration of CRP-1's is from 10 to 15 years. Selections will be limited to lengths or years approved for the selected practice. The default value is "-Select-" for multi-year practices. Note: If only 1 practice length	Use the drop-down list to select the practice length. Note: A separate CRP-1 will result if different practice lengths are selected for practices.
	applies, the system will default to that length.	

Field	Description	Action
Practice Status	Vegetative Cover of New Establishment, Existing Permanent Cover (including trees), or	Use drop-down list to select the practice status.
	Enhancement to existing permanent cover shall be identified. Selections are "-Select-", "New", "Existing", or "Enhancement". The default value is "-Select-".	
Est. Cost- Share/Acre (\$)	CCC will pay up to 50 percent of the eligible cost of establishing a permanent cover for approved practices. The value will be	Enter dollar amount if different from the system calculated amount.
	prefilled with the rate entered for the selected practice in the Cost Share Table. See paragraph 147.	Note: If a practice for the signup on the Cost Share Table was updated after the offer was created, each field involving that practice will need to be deleted and re-added to pick up the revised calculation.
Pivot Corners	Field margins that are incidental to the planting of crops, such as center pivot corners. Selections are "-Select-", "Yes", or "No". The default value is "-Select-".	Use drop-down list to indicate if pivot corners apply or not. Note: Field will be greyed out if the selected practice is not approved for pivot corners.
Cropland Acres	Acres meeting the definition of "cropland" according to 10-CM. The default value is "0.00".	Enter number of acres (in hundredths) of cropland for the field.
Expiring CRP Acres	Acres currently under CRP-1 or expired CRP-1 maintained as cropland and is suitable to be tilled for crop production. The default value is "0.00".	Enter number of acres (in hundredths) of expiring CRP cropland for the field.
Expiring GRP Acres	Acres subject to a GRP easement or rental agreement and meets the definition of "cropland" according to 10-CM. The default value is "0.00".	Enter number of acres (in hundredths) of expiring GRP cropland for the field.

Field	Description	Action
Infeasible to	An area that is too small or isolated	Enter number of acres (in
Farm Acres	to be economically farmed and meets the definition of "cropland" according to 10-CM. The default value is "0.00".	hundredths) of ITF cropland for the field.
Expiring CRP Infeasible to Farm Acres	Acres currently under CRP-1 or expired CRP-1 maintained as cropland, is suitable to be tilled for crop production and was previously identified as ITF acreage. The default value is "0.00".	Enter number of acres (in hundredths) of expiring CRP ITF cropland for the field.
Wellhead Acres	Acreage located within or immediately adjacent to the approved public wellhead protection area. The default value is "0.00".	Enter number of acres (in hundredths) of wellhead cropland for the field.
Expiring CRP Wellhead Acres	Acres currently under CRP-1 or expired CRP-1 maintained as cropland, is suitable to be tilled for crop production and was previously identified as wellhead acreage. The default value is "0.00".	Enter number of acres (in hundredths) of expiring CRP wellhead cropland for the field.
MPL Acres	Acres immediately adjacent and parallel to a permanent water body, stream having perennial flow, seasonal stream, sinkholes and karst area. The default value is "0.00".	Enter number of acres (in hundredths) of MPL noncropland for the field.
Expiring CRP MPL Acres	Acres currently under CRP-1 or expired CRP-1 and was previously identified as MPL acreage. The default value is "0.00".	Enter number of acres (in hundredths) of expiring CRP MPL noncropland for the field.
Non Cropland Acres/Other Acres	Acres not meeting the definition of "cropland" according to 10-CM. The default value is "0.00".	Enter number of acres (in hundredths) of noncropland/other for the field.
Expiring CRP Non-Cropland/ Other Acres	Acres currently under CRP-1 or expired CRP-1 and was previously identified as noncropland/other acreage. The default value is "0.00".	Enter number of acres (in hundredths) of expiring CRP noncropland/other for the field.

Field	Description	Action
Expiring GRP	Acres subject to a GRP easement or	Enter number of acres (in
Non-Cropland/	rental agreement and does not meet	hundredths) of expiring GRP
Other Acres	the definition of "cropland"	noncropland/other for the field.
	according to 10-CM. The default	
	value is "0.00".	
Incentive	The applicable incentive rate percent	Display field only.
Rate/Acre (%)	for the selected practice on the	
	signup.	
SIP Incentive	The applicable SIP dollar amount	Display field only.
Rate/Acre (\$)	per acre for the selected practice on	
	the signup.	
Maintenance	The applicable maintenance rate will	Select the maintenance rate from
Rate (\$)	display from the available	the available drop-down list. This
	drop-down list.	is a required field.

Note: The sum of the practice acres for each practice on that field, plus any ITF acres, **must** equal the number of acres in the field.

D Page Options

The following options are available on the Practice Page.

Option	Action
Add	CLICK "Add" to store the previously entered or edited information for the
	practice code selected.
Reset	CLICK "Reset" to clear current information.
Edit	CLICK "Edit" to revise any data except the field number and practice code.
Delete	CLICK "Delete" to remove the entire entry for that field and CLICK "Confirm
	Delete " to complete the deletion.
Save	CLICK "Save" to store the revised information.
Cancel	CLICK "Cancel" to keep the previously stored information for the selected
	practice code.

E Page Error Messages

The following error messages may be displayed on the Practice Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Field/Acre is required	A field/acre selection is required before	Use drop-down list to
field.	the software will allow the employee to	select the field/acre
	select "Add".	response.
	Note: Only 1 field can be selected at a	
	time.	
Practice Code is	A practice code selection is required	Use drop-down list to
required field.	before the software will allow the	select the practice
	employee to select "Add".	code response.
	Note: Only 1 practice can be selected at	
	a time.	
Practice Length is	The default value "-Select-" for	Use drop-down list to
required field for a	multi-year practices will not allow the	select the practice
practice.	employee to add the selected field/acre	length response.
	and practice code.	
Cropland Acres and Non	The acres on each field must be either	Revise the acres for
Cropland Acres cannot	cropland or noncropland. They cannot be	the field/acre selected.
be added to same	entered under both column headings.	
practice/field.		
Practice acres should be	The sum of the available practice acres	Revise the acres for
greater than 0.00.	must be greater than zero.	the field/acre selected.
Expiring CRP Acres	The sum of the expiring CRP acres must	Revise the acres for
entered <nn.dd> is not</nn.dd>	equal the offered acres on the Enrollment	the field/acre selected.
equal to offered	Page before the software will allow the	
Expiring CRP Acres	employee to proceed to the next page.	
<n.dd>.</n.dd>		
Please update Practice	The default value "-Select-" for practice	Use drop-down list to
Status for Practice(s)	status must be answered before the	select the practice
<cpxx>.</cpxx>	software will allow the employee to add	status.
	the selected field/acre and practice code.	
Total Practice Acres	The sum of all practice acres for the	Revise the acres for
<nnn.dd> on field</nnn.dd>	selected field/acre are greater than the	the field/acre selected.
<nnnn> is not equal to</nnnn>	previously entered acres on the Crop	
<nnn.dd>.</nnn.dd>	History Page.	

E Page Error Messages (Continued)

Error Message	Description	Corrective Action
Cropland Acres entered	The sum of the acres for all fields are	Revise the acres for
<nnn.dd>is not equal to</nnn.dd>	greater than the total acres for the offer.	the field/acre selected.
offered Cropland Acres		
<nnn.dd>.</nnn.dd>		
Total practice acres	The sum of all practice acres for the	Revise the acres for
cannot be greater than	selected field/acre are greater than the	the field/acre selected.
offered acres for the	previously entered acres on the Crop	
selected field. Maximum	History Page.	
acres available for field		
<nnnn> is <nn.dd>.</nn.dd></nnnn>		

F Page Warning Messages

The following warning messages may be displayed on the Practice Page if the data recorded does not meet the applicable validations.

Warning Message	Description	Corrective Action
Cropland Acres entered	The sum of the acres for all fields are	Revise the acres for
<nnn.dd> exceeds</nnn.dd>	greater than the total acres for the offer.	the field/acre selected.
Cropland Acres limit of		
<nn.dd>.</nn.dd>		
Total practice acres	The sum of all practices acres for the	Revise the acres for
cannot be greater than	selected field/acre are greater than the	the field/acre selected.
offered acres for the	previously entered acres on the Crop	
selected field. Maximum	History Page.	
acres available for field		
0009 is 73.26.		

373 FWP Signup Offer Practice Details Display Page

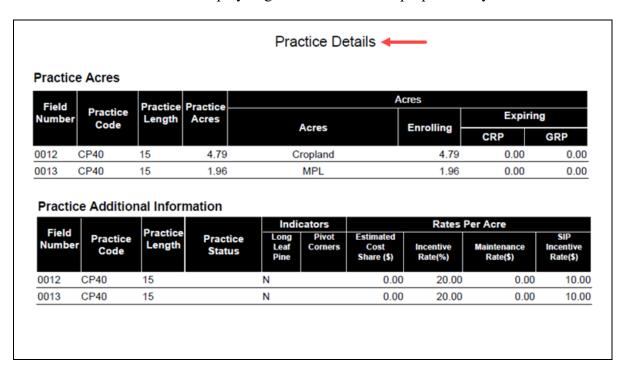
A Overview

The Practice Details Display Page provides additional information for each field number and selected practice for the offer.

B Example of Practice Details Display Page

The following is an example of the Practice Details Display Page.

Note: The Practice Details Display Page is for information purposes only.



To continue to the Predominant Soils Page, CLICK "•". To revise crop history information, CLICK "•".

374 FWP Signup Offer Predominant Soils Page

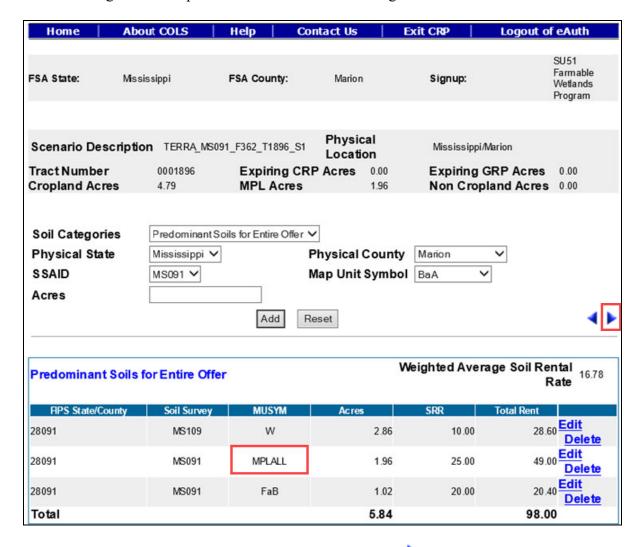
A Overview

Soils are used to calculate and inform the producer of the weighted average SRR for the eligible acreage being offered. The County Office shall identify the 3 predominant soil types (including MPL rate) using TERRA for the eligible acreage offered. The offer is now saved to the database in an active "Incomplete" status.

Note: The weighted average SRR is calculated by taking the "Total Rent" amount divided by total "Acres" for the offer.

B Example of Predominant Soils Page

The following is an example of the Predominant Soils Page.



To continue to the offered rental rate information, CLICK "". To revise practice information, CLICK "".

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Predominant Soils Page.

Field	Description	Action
Soil Categories	Allows the user to select the soil	Select a soil category or use the preset
	category type. The default	value based on the TERRA scenario.
	value is "Predominant Soils for	This is a required field.
	Entire Offer".	
Physical State	Displays the applicable physical	Select the physical State from the
	location State for the offer that	available drop-down list or use the
	is being created.	preset value from the TERRA scenario
		upload. This is a required field.
Physical County	Displays the applicable physical	Select the physical county from the
	location county for the offer	available drop-down list or use the
	that is being created.	preset value from the TERRA scenario
		upload. This is a required field.
SSAID	All associated SSAID's for the	Select the SSAID from the available
	FSA State and FSA county	drop-down list or use the preset value
	selected will be automatically	from the TERRA scenario upload. This
	listed.	is a required field.
Map Unit	All associated MUSYM's for	Select the MUSYM from the available
Symbol	the SSAID selected will be	drop-down list or use the preset value
	automatically listed.	from the TERRA scenario upload. This
		is a required field.
Acres	The "Acres" field cannot be left	Enter a minimum of 0.01 acres not to
	blank.	exceed the remaining available acres on
		the offer.

D Page Options

The following options are available on the Predominant Soils Page.

Option	Action
Add	CLICK "Add" to store the previously entered or edited information for the soil.
Reset	CLICK "Reset" to clear current information.
Edit	CLICK "Edit" to revise the acres.
Delete	CLICK "Delete" to remove the entire entry for that soil and CLICK "Confirm
	Delete" to complete the deletion or CLICK "Cancel".

E Page Error Messages

The following error messages may be displayed on the Predominant Soils Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Acres is required field.	The "Acres" field cannot	Enter a minimum of 0.01 acres
	be left blank.	not to exceed the remaining
		available acres on the offer.
Map Unit Symbol is required	The "MUSYM" field	Use the drop-down list and
field.	cannot be left blank.	select the desired MUSYM.
Try to add duplicate soil	The selected MUSYM has	Use the drop-down list and
record in soil Category:	already been added for the	select a different MUSYM.
Predominant Soils for Entire	selected soil categories.	
Offer, please check the input	Duplicates are not allowed.	
field(s) for correctness		
The soil category:	A fourth soil group is not	No action required.
Predominant Soils for Entire	allowed to be added.	
Offer can only have		
maximum 3 groups		
Soil category: Predominant	The sum of all soils cannot	No action required.
Soils for Entire Offer, the	exceed the total offered	-
maximum remaining acreage	acres for the offer.	
allowed is <n.dd>.</n.dd>		
Soil category: Predominant	Offer is missing MPL	Add MPL rental rate with the
Soils for Entire Offer, the	rental rate. MPL must be 1	total offered MPL acres for the
minimum FWP MPL Soil is 1	of the top 3 soils.	offer.

F Page Warning Messages

The following warning messages may be displayed on the Predominant Soils Page if the data recorded does not meet the applicable validations.

Warning Message	Description	Corrective Action
Note: Please complete	After predominant soil	The Soils Subportion Page
the remaining soil	information has been entered,	defaults to the first subportion
group(s) in the Soil	the warning message appears	category that is shown in the
Categories drop down	on the second soils	"Soils Categories" drop-down.
box	(subportion) page after the	After entering soils for that
	forward arrow is clicked if	subportion, select another
	the offer requires soil	subportion from the drop-down
	subportions to be added.	and enter soils for that subportion.
Note: Soil category:	If the total soil acres are less	Verify previously added soil acres
Predominant Soils for	than the offered acres, the	are entered correctly. If acres are
Entire Offer, can have	offer will not proceed unless	correct, add 1 or 2 more soils to
either:	there are 3 soils entered.	display maximum predominant
(1) 1 or 2 soil types with		3 soils for the offer.
the total acreage equal to	Note: The soil acres must	
the total soil category	equal the offered acres	
acres nn.dd or,	with only 1 or 2 soils.	
(2) Maximum 3 soil		
types with the total soil		
acreage less than or		
equal to the total soil		
category acres nn.dd		
Try to add duplicate soil	The selected MUSYM has	Use the drop-down list and select
record in soil Category:	already been added for the	a different MUSYM.
Predominant Soils for	selected soil categories.	
Entire Offer, please	Duplicates are not allowed.	
check the input field(s)		
for correctness		

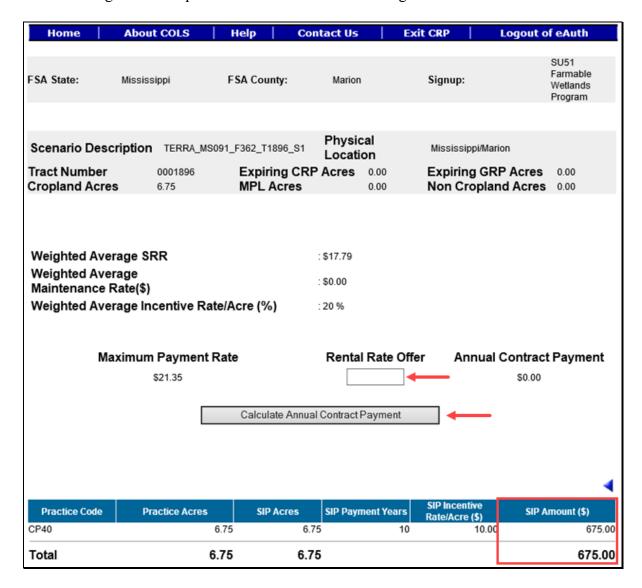
375 FWP Signup Offered Rental Rate Page

A Overview

The Offered Rental Rate Page displays the system calculated maximum payment rate and allows the user to enter the offered amount by the producer. The offer is now saved to the data base in an active "Incomplete" status.

B Example of Offered Rental Rate Page

The following is an example of the Offered Rental Rate Page.



Note: The calculated SIP will display at the bottom of the Offered Rental Rate Page, if applicable.

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Offered Rental Rate Page.

Field	Description	Action
Rental Rate	This is the producer offered rental rate	Enter a minimum of \$0.01 not
Offer	entered on CRP-1.	to exceed \$99,999.99. The
		rate entered should match the
	Note: A rate entered in excess of the	value of the producer's offer.
	"Maximum Payment Rate" will	
	result in an ineligible offer	
	determination.	
SIP Amount (\$)	The total SIP incentive dollar amount for	Display field only.
	the offer.	

D Page Options

The following options are available on the Offered Rental Rate Page.

Option	Action
Calculate Annual	Select "Calculate Annual Contract Payment" to calculate the annual
Contract Payment	contract payment amount for the offer.

E Page Error Messages

The following error messages may be displayed on the Offered Rental Rate Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Rental Rate Offer is	This field cannot be left blank. Enter a	Enter a number between
required field.	value between \$0.01 and \$99,999.99.	0.01 and 99,999.99.
Rental Rate Offer	Rental rate offered must be a value	Enter a number between
contains invalid number.	between \$0.01 and 9,999.99. No	0.01 and 99,999.99.
	alphabet or special characters allowed.	
Invalid value	Any value entered that does not fall	Enter a number between
<nnnnnnn.dd>. Valid</nnnnnnn.dd>	between a valid range of \$0.01 and	0.01 and 99,999.99.
range for Rental Rate	\$99,999.99 will result in an error. No	
Offered value is < 0.01	alphabet or special characters allowed.	
through 99999.99>		

F Page Warning Messages

The following warning messages may be displayed on the Offered Rental Rate Page if the data recorded does not meet the applicable validations.

Warning Message	Description	Corrective Action
Rental Rate Offered is	The offered rental rate can be	Verify the amount entered is
greater than Maximum	greater than the calculated	correct.
Payment Rate	payment rate; however, it will	
	result in an ineligible offer.	
Percent Eligible is Less	Offered acres do not meet the	The offer can be eligible if at least
than Minimum Percent	minimum required percentage	51 percent of the offered acres are
required for various	for the signup.	in a National or State CPA.
land Eligibility.		
Total Eligible Acres are	Land eligibility must meet the	Verify soils are correct,
less than Acres for	EU>= 8, National CPA, State	appropriate CPA's have been
Enrollment	CPA, or expiring CRP	applied in TERRA and expiring
	validations. The result will be	CRP acres have been entered
	an ineligible offer.	correctly.
The Capped Maximum	The producer's offered rental	Verify offered rental rate is
Payment Rate is	rate is greater than the capped	correct; otherwise, revise the
<\$XX,XXX.XX>. An	maximum payment rate for	offered rental rate.
Offered Rental Rate	the signup.	
greater than this		Note: Offered rental rate greater
amount will result in an		than the capped payment
Ineligible offer.		rate for the signup will
		result in an ineligible offer.

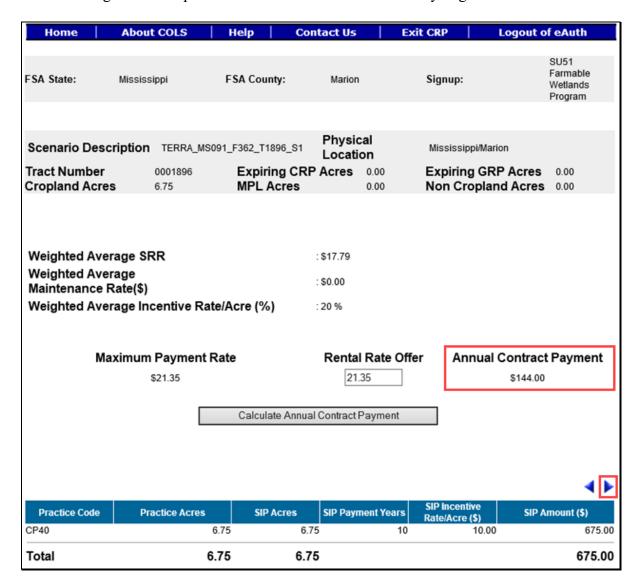
376 FWP Signup Offered Rental Rate Summary Page

A Overview

The Offered Rental Rate Summary Page provides the calculated annual contract payment based on the information and offered rental rate entered on the previous pages. The offer is now saved to the database in an active "Incomplete" status.

B Example of Offered Rental Rate Summary Page

The following is an example of an Offered Rental Rate Summary Page.



To continue to the eligibility questions, CLICK "". To revise offered rental rate information, CLICK "".

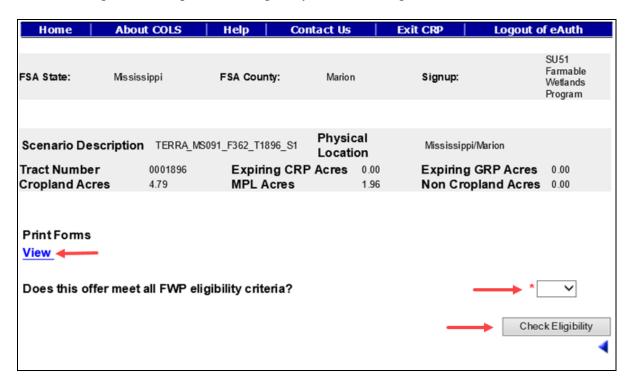
377 FWP Signup Offer Eligibility Questions Page

A Overview

There are eligibility questions for validations that cannot be automatically determined by the system. The user must answer these questions before submitting the offer.

B Example of Eligibility Questions Page

The following is an example of the Eligibility Questions Page.



C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Eligibility Questions Page.

Field	Description	Action
Does this offer	County Office is verifying all eligibility	Select "Yes" or "No"
meet all FWP	criteria has been met and the offer is eligible.	from the drop-down list.
eligibility criteria?	Selections are "Blank", "Yes", or "No". The	
	default value is "Blank".	

D Page Options

The following options are available on the Eligibility Questions Page.

Option	Action	
View	CLICK "View" to generate an Enrollment Information Report displaying full	
	details in a .pdf format of the offer. This report can be printed.	
	Important: It is not an official form and is for informational purposes only.	
Check	CLICK "Check Eligibility" to validate all information entered for the offer and	
Eligibility	determine whether it is "Eligible" or "Ineligible".	
	Note: The result will display as "Yes" or "No" next to the word "Eligible" on	
	the header section of the Enrollment Information Report.	

E Page Error Messages

The following error messages may be displayed on the Eligibility Questions Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
All fields marked with an * are	All eligibility questions	Select "Yes" or "No" from the
required entry fields.	must have a "Yes" or	drop-down list.
	"No" selected.	
Unknown error encountered on	A previously available	Create a brand-new offer using
GSOP Action page at location	practice for the selected	the upload GIS offer process
GSOP Action: process Link	signup has been removed.	and select a practice that is still
Action		available for the signup.
Error Message: java. lang. Null		
Pointer Exception: null		
Error Code: Unknown.		
Please email this error to		
technical support.		

378 FWP Signup Offer Complete Eligibility Questions Page

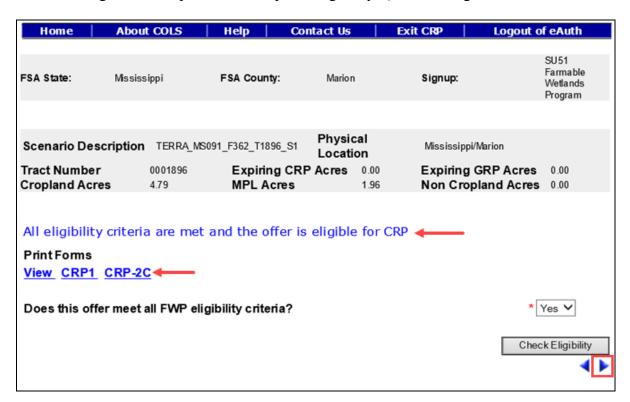
A Overview

Based on the information previously recorded for the offer, COLS will make an eligible or ineligible determination. If all the information meets the procedure requirements, the offer will be saved to the data base in an active "Complete" status. If any of the information entered fails to meet the needed eligibility requirements, the offer will be saved in an active "Incomplete" status.

Note: Offers determined ineligible will display a watermark on the system-generated CRP-1 and CRP-2C.

B Example of Complete Eligibility Questions Page

The following is an example of the Complete Eligibility Questions Page.



To continue to the Submit Page, CLICK "". To revise offered rental rate information, CLICK "".

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Complete Eligibility Questions Page.

Field	Description	Action
Does this offer	County Office is verifying all eligibility	Select "Yes" or "No"
meet all FWP	criteria has been met and the offer is eligible.	from the drop-down list.
eligibility criteria?	Selections are "Blank", "Yes", or "No". The	
	default value is "Blank".	

D Page Options

The following options are available on the Complete Eligibility Questions Page.

Option	Action		
View	CLICK "View" to generate an Enrollment Information Report displaying full		
	details in a .pdf format of the offer. This report can be printed.		
	Important: It is not an official form and is for informational purposes only.		
Check	CLICK "Check Eligibility" to validate all information entered for the offer and		
Eligibility	determine if it is "Eligible" or "Ineligible".		
	Note: The result will display as "Yes" or "No" next to the word "Eligible" on the header section of the Enrollment Information Report.		
CRP1	CLICK "CRP1" to generate CRP-1 in a .pdf format of the offer. This report		
	can be printed. It is an official form.		
	Note: If the offer is determined ineligible, the word "Ineligible" will be		
	displayed as a watermark on the system-generated form.		
CRP-2C	CLICK "CRP2-C" to generate CRP-2C in a .pdf format of the offer. This		
	report can be printed. It is an official form.		
	Note: If the offer is determined ineligible, the word "Ineligible" will be displayed as a watermark on the system-generated form.		

E Page Error Messages

The following error messages may be displayed on the Complete Eligibility Questions Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
All fields marked with an	All eligibility questions must	Select "Yes" or "No" from the
* are required entry fields.	have "Yes" or "No" selected.	drop-down list.
Unknown error encountered	A previously available	Create a brand-new offer using
on GSOP Action page at	practice for the selected	the upload GIS offer process
location GSOP Action:	signup has been removed.	and select a practice that is still
process Link Action		available for the signup.
Error Message: java. lang.		
Null Pointer Exception: null		
Error Code: Unknown.		
Please email this error to		
technical support.		

F Page Warning Messages

The following warning messages may be displayed on the Complete Eligibility Questions Page if the data recorded does not meet the applicable validations.

Warning Message	Description	Corrective Action
Offer eligibility	One or more of the responses on the	Review the "Yes" or "No"
question responses	Eligibility Questions Page failed the	responses for each
below.	required validation. The result will	"Eligibility Question" and
	be an ineligible offer if not	ensure that they are correct.
	corrected.	
Rental Rate Offered is	The dollar amount entered on the	Verify the "Rental Rate
greater than Maximum	Offered Rental Rate Page is greater	Offered" value is correct on
Payment Rate.	than the calculated maximum	the Offered Rental Rate
	payment rate. The result will be an	Page.
	ineligible offer if not corrected.	
Percent Eligible is Less	Offered acres do not meet the	The offer can be eligible if
than Minimum Percent	minimum required percentage for	at least 51 percent of the
required for various	the signup.	offered acres are in a
land Eligibility.		National or State CPA.
Total Eligible Acres are	The total eligible acres must be	Review the number of acres
less than Acres for	equal to or greater than the total	(in hundredths) of offered
Enrollment.	offered acres. The result will be an	acres not to exceed the
	ineligible offer if not corrected.	eligible acres on the Crop
		History Page.

379 FWP Signup Offer Submit Page

A Overview

Once a valid assigned producer signature is received on CRP-1 and CRP-2C, the signature date or date received stamp, whichever is later, must be recorded in the system immediately.

Note: Only eligible complete offers will be automatically updated to a "Submitted" status. All ineligible offers will remain in an "Incomplete" status.

B Example of Submit Page

The following is an example of the Submit Page.



To revise the eligibility question information, CLICK "\dagge".

C Field Descriptions and Actions

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

Field	Description	Action
Date participant	This is the date the producer signs CRP-2C and	Enter a valid date.
delivers offer	CRP-1 or date received stamp, whichever is later.	
	Valid format is MM/DD/YYYY.	

D Page Options

The following options are available on the Submit Page.

Option	Action	
Submit	CLICK "Submit" after a valid date has been entered to update the status to a	
	"Submitted" status for an offer previously in a "Complete" status.	

E Page Error Messages

The following error messages may be displayed on the Submit Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Date participant delivers offer	The date field cannot be left blank	Enter a valid date.
is required field.	when the "Submit" button is selected.	
Date participant delivers offer	The date field must be in a valid	Enter a valid date.
is in invalid date field format	format of MM/DD/YYYY. No	
<nnnnnnn>. Valid format is</nnnnnnn>	alphabet or special characters allowed.	
MM/DD/YYYY.		
Submit Date should be	The date must not be before the signup	Enter a valid date.
between the Signup Start Date	start date or after the current date.	
and Today's Date.		

F Page Warning Messages

The following warning messages may be displayed on the Eligibility Questions Page if the data recorded does not meet the applicable validations.

Warning Message	Description	Corrective Action
There are one or more signed and	An offer for the same	Review the scenario
submitted offers/contracts that exist	information has already	description and ensure that
for the same Farm, Tract and	been submitted.	the employee has the
Program Year. Please make sure the		correct offer.
same land is not offered again.		

A Overview

Once a valid assigned producer signature is received on CRP-1 and CRP-2C, the signature date or date received stamp, whichever is later, must be recorded in the system immediately. Only eligible "Complete" offers will be automatically updated to a "Submitted" status. All ineligible offers will remain in an "Incomplete" status.

B Example of Submit Offer Search Page

Following is an example of the Submit Offer Search Page.



C Field Descriptions and Actions

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

Field	Description	Action
FSA State	Allows the user to select the FSA State for the associated FSA county, signup, and offer status for "View" and "Submit".	Select the FSA State from the available drop-down list. This is a required field.
		Note: The States serviced by the employee's offices will be available for selection.
FSA County	Allows the user to select the FSA county for the associated FSA State, signup, and offer status for "View" and "Submit".	Select the FSA county from the available drop-down list. This is a required field.
		Note: The counties serviced by the employee's offices will be available for selection.
Signup	All associated signups for the FSA State and FSA county selected will be automatically listed.	Select the signup from the available drop-down list. This is a required field.
Offer Status	Only offers in a "Complete" status can be submitted. Default value is "Complete".	No action required. This is a required field.
Program Year	Allows the user to select the applicable program year. Field length is 4 characters and numerical.	Enter a valid program year . This is an optional field.
	Note: Only active offers for the FSA State, FSA county, signup, offer status, farm number, and tract number selected will return a valid list of offers.	

C Field Descriptions and Actions (Continued)

Field	Description	Action
Farm Number	Allows the user to select the applicable farm number. Field length is 7 characters and numerical.	Enter a valid farm number . This is an optional field.
	Note: Only active farm numbers for the FSA State, FSA county, signup, offer status, program year, and tract number selected will return a valid list of offers.	
Tract Number	Allows the user to select the applicable tract number. Field length is 7 characters and numerical.	Enter a valid tract number . This is an optional field.
	Note: Only active tract numbers for the FSA State, FSA county, signup, offer status, program year, and farm number selected will return a valid list of offers.	

D Page Options

The following options are available on the Submit Offer Search Page.

Option	Action
Search	CLICK "Search" button to display a results list of available offers in a complete
	status for the selected information.
Reset	CLICK "Reset" button to clear the program year, farm number, and tract number
	previously entered.

E Page Error Messages

The following error messages may be displayed on the Submit Offer Search Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Program Year contains	Does not allow alphabetical characters.	Enter a valid
invalid number.		program year.

380 FWP Signup Offer Submit Offer Search Page (Continued)

E Page Error Messages (Continued)

Error Message	Description	Corrective Action
Program Year contains	Does not allow special characters or a	Enter a valid
invalid number. <###>	combination of alphabetical, numbers and	program year.
	special characters.	
Farm Number contains	Does not allow alphabetical or a combination	Enter a valid farm
invalid number.	of alphabetical and special characters.	number.
Farm Number contains	Does not allow special characters or a	Enter a valid farm
invalid number. <##>	combination of alphabetical, numbers and	number.
	special characters.	
Tract Number contains	Does not allow alphabetical characters.	Enter a valid tract
invalid number.		number.
Tract Number contains	Does not allow special characters or a	Enter a valid tract
invalid number. <***>	combination of alphabetical, numbers and	number.
	special characters.	

381 FWP Signup Offer Submit Offer Search Results Page

A Overview

Offers in a "Complete" status will be displayed to the user.

B Example of Submit Offer Search Results Page

Following is an example of the Submit Offer Search Results Page.



To revise "Submit Offer" search criteria, CLICK ".

C Page Options

The following options are available on the Submit Offer Search Results Page.

Option	Action
View	CLICK "View" to generate an Enrollment Information Report displaying full
	details in a .pdf format of the offer. This report can be printed.
	Important: It is not an official form and is for informational purposes only.
Submit	CLICK "Submit" after a valid date has been entered to update the status to a
	"Submitted" status for an offer in an eligible complete status.

D Page Error Messages

The following error messages may be displayed on the Submit Offer Search Results Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Unknown error encountered on	A previously available	Create a brand-new offer
GSOP Action page at location	practice for the selected	using the upload GIS
GSOP Action: process Link Action	signup has been removed.	offer process and select a
Error Message: java. lang. Null		practice that is still
Pointer Exception: null		available for the signup.
Error Code: Unknown.		
Please email this error to technical		
support.		

382 FWP Signup Offer Submit for Plan Search Page

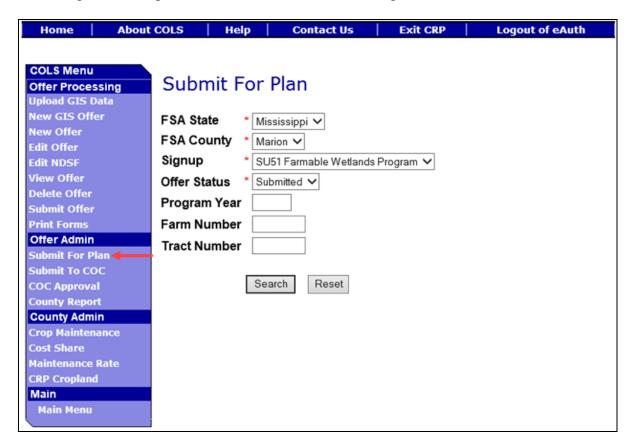
A Overview

Upon receiving confirmation, the producer wants to proceed with the accepted offer, NRCS must be notified that a Conservation Plan must be developed. Once NRCS has been notified, the offer must be immediately set to a "Submitted for Plan" status.

382 FWP Signup Offer Submit for Plan Search Page (Continued)

B Example of Submit for Plan Search Page

Following is an example of the Submit for Plan Search Page.



C Field Descriptions and Actions

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

Field	Description	Action
FSA State	Allows the user to select the FSA State for	Select the FSA State from the
	the associated FSA county, signup, and	available drop-down list. This
	offer status for "View" and "Submit for	is a required field.
	Plan".	
		Note: The States serviced by
		the employee's offices
		will be available for
		selection.

C Field Descriptions and Actions (Continued)

Field	Description	Action
FSA County	Allows the user to select the FSA county for the associated FSA State, signup, and offer status for "View" and "Submit for Plan".	Select the FSA county from the available drop-down list. This is a required field.
		Note: The countyies serviced by the employee's offices will be available for selection.
Signup	All associated signups for the FSA State and FSA county selected will be automatically listed.	Select the signup from the available drop-down list. This is a required field.
Offer Status	Only a status of "Submitted" can be selected. Default value is "Submitted".	No action required. This is a required field.
Program Year	Allows the user to select the applicable program year. Field length is 4 characters and numerical.	Enter a valid program year . This is an optional field.
	Note: Only active offers for the FSA State, FSA county, signup, offer status, farm number, and tract number selected will return a valid list of offers.	
Farm Number	Allows the user to select the applicable farm number. Field length is 7 characters and numerical.	Enter a valid farm number . This is an optional field.
	Note: Only active farm numbers for the FSA State, FSA county, signup, offer status, program year, and tract number selected will return a valid list of offers.	
Tract Number	Allows the user to select the applicable tract number. Field length is 7 characters and numerical.	Enter a valid tract number . This is an optional field.
	Note: Only active tract numbers for the FSA State, FSA county, signup, offer status, program year, and farm number selected will return a valid list of offers.	

D Page Options

The following options are available on the Submit for Plan Search Page.

Option	Action
Search	CLICK "Search" button to display a results list of available offers in a complete
	status for the selected information.
Reset	CLICK "Reset" button to clear the program year, farm number, and tract number
	previously entered.

E Page Error Messages

The following error messages may be displayed on the Submit for Plan Search Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Program Year contains	Does not allow alphabetical characters.	Enter a valid
invalid number.		program year.
Program Year contains	Does not allow special characters or a	Enter a valid
invalid number. <###>	combination of alphabetical, numbers and	program year.
	special characters.	
Farm Number contains	Does not allow alphabetical or a combination	Enter a valid farm
invalid number.	of alphabetical and special characters.	number.
Farm Number contains	Does not allow special characters or a	Enter a valid farm
invalid number. <##>	combination of alphabetical, numbers and	number.
	special characters.	
Tract Number contains	Does not allow alphabetical characters.	Enter a valid tract
invalid number.		number.
Tract Number contains	Does not allow special characters or a	Enter a valid tract
invalid number. <***>	combination of alphabetical, numbers and	number.
	special characters.	

383 FWP Signup Offer Submit for Plan Search Results Page

A Overview

Only offers in an accepted "Submitted" status will be displayed to the user. "Submitted for Plan Status" is used for tracking of the CPO process from NRCS.

B Example of Submit for Plan Search Results Page

Following is an example of the Submit for Plan Search Results Page.



To revise "Submit for Plan" search criteria, CLICK ".

C Field Descriptions and Actions

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

Field	Description	Action
Select to Submit	Allows the user to place a checkmark next to	Click in the box to place
for Plan		a checkmark (✓) next to
	"Accepted" status to move them to a	the offers for selection.
	"Submitted for Plan" status.	

D Page Options

The following options are available on the Submit for Plan Search Results Page.

Option	Action
View	CLICK "View" to generate an Enrollment Information Report displaying full
	details in a .pdf format of the offer. This report can be printed.
	Important: It is not an official form and is for informational purposes only.
Submit	CLICK "Submit" after a checkmark has been entered next to the selected offers to
	update the status to "Submitted for Plan". The Submit for Plan Search Results
	Page will be displayed after the "Submit" button is selected.
Cancel	CLICK "Cancel" to return to the Submit for Plan Search Results Page to select a
	different offer.

E Page Error Messages

The following error messages may be displayed on the Submit for Plan Search Results Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Unknown error encountered on	A previously available	Create a brand-new offer
GSOP Action page at location	practice for the selected	using the upload GIS
GSOP Action: process Link Action	signup has been removed.	offer process and select a
Error Message: java. lang. Null		practice that is still
Pointer Exception: null		available for the signup.
Error Code: Unknown.		
Please email this error to technical		
support.		

384 FWP Signup Offer Submit to COC Search Page

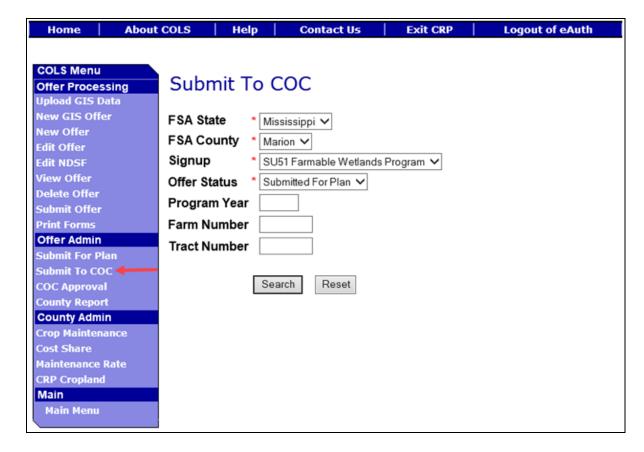
A Overview

Upon receiving the signed CPO from NRCS, the offer must be immediately set to a "Submitted to COC" status. This is very important because of maximum allocated acreages being tracked for some of the signup types.

Note: Submitting these acres to COC will reserve the acres before COC approval.

B Example of Submit to COC Search Page

Following is an example of the Submit to COC Search Page.



C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Submit to COC Search Page.

Field	Description	Action
FSA State	Allows the user to select the FSA State for the associated FSA county, signup, and offer status for "View" and "Submit to COC".	Select the FSA State from the available drop-down list. This is a required field. Note: The States serviced by the employee's offices will be available for
FSA County	Allows the user to select the FSA county for the associated FSA State, signup, and offer status for "View" and "Submit to COC".	selection. Select the FSA county from the available drop-down list. This is a required field. Note: The countyies serviced by the employee's offices will be available for selection.
Signup	All associated signups for the FSA State and FSA county selected will be automatically listed.	Select the signup from the available drop-down list. This is a required field.
Offer Status	Only a status of "Submitted for Plan" can be selected. Default value is "Submitted for Plan".	No action required. This is a required field.
Program Year	Allows the user to select the applicable program year. Field length is 4 characters and numerical. Note: Only active offers for the FSA State, FSA county, signup, offer status, farm number, and tract number selected will return a valid list of offers.	Enter a valid program year . This is an optional field.

C Field Descriptions and Actions (Continued)

Field	Description	Action
Farm Number	Allows the user to select the applicable farm number. Field length is 7 characters and numerical.	Enter a valid farm number . This is an optional field.
	Note: Only active farm numbers for the FSA State, FSA county, signup, offer status, program year, and tract number selected will return a valid list of offers.	
Tract Number	Allows the user to select the applicable tract number. Field length is 7 characters and numerical.	Enter a valid tract number . This is an optional field.
	Note: Only active tract numbers for the FSA State, FSA county, signup, offer status, program year, and farm number selected will return a valid list of offers.	

D Page Options

The following options are available on the Submit to COC Search Page.

Option	Action
Search	CLICK "Search" button to display a results list of available offers in a complete
	status for the selected information.
Reset	CLICK "Reset" button to clear the program year, farm number, and tract number
	previously entered.

E Page Error Messages

The following error messages may be displayed on the Submit to COC Search Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Program Year contains	Does not allow alphabetical characters.	Enter a valid
invalid number.		program year.
Program Year contains	Does not allow special characters or a	Enter a valid
invalid number. <###>	combination of alphabetical, numbers and	program year.
	special characters.	
Farm Number contains	Does not allow alphabetical or a combination	Enter a valid farm
invalid number.	of alphabetical and special characters.	number.
Farm Number contains	Does not allow special characters or a	Enter a valid farm
invalid number. <##>	combination of alphabetical, numbers and	number.
	special characters.	
Tract Number contains	Does not allow alphabetical characters.	Enter a valid tract
invalid number.	_	number.
Tract Number contains	Does not allow special characters or a	Enter a valid tract
invalid number. <***>	combination of alphabetical, numbers and	number.
	special characters.	

385 FWP Signup Offer Submit to COC Search Results Page

A Overview

Only offers in an eligible "Submitted for Plan" status will be displayed to the user.

B Example of Submit to COC Search Results Page

Following is an example of the Submit to COC Search Results Page.



To revise "Submit to COC" search criteria, CLICK "

.

C Page Options

The following options are available on the Submit to COC Search Results Page.

Option	Action
View	CLICK "View" to generate an Enrollment Information Report displaying full details in a .pdf format of the offer. This report can be printed.
	Important: It is not an official form and is for informational purposes only.
Submit to COC	CLICK "Submit to COC" to continue to the Confirmation Page.

D Page Error Messages

The following error messages may be displayed on the Submit to COC Search Results Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Unknown error encountered on	A previously available	Create a brand-new offer using
GSOP Action page at location	practice for the selected	the upload GIS offer process
GSOP Action: process Link	signup has been removed.	and select a practice that is still
Action		available for the signup.
Error Message: java. lang. Null		
Pointer Exception: null		
Error Code: Unknown.		
Please email this error to		
technical support.		

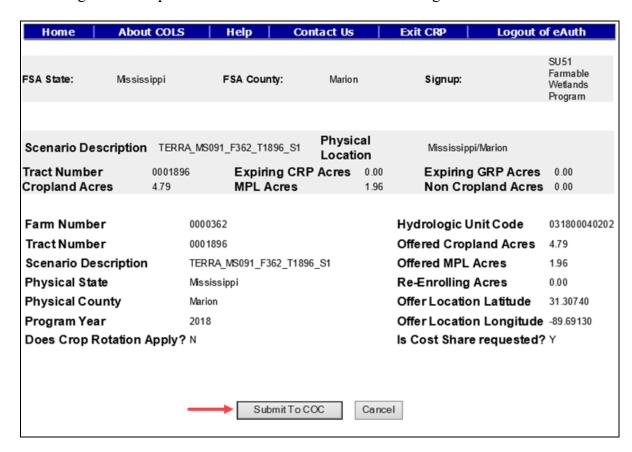
386 FWP Signup Offer Submit to COC Confirmation Page

A Overview

The system requires a confirmation of submitting the offer to COC.

B Example of Submit to COC Confirmation Page

Following is an example of the Submit to COC Confirmation Page.



C Page Options

The following options are available on the Submit to COC Confirmation Page.

Option	Action	
	CLICK "Submit to COC" to update the offer status to "Submitted to	
	COC". The Submit to COC Search Results Page will be displayed after	
	the "Submit" button is selected.	
Cancel	CLICK "Cancel" to return to the Submit to COC Search Results Page to	
	select a different offer.	

A Overview

Upon approval of CRP-1 and CPO, the offer must be immediately COC approved in the system. The approval will create a contract number in CCMS and provide FMD with the annual contract payment.

Important: Do not delay entering the approval date in the system. Failure may result in a late-filed offer and delayed payments to the producer.

B Example of COC Approval Search Page

Following is an example of the COC Approval Search Page.



C Field Descriptions and Actions

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

Field	Description	Action
FSA State	Allows the user to select the FSA State for the associated FSA county, signup, and offer status for "View" and "Submit to COC".	Select the FSA State from the available drop-down list. This is a required field. Note: The States serviced by the employee's offices will be available for
FSA County	Allows the user to select the FSA county for the associated FSA State, signup, and offer status for "View" and "Submit to COC".	selection. Select the FSA county from the available drop-down list. This is a required field. Note: The countyies serviced by the employee's offices will be available for selection.
Signup	All associated signups for the FSA State and FSA county selected will be automatically listed.	Select the signup from the available drop-down list. This is a required field.
Offer Status	Only a status of "Submitted to COC" can be selected. Default value is "Submitted to COC".	No action required. This is a required field.
Program Year	Allows the user to select the applicable program year. Field length is 4 characters and numerical. Note: Only active offers for the FSA State, FSA county, signup, offer status, farm number, and tract number selected will return a valid list of offers.	Enter a valid program year . This is an optional field.

C Field Descriptions and Actions (Continued)

Field	Description	Action
Farm Number	Allows the user to select the applicable farm number. Field length is 7 characters and numerical.	Enter a valid farm number . This is an optional field.
	Note: Only active farm numbers for the FSA State, FSA county, signup, offer status, program year, and tract number selected will return a valid list of offers.	
Tract Number	Allows the user to select the applicable tract number. Field length is 7 characters and numerical.	Enter a valid tract number . This is an optional field.
	Note: Only active tract numbers for the FSA State, FSA county, signup, offer status, program year, and farm number selected will return a valid list of offers.	

D Page Options

The following options are available on the COC Approval Search Page.

Option	Action
Search	CLICK "Search" button to display a results list of available offers in a complete
	status for the selected information.
Reset	CLICK "Reset" button to clear the program year, farm number, and tract number
	previously entered.

A Overview

Only offers in an accepted "Submitted to COC" status will be displayed to the user.

B Example of COC Approval Search Results Page

Following is an example of the COC Approval Search Results Page.



To revise "COC Approval" search criteria, CLICK "
.

C Page Options

The following options are available on the COC Approval Search Results Page.

Option	Action
View	CLICK "View" to generate an Enrollment Information Report displaying full details in a .pdf format of the offer. This report can be printed.
	Important: It is not an official form and is for informational purposes only.
COC Approval	CLICK "COC Approval" to continue to the COC Approval Page.

D Page Error Messages

The following error messages may be displayed on the COC Approval Search Results Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Errors	The COC approval freeze	The continuous signup has
Signup (Signup Name	date has been set in the	been temporarily disabled for
SUXX) is temporarily	configuration system and	approvals by the National
disabled for COC Approval.	will not allow a county user	Office.
	to approve the offer.	
Unknown error encountered	A previously available	Create a brand-new offer using
on GSOP Action page at	practice for the selected	the upload GIS offer process
location GSOP Action:	signup has been removed.	and select a practice that is still
process Link Action		available for the signup.
Error Message: java. lang.		
Null Pointer Exception: null		
Error Code: Unknown.		
Please email this error to		
technical support.		

389 FWP Signup Offer COC Approval Page

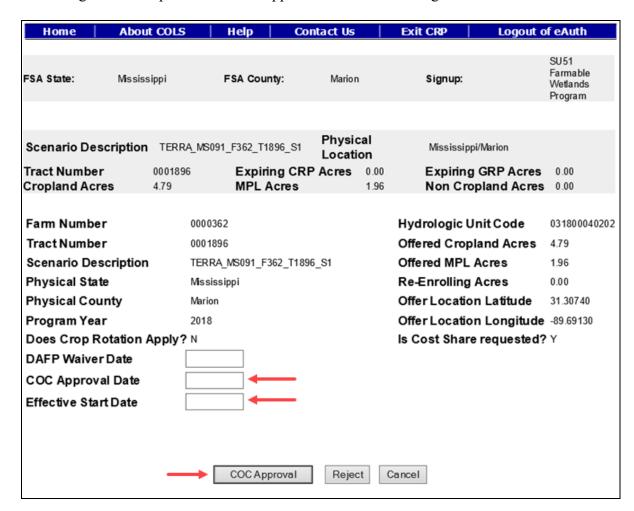
A Overview

The approved CRP-1 signatures must be entered in the system immediately upon approval.

Important: Do not delay entering the approval date in the system. Failure may result in a late-filed offer and delayed payments to the producer.

B Example of COC Approval Confirmation Page

Following is an example of the COC Approval Confirmation Page.



C Field Descriptions and Actions

The following table provides the field descriptions and actions for the COC Approval Page.

Field	Description	Action
DAFP Waiver	The date of the DAFP representative signature	Enter a valid date.
Date	found on the National Office memo or an approved	This is an optional
	FSA-321. Valid format is MM/DD/YYYY.	field.
COC Approval	The date of the CCC representative signature found	Enter a valid date.
Date	on CRP-1, block 13B. Valid format is	This is a required
	MM/DD/YYYY.	field.
Effective Start	The effective start date of the contract found on	No action required.
Date	CRP-1, block 9. Valid format is MM/DD/YYYY.	_

D Page Options

The following options are available on the COC Approval Confirmation Page.

Option	Action
COC	CLICK "COC Approval" to approve the offer. The Contract Number
Approval	Confirmation Page will be displayed after the "COC Approval" button is
	selected.
Reject	CLICK "Reject" to return to the COC Approval Search Results Page. The
	rejected offer will be placed back into a "Submitted for Plan" status.
	Note: Rejecting an offer at COC approval will make it available in the Edit
	Offer Search Results Page and Submit to COC Search Results Page.
Cancel	CLICK "Cancel" to return to the COC Approval Search Results Page to select a
	different offer.

E Page Error Messages

The following error messages may be displayed on the COC Approval Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
This request is already	When the "COC	Do not click the "COC
submitted.	Approval" button is	Approval" button more than
	clicked more than once	once.
	very quickly, the system	
	will try to submit the	
	offer multiple times.	
Cannot submit offer for COC	All offers must start on	Change to the first day of the
Approval. The Effective Start	the first day of the month	month.
Date must be the 1st day of	entered.	
the month.		
Cannot submit offer for COC	The effective start date	Enter a valid date.
Approval. Effective Start	must fall within the	
Date should be between	entered program year	
10/01/YYYY and	date range of	
09/30/YYYY based on the	10/01/YYYY and	
program year selected.	09/30/YYYY.	
COC Approval Date is	The date must be entered	Enter a valid date.
required field.	to approve the offer.	
		Note: The DAFP waiver date
		does not override this rule.

E Page Error Messages (Continued)

Error Message	Description	Corrective Action
COC Approval Date is in	The date field must be in	Enter a valid date.
invalid date field format	a valid format of	
<m d="" yy="">. Valid format is</m>	MM/DD/YYYY.	Note: The DAFP waiver date
MM/DD/YYYY.		does not override this rule.
Cannot submit offer for COC	The entered date does not	Enter a valid date that falls
Approval. COC Approval	fall between the required	between the signup start date and
Date should be between the	dates.	the current date.
Signup Start Date		
MM/DD/YYYY and Today's		Note: The DAFP waiver date
Date.		does not override this rule.
DAFP Waiver Date is in	The date field must be in	Enter a valid date.
invalid date field format	a valid format of	
<m d="" yy="">. Valid format is</m>	MM/DD/YYYY.	
MM/DD/YYYY.		
Cannot submit offer for COC	The offer must be	Enter a valid date that is equal to
Approval. The DAFP Waiver	submitted with a valid	or later than the submitted date of
Date MM/DD/YYYY should	producer signature date	the offer.
be equal to or later than the	before DAFP waives any	
Date Participant Delivers	policy rules.	
Offer MM/DD/YYYY.	TI DAED 114	F 4 1114
Cannot submit offer for COC	The DAFP approval date	Enter a valid date.
Approval. DAFP Waiver Date cannot be later than	must be the current date	
	or prior.	
today's date. Cannot submit offer for COC	The offer must be	Enter a valid date that is before
		the effective start date on the
Approval. The COC Approval Date must be prior	approved before the effective start date.	offer.
to the Effective Start Date.	effective start date.	offer.
DAFP Waiver date is		
required.		
Cannot submit offer for COC	The entered date is before	Enter a valid date that is equal to
Approval. The Effective Start		or after the submitted date of the
Date cannot be before the	offer.	offer.
Date Participant delivers		
offer. DAFP Waiver date is		
required.		

E Page Error Messages (Continued)

Error Message	Description	Corrective Action
Producer or member's tax ID	All assigned entities and	Verify all entities and its
number is not eligible for payment.	its members must have a valid Social Security number.	members have a valid social security number on file in Business Partner.
		Important: IRS validation for a recently updated producer in Business Partner may take up to 48 hours to complete.
There is some failure while creating contract. This is the message from application logs: gov. usda. fsa. common. Base. Agency Exception: The expired acreage must be less than or equal to total practice acres	The offer was created before the redesign of the Practice Page. The practice acres and offered acres for expiring CRP do not match on the database.	Edit the offer by removing all the practices from the Practice Page and add them back.
There is some failure while creating contract. This is the message from application logs: gov.usda.fsa.pscao. conservation.cs.client .service.ContractServ Ice Exception: Error In the Contract Maintenance Application: Error Calling agi	All assigned entities and its members must have a valid employer ID number or Social Security number and AGI filed.	Verify all entities and/or members of entities on the offer have their employer ID numbers or Social Security numbers on file in Business File and their AGI has been filed. Note: IRS validation for a recently updated producer in Business Partner may take up to 48 hours to complete.
All producers/members are required to file an AGI certification before the contract can be approved.	One or more producers/ members have not filed an AGI form for the FY of the COC approval date.	Review all producers/members on the offer and identify which ones are missing a valid filed AGI form entered in Subsidiary.

390 FWP Signup Contract Number Confirmation Page

A Overview

The system-generated contract number from CCMS will display immediately upon approval.

Important: Do not delay entering the approval date in the system. Failure may result in a late-filed offer and delayed payments to the producer.

B Example of Contract Number Confirmation Page

Following is an example of the Contract Number Confirmation Page.

The offer is converted to contract in Contract Maintenance System. Contract Number is 11339. REQUIRED: Handbook 2-CRP paragraph 500 requires COF's to Process initial FSA-848A for all practices (except CP12), C/S, non-C/S, and management activities immediately after approving CRP-1 according to guidance in CSS User Guide.

Cost Share System



C Page Options

The following options are available on the Contract Number Confirmation Page.

Option	Action
OK	CLICK "OK" to return to the COLS Main Menu Page.

391 FWP Enrollment Information Report

A Example of the FWP Enrollment Information Report

The following is an example of an FWP Enrollment Information Report.

Signup Name	SU51 F	armable	e Wetland	ls Progra	am							
Scenario	TERR	A_MS0	91_F362_	T1896_	S1			,	Offer Submitte			
Farm Number	000036	2	Submi	itted Da	te	09/27/2	09/27/2018		Status		ttea	
Tract Number	000189	6	DAFP	Waiver	Date			E	ligible	Yes		
Program Year	2018		COC	Approva	I Date			5	Submitted	Yes		
Physical State/	County	2	8091				,	Acres f	for Enrollm	nent	6.75	;
Administrative		2	8091				(Cropla	nd Acres		4.79	
Hydrologic Uni	t Code	0	31800040	202				nfeasi	ble to Farn	n Acres	0.00)
Is Cost Share		Υ	es					Margin	al Pasture	land	1.96	3
Maintenance R	ate(\$)	0	.00				1	Nellhe	ad Croplar	nd	0.00)
Offer Location	Latitude	3	1.30740					Effectiv	ve Start Da	ite		
Offer Location		-5	9.69130					Rental	Rate Offer	ed(\$)	20.1	4
Crop History			100.00 %	5	GOPESS 509 COX A HATTIESBI	VE URG, MS			OWNER	уре	Primary Y	
Producer Name HOWARD STRINGS Crop History Field Current Numbe Crop	Offered	Eligible Acres	100.00%	5	09 COX A			rop Co G	OWNER	уре		
Crop History Field Current Number Crop	Offered	Eligible Acres	100.00 %	S F	09 COX A	URG, MS		гор Со	OWNER		Y	
Crop History Field Current Numbe Crop	Offered	Eligible Acres	100.00 % A 2003	S F	09 COX A	URG, MS		гор Со	OWNER		Y	
Crop History Field Current Number Crop	Offered 4.79	Eligible Acres 4.79	A 2003 CORN 2003	S F	09 COX A	URG, MS		гор Со	OWNER		Y	
Crop History Field Current Numbe Crop 0012	4.79 1.96 6.75	Eligible Acres 4.79	A 2003 CORN 2003	S F	09 COX A	URG, MS		гор Со	OWNER		Y	
Crop History Field Current Number Crop 0012 Total Practice Acro Field Number Practice	4.79 1.96 6.75	Eligible Acres 4.79 1.96 6.75	A 2003 CORN 2003	S F	09 COX A HATTIESB	E		Acre	OWNER de H	J	Y	L
Crop History Field Current Numbe Crop 0012 Total Practice Acro Field Number Co	4.79 1.96 6.75 es	Eligible Acres 4.79 1.96 6.75	A 2003 CORN 2003 CORN Practice	S F	OD COX A	E E		Acre	OWNER de H I	J E	K	L
Crop History Floid Current Number Crop 0012 Total Practice Acro Field Number Co 0012 CP40	4.79 1.96 6.75 es	Eligible Acres 4.79 1.96 6.75	A 2003 CORN 2003 CORN 2003 CORN	S F	D D	erces		Acre	owner de H	J E CRP	xpiring	CGRP 0.00
Crop History Floid Current Number Crop 0012 Total Practice Acro Field Number Co 0012 CP40 0013 CP40	4.79 1.96 6.75 es tice Properties 15 15 15 15 15 15 15 1	1.96 6.75	100.00% A 2003 CORN 2003 CORN 4.79 1.96	S F	D D	E E		Acre	OWNER de H I	J E CRP	K	L
Crop History Floid Current Number Crop 0012 Total Practice Acro Field Number Co 0012 CP40 0013 CP40 Practice Add Practice Add	4.79 1.96 6.75 es tice Properties 15 15 15 15 15 15 15 1	1.96 6.75	100.00% A 2003 CORN 2003 CORN 4.79 1.96	S F	D D	erces epland		Acre	owner de H I	J E CRP	xpiring	CGRP 0.00
Crop History Floid Current Number Crop 0012 Total Practice Acro Field Number Cc 0012 CP40 0013 CP40 Practice Add	4.79 1.96 6.75 es tice de 15 15 ditional	1.96 6.75	100.00% A 2003 CORN 2003 CORN 4.79 1.96	В	And Cro	erces epland		Acre	owner de H I	J CRP	xpiring	CGRP 0.00
Crop History Floid Current Number Crop 0012 Total Practice Acro Field Number Co 0012 CP40 0013 CP40 Practice Add	4.79 1.96 6.75 es tice de 15 15 ditional	1.96 6.75 Informactice ength	A 2003 CORN 2003 CORN 2003 CORN 2003 Acres 4.79 1.96 nation	В	Ac Cro Indica Long Leaf Pine	E E Pland APL	Estima Coel Share	Acre	owner de H I s nrolling 4.79 1.96 Rates Incentive	J CRP 0. 0. Per Acre	xpiring	GRP 0.00 0.00

Page 2 of 2

391 FWP Enrollment Information Report (Continued)

A Example of the FWP Enrollment Information Report (Continued)

redominant Soils for	Entire Offer					
FIPS State/Coun	ty	Soil Survey	MUSYM	Acres	SRR	Total Rent
28091		MS109	w	2.86	10	28.60
28091		MS091	MPLALL	1.96	25	49.00
28091		MS091	FaB	1.02	20	20.40
Total				5.84		98.00
and Distribution						
Maximum Paym	ent Rate	Rental Rat	e Offer	Ann	ual Contrac	t Payment
\$20.14		\$20.1	14		\$136.00	
	Practice	SIP	SIP	SIP Incer	ntinea	SIP
Practice Code	Acres		ayment Years	Rate/Acre	s (\$)	Amount (\$)
P40	6.75	6.75	10		10.00	675.
otal	6.75	6.75				675
Eligibility Respons	se					
ligibility Criteria					Eligibil	ity
	WP eligibility criteri	a?			Y	es
oes this offer meet all F	FWP eligibility criteri	a?			Y	es

392 FWP CRP-1 and CRP-2C

A Example of FWP CRP-1

The following is an example of an FWP CRP-1.

This form is available electronically.		_		I4 CT 0.	CO. CODE & ADMIN	I a	SIGN-UP N	Page 1 of 1
CRP-1 U.S. DEPARTMENT OF A(10-22-15) Commodity Credit Cor		E		LOCAT		. 2.	SIGN-UP IN	UMBER
(10 22 10)	poration			28 091		51		
CONCEDVATION DECES (T. T.	D00545		_					
CONSERVATION RESERVE P	ROGRAIN	CONTRAC	ı	3. CONTRACT NUMBER				R ENROLLMENT
						6.	/5	
7A. COUNTY OFFICE ADDRESS (Include Zip C				5. FARM			TRACT NU	MBER(S)
MARION COUNTY FARM SERVICE AGENC 4 BELLEWOOD PK, STE C	Y			0000362	2	00	01896	
COLUMBIA, MS 39429-6464				8. OFFER	R (Select one)	9.	CONTRAC	T PERIOD
				GENERAL		☐ FRO	OM: I-DD-YYYY)	TO: (MM-DD-YYYY)
7B. TELEPHONE NUMBER (Include Area Code):	(601) 73	31-5400 X2		ENVIRONM	IENTAL PRIORITY	\boxtimes		
THIS CONTRACT is entered into between the Comi Participant".) The Participant agrees to place the de								
such acreage and approved by the CCC and the Pa Contract, including the Appendix to this Contract, en Participart acknowledges that a copy of the Append damages in an amount specified in the Appendix if to contained in this Form CRP-1 and in the CRP-1 A OF THE FOLLOWING FORMS: CRP-1; CRP-1 Applied	titled Appendi ix for the appli he Participant Appendix and	x to CRP-1, Conser cable sign-up perio withdraws prior to 0 any addendum th	vation f d has b CCC acc e reto.	Reserve Prog een provided ceptance or n BY SIGNING	ram Contract (referred to such person. Such ejection. The terms a THIS CONTRACT PI	l to as "A _l person a nd cond i	ppendix"). B also agrees t i tions of thi s	y signing below, the o pay such liquidated s contract are
10A. Rental Rate Per Acre \$20.14		11. Identificat	tion of	CRP Land	(See Page 2 for ac	dditiona	l space)	
10B. Annual Contract Payment \$136		A. Tract No.	В.	Field No.	C. Practice No.	D.	Acres	E. Total Estimated Cost-Share
10C. First Year Payment \$		0001896	0012	2	CP40	4.79		0
(Item 10C applicable only to continuous signup w	hen	0001896	0013	3	CP40	1.96		0
the first year payment is prorated.)								
12. PARTICIPANTS (If more than thre	e individua	ıls are signing,	see F	Page 3.)	1			
A(1) PARTICIPANT'S NAME AND ADDRESS (Z	ip Code):	(2) SHARE		(3) SIGNAT	URE		(4) DA	TE (MM-DD-YYYY)
HOWARD STRINGER			0/					
509 COX AVE HATTIESBURG, MS 39402-1802			%					
B(1) PARTICIPANT'S NAME AND ADDRESS (2	'in Code)'	(2) SHARE		(3) SIGNAT	URF		(4) DA	TE (MM-DD-YYYY)
	.,	(-,		(-,			(, , = .	
			%					
C(1) PARTICIPANT'S NAME AND ADDRESS (2	Zin Contol:	(2) SHARE		(3) SIGNAT	TIDE		(4) DA	TE (MM-DD-YYYY)
C(1) FAITHCIFAIT STIAME AND ADDITESS (2	inp code).	(2) SHARE		(3) SIGNAT	OKL		(4) 07	(1 L (1010-DD-11111)
			%					
13. CCC USE ONLY A. SIGNATUR	RE OF CCC	REPRESENTA	TIVE				B. DA	TE (MM-DD-YYYY)
NOTE: The following statement is made in accordants 7 CFR Part 1410, the Commodity Credit C of 2014 (Pub. L. 113-79). The information with information collected on this form may be disauthorized access to the information by status. Farm Records File (Automated). Providing tineligibility to participate in and receive benefits.	orporation Cha. ill be used to de closed to other te or regulation he requested in	rter Act (15 U.S.C. 7 etermine eligibility to Federal, State, Loca a and/or as described formation is voluntar	14 et se participa al govern i in appli y. Howe	q.), the Food S te in and rece ament agencie cable Routine ever, failure to	Security Act of 1985 (16 ive benefits under the C s, Tribal agencies, and i Uses identified in the S	U.S.C. 38 onservation ongovern ystem of F	101 et seq.), a on Reserve P nmental entitie Records Notic	nd the Agricultural Ac rogram. The as that have been e for USDA/FSA-2,
This information collection is exempted from provisions of appropriate criminal and civil fre COUNTY FSA OFFICE.	aud, privacy, an	nd other statutes may	be app	licable to the in	nformation provided. RE	TURN TI	HIS COMPLE	TED FORM TO YOU
The U.S. Department of Agriculture (USDA) prohibits dis disability, sex, gender identity, religion, reprisal, and whi income is derived from any public assistance program, o prohibited bases will apply to all programs and/or emplo	ere applicable, por protected ger yment activities ation (e.g., Brai	political beliefs, marit netic information in e. i.) Persons with disa lle, large print, audion nd wish to file either i	tal status mployme bilities, v tape, etc an EEO	s, familial or pa ent or in any p who wish to file c.) please conto or program co iscrimination C	arental status, sexual on rogram or activity condu- e a program complaint, vact USDA's TARGET Complaint, please contact complaint, please contact complaint Form, found complaint form, found complaint form, found comp	entation, licted or fu write to the enter at (2 USDA thr enline at	or all or part of inded by the L e address bel 202) 720-2600 ough the Fed	f an individual's Department. (Not all ow or if you require (voice and TDD). eral Relay Service at
Individuals who are deaf, hard of hearing, or have speed (800) 877-8339 or (800) 845-6136 (in Spanish). If you wish to file a Civil Rights program complaint of dis http://www.ascr.usda.gov/complaint_filling_cust.htm	i, or at any USI	DA office, or call (866						
alternative means of communication for program inform Individuals who are deaf, hard of hearing, or have speed (800) 877-8339 or (800) 845-6136 (in Spanish). If you wish to file a Civil Rights program complaint of dis http://www.ascr.usda.gov/complaint_filing_cust.htm requested in the form. Send your completed complaint Washington, D.C. 20250-9410, by fax (202) 690-7442 or Original — County Office C	l, or at any USI orm or letter by r email at prog i	DA office, or call (866 mail to U.S. Departn	nent of A ov. USI	Agriculture, Dir	ector, Office of Adjudica	tion, 1400) Independen er.	

B Example of FWP CRP-2C

The following is an example of an FWP CRP-2C.

	lable electronically.				(5	See Page 2 f	or Privacy A			Page ¹ of ³ on Act Statements
CRP-2C (10-22-15)		TMENT OF AGRIC Service Agency	CULTU	RE		0001896		2.7	•	2018
co		RKSHEET ntinuous Signup)				3A. Sign U 51				Date (MM-DD-YYY
4A. Farm Numb 0000362	er	4B. Name and HOWARD STRI 509 COX AVE HATTIESBURG	NGER			le)	4 BELLE	FSA Office Add COUNTY FARM WOOD PK, ST A, MS 39429	E C	Code) DE AGENCY
		4C. Telephon	e Numb	er (Include An	ea Code)		4E. County		ne No. <i>(In</i> 731-540	oclude Area Code) 0 x2
5A. State & Cou Admin. Loca 28091		5B. State & Co 28091		ode Physical I	Location		6. Contract	Number	7. Acres	for Enrollment 6.75
8. Is Cost-Share	Requested?	9. Rental Rate	Per Ad	cre Offered			10. Signup	Type (Check or	ne):	
YES ✓	NO	\$ ^{20.14}					Continu	ous CR	REP	FWF 🗸
	11. Practices	(See Page 3 for a	dditiona	al space)			12. HUC N	lumber: 0318	0004020	2
A. Field No.	B. Practices	C. Acres		D. stimated otal C/S	L	E. ength		d Eligibility Cate er the amount e		each criteria.)
0012	CP40	4.79		0.00		15	Marginal	Pastureland		1.96
0013	CP40	1.96		0.00		15	CREP A	cres		0.00
							Wellhead	d Protection Acre	es	0.00
							Expiring	CRP	\perp	0.00
							Infeasibl	e to Farm	\perp	0.00
							Other Cr			4.79
14. Sel Mee De	ata and Maximum Payn	ant Bata Calculat					HEL EI	20		0.00
14. Soil Map Da	A.	₿.		C.		D.		€.		F.
(1) Primary	Physical Location 28091	Soll Survey ID MS109	No.	Map Unit Sy W	lodmy	Acr	2.86 x	Soll Rental	Rate =	Total Rent \$28.60
	28091	MS091		MPLAL	L L		1.96 x	25		\$49.00
(2) Secondary	28091	MS091		FaB			1.02 x	s 20		s ^{20.40}
(3) Tertiary				TO	TALS	5.8		•		\$98.00
 Weighted Av \$ 16.78 	verage Soil Rental Rate	(Col. 14F total divid	ded by 0				entive (if app	licable) (Item 15 til	mes 14D tin	nes applicable incen
17. Soil Map Da	ata and Maximum Payn	nent Rate Calculat	ions. F	or Infeasible t	o farm Ac	reage:		€.		
	Physical Location	Soll Survey ID	No.	Map Unit Sy	lodmy	Acr		Soll Rental		Total Rent
(1) Primary							x	\$	=	-
(2) Secondary							x	\$	=	
(3) Tertiary				TO	TALS		x	\$	=	s
	erage Soil Rental Rate (F) divided by (14D + 17D)		ve	19. Weighted	d Average	Maintenand				
				Contract s 0.0				(Item18 + I	tem 19)	

392 FWP CRP-1 and CRP-2C (Continued)

B Example of FWP CRP-2C (Continued)

CRP-2C (
			Items 21 th	rough 24 (See F	age 4 for a	dditional :	space)				
21. Tract No.	22. Current	23. Current			24. Ci	rop Land U	se Summa	ıry			
Tract No.	Field No.	Crop or	A. Offered Acres	B.	C.	D.	E.	F.	G.	H.	I.
		Land Use	Offered Acres	Eligible Acres	Year		l				
001896	0012	NoCrop			2003		 				+=
		CP40	4.79	4.79	CORN						
0001896	0013	NoCrop	1.96	1.96	2003						
		CP40			CORN						
							_				\vdash
											╙
	•		25. TOTAL ▶	6.75							
6. PROD	UCER'S CER	TIFICATION									
sistance fore suc	e; (3) I have ch acreage	ave been in e been info may be enr	nformed that i rmed that I m rolled in the C	ing: (1) I have if I decline co: ay be required CRP; (4) To th I correct: and	st share a d to pay fo e best of i	ssistance or a meas my knowl	I will be arement ledge and	ineligib service i belief t	le for co on the a he acrea	st share creage o ige of cr	ffere
ssistance efore suc and listed uthoriza understan	e; (3) I have ch acreage d herein, if tion to ente nd that an in	ave been in e been infoi may be em applicable, r and inspe	nformed that I rmed that I m rolled in the C , are true and ect crops and	if I decline co. ay be required CRP; (4) To the correct; and land uses and ld result in a po [268. Title/Relatic	st share a d to pay fo e best of (5) The si for other ayment red	ssistance or a meas my knowl igning of r purpose fluction or	I will be surement ledge and this form s on the d loss of pr	ineligib service d belief to gives U above ide ogram be	le for co on the a he acrea ISDA rep entified mefits.	st share creage o ge of cro presental	ffere ops d
ssistance efore suc and listed uthoriza understan	e; (3) I have ch acreage d herein, if tion to ente nd that an in	ave been in e been infoi may be em applicable, r and inspe	nformed that I rmed that I m rolled in the C , are true and ect crops and	if I decline co. ay be required CRP; (4) To the correct; and land uses and ld result in a po [268. Title/Relatic	st share a d to pay for e best of (5) The si for other ayment red onship of the	ssistance or a meas my knowl igning of r purpose fluction or	I will be surement ledge and this form s on the d loss of pr	ineligib service d belief to gives U above ide ogram be	le for co on the a he acrea ISDA rep entified mefits.	st share creage o ge of cro presental land.	ffere ops d tives
ssistance efore suc and listed uthoriza understan	e; (3) I have ch acreage d herein, if tion to ente nd that an in	ave been in e been infoi may be em applicable, r and inspe	nformed that I rmed that I m rolled in the C , are true and ect crops and	if I decline co. ay be required CRP; (4) To the correct; and land uses and ld result in a po [268. Title/Relatic	st share a d to pay for e best of (5) The si for other ayment red onship of the	ssistance or a meas my knowl igning of r purpose fluction or	I will be surement ledge and this form s on the d loss of pr	ineligib service d belief to gives U above ide ogram be	le for co on the a he acrea ISDA rep entified mefits.	st share creage o ge of cro presental land.	ffere ops d tives
ssistance ofore suc nd listed uthoriza understan	e; (3) I have ch acreage d herein, if tion to ente nd that an in	ave been in e been infoi may be em applicable, r and inspe	nformed that I rmed that I m rolled in the C , are true and ect crops and	if I decline co. ay be required CRP; (4) To the correct; and land uses and ld result in a po [268. Title/Relatic	st share a d to pay for e best of (5) The si for other ayment red onship of the	ssistance or a meas my knowl igning of r purpose fluction or	I will be surement ledge and this form s on the d loss of pr	ineligib service d belief to gives U above ide ogram be	le for co on the a he acrea ISDA rep entified mefits.	st share creage o ge of cro presental land.	ffere ops d
ssistance efore suc ind listed uthoriza understan	e; (3) I have ch acreage d herein, if tion to ente nd that an in	ave been in e been infoi may be em applicable, r and inspe	nformed that I rmed that I m rolled in the C , are true and ect crops and	if I decline co. ay be required CRP; (4) To the correct; and land uses and ld result in a po [268. Title/Relatic	st share a d to pay for e best of (5) The si for other ayment red onship of the	ssistance or a meas my knowl igning of r purpose fluction or	I will be surement ledge and this form s on the d loss of pr	ineligib service d belief to gives U above ide ogram be	le for co on the a he acrea ISDA rep entified mefits.	st share creage o ge of cro presental land.	ffere ops d
ssistance efore suc and listed uthoriza understan	e; (3) I have ch acreage d herein, if tion to ente nd that an in	ave been in e been infoi may be em applicable, r and inspe	nformed that I rmed that I m rolled in the C , are true and ect crops and	if I decline co. ay be required CRP; (4) To the correct; and land uses and ld result in a po [268. Title/Relatic	st share a d to pay for e best of (5) The si for other ayment red onship of the	ssistance or a meas my knowl igning of r purpose fluction or	I will be surement ledge and this form s on the d loss of pr	ineligib service d belief to gives U above ide ogram be	le for co on the a he acrea ISDA rep entified mefits.	st share creage o ge of cro presental land.	ffere ops d tives
ssistance efore suc and listed uthoriza understan	e; (3) I have ch acreage d herein, if tion to ente nd that an in	ave been in e been infoi may be em applicable, r and inspe	nformed that I rmed that I m rolled in the C , are true and ect crops and	if I decline co. ay be required CRP; (4) To the correct; and land uses and ld result in a po [268. Title/Relatic	st share a d to pay for e best of (5) The si for other ayment red onship of the	ssistance or a meas my knowl igning of r purpose fluction or	I will be surement ledge and this form s on the d loss of pr	ineligib service d belief to gives U above ide ogram be	le for co on the a he acrea ISDA rep entified mefits.	st share creage o ge of cro presental land.	ffere ops d
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Page 3 of 3

392 FWP CRP-1 and CRP-2C (Continued)

CRP-2C (10-22-15)

B Example of FWP CRP-2C (Continued)

NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 1410, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), the Food Security Act of 1985 (16 U.S.C. 3801 et seq.), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to determine eligibility to participate in and receive benefits under the Conservation Reserve Program. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in

a determination of ineligibility to participate in and receive benefits under the Conservation Reserve Program.

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393-402 (Reserved)

Section 8 (Reserved)

403-500 (Reserved)

Section 9 (Reserved)

501-600 (Reserved)

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Section 10 CRP Grassland (CRPG) Signup

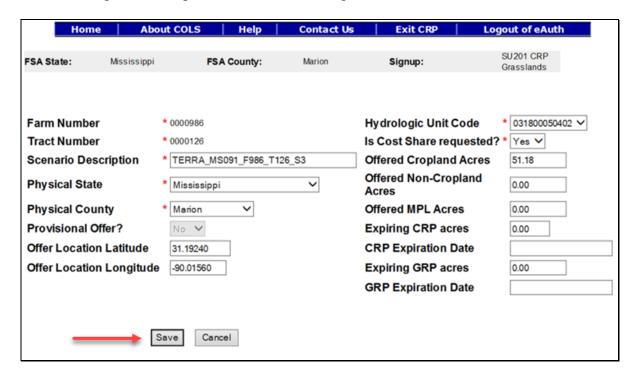
601 CRPG Signup Offer Enrollment Page

A Overview

The Enrollment Page records the basic information for the offer. All required information is marked by a red asterisk and must be verified or entered before saving.

B Example of the Enrollment Page

The following is an example of the Enrollment Page.



Important: The "Program Year" field has been removed for Grassland offers. The system temporarily assigns a program year based on the creation date of the offer and this year will display on reports until the effective start date has been entered on the COC Approval Page.

C Field Descriptions and Actions

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

Field	Description	Action
Farm Number	Displays the applicable farm number	Farm number is prefilled based on
	for the new offer that is being created.	data previously selected.
Tract Number	Displays the applicable tract number	Tract number is prefilled based on
	for the new offer that is being created.	data previously selected.
Scenario	A text box for a narrative description	Enter a description or use the
Description	of the scenario, limited to a range of 1	preset description based on the
	to 50 characters, as follows:	TERRA scenario. This is a
		required field.
	• must be unique for each scenario	
	 use a description to differentiate between scenarios, and when uploading from TERRA, allow TERRA to automatically formulate the naming convention ("_S1", "_S2", etc.) a maximum of 99 scenarios per tract are allowed deleted scenario names should not be used again. 	
Physical State	Displays the applicable physical	Select the physical State from the
	location State for the acres being	available drop-down list or use
	offered.	the preset value from the TERRA
		scenario upload. This is a
		required field.
Physical	Displays the applicable physical	Select the physical county from
County	location county for the acres being	the available drop-down list or
	offered.	use the preset value from the
		TERRA scenario upload. This is
		a required field.

Field	Description	Action
Provisional	If grass establishment is allowed on a	Select "Yes" or "No" from the
Offer?	signup, options will be available for	drop-down list, if applicable to
	selection. If not, they will be greyed	the signup.
	out.	
Offer Location	Latitude is a geographic coordinate	Enter the location of the offer
Latitude	that specifies the North–South position	based on the latitude or use the
	of a point on the Earth's surface.	preset value from the TERRA
		scenario upload. This is not a
	Note: Valid range value is 0 through	required field.
	90, with no more than 5	
Offer Location	decimal points.	Enter the location of the offer
	Longitude is a geographic coordinate	
Longitude	that specifies the East-West position of a point on the Earth's surface.	based on the longitude or use the preset value from the TERRA
	a point on the Earth's surface.	scenario upload. This is not a
	Note: Valid range value is 0 through	required field.
	180, with no more than	required field.
	5 decimal points.	
Hydrologic	Drainage basins in the United States	Select the HUC from the
Unit Code	have been divided and sub-divided at	available drop-down list based on
	4 different levels and each assigned a	the physical location county or
	unique HUC consisting of 8 digits	use the preset number from the
	based on these 4 levels. The 4 levels	TERRA scenario.
	from largest to smallest are:	
		Note: Ensure that the most
	• regions	current HUC layer is
	• sub-regions	loaded in TERRA. If a
	• accounting units	HUC number is missing in
	• cataloging units.	COLS, the number will
		need to be added to the
		selected signup for the
		offer by the National Office.
		Office.

601 CRPG Signup Offer Enrollment Page (Continued)

C Field Descriptions and Actions (Continued)

Field	Description	Action
Is Cost Share	Indicates whether or not the producer	Select "Yes" or "No" from the
requested?	has requested cost share to establish a	drop-down list. This is a required
	permanent cover and/or management	field.
	activity. A selection of "Yes" will	
	pick up the cost share rate from the	
2.22	table. See paragraph 147.	
Offered	The number of acres of cropland that	Enter the offered cropland acres
Cropland Acres	are within the area offered.	or use the preset value based on
		the TERRA scenario. This is not
- 22 4 7 7	Note: Minimum offer size is 0.01.	a required field.
Offered Non-	The number of acres of noncropland	Enter the offered noncropland
Cropland Acres	that are within the area offered.	acres or use the preset value
		based on the TERRA scenario.
0.00 11.00	Note: Minimum offer size is 0.01.	This is not a required field.
Offered MPL	The number of acres of MPL that are	Enter the offered MPL acres or
Acres	within the area offered. Only	use the preset value based on the
	noncropland acres allowed.	TERRA scenario. This is not a
	NI 4 NA: CC : CO O1	required field.
E CDD	Note: Minimum offer size is 0.01.	E CDD
Expiring CRP	The number of expiring acres from an	Enter the expiring CRP acres or
Acres	active CRP contract that is going to	use the preset value based on the TERRA scenario. This is not a
	expire.	
	Note: Minimum offer size is 0.01.	required field.
CDD Expiration		Entantha data of expiration from
CRP Expiration Date		Enter the date of expiration from the active CRP contract for the
Date	expiring CRP acres will be eligible at the time of approval.	offered acres. This is not a
	tine time of approvar.	required field unless the expiring
	Note: Valid value is MM/DD/YYYY.	CRP acres value is greater than
	varia value is iviivi/DD/11111.	0.00.
<u> </u>		0.00.

Field	Description	Action
Expiring GRP	The number of expiring acres from an	Enter the expiring GRP acres or
Acres	active GRP contract that is going to	use the preset value based on the
	expire.	TERRA scenario. This is not a
		required field.
	Note: Minimum offer size is 0.01.	
GRP Expiration	Used to determine whether the	Enter the date of expiration from
Date	expiring GRP acres will be eligible at	the active GRP contract for the
	the time of approval.	offered acres. This is not a
		required field unless the expiring
	Note: Valid value is MM/DD/YYYY.	GRP acres value is greater than
		0.00.

D Page Options

The following options are available on the Enrollment Page.

Option	Action
Save	CLICK "Save" to create an offer with the information entered on the Enrollment
	Page.
Cancel	CLICK "Cancel" to end the enrollment process.
	• "New GIS Offer" process will be saved to the database and the offer status will be set to "Incomplete".
	"New Offer" process will not be saved, and all data will be lost.

E Page Error Messages

The following error messages may be displayed on the Enrollment Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Scenario Description is	This field cannot be left	Enter a narrative description of
required field.	blank.	the scenario that is 1 to
		50 characters in length.

E Page Error Messages (Continued)

Error Message	Description	Corrective Action
Hydrologic Unit Code is	Displays the associated	Select a HUC number from the
required field.	HUC numbers for the physical State and county	drop-down list provided.
	on the offer.	Note: If the HUC number is missing from the list, contact the State Office Specialist to request the National Office to add it to the signup on the offer.
Is Cost Share requested? is required field.	This field cannot be left blank.	Select "Yes" or "No" from the drop-down list.
Sum of Cropland Acres, Non Cropland Acres and MPL should be greater than 0.00	The minimum offer size is 0.01 acres.	Enter a value greater than zero for 1 or more of the fields.
Offered Cropland acres exceed the Cropland acres for this tract. The available Cropland acres for this tract are <nnn.dd></nnn.dd>	The maximum offered cropland acres cannot exceed the available cropland acres on the selected tract.	Enter a value less than or equal to the available cropland for the tract.
Combined offered MPL and Non Cropland acres exceed the Non Cropland acres for this tract. The available Non Cropland acres for this tract are <nnn.dd></nnn.dd>	The maximum offered noncropland acres cannot exceed the available noncropland acres on the selected tract.	Enter a less than or equal to the available noncropland for the tract.
CRP Expiration Date is required when Expiring CRP Acres value is greater than 0.00.	The expiration date cannot be blank if there is a value entered for the expiring CRP acres greater than zero.	Enter the expiration date of the CRP contract acres.
GRP Expiration Date is required when Expiring GRP Acres value is greater than 0.00.	The expiration date cannot be blank if there is a value entered for the expiring GRP acres greater than zero.	Enter the expiration date of the GRP contract acres.

E Page Error Messages (Continued)

Error Message	Description	Corrective Action
Invalid value <nnnnnn.dd>. Valid range for Expiring CRP Acres value is <0 through 9,999.99> Invalid value <nnnnn.dd>.</nnnnn.dd></nnnnnn.dd>	Expiring CRP acres has a limit and the entered value cannot exceed 9,999.99. Expiring GRP acres has a	Enter a number less than or equal to 9,999.99. Enter a number less than or
Valid range for Expiring GRP Acres value is <0 through 9,999.99>	limit and the entered value cannot exceed 9,999.99.	equal to 9,999.99.
Unknown error encountered on OfferEnrollmentInformation page at location Unknown ErrorMessage:com.microsoft.s qlserver.jdbc.SQLServerException: OfferScenario:BS_CREATE_FAILED: Violation of UNIQUE KEY constraint 'AK_EWT40OFFER_EWT40 OFR'. Cannot insert duplicate key in object 'dbo.EWT40OFRSC'. The duplicate key value is (1444, 29, 005, 0007632, 2017, TERRA_MO005_F3515_T7632_S1). ErrorCode:01444290050007632201702. Please email this error to technical support.	There are 6 unique keys within each individual offer, including previously deleted offers. They are as follows: Signup ID State Number County Number Tract Number Program Year Scenario Description. A combination of duplicate values will cause the offer to fail.	Use a description to differentiate between scenarios, and when uploading from TERRA, allow TERRA to automatically formulate the naming convention ("_S1", "_S2", etc.).

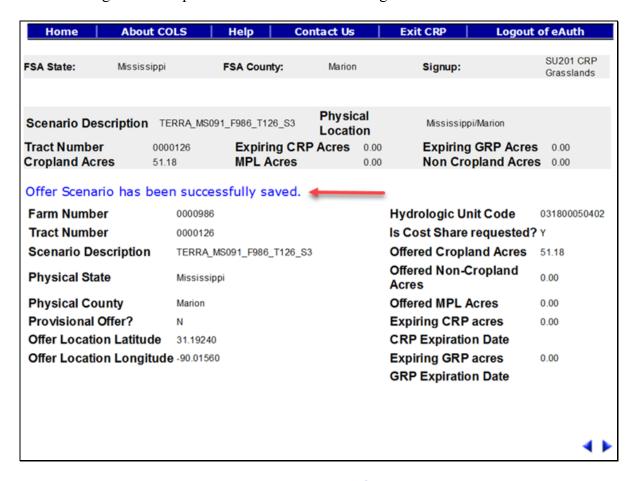
602 CRPG Signup Offer Saved Enrollment Page

A Overview

Once the basic Enrollment information is saved, the offer will display the message, "Offer Scenario has been successfully saved.", to the user. The offer is now saved to the database in an active "Incomplete" status.

B Example of Saved Enrollment Page

The following is an example of the saved Enrollment Page.



To continue to the Assigned Producer Page, CLICK "•". To revise enrollment information, CLICK "•".

Reminder: Users may exit the offer by selecting "**Home**" or "**Exit CRP**" or "**Logout of eAuth**" on the top navigation bar, and the offer scenario will be saved and the offer will be listed as an active "**Incomplete**" status.

603 CRPG Signup Offer Assigned Producer Page

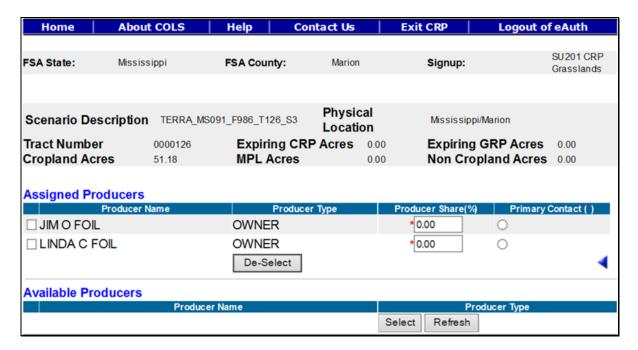
A Overview

All offers must have a minimum of 1 assigned producer. The shares for all assigned producers must equal 100 percent and 1 primary contact must be selected.

Note: All owners for the tract number will be automatically assigned to the offer.

B Example of Assigned Producer Page

The following is an example of the Assigned Producer Page.



C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Assigned Producer Page.

Field	Description	Action
Available	Allows the user to place a checkmark next	Click in the box to place a
Producers Check	to an available producer to move them up to	checkmark (✓) next to the
Box	the Assigned Producers Section.	producer available for
		selection.
	Note: Available producers do not print on	
	CRP-1 and/or CRP-2G.	

Field	Description	Action
Assigned	Allows the user to place a checkmark next	Left-click in the box to
Producers Check	to an assigned producer to move them down	place a checkmark (✓) next
Box	to the Available Producers Section.	to the producer available
		for selection.
	Note: Assigned producers do print on	
	CRP-1 and/or CRP-2G regardless of	
	their shares.	
Producer Share	Records the producer's payment share for	Enter the payment share for
(%)	the offer. The default value is 0.00 percent.	each producer. Total of all
	A value of n, n.d, or n.dd will be allowed	shares must equal
	and always default to 2 decimal places.	100.00 percent. This is a
		required field.
Primary Contact	Allows the user to select the primary contact	Left-click the radio button
	on the offer. The selected producer's name	of the primary contact.
	will appear in the generated CRP-2G,	This is a required selection.
	item 4B.	
	Note: Only 1 producer can be selected.	

D Page Options

The following options are available on the Assigned Producer Page.

Option	Action
Select	CLICK "Select" to move a producer from the Available Producers Section to
	the Assigned Producers Section.
Refresh	CLICK "Refresh" to pull in recently added/removed producers from SCIMS
	that are associated with the tract number on the offer in Farm Records.
	Note: If the newly added producer is still not populating after the County Office has clicked " Refresh ", check eligibility criteria for that producer and submit a remedy ticket if the problem persists.
De-Select	CLICK "De-Select" to move a producer from the Assigned Producers Section
	to the Available Producers Section.

E Page Error Messages

The following error messages may be displayed on the Assigned Producer Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Producer Shares must total	Producer shares do not	Adjust the producer shares making
100.00%	equal 100 percent.	sure they total 100.00 percent.
Invalid value <xxx.xx>.</xxx.xx>	A value that is negative or	Enter a value between 0.00
Valid range for Producer	greater than 100.00 percent	through 100.00 percent.
Share (%) value is <0.00	has been entered for a	
through 100.00>	producer share.	
Producer Share (%) value	A value that is greater than	Enter a value that only contains
<xx.xxx> is in invalid</xx.xxx>	2 decimal places has been	2 decimal places.
data format. It can take	entered.	
only <2> decimal points.		
Owner "Producer A" from	All owners for the tract	Select and move all owners on the
Farm Records is not	have not been moved from	tract to the Assigned Producers
included as an assigned	the Available Producers	Section.
producer on the offer. All	Section to the Assigned	
owners associated with the	Producers Section.	
tract in Farm Records		
must be assigned to the		
offer, even if they are a		
zero share. Please add		
owner "Producer A" as an		
assigned producer to the		
offer		

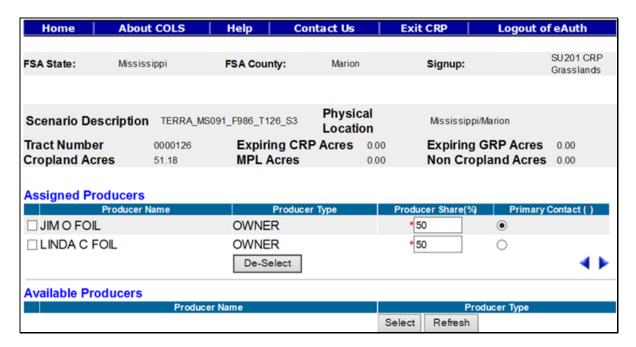
604 CRPG Signup Offer Complete Assigned Producer Page

A Overview

Once the assigned producer's shares equal 100 percent and 1 primary contact has been selected, the user can proceed to the next page to record cropping history. The offer is now saved to the database in an active "Incomplete" status.

B Example of Complete Assigned Producer Page

The following is an example of a complete Assigned Producer Page.



To continue to the Offered Acres Page, CLICK "". To revise enrollment information, CLICK "".

Note: An error message will be displayed if users CLICK " and the producer shares do not total 100 percent."

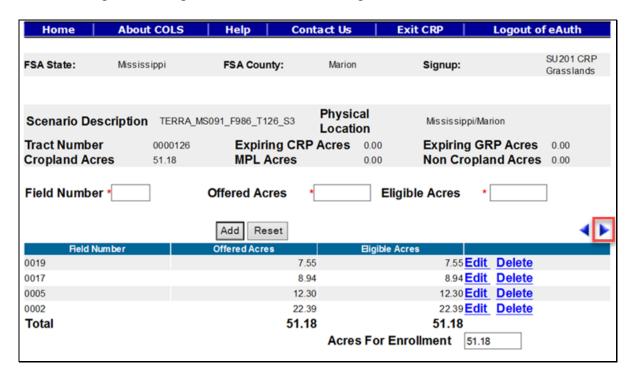
605 CRPG Signup Complete Offered Acres Page

A Overview

The acreage for each field on the offer is used to determine whether an offer is ineligible or eligible.

B Example of Offered Acres Page

The following is an example of the Offered Acres Page.



C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Offered Acres Page.

Field	Description	Action
Field Number	Enter first field number within the	Enter the field number. No action
	acres offered, as follows:	required unless the field numbers
		are incorrect from the TERRA
	• use no more than 4 characters	scenario. This is a required field.
		N. 5. 11
	• use numbers only	Note: Field number will be greyed out if " Edit " was selected
	• CLU counties must have CRP field	from the table at the bottom
	numbers match CLU field	of the Offered Acres Page.
	numbers.	
	Note: Once the number is saved, it cannot be edited.	
Offered Acres	Enter number of acres from the field,	Enter the offered acres or CLICK
	in hundredths, to be included in the	"Edit" in the table at the bottom of
	offer, as follows:	the Offered Acres Page to display
		the offered acres imported from
	• valid number range is 0 through	the TERRA scenario. No action
	9,999.99.	required unless the acres are incorrect. This is a required field.
	partial fields are acceptable	incorrect. This is a required field.
	partial fields are acceptable	
	Note: Renumbering may be	
	required, according to	
	10-CM.	
	• should be less than or equal to the	
	eligible acres	
	• entering more acres than eligible	
	will be allowed but will result in	
Eligible Agree	an ineligible offer.	Enter the eligible serves or CLICV
Eligible Acres	Review all eligibility criteria, including manual eligibility criteria	Enter the eligible acres or CLICK "Edit" in the table at the bottom of
	not checked by the system (for	the Offered Acres Page to display
	example, length of ownership) and	the eligible acres imported from
	record the number of eligible acres for	the TERRA scenario. No action
	that field, that meets all criteria.	required unless the acres are
		incorrect. This is a required field.

D Page Options

The following options are available on the Offered Acres Page.

Option	Action
Add	CLICK "Add" to store the previously entered or edited information for the field
	number.
Reset	CLICK "Reset" to clear current information.
Edit	CLICK "Edit" to revise any data except the field number.
Delete	CLICK "Delete" to remove the entire entry for that field and CLICK "Confirm
	Delete " to complete the deletion.
Save	CLICK "Save" to store the revised information.
Cancel	CLICK "Cancel" to keep the previously stored information for the selected field
	number.

E Page Error Messages

The following error messages may be displayed on the Offered Acres Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Field Number is required field.	A field number must be entered before selecting "Add".	Enter the field number. This is a required field.
Eligible Acres is required field.	Total number of eligible acres for the field number is missing.	Enter the eligible acres for the field number. This is a required field.
Offered Acres is required field.	Total number of offered acres for the field number is missing.	Enter the offered acres for the field number. This is a required field.
Invalid value <nn.dd>. Valid range as per Farm Records for Acres for Enrollment is <nn.dd nn.dd="" through=""></nn.dd></nn.dd>	The acres entered for the field exceed the available cropland acres stored in Farm Records.	Enter a value that is between the number range indicated in the error message.

E Page Error Messages (Continued)

Error Message	Description	Corrective Action
Acres of enrollment must	The sum of the fields does not	Add additional fields or
match the sum of Cropland	match the acres entered on the	update the Enrollment Page to
Acres, Non Cropland Acres	Enrollment Page.	correct number acres for the
and MPL Acres.		offer.
Total expiring acres cannot	The sum of the fields does not	Add additional fields or
exceed Enrolled acres	match the acres entered on the	update the Enrollment Page to
	Enrollment Page.	correct number of expiring
		CRP acres for the offer.

F Page Warning Messages

The following warning messages may be displayed on the Offered Acres Page if the data recorded does not meet the applicable validations.

Warning Message	Description	Corrective Action
Acres of enrollment	All fields must be entered until	Add all fields until the total
must match the	the total matches the enrollment.	matches the expiring CRP acres
Cropland Acres		from the Enrollment Page at a
		minimum.
Offered acres are	The eligible acres must be equal	Enter number of acres (in
greater than Eligible	to or greater than the offered	hundredths) of offered acres not
acres. Offer will be	acres; otherwise, the offer will be	to exceed the eligible acres.
determined ineligible.	determined ineligible.	

606 CRPG Signup Offer Practice Page

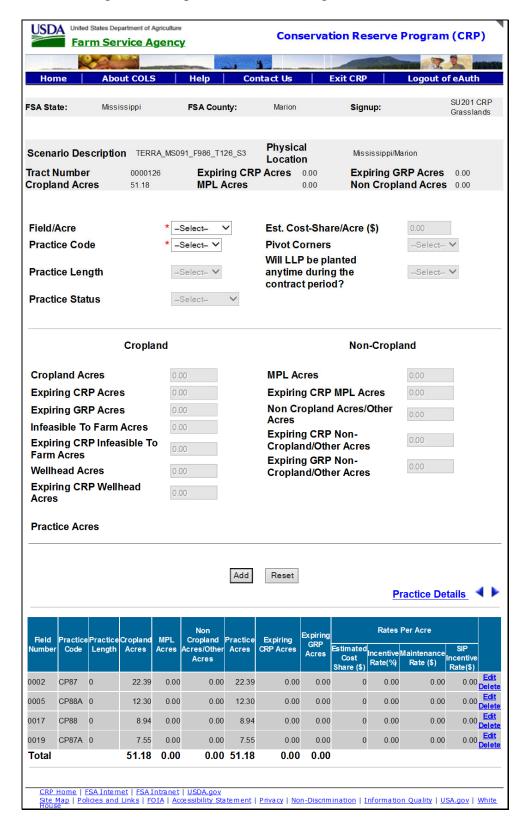
A Overview

Each field must have a conservation practice assigned. This information can be prepopulated from the uploaded TERRA scenario or manually entered by the user. The offer is now saved to the database in an active "Incomplete" status.

606 CRPG Signup Offer Practice Page (Continued)

B Example of Practice Page

The following is an example of the Practice Page.



B Example of Practice Page (Continued)

Note: Once the employee has selected the field/acre and practice code from the table at the bottom of the Practice Page or entered a brand new one, all fields applicable to the practice selected will be available for entry. If the field is not applicable to the selected practice, it will be greyed out.

C Field Descriptions and Actions

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

Field	Description	Action
Field/Acre	All field numbers and acreage	Use the drop-down list to select the
	previously uploaded using "New GIS	field number previously entered on
	Offer" or entered on the Offered	the Offered Acres Page; otherwise,
	Acres Page will display. Both field	select the field number from the
	number and number of acres for that	table at the bottom of the Practice
	field will be listed in the practice	Page.
	table at the bottom of the Practice	
	Page. The default value is "-Select-".	Note: Field number will be greyed
		out if "Edit" was selected
	Note: Only 1 field can be selected at	from the table at the bottom
	a time.	of the Practice Page.
Practice Code	Available selections are restricted to	Use the drop-down list to select the
	practices approved for the signup	practice code for a new offer.
	selected. A field may have more than	
	1 practice, but only 1 practice may be	Note: Practice code will be greyed
	entered at a time. The default value	out if "Edit" was selected
	is "-Select-".	from the table at the bottom
		of the Practice Page.
Practice Length	The duration of CRP-1's is a	System automatically defaults
	maximum of 15 years. Selections	to 15. No action required.
	will be limited to lengths or years	
	approved for the selected practice.	
	Notes If only 1 practice length	
	Note: If only 1 practice length	
	applies, the system will default	
	to that number.	

Field	Description	Action
Practice Status	Vegetative cover of new establishment, existing permanent cover (including trees), or enhancement to existing permanent cover shall be identified. Selections are "-Select-", "New", "Existing", or "Enhancement". The default value is "-Select-".	Practice status will be greyed.
Est. Cost- Share/Acre (\$)	CCC will pay up to 50 percent of the eligible cost to maintain existing vegetative cover of native grasses and legumes on eligible grassland for	Enter dollar amount if different from the system-calculated amount.
	approved practices. The value will be prefilled with the rate entered for the selected practice in the Cost Share Table. See paragraph 147.	Note: If a practice for the signup on the Cost Share Table was updated after the offer was created, each field involving that practice will need to be deleted and re-added in order to pick up the revised calculation.
Pivot Corners	Field margins that are incidental to the planting of crops, such as center pivot corners. Selections are "-Select-", "Yes", or "No". The default value is "-Select-".	Use drop-down list to indicate if pivot corners apply or not. Note: Field will be greyed out if the selected practice is not approved for pivot corners.
Cropland Acres	Acres meeting the definition of "cropland" according to 10-CM. The default value is "0.00".	Enter number of acres (in hundredths) of cropland for the field. Note: Field will be greyed out if the selected field is
		noncropland.

Field	Description	Action
Expiring CRP Acres	Acres currently under CRP-1 or expired CRP-1 maintained as cropland and is suitable to be tilled for crop production. The default value is "0.00".	Enter number of acres (in hundredths) of expiring CRP cropland for the field. Note: Field will be greyed out if the selected field is not expiring CRP.
Expiring GRP Acres	Acres subject to a GRP easement or rental agreement and meets the definition of "cropland" according to 10-CM. The default value is "0.00".	Enter number of acres (in hundredths) of expiring GRP noncropland for the field. Note: Field will be greyed out if the selected field is not expiring GRP.
Infeasible to Farm Acres	An area that is too small or isolated to be economically farmed and meets the definition of "cropland" according to 10-CM. The default value is "0.00".	Enter number of acres (in hundredths) of ITF cropland for the field. Note: Field will be greyed out if the selected field/acre and practice is not approved for ITF.
Expiring CRP Infeasible to Farm Acres	Acres currently under CRP-1 or expired CRP-1 maintained as cropland, is suitable to be tilled for crop production and was previously identified as ITF acreage. The default value is "0.00".	Enter number of acres (in hundredths) of expiring CRP ITF cropland for the field.
Wellhead Acres	Acreage located within or immediately adjacent to the approved public wellhead protection area. The default value is "0.00".	Enter number of acres (in hundredths) of wellhead cropland for the field.

Field	Description	Action
Expiring CRP	Acres currently under CRP-1 or	Enter number of acres (in
Wellhead Acres	expired CRP-1 maintained as	hundredths) of expiring CRP
	cropland, is suitable to be tilled for	wellhead cropland for the field.
	crop production and was previously	
	identified as wellhead acreage. The	
) (DY	default value is "0.00".	
MPL Acres	Acres that are noncropland and	Enter number of acres (in
	immediately adjacent and parallel to a	hundredths) of MPL noncropland
	permanent water body, stream having	for the field.
	perennial flow, seasonal stream, sinkholes and karst area. The default	
	value is "0.00".	
Expiring CRP	Acres that are noncropland and	Enter number of acres (in
MPL Acres	currently under CRP-1 or expired	hundredths) of expiring CRP MPL
	CRP-1 and was previously identified	noncropland for the field.
	as MPL acreage. The default value is	
	"0.00".	
Non Cropland	Acres that are noncropland and not	Enter number of acres (in
Acres/Other	meeting the definition of "cropland"	hundredths) of noncropland/other
Acres	according to 10-CM. The default	for the field.
E :: CDD	value is "0.00".	
Expiring CRP	Acres currently under CRP-1 or	Enter number of acres (in
Non-Cropland	expired CRP-1 and was previously	hundredths) of expiring CRP
Other Acres	identified as noncropland/other	noncropland/other for the field.
Expiring GRP	acreage. The default value is "0.00". Acres subject to a GRP easement or	Enter number of acres (in
Non-Cropland/	rental agreement and does not meet	hundredths) of expiring GRP
Other Acres	the definition of "cropland"	noncropland/other for the field.
	according to 10-CM. The default	inoneroptana other for the fiera.
	value is "0.00".	
F4 Practice	F4 is the cover. The default value is	Use drop-down list to indicate the
Points	"-Select-".	F4 practice points.
		Note: Selections available will be
		determined by the practice
		code as configured.

Note: The sum of the practice acres for each practice on that field, plus any ITF acres, **must** equal the number of acres in the field.

D Page Options

The following options are available on the Practice Page.

Option	Action
Add	CLICK "Add" to store the previously entered or edited information for the
	practice code selected.
Reset	CLICK "Reset" to clear current information.
Edit	CLICK "Edit" to revise any data except the field number and practice code.
Delete	CLICK "Delete" to remove the entire entry for that field and CLICK "Confirm
	Delete " to complete the deletion.
Save	CLICK "Save" to store the revised information.
Cancel	CLICK "Cancel" to keep the previously stored information for the selected
	practice code.

E Page Error Messages

The following error messages may be displayed on the Practice Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Field/Acre is required	A field/acre selection is required before	Use drop-down list to
field.	the software will allow the employee to	select the field/acre
	select "Add".	response.
	Note: Only 1 field can be selected at a	
	time.	
Practice Code is	A practice code selection is required	Use drop-down list to
required field.	before the software will allow the	select the practice code
	employee to select "Add".	response.
	Note: Only 1 practice can be selected	
	at a time.	
F4 Practice Points for	The default value "-Select-" for F4	Use drop-down list to
CPXX is required.	practice points must be answered	select the practice points
	before the software will allow the	response.
	employee to add the selected field/acre	
	and practice code.	

E Page Error Messages (Continued)

Error Message	Description	Corrective Action
Practice acres should be	The sum of the available practice acres	Revise the acres for the
greater than 0.00.	must be greater than zero.	field/acre selected.
Expiring CRP Acres	The sum of the expiring CRP acres	Revise the acres for the
entered <nn.dd> is not</nn.dd>	must equal the offered acres on the	field/acre selected.
equal to offered	Enrollment Page before the software	
Expiring CRP Acres	will allow the employee to proceed to	
<n.dd>.</n.dd>	the next page.	
Please update Practice	The default value "-Select-" for	Use drop-down list to
Status for practice(s)	practice status must be answered before	select the practice status.
<cpxx>.</cpxx>	the software will allow the employee to	
	add the selected field/acre and practice	
	code.	
Total practice acres	The sum of all practices acres for the	Revise the acres for the
<nnn.dd> on field</nnn.dd>	selected field/acre are greater than the	field/acre selected.
<nnnn> is not equal to</nnnn>	previously entered acres on the Offered	
<nnn.dd>.</nnn.dd>	Acres Page.	
Cropland Acres entered	The sum of the acres for all fields are	Revise the acres for the
<nnn.dd>is not equal</nnn.dd>	greater than the total acres for the offer.	field/acre selected.
to offered Cropland		
Acres <nnn.dd>.</nnn.dd>		
Total practice acres	The sum of all practices acres for the	Revise the acres for the
cannot be greater than	selected field/acre are greater than the	field/acre selected.
offered acres for the	previously entered acres on the Offered	
selected field.	Acres Page.	
Maximum acres		
available for field		
<nnnn> is <nn.dd>.</nn.dd></nnnn>		

F Page Warning Messages

The following warning messages may be displayed on the Practice Page if the data recorded does not meet the applicable validations.

Warning Message	Description	Corrective Action
Cropland Acres entered	The sum of the acres for all fields	Revise the acres for
<nnn.dd> exceeds Cropland</nnn.dd>	are greater than the total acres for	the field/acre selected.
Acres limit of < nn.dd >.	the offer.	
Total practice acres cannot be	The sum of all practices acres for	Revise the acres for
greater than offered acres for	the selected field/acre are greater	the field/acre selected.
the selected field. Maximum	than the previously entered acres	
acres available for field	on the Offered Acres Page.	
<nnnn> is <nn.dd>.</nn.dd></nnnn>		

607 CRPG Signup Offer Practice Details Display Page

A Overview

The Practice Details Display Page provides additional information for each field number and selected practice for the offer.

B Example of Practice Details Display Page

The following is an example of the Practice Details Display Page.

Note: The Practice Details Display Page is for information purposes only.

					Practice De	etails			
Practio	ce Acres								
Field		Practico	Practice.			Acr	es		
Numbe	r Practice Code	Length	Acres		Acres	E	Enrolling	Expirin	g GRP
0002	CP87	15	22.39		Cropland		22.39	0.00	0.00
0005	CP88A	15	12.30		Cropland		12.30	0.00	0.00
0017	CP88	15	8.94		Cropland		8.94	0.00	0.00
0019	CP87A	15	7.55		Cropland		7.55	0.00	0.00
Practi	ce Additio	nal Infor	mation						
Field		Practice		. -	Indicators		Rates P	er Acre	212
Numbe		Length			Long Pivot Leaf Corners Pine	Estimated Cost Share (\$)	Incentive Rate(%)	Maintenance Rate(\$)	SIP Incentive Rate(\$)
0002	CP87	15		N		0.00	0.00	0.00	0.0
0005	CP88A	15		N		0.00	0.00	0.00	0.0
0017	CP88	15		N		0.00	0.00	0.00	0.0
0019	CP87A	15		N		0.00	0.00	0.00	0.0
Field Numbe	Practice Code	Practice Length	Practice Acres	Factor		Descriptio	n	Points	Field/ Practic Total
0002	CP87	15	22.39	F4					5 111.
					,	Monoculture st	and.		
0005	CP88A	15	12.30	F4				2	0 246.
					Existing stand (r	minimum of 3 s ative grass sp	, , ,	least 2	
0017	CP88	15	8.94	F4				_	0 268.
					Existing stand (r	ninimum of 5 s native grass		least 3	
0019	CP87A	15	7.55	F4					0 75.
0019	CP87A	15	7.55	F4		and of 2 or more			0 75.
0019	CP87A Total Acres		7.55	F4			species.		
0019			7.55			oduced grass s	species.	an	

To continue to the Ranking Questions Page, CLICK "". To revise offered acres information, CLICK "".

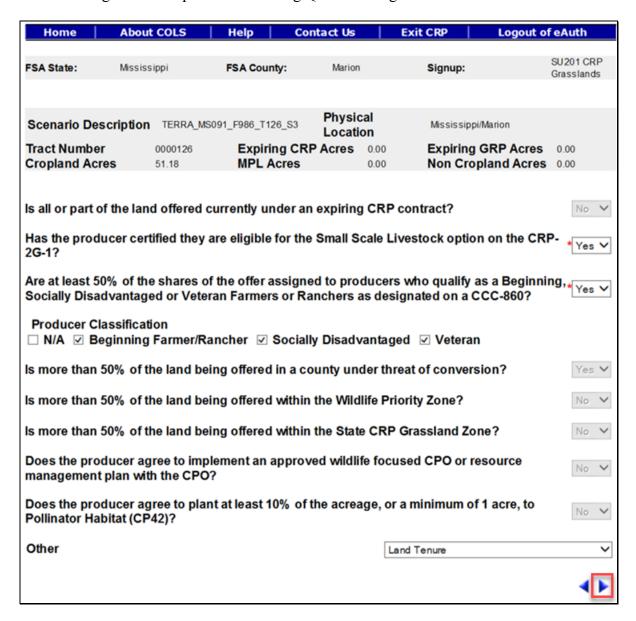
608 CRPG Signup Offer Ranking Questions Page

A Overview

Ranking questions are used to calculate and inform the producer of the maximum points for the eligible acreage being offered. The offer is now saved to the database in an active "Incomplete" status.

B Example of Ranking Questions Page

The following is an example of the Ranking Questions Page.



To continue to the rental rate information, CLICK "". To revise practice information, CLICK ".".

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Predominant Soils Page.

Field	Description	Action
Is all or part of the land offered currently under an expiring CRP contract?	Selections are "Blank", "Yes", or "No". The default value is "Blank".	Select "Yes" or "No" from the drop-down list or use the preset value based on the TERRA scenario. This is a required field.
Has the producer certified they are eligible for the Small Scale Livestock option on the CRP-2G-1?	Selections are "Blank", "Yes", or "No". The default value is "Blank".	Select "Yes" or "No" from the drop-down list. This is a required field.
Are at least 50% of the shares of the offer assigned to producers who qualify as a Beginning, Socially Disadvantaged or Veteran Farmers or Ranchers as designated on a CCC-860?	Selections are "Blank", "Yes", or "No". The default value is "Blank". Note: If 1 or more producer classifications, other than N/A, are selected, a response of "Yes" is required. If N/A is selected, a response of "No" is required.	Select "Yes" or "No" from the drop-down list. This is a required field.
Producer Classification	Selections are "N/A", "Beginning Farmer/Rancher", "Socially Disadvantaged", and/or "Veteran".	Select 1 or more of the available options, but not all.
Is more than 50% of the land being offered in a county under threat of conversion?	Selections are "Blank", "Yes", or "No". The default value is "Blank".	Select "Yes" or "No" from the drop-down list or use the preset value based on the TERRA scenario. This is a required field.

Field	Description	Action
Is more than 50% of the	Selections are "Blank", "Yes", or	Select "Yes" or "No"
land being offered within	"No". The default value is "Blank".	from the drop-down list
the Wildlife Priority Zone?		or use the preset value
		based on the TERRA
		scenario. This is a
		required field.
Is more than 50% of the	Selections are "Blank", "Yes", or	Select "Yes" or "No"
land being offered within	"No". The default value is "Blank".	from the drop-down list
the State CRP Grassland		or use the preset value
Zone?		based on the TERRA
		scenario. This is a
D 1		required field.
Does the producer agree to	Selections are "Blank", "Yes", or	Select "Yes" or "No"
implement an approved	"No". The default value is "Blank".	from the drop-down list
wildlife focused CPO or		or use the preset value based on the TERRA
resource management plan with the CPO?		scenario. This is a
with the CPO?		required field.
Does the producer agree to	Selections are "Blank", "Yes", or	Select "Yes" or "No"
plant at least 10% of the	"No". The default value is "Blank".	from the drop-down list
acreage, or a minimum of	No. The default value is Blank.	or use the preset value
1 acre, to Pollinator		based on the TERRA
Habitat (CP42)?		scenario. This is a
1140144 (01 12).		required field.
Other	The default value is "Blank".	Use drop-down list to
	1 110 001110110 01100 10 21101111	select an available
		option. This is an
		optional field.
		Note: Selections
		available will be
		determined by the
		Grassland signup
		as configured.

D Page Error Messages

The following error messages may be displayed on the Predominant Soils Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Cannot proceed to the	All questions must be answered.	Select "Yes" or "No"
next screen. One or		from the drop-down
more answers contain		list.
a blank value.		
Producer classification	User selected "No" with a producer	Select "Yes" from the
answer cannot be No	classification of "Beginning	drop-down list.
if anything other than	Farmer/Rancher", "Socially	
N/A is selected.	Disadvantaged", and/or "Veteran" checked.	
Producer classification	User selected "Yes" with a producer	Uncheck the producer
answer cannot be Yes	classification of "N/A" checked.	classification "N/A".
if N/A is selected.		
Too many Producer	User has selected too many producer	Uncheck one or more
classification	classification options.	producer
checkbox options have		classifications.
been selected.		
Please select the	User selected "Yes" or "No" response	Select 1 or more of
appropriate Producer	question without selecting a producer	the available producer
Classification	classification.	classification options
checkbox.		but not all.

609 CRPG Signup Offered Rental Rate Summary Page

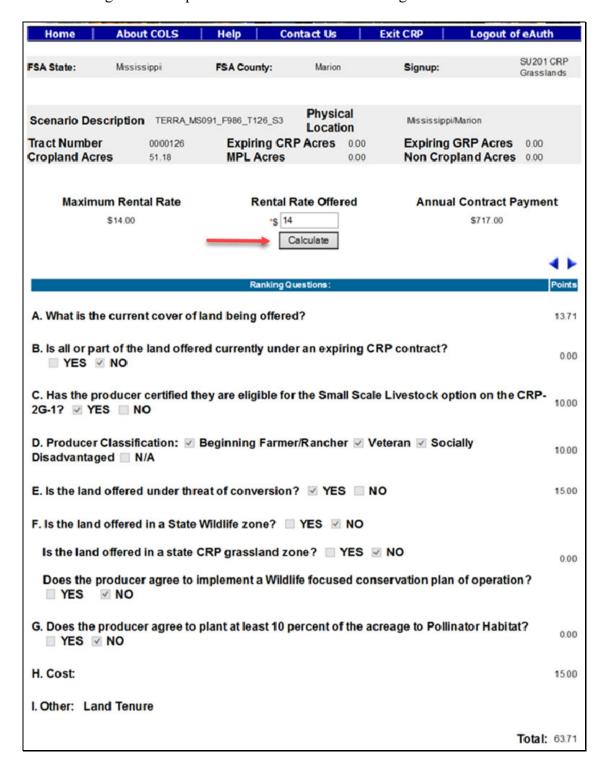
A Overview

The Offered Rental Rate Page displays the maximum payment rate for the FSA county, the ranking questions assigned points, the total ranking points for the offer, and allows the user to enter the offered rental rate by the producer. The offer is now saved to the database in an active "Incomplete" status.

609 CRPG Signup Offered Rental Rate Summary Page (Continued)

B Example of Offered Rental Rate Page

The following is an example of the Offered Rental Rate Page.



To continue to the Eligibility Questions Page, CLICK ""." To revise ranking questions, CLICK ""."

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Offered Rental Rate Page.

Field	Description	Action	
	This is the producer offered rental rate entered		
Offered	on CRP-1.	to exceed \$99,999.99.	
	Note: A rate entered in excess of the "Maximum Payment Rate" will result	Note: The offered rate should match on CRP-2G and	
	in an ineligible offer determination.	CRP-1.	

D Page Options

The following options are available on the Offered Rental Rate Page.

Option	Action
Calculate	Select "Calculate" to calculate the annual contract payment and the cost factor
	score for the offer. The cost factor points will be displayed at the far right
	bottom of the Offered Rental Rate Page.

E Page Error Messages

The following error messages may be displayed on the Offered Rental Rate Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action	
Rental Rate Offered is	The rental rate offered value cannot	Enter a number between	
required field.	be blank.	0.01 and 99,999.99.	
Invalid value <nnnnn.dd>.</nnnnn.dd>	Any value entered that does not fall	Enter a number between	
Valid range for Rental Rate	between a valid range of \$0.01 and	0.01 and 99,999.99.	
Offered value is < 0.01	\$99,999.99 will result in an error.		
through 99999.99>			

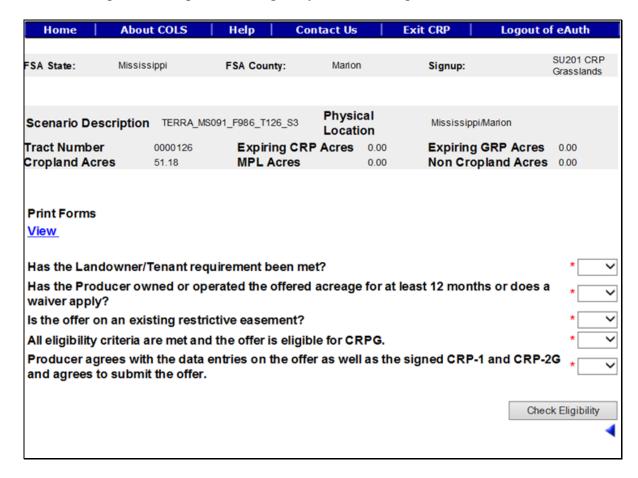
610 CRPG Signup Offer Eligibility Questions Page

A Overview

There are eligibility questions for validations that cannot be automatically determined by the system. The user must answer these questions before submitting the offer.

B Example of Eligibility Questions Page

The following is an example of the Eligibility Questions Page.



C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Eligibility Questions Page.

Field	Description	Action
Has the Landowner/	County Office is verifying the	Select "Yes" or "No"
Tenant requirement	landowner/tenant requirement has been	from the drop-down list.
been met?	met and the offer is eligible. Selections	
	are "Blank", "Yes", or "No". The default	
	value is "Blank".	
Has the Producer	County Office is verifying the producer	Select "Yes" or "No"
owned or operated the	owned or operated the acreage for at least	from the drop-down list.
offered acreage for at	12 months or has a waiver and the offer	
least 12 months or	is eligible. Selections are "Blank",	
does a waiver apply?	"Yes", or "No". The default value is	
T 1 00	"Blank".	
Is the offer on an	County Office is verifying the offer is not	Select "Yes" or "No"
existing restrictive	part of a restrictive easement and the	from the drop-down list.
easement?	offer is eligible. Selections are "Blank",	
	"Yes", or "No". The default value is "Blank".	
All eligibility criteria	County Office is verifying all eligibility	Select "Yes" or "No"
are met, and the offer	criteria has been met and the offer is	from the drop-down list.
is eligible for CRPG.	eligible. Selections are "Blank", "Yes",	from the drop-down list.
is engine for our d.	or "No". The default value is "Blank".	
Producer agrees with	County Office is verifying the producer	Select "Yes" or "No"
the data entries on the	agrees with the data entered and has	from the drop-down list.
offer as well as the	signed CRP-1 and CRP-2G. Selections	
signed CRP-1 and	are "Blank", "Yes", or "No". The default	
CRP-2G and agrees to	value is "Blank".	
submit the offer.		

D Page Options

The following options are available on the Eligibility Questions Page.

Option	Action
View	CLICK "View" to generate an Enrollment Information Report displaying full
	details in a .pdf format of the offer. This report can be printed.
	Important: It is not an official form and is for informational purposes only.
Check	CLICK "Check Eligibility" to validate all information entered for the offer and
Eligibility	determine if it is "Eligible" or "Ineligible".
	Note: The result will display as "Yes" or "No" next to the word "Eligible" on
	the header section of the Enrollment Information Report.

E Page Error Messages

The following error messages may be displayed on the Eligibility Questions Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
All fields marked with an *	All eligibility questions must	Select "Yes" or "No" from
are required entry fields.	have a "Yes" or "No" selected.	the drop-down list.
Unknown error encountered	A previously available practice	Create a brand-new offer
on GSOP Action page at	for the selected signup has	using the GIS upload process
location GSOP Action:	been removed.	and select a practice that is
process Link Action		still available for the signup.
Error Message: java. lang.		
Null Pointer Exception: null		
Error Code: Unknown.		
Please email this error to		
technical support.		

F Page Warning Messages

The following warning messages may be displayed on the Eligibility Questions Page if the data recorded does not meet the applicable validations.

Warning Message	Description	Corrective Action
Offer eligibility question	One or more of the responses on	Review the "Yes" or "No"
responses below.	the Eligibility Questions Page	responses for each eligibility
	failed the required validation.	question and ensure that they
	The result will be an ineligible	are correct.
	offer if not corrected.	
Rental Rate Offered is	The dollar amount entered on the	Verify the "Rental Rate
greater than Maximum	Offered Rental Rate Page is	Offered" value is correct on
Payment Rate.	greater than the calculated	the Offered Rental Rate
	maximum payment rate. The	Page.
	result will be an ineligible offer	
	if not corrected.	
Percent Eligible is Less	Offered acres do not meet the	The offer can be eligible if at
than Minimum Percent	minimum required percentage	least 51 percent of the offered
required for various land	for the signup.	acres are in a National or State
Eligibility.		CPA.
Total Eligible Acres are	The total eligible acres must be	Review the number of acres
less than Acres for	equal to or greater than the total	(in hundredths) of offered
Enrollment.	offered acres. The result will be	acres not to exceed the eligible
	an ineligible offer if not	acres on the Offered Acres
	corrected.	Page.

611 CRPG Signup Offer Complete Eligibility Questions Page

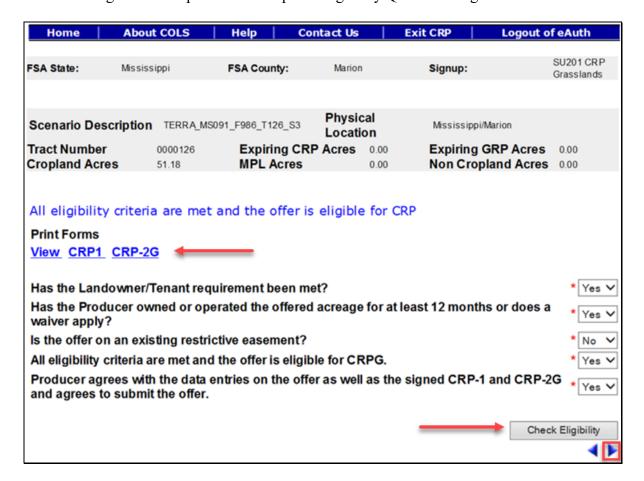
A Overview

Based on the information previously recorded for the offer, COLS will make an eligible or ineligible determination. If all the information meets the procedural requirements, the offer will be saved to the database in an active "Complete" status. If any of the information entered fails to meet the needed eligibility requirements, the offer will be saved in an active "Incomplete" status.

Note: Offers determined ineligible will display a watermark on the system-generated CRP-1 and CRP-2G.

B Example of Complete Eligibility Questions Page

The following is an example of the Complete Eligibility Questions Page.



To continue to the Submit Page, CLICK "". To revise offered rental rate information, CLICK "."

612 CRPG Signup Offer Submit Page

A Overview

Once a valid assigned producer signature is received on CRP-1 and CRP-2G, the signature date or date received stamp, whichever is later, must be recorded in the system immediately.

Note: Only eligible complete offers will be automatically updated to a "Submitted" status. All ineligible offers will remain in an "Incomplete" status.

B Example of Submit Page

The following is an example of the Submit Page.



To revise the eligibility question information, CLICK "."

C Field Descriptions and Actions

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

Field	Description	Action
Date participant	This is the date the producer signs CRP-2G and	Enter a valid date.
delivers offer	CRP-1 or date received stamp, whichever is later.	
	Valid format is MM/DD/YYYY.	

612 CRPG Signup Offer Submit Page (Continued)

D Page Options

The following options are available on the Submit Page.

Option	Action
Submit	CLICK "Submit" after a valid date has been entered to update the status to a
	"Submitted" status for an offer previously in a "Complete" status.

E Page Error Messages

The following error messages may be displayed on the Submit Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Date participant delivers offer	The date field cannot be left blank	Enter a valid date.
is required field.	when the "Submit" button is selected.	
Date participant delivers offer	The date field must be in a valid	Enter a valid date.
is in invalid date field format	format of MM/DD/YYYY.	
<nnnnnnn>. Valid format is</nnnnnnn>		
MM/DD/YYYY.		
Submit Date should be	The date must not be before the	Enter a valid date.
between the Signup Start Date	signup start date or greater than the	
and Today's Date.	current date.	

613 CRPG Signup Offer Submit Offer Search Page

A Overview

Once a valid assigned producer signature is received on CRP-1 and CRP-2G, the signature date or date received stamp, whichever is later, must be recorded in the system immediately. Only eligible "Complete" offers will be automatically updated to a "Submitted" status. All ineligible offers will remain in an "Incomplete" status.

Important: Only offers in a "Submitted" status will be available for ranking by the National Office.

613 CRPG Signup Offer Submit Offer Search Page (Continued)

B Example of Submit Offer Search Page

Following is an example of the Submit Offer Search Page.



C Field Descriptions and Actions

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

Field	Description	Action
FSA State	Allows the user to select the FSA State for	Select the FSA State from
	the associated FSA county, signup, and offer status for "View" and "Submit".	the available drop-down list. This is a required field.
	status for view and Submit.	This is a required field.
		Note: The States serviced by
		the employee's offices
		will be available for
		selection.

C Field Descriptions and Actions (Continued)

Field	Description	Action
FSA County	Allows the user to select the FSA county for	Select the FSA county from
	the associated FSA State, signup, and offer	the available drop-down list.
	status for "View" and "Submit".	This is a required field.
		Note: The counties serviced by the employee's offices will be available for selection.
Signup	All associated signups for the FSA State and	Select the signup from the
	FSA county selected will be automatically	available drop-down list.
	listed.	This is a required field.
Offer Status	Only offers in a "Complete" status can be	No action required. This is a
	submitted. Default value is "Complete".	required field.
Program Year		Enter a valid program year .
	program year. Field length is 4 characters	This is an optional field.
	and numerical.	
	Note: Only active offers for the FSA State, FSA county, signup, offer status, farm number, and tract number selected will return a valid list of offers.	
Farm Number	Allows the user to select the applicable farm number. Field length is 7 characters and numerical.	Enter a valid farm number . This is an optional field.
	Note: Only active farm numbers for the FSA State, FSA county, signup, offer status, program year, and tract number selected will return a valid list of offers.	
Tract Number	Allows the user to select the applicable tract number. Field length is 7 characters and numerical.	Enter a valid tract number . This is an optional field.
	Note: Only active tract numbers for the FSA State, FSA county, signup, offer status, program year, and farm number selected will return a valid list of offers.	

D Page Options

The following options are available on the Submit Offer Search Page.

Option	Action
Search	CLICK "Search" button to display a results list of available offers in a complete
	status for the selected information.
Reset	CLICK "Reset" button to clear the program year, farm number, and tract number
	previously entered.

E Page Error Messages

The following error messages may be displayed on the Submit Offer Search Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Program Year contains	Does not allow alphabetical characters.	Enter a valid
invalid number.		program year.
Program Year contains	Does not allow special characters or a	Enter a valid
invalid number. <###>	combination of alphabetical, numbers and	program year.
	special characters.	
Farm Number contains	Does not allow alphabetical or a combination	Enter a valid farm
invalid number.	of alphabetical and special characters.	number.
Farm Number contains	Does not allow special characters or a	Enter a valid farm
invalid number. <##>	combination of alphabetical, numbers and	number.
	special characters.	
Tract Number contains	Does not allow alphabetical characters.	Enter a valid tract
invalid number.		number.
Tract Number contains	Does not allow special characters or a	Enter a valid tract
invalid number. <***>	combination of alphabetical, numbers and	number.
	special characters.	

614 CRPG Signup Offer Submit Offer Search Results Page

A Overview

Offers in a "Complete" status will be displayed to the user.

B Example of Submit Offer Search Results Page

Following is an example of the Submit Offer Search Results Page.



To revise "Submit Offer" search criteria, CLICK "\(\)".

C Page Options

The following options are available on the Submit Offer Search Results Page.

Option	Action
View	CLICK "View" to generate an Enrollment Information Report displaying full
	details in a .pdf format of the offer. This report can be printed.
	Important: It is not an official form and is for informational purposes only.
	important. It is not an official form and is for informational purposes only.
Submit	CLICK "Submit" to update the status to a "Submitted" status for an offer in an
	eligible complete status.

614 CRPG Signup Offer Submit Offer Search Results Page (Continued)

D Page Error Messages

The following error messages may be displayed on the Submit Offer Search Results Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Unknown error encountered on	A previously available	Create a brand-new offer
GSOP Action page at location	practice for the selected	using the upload GIS offer
GSOP Action: process Link	signup has been removed.	process and select a practice
Action		that is still available for the
Error Message: java. Lang. Null		signup.
Pointer Exception: null		
Error Code: Unknown.		
Please email this error to technical		
support.		

615 CRPG Signup Offer Submit Offer Page

A Overview

Once a valid assigned producer signature is received on CRP-1 and CRP-2G, the signature date or date received stamp, whichever is later, must be recorded in the system immediately. Offers in a complete "Submitted" status will be available for National ranking and will not display in the "Submit for Plan Results List" until the offer is ranked "Accepted" by the National Office.

Note: Only eligible complete offers will be automatically updated to a "Submitted" status. All ineligible offers will remain in an "Incomplete" status.

615 CRPG Signup Offer Submit Offer Page (Continued)

B Example of Submit Offer Page

Following is an example of the Submit Offer Page.



C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Submit Offer Page.

Field	Description	Action
Date participant	This is the date the producer signs CRP-2G or the date	Enter valid date.
delivers offer	received stamp, whichever is later. Valid format is	
	MM/DD/YYYY.	

D Page Options

The following options are available on the Submit Offer Page.

Option	Action
Submit	CLICK "Submit" after a valid date has been entered to update the status to a
	"Submitted" status for an offer in an eligible "Complete" status.
Cancel	CLICK "Cancel" to return to the Submit Offer Search Results Page to select a
	different offer.

615 CRPG Signup Offer Submit Offer Page (Continued)

E Page Error Messages

The following error messages may be displayed on the Submit Offer Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Date participant delivers offer	The date field cannot be left blank	Enter a valid date.
is required field.	when the "Submit" button is selected.	
Date participant delivers offer	The date field must be in a valid	Enter a valid date.
is in invalid date field format	format of MM/DD/YYYY.	
<nnnnnn>. Valid format is</nnnnnn>		
MM/DD/YYYY.		
Submit Date should be	The date must not be before the signup	Enter a valid date.
between the Signup Start Date	start date or after the current date.	
and Today's Date.		

616 CRPG Signup Offer Submit Offer Confirmation Page

A Overview

Offers previously copied from the Edit Offer Search Results Page in an accepted "Submitted" offer status will require a confirmation of replacing the original offer with the new copied offer.

Note: Grassland signup offers are allowed 1 submitted active offer per tract number at a time.

616 CRPG Signup Offer Submit Offer Confirmation Page (Continued)

B Example of a Submit Offer Confirmation Page

Following is an example of the Submit Offer Confirmation Page.

Home	About COLS	Help	Contact Us	Exit CRP	Logout of eAuth	
F SA State:	Mississippi	FSA Count	y: Marion	Signup:	SU201 C Grasslar	
Displayed is one Ranking Factor, Please press YE	Rejected-County Cr ES to submit current ake sure that the sar	for ranking opland Lim Offer Scen	. To find all offers eligi nit) use Search Offer p ario.		Submitted, Rejected-	Low
Scenario Description	TERRA_MS091_F986_T	126_S3	Physical Location	Mississippi/Marion	Cropland Acres	51.18
Tract Number	0000126				Non Cropland Acres	0.00
Expiring CRP Acres	0.00		Expiring GRP Acres	0.00	MPL Acres	0.00
Current Offer De	tails:					
Scenario Description	TERRAMS091_F986_T1	26_S3_C opy	Physical Location	Mississippi/Marion	Cropland Acres	51.18
Tract Number	0000126				Non Cropland Acres	0.00
Expiring CRP Acres	0.00		Expiring GRP Acres	0.00	MPL Acres	0.00
			Yes No			

C Page Options

The following options are available on the Submit Offer Confirmation Page.

Option	Action
Yes	CLICK "Yes" to place the previously copied offer into a "Submitted" status. If the offer is determined "Accepted", it will be available for the next announced ranking period.
	Note: The original offer will remain active and will be placed in a "Complete" offer status.
No	CLICK "No" to return to the Submit Offer Page. CLICK "Cancel" to return the Submit Offer Search Results Page.
	Note: Delete all offers that will not be submitted for the next announced ranking period.

D Page Warning Messages

The following warning messages will be displayed on the Submit Offer Confirmation Page.

Warning Message	Description	Corrective Action
One or more offers eligible	All eligible offers, in a "Complete" and	No action required.
for ranking is found for the	"Submitted" status, for the tract number	
same tract.	will display.	
Displayed is one of the	Ensure that the employee is using the	Use the "View Offer"
offers eligible for ranking.	desired offer from which to copy.	option from the left
To find all offers eligible	There can be offers in multiple statuses	navigation bar.
for ranking (Submitted,	that are being considered for the next	
Rejected-Low Ranking	ranking period.	
Factor, Rejected-County		
Cropland Limit) use		
Search Offer page.		
Please press YES to submit	The original offer will remain active	CLICK "Yes" to
current Offer Scenario.	and will be placed in a complete offer	submit the current
	status.	scenario.
Note : Please make sure	Only 1 offer per tract number can be in	No action required.
that the same land is not	a "Submitted", "Rejected-Low	_
offered again.	Ranking Factor", or "Rejected-	
	County Cropland Limit" status at a	
	time for a Grassland signup ranking	
	period.	

617 CRPG Signup Offer Submit for Plan Search Page

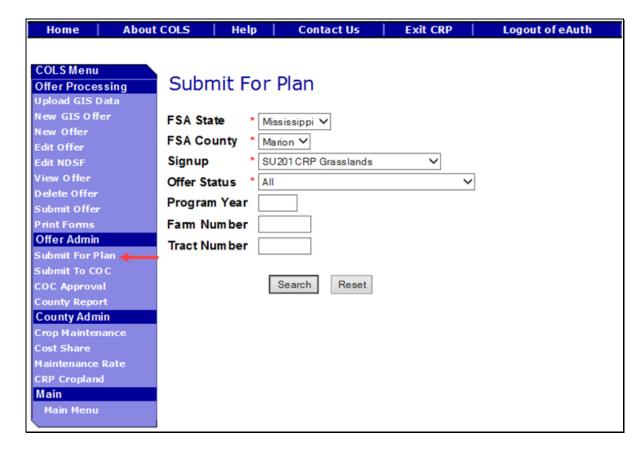
A Overview

Upon receiving confirmation, the producer wants to proceed with the accepted offer, NRCS must be notified that a conservation plan must be developed. Once NRCS has been notified, the offer must be immediately set to a "Submit for Plan" status.

Important: Offers in a complete "Submitted" status will be available for National ranking and will not be available to "Submit for Plan" until the offer is ranked "Accepted" or "Accepted – Errors, Omissions and Appeals" by the National Office.

B Example of Submit for Plan Search Page

Following is an example of the Submit for Plan Search Page.



617 CRPG Signup Offer Submit for Plan Search Page (Continued)

C Field Descriptions and Actions

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

Field	Description	Action
FSA State	Allows the user to select the FSA State for the associated FSA county, signup, and offer status for "View" and "Submit for Plan".	Select the FSA State from the available drop-down list. This is a required field.
		Note: The States serviced by the employee's offices will be available for selection.
FSA County	Allows the user to select the FSA county for the associated FSA State, signup, and offer status for "View" and "Submit for Plan".	Select the FSA county from the available drop-down list. This is a required field.
		Note: The counties serviced by the employee's offices will be available for selection.
Signup	All associated signups for the FSA State and FSA county selected will be automatically listed.	Select the signup from the available drop-down list. This is a required field.
Offer Status	The following statuses will be available for selection: • "All" • "Accepted" • "Accepted – Errors, Omissions and Appeals".	Select the status from the drop-down list.
	Default value is "All".	

617 CRPG Signup Offer Submit for Plan Search Page (Continued)

C Field Descriptions and Actions (Continued)

Field	Description	Action
Program Year	Allows the user to select the applicable program year. Field length is 4 characters and numerical.	Enter a valid program year . This is an optional field.
	Note: The program year will be based on the creation date of the offer.	
Farm Number	Allows the user to select the applicable farm number. Field length is 7 characters and numerical.	Enter a valid farm number . This is an optional field.
	Note: Only active farm numbers for the FSA State, FSA county, signup, offer status, program year, and tract number selected will return a valid list of offers.	
Tract Number	Allows the user to select the applicable tract number. Field length is 7 characters and numerical.	Enter a valid tract number . This is an optional field.
	Note: Only active tract numbers for the FSA State, FSA county, signup, offer status, program year, and farm number selected will return a valid list of offers.	

D Page Options

The following options are available on the Submit for Plan Search Page.

Option	Action
Search	CLICK "Search" button to display a results list of available offers in a complete
	status for the selected information.
Reset	CLICK "Reset" button to clear the program year, farm number, and tract number
	previously entered.

617 CRPG Signup Offer Submit for Plan Search Page (Continued)

E Page Error Messages

The following error messages may be displayed on the Submit for Plan Search Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Program Year contains	Does not allow alphabetical characters.	Enter a valid
invalid number.		program year.
Program Year contains	Does not allow special characters or a	Enter a valid
invalid number. <###>	combination of alphabetical, numbers and	program year.
	special characters.	
Farm Number contains	Does not allow alphabetical or a combination	Enter a valid farm
invalid number.	of alphabetical and special characters.	number.
Farm Number contains	Does not allow special characters or a	Enter a valid farm
invalid number. <##>	combination of alphabetical, numbers and	number.
	special characters.	
Tract Number contains	Does not allow alphabetical characters.	Enter a valid tract
invalid number.		number.
Tract Number contains	Does not allow special characters or a	Enter a valid tract
invalid number. <***>	combination of alphabetical, numbers and	number.
	special characters.	

618 CRPG Signup Offer Submit for Plan Search Results Page

A Overview

Only offers in an accepted "Submitted" status will be displayed to the user. The offer accepted status is set by the National Office as part of the ranking process.

618 CRPG Signup Offer Submit for Plan Search Results Page (Continued)

B Example of Submit for Plan Search Results Page

Following is an example of the Submit for Plan Search Results Page.



To revise "Submit for Plan" search criteria, CLICK ".

C Field Descriptions and Actions

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

Field	Description	Action
Select to	Allows the user to place a checkmark next to an	Click in the box to place
Submit for Plan	available submitted offers with an "Accepted"	a checkmark (✓) next to
	or "Accepted – Errors, Omissions and Appeals"	the offers for selection.
	status to move them to a "Submit for Plan"	
	status.	
	Note: This action will require an NRCS CPO to be completed within 6 months of the	
	acceptance ranking status.	

D Page Options

The following options are available on the Submit for Plan Search Results Page.

Option	Action	
View	CLICK "View" to generate an Enrollment Information Report displaying full	
	details in a .pdf format of the offer. This report can be printed.	
	Important: It is not an official form and is for informational purposes only.	
Submit	mit CLICK "Submit" after a checkmark has been entered next to the selected offer	
	update the status to "Submit for Plan". The Submit for Plan Search Results Page	
	will be displayed after the "Submit" button is selected.	
Cancel	CLICK "Cancel" to return to the Submit for Plan Search Results Page to select a	
	different offer.	

E Page Error Messages

The following error messages may be displayed on the Submit for Plan Search Results Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Unknown error encountered on	A previously available	Create a brand-new offer
GSOP Action page at location GSOP	practice for the selected	using the GIS upload
Action: process Link Action	signup has been removed.	process and select a
Error Message: java. lang. Null		practice that is still
Pointer Exception: null		available for the signup.
Error Code: Unknown.		
Please email this error to technical		
support.		

619 CRPG Signup Offer Submit to COC Search Page

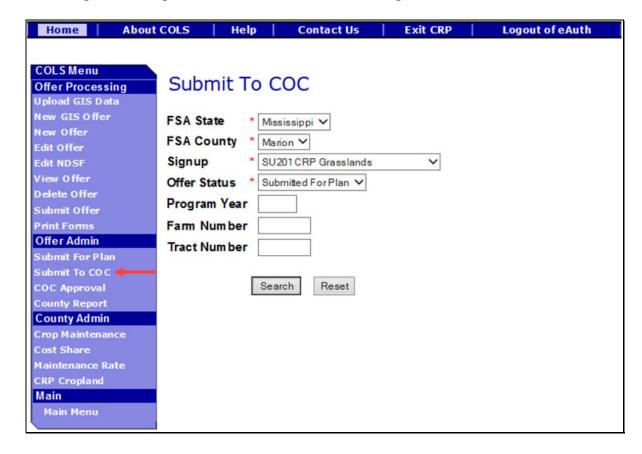
A Overview

Upon receiving the signed CPO's from NRCS, the offer must be immediately set to a "Submit to COC" status. This is very important for tracking the maximum allocated acreages during a Grassland signup.

Note: Submitting these acres to COC will reserve the acres before COC approval.

B Example of Submit to COC Search Page

Following is an example of the Submit to COC Search Page.



C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Submit to COC Search Page.

Field	Description	Action
FSA State	Allows the user to select the FSA State for the associated FSA county, signup, and offer status for "View" and "Submit to COC".	Select the FSA State from the available drop-down list. This is a required field.
		Note: The States serviced by the employee's offices will be available for selection.
FSA County	Allows the user to select the FSA county for the associated FSA State, signup, and offer status for "View" and "Submit to COC".	Select the FSA county from the available drop-down list. This is a required field.
		Note: The counties serviced by the employee's offices will be available for selection.
Signup	All associated signups for the FSA State and FSA county selected will be automatically listed.	Select the signup from the available drop-down list. This is a required field.
Offer Status	Only a status of "Submitted for Plan" can be selected. Default value is "Submitted for Plan".	No action required. This is a required field.
	Note: The initial ranking of eligible complete "Submitted" offers will happen at the National Office. After that, the software will automatically set the "Offer – Accepted" status if the offer meets all the criteria.	

619 CRPG Signup Offer Submit to COC Search Page (Continued)

C Field Descriptions and Actions (Continued)

Field	Description	Action
Program Year	Allows the user to select the applicable program year. Field length is 4 characters and numerical.	Enter a valid program year . This is an optional field.
	Note: Only active offers for the FSA State, FSA county, signup, offer status, farm number, and tract number selected will return a valid list of offers.	
Farm Number	Allows the user to select the applicable farm number. Field length is 7 characters and numerical.	Enter a valid farm number . This is an optional field.
	Note: Only active farm numbers for the FSA State, FSA county, signup, offer status, program year, and tract number selected will return a valid list of offers.	
Tract Number	Allows the user to select the applicable tract number. Field length is 7 characters and numerical.	Enter a valid tract number . This is an optional field.
	Note: Only active tract numbers for the FSA State, FSA county, signup, offer status, program year, and farm number selected will return a valid list of offers.	

D Page Options

The following options are available on the Submit to COC Search Page.

Option	Action	
Search	LICK "Search" button to display a results list of available offers in a complete	
	status for the selected information.	
Reset	CLICK "Reset" button to clear the program year, farm number, and tract number	
	previously entered.	

E Page Error Messages

The following error messages may be displayed on the Submit to COC Search Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Program Year contains	Does not allow alphabetical characters.	Enter a valid
invalid number.		program year.
Program Year contains	Does not allow special characters or a	Enter a valid
invalid number. <###>	combination of alphabetical, numbers and	program year.
	special characters.	
Farm Number contains	Does not allow alphabetical or a combination	Enter a valid farm
invalid number.	of alphabetical and special characters.	number.
Farm Number contains	Does not allow special characters or a	Enter a valid farm
invalid number. <##>	combination of alphabetical, numbers and	number.
	special characters.	
Tract Number contains	Does not allow alphabetical characters.	Enter a valid tract
invalid number.		number.
Tract Number contains	Does not allow special characters or a	Enter a valid tract
invalid number. <***>	combination of alphabetical, numbers and	number.
	special characters.	

620 CRPG Signup Offer Submit to COC Search Results Page

A Overview

Only offers in an accepted "Submitted for Plan" status will be displayed to the user.

B Example of Submit to COC Search Results Page

Following is an example of the Submit to COC Search Results Page.



To revise "Submit to COC" search criteria, CLICK ".

C Page Options

The following options are available on the Submit to COC Search Results Page.

Option	Action		
View	CLICK "View" to generate an Enrollment Information Report displaying full		
	details in a .pdf format of the offer. This report can be printed.		
	Important: It is not an official form and is for informational purposes only.		
Submit	CLICK "Submit to COC" to continue to the Confirmation Page.		
to COC			

D Page Error Messages

The following error messages may be displayed on the Submit to COC Search Results Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Unknown error encountered on	A previously available	Create a brand-new offer
GSOP Action page at location GSOP	practice for the selected	using the upload GIS
Action: process Link Action	signup has been removed.	offer process and select a
Error Message: java. lang. Null		practice that is still
Pointer Exception: null		available for the signup.
Error Code: Unknown.		
Please email this error to technical		
support.		

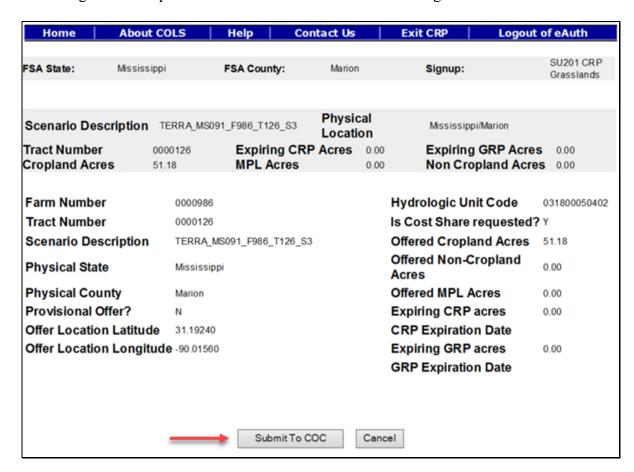
621 CRPG Signup Offer Submit to COC Confirmation Page

A Overview

The system requires a confirmation of submitting the offer to COC.

B Example of Submit to COC Confirmation Page

Following is an example of the Submit to COC Confirmation Page.



C Page Options

The following options are available on the Submit to COC Confirmation Page.

Option	Action
Submit	CLICK "Submit to COC" to update the offer status to "Submitted to COC". The
to COC	Submit to COC Search Results Page will be displayed after the "Submit" button is selected.
Cancel	CLICK "Cancel" to return to the Submit to COC Search Results Page to select a
	different offer.

622 CRPG Signup Offer COC Approval Search Page

A Overview

Upon approval of CRP-1 and CPO, the offer must be immediately COC approved in the system. The approval will create a contract number in CCMS and provide FMD with the annual contract payment.

Important: Do not delay entering the approval date in the system. Failure may result in a late-filed offer and delayed payments to the producer.

B Example of COC Approval Search Page

Following is an example of the COC Approval Search Page.



C Field Descriptions and Actions

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

Field	Description	Action
FSA State	Allows the user to select the FSA State for the associated FSA county, signup, and offer status for "View" and "Submit to COC".	Select the FSA State from the available drop-down list. This is a required field. Note: The States serviced by the employee's offices will be available for
FSA County	Allows the user to select the FSA county for the associated FSA State, signup, and offer status for "View" and "Submit to COC".	selection. Select the FSA county from the available drop-down list. This is a required field. Note: The countyies serviced by the employee's offices will be available for selection.
Signup	All associated signups for the FSA State and FSA county selected will be automatically listed.	Select the signup from the available drop-down list. This is a required field.
Offer Status	Only a status of "Submitted to COC" can be selected. Default value is "Submitted to COC".	No action required. This is a required field.
Program Year	Allows the user to select the applicable program year. Field length is 4 characters and numerical. Note: Only active offers for the FSA State, FSA county, signup, offer status, farm number, and tract number selected will return a valid list of offers.	Enter a valid program year . This is an optional field.

622 CRPG Signup Offer COC Approval Search Page (Continued)

C Field Descriptions and Actions (Continued)

Field	Description	Action
Farm Number	Allows the user to select the applicable farm number. Field length is 7 characters and numerical.	Enter a valid farm number . This is an optional field.
	Note: Only active farm numbers for the FSA State, FSA county, signup, offer status, program year, and tract number selected will return a valid list of offers.	
Tract Number	Allows the user to select the applicable tract number. Field length is 7 characters and numerical.	Enter a valid tract number . This is an optional field.
	Note: Only active tract numbers for the FSA State, FSA county, signup, offer status, program year, and farm number selected will return a valid list of offers.	

D Page Options

The following options are available on the COC Approval Search Page.

Option	Action	
Search	LICK "Search" button to display a results list of available offers in a complete	
	status for the selected information.	
Reset	CLICK "Reset" button to clear the program year, farm number, and tract number	
	previously entered.	

623 CRPG Signup Offer COC Approval Search Results Page

A Overview

Only offers in an accepted "Submitted to COC" status will be displayed to the user.

B Example of COC Approval Search Results Page

Following is an example of the COC Approval Search Results Page.



To revise "COC Approval" search criteria, CLICK ".

C Page Options

The following options are available on the COC Approval Search Results Page.

Option	Action
View	CLICK "View" to generate an Enrollment Information Report displaying full
	details in a .pdf format of the offer. This report can be printed.
	Important: It is not an official form and is for informational purposes only.
Submit	CLICK "Submit to COC" to continue to the Confirmation Page.
to COC	

623 CRPG Signup Offer COC Approval Search Results Page (Continued)

D Page Error Messages

The following error messages may be displayed on the COC Approval Search Results Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
This request is already	When the "COC Approval"	Do not click the "COC
submitted.	button is clicked more than	Approval" button more than
	once very quickly, it will try to	once.
	submit the offer multiple times.	
Errors	The COC approval freeze date	The Grassland signup has
Signup (Signup Name	has been set in the	been temporarily disabled for
SUXX) is temporarily	configuration system and will	approvals by the National
disabled for COC	not allow a county user to	Office.
Approval.	approve the offer.	
Unknown error	A previously available practice	Create a brand-new offer
encountered on GSOP	for the selected signup has	using the upload GIS offer
Action page at location	been removed.	process and select a practice
GSOP Action: process		that is still available for the
Link Action		signup.
Error Message: java. lang.		
Null Pointer Exception:		Note: Follow National Office
null		instructions for errors,
Error Code: Unknown.		omissions, and appeal.
Please email this error to		
technical support.		

624 CRPG Signup Offer COC Approval Page

A Overview

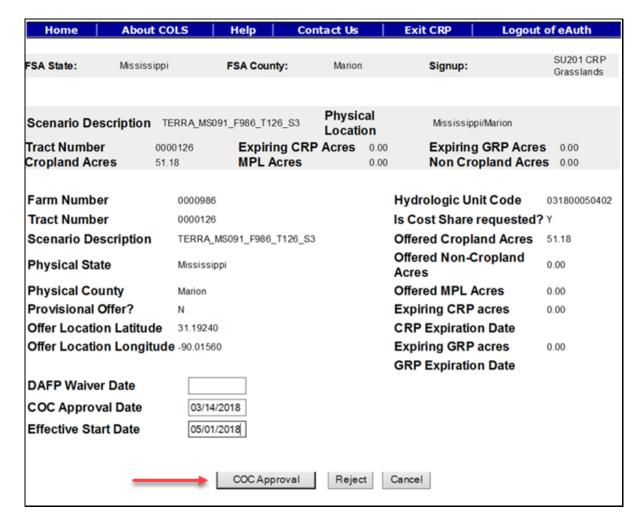
The approved CRP-1 signatures must be entered in the system immediately upon approval.

Important: Do not delay entering the approval date in the system. Failure may result in a late-filed offer and delayed payments to the producer.

624 CRPG Signup Offer COC Approval Page (Continued)

B Example of COC Approval Page

Following is an example of the COC Approval Page.



C Field Descriptions and Actions

The following table provides the field descriptions and actions for the COC Approval Page.

Field	Description	Action
DAFP Waiver	The date of the DAFP representative signature found	Enter a valid date.
Date	on the National Office memo or an approved	
	FSA-321. Valid format is MM/DD/YYYY.	
COC Approval	The date of the CCC representative signature found on	Enter a valid date.
Date	CRP-1, block 13B. Valid format is MM/DD/YYYY.	
Effective Start	The effective start date found on CRP-1, block 9.	Enter a valid date.
Date	Valid format is MM/DD/YYYY.	

D Page Options

The following options are available on the COC Approval Page.

Option	Action	
	CLICK "COC Approval" to approve the offer. The Contract Number	
Approval	Confirmation Page will be displayed after the "COC Approval" button is	
	selected.	
Reject	CLICK "Reject" to return to the COC Approval Search Results Page. The	
	rejected offer will be placed back into a "Submitted for Plan" status.	
Cancel	CLICK "Cancel" to return to the COC Approval Search Results Page to select a	
	different offer.	

E Page Error Messages

The following error messages may be displayed on the COC Approval Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
This request is already	When the "COC Approval"	Do not click the "COC
submitted.	button is clicked more than	Approval" button more than
	once very quickly, the system	once.
	will try to submit the offer	
	multiple times.	
Cannot submit offer for	All offers must start on the first	Change to the first day of the
COC Approval. The	day of the month entered.	month.
Effective Start Date		
must be the 1st day of		
the month.		
Cannot submit offer for	The effective start date must fall	Enter a valid date.
COC Approval.	within the entered program year	
Effective Start Date	date range of 10/01/YYYY and	
should be between	09/30/YYYY.	
10/01/YYYY and		
09/30/YYYYY based on		
the program year		
selected.		

E Page Error Messages (Continued)

Error Message	Description	Corrective Action
COC Approval Date is	The date must be entered in	Enter a valid date.
required field.	order to approve the offer.	
		Note: DAFP waiver date does
	COC approval date	not override this rule.
	validation.	
COC Approval Date is	The date field must be in a valid	Enter a valid date.
in invalid date field	format of MM/DD/YYYY.	
format $<$ M/D/YY $>$.		Note: DAFP waiver date does
Valid format is	COC approval date	not override this rule.
MM/DD/YYYY.	validation.	
Cannot submit offer for	The entered date does not fall	Enter a valid date that falls
COC Approval. COC	between the required dates.	between the signup start date
Approval Date should		and the current date.
be between the Signup	COC approval date	
Start Date	validation.	Note: DAFP waiver date does
MM/DD/YYYY and		not override this rule.
Today's Date.		
DAFP Waiver Date is in	The date field must be in a valid	Enter a valid date.
invalid date field format	format of MM/DD/YYYY.	
<m d="" yy="">. Valid</m>		
format is	DAFP waiver date validation.	
MM/DD/YYYY.		
Cannot submit offer for	The offer must be submitted	Enter a valid date that is equal
COC Approval. The	with a valid producer signature	to or later than the submitted
DAFP Waiver Date	date before DAFP waives any	date of the offer.
MM/DD/YYYY should	policy rules.	
be equal to or later than		
the Date Participant	DAFP waiver date validation.	
Delivers Offer		
MM/DD/YYYY.		
Cannot submit offer for	DAFP approval date must be	Enter a valid date.
COC Approval. DAFP	the current date or prior.	
Waiver Date cannot be		
later than today's date.	DAFP waiver date validation.	

624 CRPG Signup Offer COC Approval Page (Continued)

E Page Error Messages (Continued)

Error Message	Description	Corrective Action
Cannot submit offer for	The offer must be approved	Enter a valid date that is before
COC Approval. The	before the effective start date.	the effective start date on the
COC Approval Date		offer.
must be prior to the	Effective start date validation.	
Effective Start Date.		
DAFP Waiver date is		
required.		
Cannot submit offer for	The entered date is before the	Enter a valid date that is after
COC Approval. The	submit date on the offer.	the submitted date on the offer.
Effective Start Date		
cannot be before the	Effective start date validation.	
Date Participant delivers		
offer. DAFP Waiver		
date is required.		
There is some failure	The offer was created before the	Edit the offer by removing all
while creating contract.	redesign of the Practice Page.	the practices from the Practice
This is the message from	The practice acres and offered	Page and add them back.
application logs: gov.	acres for expiring CRP do not	
usda. fsa. common.	match on the database.	
Base. Agency		
Exception:		
The expired acreage		
must be less than or		
equal to total practice		
acres		
All producers/members	One or more producers/	Review all producers/members
are required to file an	members have not filed an AGI	on the offer and identify which
AGI certification before	form for the FY of the COC	ones are missing a valid filed
the contract can be	approval date.	AGI form entered in
approved.		Subsidiary.

625 CRPG Contract Number Confirmation Page

A Overview

The system-generated contract number from CCMS will display immediately upon approval.

Important: Do not delay entering the approval date in the system. Failure may result in a late-filed offer and delayed payments to the producer.

B Example of Contract Number Confirmation Page

Following is an example of the Contract Number Confirmation Page.

The offer is converted to contract in Contract Maintenance System. Contract Number is 11339. REQUIRED: Handbook 2-CRP paragraph 500 requires COF's to Process initial FSA-848A for all practices (except CP12), C/S, non-C/S, and management activities immediately after approving CRP-1 according to guidance in CSS User Guide.

Cost Share System



C Page Options

The following options are available on the Contract Number Confirmation Page.

Option	Action
OK	CLICK "OK" to return to the COLS Main Menu Page.

D Page Error Messages

The following error messages may be displayed on the Contract Number Confirmation Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
The following error message will	The CCMS shared service is	Wait a few minutes and try
display when the CCMS Shared	not available to retrieve the	again. If it is not available
Service is not available: "The	assigned contract number.	after 30 minutes, log a
Conservation Contract		ticket with the Help Desk.
Maintenance Service (CCMS) is		
not available which prevents us		
from processing this request. If		
this problem persists, please		
contact the OCIO/ITS Service		
Desk at #(800) 255-2434 or your		
State IT Specialist.		
To speed up troubleshooting,		
please provide the time and		
thread id displayed as below:		
Time: day month year		
timestamp including seconds		
Thread Id: xxx		
To start over click the Home		
tab."		

A Example of Enrollment Information Report for Grassland Signup

The following is an example of an Enrollment Information Report for a Grassland signup.

Signup	Name	SU201 CRP	Grasslands					
Scenar	rio Name	TERRA_MS	S091_F986_T1	26_S3		Offer Status	Submitted	ı
Farm N	Number 0	000986	Submitted	Date	03/01/2018	Status	Active	•
Tract N	Number 0	0000126	DAFP Waiv	ver Date		Eligible	Yes	
			COC Appro	oval Date		Submitted	Yes	
Physic	al State/Cou	inty	28091		Acres for	r Enrollment	51.18	
-	istrative Sta	-	28091		Offered (Cropland Acres	51.18	
	ogic Unit Co	-	0318000	50402		Non-Cropland Acres	s 0.00	
	t Share Req		Yes			MPL Acres	0.00	
	ional Offer?		No		Expiring	CRP acres	0.00	
NRCSI	Inspection [Date				iration Date		
	ocation Lati		31.19240)	Expiring	GRP acres	0.00	
Offer Lo	ocation Lor	gitude	-90.0156	0		oiration Date		
Produce	Rate Offere ucer Informer	mation	14.00	Address		Producer Type	Primary (Contact
Produ	ucer Informeroll	mation		211 OLD HIG KOKOMO, M 4 BELLEWO		Producer Type OWNER OWNER	Primary (Y N	
Produ	ucer Informeroll	mation	Producer Share 50.00 %	211 OLD HIG KOKOMO, M 4 BELLEWO	IS 39643-5044	OWNER	Y	
Produ	ucer Information	mation	Producer Share 50.00 %	211 OLD HIG KOKOMO, M 4 BELLEWO	IS 39643-5044 OD PARK MS 39429-6464 Aleres	OWNER	Y	
Produce JIM O Fo	ucer Information	mation	Producer Share 50.00 %	211 OLD HIG KOKOMO, M 4 BELLEWO COLUMBIA,	IS 39843-5044 OD PARK MS 39429-6464 Acres	OWNER	N	
Produ Produ JIM O Fi LINDA C	ucer Information	mation	Producer Share 50.00 %	211 OLD HIG KOKOMO, M 4 BELLEWO COLUMBIA,	IS 39643-5044 OD PARK MS 39429-6464 Alcres 22	OWNER OWNER	N	
Produ Produ JIM 0 Fi LINDA C	ucer Information	mation	Producer Share 50.00 %	211 OLD HIG KOKOMO, M 4 BELLEWO COLUMBIA,	IS 39643-5044 OD PARK MS 39429-6464 AGG45 22 12	OWNER OWNER	N	
Produ Produ JIM 0 Fi LINDA C Field: 0002 0005 0017	ucer Information	mation	Producer Share 50.00 %	211 OLD HIG KOKOMO, M 4 BELLEWO COLUMBIA,	IS 39643-5044 OD PARK MS 39429-6464 AGG45 22 12	OWNER OWNER	N	
Produ Produ JIM 0 Fi LINDA C Field: 0002 0005 0017 0019	ucer Information I	mation tion lumber	Froducer Share 50.00 % 50.00 %	211 OLD HIG KOKOMO, M 4 BELLEWO COLUMBIA,	IS 39843-5044 OD PARK MS 39429-6464 ACCES 22 12 8	OWNER OWNER	Y N Eligible Acres	
Produ Produ JIM 0 Fi LINDA C Field: 0002 0005 0017	ucer Informa Field N	mation tion lumber	Froducer Share 50.00 % 50.00 %	211 OLD HIG KOKOMO, M 4 BELLEWO COLUMBIA,	IS 39843-5044 OD PARK MS 39429-6464 ACCES 22 12 8	OWNER OWNER .39 .39 .30 .94 .55	Y N Eligible Acres Expiring	
Produ Produ Produ Produ Produ JIM 0 Fi LINDA C Field: 0002 0005 0017 0019 Practic	ice Acres	mation tion	Producer Share 50.00 % 50.00 %	211 OLD HIG KOKOMO, M 4 BELLEWO COLUMBIA.	IS 39643-5044 OD PARK MS 39429-6464 AGG 39 22 12 8 7	OWNER OWNER .39 .39 .30 .94 .55	Y N Eligible Acres Expiring	
Produce JIM O Fill LINDA Co. Field: 0002 0005 0017 0019 Practic	ice Acres Practice Code	mation tion lumber Practice Length	Producer Share 50.00% 50.00%	211 OLD HIG KOKOMO, M 4 BELLEWO COLUMBIA.	IS 39843-5044 OD PARK MS 39429-6464 Acres 22 12 8 7	OWNER OWNER .39 .30 .94 .65 Acres Enrolling	Expiring EXP	iRP

626 CRPG Enrollment Information Report (Continued)

A Example of Enrollment Information Report for Grassland Signup (Continued)

Number Practice Code Code Code Status Comers Cost Share (\$) Incentive Rate(\$) Rate(\$)						Indicators		Rates Pe	r Acre	
No.000		Practice	Practice Length			Leaf Corners	Cost	Incentive I Rate(%)	Maintenance Rate(\$)	Incentive
DO17 CP88 15	0002	CP87	15		N		0.00	0.00	0.00	0.00
Practice Ranking Factors Field Number Practice Code Practice Length Practice Code Practice Length Practice Code Practice Length Practice Total	0005	CP88A	15		N	ı	0.00	0.00	0.00	0.00
Practice Ranking Factors Field Number Practice Code Pra	0017	CP88	15		N	I	0.00	0.00	0.00	0.00
Field Number Code Code Practice Code Practice Code Practice Code Practice Code Practice Code Part Practice Code Practice Code Part Practice Code Practice Co	0019	CP87A	15		N	I	0.00	0.00	0.00	0.00
Practice Code Practice Code Points Practice Code Points Practice Total										Field
Monoculture stand. Monoculture stand		Practice			Factor		Description	on	Points	Practice
Existing stand (minimum of 3 species) of at least 2 native grass species. Dot	0002	CP87	15	22.39	F4		Monoculture s	stand.		5 111.95
Existing stand (minimum of 5 species) of at least 3 native grasses. Total Acres Factor Total Points Weighted Average Points	0005	CP88A	15	12.30	F4	Existing stand	•		_	0 246.00
Existing stand of 2 or more species of an introduced grass species. Total Acres Factor Total Points Weighted Average Points 51.18 F4 701.65 13.71 Ranking Questions Ranking Questions: Response Is all or part of the land offered currently under an expiring CRP contract? No Has the producer certified they are eligible for the Small Scale Livestock option on the CRP-2G-1? Are at least 50% of the shares of the offer assigned to producers who qualify as a Beginning, Socially Disadvantaged or Veteran Farmers or Ranchers as designated on a CCC-880? Producer Classification: [Beginning Farmer/Rancher, Veteran, Socially Disadvantaged] Is more than 50% of the land being offered in a county under threat of conversion? Yes	0017	CP88	15	8.94	F4	Existing stand	•		_	0 268.20
Ranking Questions Renking Questions: Response Is all or part of the land offered currently under an expiring CRP contract? No Has the producer certified they are eligible for the Small Scale Livestock option on the CRP-2G-1? Are at least 50% of the shares of the offer assigned to producers who qualify as a Beginning, Socially Disadvantaged or Veteran Farmers or Ranchers as designated on a CCC-860? Producer Classification: [Beginning Farmer/Rancher, Veteran, Socially Disadvantaged] Is more than 50% of the land being offered in a county under threat of conversion? Yes	0019	CP87A	15	7.55	F4					0 75.50
Ranking Questions: Is all or part of the land offered currently under an expiring CRP contract? No Has the producer certified they are eligible for the Small Scale Livestock option on the CRP-2G-1? Yes Are at least 50% of the shares of the offer assigned to producers who qualify as a Beginning, Socially Disadvantaged or Veteran Farmers or Ranchers as designated on a CCC-880? Producer Classification: [Beginning Farmer/Rancher, Veteran, Socially Disadvantaged] Is more than 50% of the land being offered in a county under threat of conversion? Yes		Total Acres			Facto	r	Total Po	ints	Weighted Aver	rage Points
Is all or part of the land offered currently under an expiring CRP contract? No Has the producer certified they are eligible for the Small Scale Livestock option on the CRP-2G-1? Yes Are at least 50% of the shares of the offer assigned to producers who qualify as a Beginning, Socially Disadvantaged or Veteran Farmers or Ranchers as designated on a CCC-880? Producer Classification: [Beginning Farmer/Rancher, Veteran, Socially Disadvantaged] Is more than 50% of the land being offered in a county under threat of conversion? Yes			F	4				701.65		13.7
Has the producer certified they are eligible for the Small Scale Livestock option on the CRP-2G-1? Yes Are at least 50% of the shares of the offer assigned to producers who qualify as a Beginning, Socially Disadvantaged or Veteran Farmers or Ranchers as designated on a CCC-880? Producer Classification: [Beginning Farmer/Rancher, Veteran, Socially Disadvantaged] Is more than 50% of the land being offered in a county under threat of conversion? Yes								701.00		
Disadvantaged or Veteran Farmers or Ranchers as designated on a CCC-880? Producer Classification: [Beginning Farmer/Rancher, Veteran, Socially Disadvantaged] Is more than 50% of the land being offered in a county under threat of conversion? Yes							?		ſ	Response
Is more than 50% of the land being offered in a county under threat of conversion?	Is all o	or part of the lan	nd offered curr	rently under	an exp	iring CRP contract			ſ	Response No
	Is all o	or part of the lan	nd offered curr tified they are se shares of th	eligible for	an exp	iring CRP contract	option on the Cf	RP-2G-1?	ı	Response No Yes
Is more than 50% of the land being offered within the Wildlife Priority Zone?	Is all o	or part of the land the producer cert least 50% of the vantaged or Vet	nd offered curr tified they are se shares of th teran Farmers	eligible for eloffer assi or Ranche	the Smaligned to	iring CRP contract all Scale Livestock producers who quesignated on a CC	option on the Ci ualify as a Beginr C-880?	RP-2G-1?	F	Response No Yes
	Is all of Has the Are at Disado	or part of the land the producer cert cleast 50% of the vantaged or Vet ucer Classification	nd offered curr tified they are se shares of th teran Farmers on: [Beginning	eligible for eloffer assi s or Ranche g Farmer/Ra	the Small igned to irs as de ancher,	all Scale Livestock producers who quesignated on a CC Veteran, Socially	option on the Ci ualify as a Beginn C-860? Disadvantaged]	RP-2G-1?	F	No Yes Yes

626 CRPG Enrollment Information Report (Continued)

A Example of Enrollment Information Report for Grassland Signup (Continued)

Is more than 50% of the land being offered	within the State CRP Grassland Zor	e?	No
Does the producer agree to implement an a the CPO?	pproved wildlife focused CPO or res	ource management plan with	No
Does the producer agree to plant at least 10 (CP42)?	0% of the acreage, or a minimum of	1 acre, to Pollinator Habitat	No
Other			Land Tenure
Ranking Points			
Maximum Payment Rate	Rental Rate Offered	Annual Contract Payme	ent
\$45.00	\$14.00	\$717.00	
	Ranking Questions:		Points
What is the current cover of land being off	fered?		13.71
B. Is all or part of the land offered currently u	nder an expiring CRP contract? N	0	0.00
C. Has the producer certified they are eligible	e for the Small Scale Livestock optio	n on the CRP-2G-1?	10.00
D. Producer Classification: [Beginning Fam	mer/Rancher, Veteran, Socially Disa	dvantaged]	10.00
E. Is the land offered under threat of convers	ion? Yes		15.00
F. Is the land offered in a State Wildlife zone	? Yes		5.00
Is the land offered in a state CRP grasslar	nd zone? No		
Does the producer agree to implement a V	Vildlife focused conservation plan of	operation? No	
G. Does the producer agree to plant at least	10 percent of the acreage to Pollina	tor Habitat? No	0.00
H. Cost:			25.00
I. Other: Land Tenure			
			Total: 78.71
511 11 111 5			
Eligibility Response			
Eligibility Criteria		E	ligibility
Has the Landowner/Tenant requirement	been met?		Yes
Has the Producer owned or operated the apply?	e offered acreage for at least 12	months or does a waiver	Yes
Is the offer on an existing restrictive eas	ement?		No
		ı	Page 3 of 4

626 CRPG Enrollment Information Report (Continued)

A Example of Enrollment Information Report for Grassland Signup (Continued)

All eligibility criteria are met and the offer is eligible for CRPG.	Yes
Producer agrees with the data entries on the offer as well as the signed CRP-1 and CRP-2G and agrees to submit the offer.	Yes
	Page 4 of 4

627 CRPG CRP-1 and CRP-2G

A Example of CRPG CRP-1

The following is an example of a CRPG CRP-1.

CRP-1 U.S. DEPARTMENT OF AGRICULTU	IRE		O. CODE & ADMIN	2. SIG	N-UP NUI	MBER
(10-22-15) Commodity Credit Corporation		28 091	ION	201		
CONSERVATION RESERVE PROGRA	M CONTRACT	3. CONTE	RACT NUMBER	4. ACF	RES FOR	ENROLLMENT
			51.18	1		
7A. COUNTY OFFICE ADDRESS (Include Zip Code)		5. FARM			CT NUME	BER(S)
MARION COUNTY FARM SERVICE AGENCY 4 BELLEWOOD PK, STE C		0000986		00001	26	
COLUMBIA, MS 39429-6464		8. OFFER	(Select one)	9. CON	NTRACT F	PERIOD
		GENERAL		FROM: (MM-DD-	YYYY)	TO: (MM-DD-YYYY)
7B. TELEPHONE NUMBER (Include Area Code): (601)	731-5400 X2	ENVIRONM	ENTAL PRIORITY	⊠		
period from the date the Contract is executed by the CCC. The such acreage and approved by the CCC and the Participant. Ac Contract, including the Appendix to this Contract, entitled Apper Participant acknowledges that a copy of the Appendix for the ap damages in an amount specified in the Appendix if the Participal contained in this Form CRP-1 and In the CRP-1 Appendix and OF THE FOLLOWING FORMS: CRP-1; CRP-1 Appendix and	dditionally, the Participa dix to CRP-1, Consen- plicable sign-up period nt withdraws prior to C and any addendum ther any addendum there	ant and CCC agree to vation Reserve Programment I has been provided CC acceptance or re- vereto. BY SIGNING to; CRP-2; CRP-2C	to comply with the terr ram Contract (referred to such person. Such ejection. The terms a THIS CONTRACT PR ; or CRP-2G.	ns and condit. I to as "Appen person also a nd condition RODUCERS A	ions contai adix"). By s agrees to p s of this c ACKNOWL	ined in this signing below, the pay such liquidate contract are
10A. Rental Rate Per Acre \$ 14.00		1	(See Page 2 for ad			E. Total Estimated
10B. Annual Contract Payment \$717	A. Tract No.	B. Field No.	C. Practice No.	D. Acres	s	Cost-Share
10C. First Year Payment \$	0000126	0002	CP87	22.39 12.30	0	
(Item 10C applicable only to continuous signup when the first year payment is prorated.)					0	
	0000126	0017	cp88	8.94		
12. PARTICIPANTS (If more than three individual) A(1) PARTICIPANT'S NAME AND ADDRESS (Zip Code):	Jais are signing, : T(2) SHARE	(3) SIGNAT	URE		(4) DATE	E (MM-DD-YYYY)
JIM O FOIL 211 OLD HIGHWAY 24 W KOKOMO, MS 39643-5044	50.0	0 %				
B(1) PARTICIPANT'S NAME AND ADDRESS (Zip Code):	(2) SHARE	(3) SIGNAT	URE		(4) DATE	E (MM-DD-YYYY)
LINDA C FOIL 4 BELLEWOOD PARK COLUMBIA, MS 39429-6464	50.0	0 %				
C(1) PARTICIPANT'S NAME AND ADDRESS (Zip C∞de):	(2) SHARE	(3) SIGNAT	URE		(4) DATE	E (MM-DD-YYYY)
		%				
13. CCC USE ONLY A. SIGNATURE OF CC	C DEDBECENTAL	11/15			B DATE	E (MM-DD-YYYY)
A. SIGNATURE OF CC	CREPRESENTAL	100				_ (22)
NOTE: The following statement is made in accordance with the fine of CFP and 1410, the Commodity Credit Corporation Cof 2014 (Pub. L. 113-79). The information will be used to information collected on this form may be disclosed to oth authorized access to the information by statute or regulated Farm Records File (Automated). Providing the requester ineligibility to participate in and receive benefits under the This information collection is exempted from the Paperworksions of appropriate criminal and civil fraud, privacy, COUNTY FSA OFFICE.	harter Act (15 U.S. C. 71 determine eligibility to p ner Federal, State, Local ion and/or as described i information is voluntary o Conservation Reserve ork Reduction Act as spe and other statutes may	4 et seq.), the Food S articipate in and recei government agencie: in applicable Routine . However, failure to Program. cified in the Agricultur be applicable to the in	lecurity Act of 1985 (16 ive benefits under the Cs, Tribal agencies, and IUSes identified in the Sfurnish the requested in the Sturnish the requested in the Communication of 2014 (Pub. L. Information provided. RE	U.S.C. 3801 et onservation Re onspovernmen vistem of Reconformation will I 113-79, Title I, ETURN THIS C	t seq.), and eserve Progetal entities to deserve for the second of the s	the Agricultural Acgram. The hath have been for USDA/FSA-2, letermination of Administration). The D FORM TO YOU.
The U.S. Department of Agriculture (USDA) prohibits discrimination disability, sex, gender identity, religion, reprisal, and where applicabli income is derived from any public assistance program, or protected prohibited bases will apply to all programs and/or employment activity alternative means of communication for program information (e.g., B. Individuals who are deaf, hard of hearing, or have speech disabilities	e, political beliefs, marita genetic information in en ies.) Persons with disal- raille, large print, audiota and wish to file either a complete the USDA Pro	I status, familial or pa ployment or in any pi jilities, who wish to file ppe, etc.) please conte n EEO or program co gram Discrimination O	rental stafus, sexual on organ or activity condu- e a program complaint, act USDA's TARGET Complaint, please contact Complaint Form, found of the form. You may also	entation, or all cted or funded write to the add enter at (202) i USDA through unline at o write a letter	or part of a l by the Dep dress below 720-2600 (v the Federa containing	an individual's partment. (Not all or if you require voice and TDD). al Relay Service at all of the informatio
(800) 877-8339 or (800) 845-6136 (in Spanish). If you wish to file a Civil Rights program complaint of discrimination, http://www.ascr.usda.gov/complaint_filing_cust.html, or at any U			antas Office of Adicalian			
If you wish to file a Civil Rights program complaint of discrimination,	by mail to U.S. Departm ogram.intake@usda.go	ent of Agriculture, Din				avenue, S.W., or's Copy

627 CRPG CRP-1 and CRP-2G (Continued)

A Example of CRPG CRP-1 (Continued)

A. Tract No.	B.	C. Practice No.	RIOD (MM-DD-YYYY			
	Field No.	<u> </u>	D. Acres	E. Total Estimated C/S	(1) FROM	(2) TO
0000126	0019	CP87A	7.55	0		
		+				
		+				
		+		+		
						L
	Original – County	Office Copy	□ Owr	er's Copy	☐ Oper	ator's Copy
Ш	5	.,		1.7		-1-3

627 CRPG CRP-1 and CRP-2G (Continued)

B Example of CRPG CRP-2G

The following is an example of a CRPG CRP-2G

CRP-2G (04-02-18)	ailable electronically. U.S. DEPARTMENT OF AC Farm Service Agend			1. Farm Numl	oer	2. Tract I		3. Program Year
CONSE	RVATION RESERVE PR (For Continuous CRP Gra		HEET	4A. Sign Up N		•	4B. Effective	Date (MM-DD-YYYY)
EA Nome and	Address of Producer (Zip Code):	ssianu Signup <i>)</i>		ED Telephon	201	Include A	ra a Carda):	
JIM 0 F0 211 OLD	, , ,			5B. Telephon	731-4814	inciuae Ai	rea Code):	
6A. State & Co	unty Code Admin. Location	6B. State & County Coo	de Physical I	Location	7. Contr	act Numb	er	
28091		28091						
8A. Acres for E	nrollment	8B. Cropland Acres			9A. Ren \$ 14		Per Acre Offe	ered
51.18		51.18					ayment Rate:	\$14.00
10. Cover/Prac	tices:							
A. Field Number	B. Practice s			D. res		D. ed Total Ca	/s	E. Length
0002	CP87		22	.39	i	\$0		15
0005	CP88A		12.	.30		\$0		15
0017	CP88		8.	94	S	\$0		15
0019	CP87A		7.	.55 \$0			15	
44 Baskina C								
11. Ranking C								Points
B. Is all or part	of the land offered currently under areas enter the earliest CRP expiration	expiring CRP contract?	YES	√ NO				0.00
	oducer certified they are eligible for the		option on the	e CRP-2G-1?		/EC	710	10.00
·		r/Rancher 🗸 Veterar		ally Disadvanta		ÆS I/A	NO	10.00
	offered under threat of conversion?	YES NO		J =		-		15.00
F. Is the land	offered in a State Wildlife zone?	YES NO						0.00
G. Cost								15.00
H. Other: La	nd Tenure							
						12. TO	TAL:	63.71
13. Remarks								

627 CRPG CRP-1 and CRP-2G (Continued)

B Example of a CRPG CRP-2G

CRP-2G (04-02-18)		Page 2 of 2
14. CERTIFICATION:		rage of
offered; (2) All of the Grassland Ranking Factor informed that I may be required to pay for a med in the CRP; (4) To the best of my knowledge an correct; (5) The signing of this form gives USDA for other purposes on the above identified land; either: a beginning farmer, rancher, or veteran	(1) I have been informed of the estimated cost of est rs and subfactors F1 through F6 have been explaine asurement service on the acreage offered before such d belief the acreage of crops and land listed herein, the little of the acreage of the country and inspect cand (6) If I checked a box in Item 11D other than "N"; or, a socially disadvantaged farmer, rancher, or vethat an inaccurate certification could result in a pay.	d to me; (3) I have been acreage may be enrolled if applicable, are true and rops and land uses and NA," I affirm that I am eteran, as defined in the
14A. Signature (By)	14B. Title/Relationship of the Individual if Signing in a Representative Capacity	14C. DATE (MM-DD-YYYY)
information identified on this form is 7 CFR Part 141	the Privacy Act of 1974 (5 USC 552a – as amended). The autho 10, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 be used to determine eligibility to participate in and receive benefits	et seq.), and the Agricultural

NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a – as amended). The authority for requesting the information identified on this form is 7 CFR Part 1410, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to determine eligibility to participate in and receive benefits under the Conservation Reserve Program. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility to participate in and receive benefits under the Conservation Reserve Program.

This information collection is exempted from the Paperwork Reduction Act as specified in the Agricultural Act of 2014 (Pub. L. 113-79, Title I, Subtitle F, Administration).

The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.

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Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

The following lists all forms referenced in this handbook.

		Display	
Number	Title	Reference	Reference
CCC-860	Socially Disadvantaged, Limited Resource,		608
	Beginning and Veteran Farmer or Rancher		
	Certification		
CRP-1	Conservation Reserve Program Contract	221, 255,	Text
		392, 627	
CRP-2	Conservation Reserve Program Worksheet	221	160, 170, 171,
	(For General Signup)		193, 204-207, 209
CRP-2C	Conservation Reserve Program Worksheet	255, 392	3, 160, 171, 232,
	(For Continuous Signup)		240-242, 244,
			368, 378-380
CRP-2G	Conservation Reserve Program Worksheet	627	160, 171, 603,
	(For Continuous CRP Grassland Signup)		609-613, 615
CRP-2G-1	CRP Grassland Small Scale Livestock		608
	Grazing Operation Certification		
FSA-321	Finality Rule and Equitable Relief		218, 252, 389,
			624
FSA-578	Report of Acreage		234, 370

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

Abbreviations Not Listed in 1-CM

The following lists approved abbreviations not listed in 1-CM.

Approved Abbreviation	Term	Reference
CCMS	Conservation Contract Maintenance System	Text
CCRP	Continuous Conservation Reserve Program	231-265
COLS	Conservation Online System	Text
СРО	Conservation Plan of Operation	212, 213, 216, 246, 247, 250, 383, 384, 387, 608, 618, 619, 622
CRM	customer relationship management	2, 16
CVS	Crop Validation System	145, 146
EI	Erosion-Index	22, 191, 200, 201, 203, 238
FWP	Farmable Wetlands Program	1, 2, 166-171, 366-392
GIS	Geospatial Information System	Text
HUC	Hydrologic Unit Code	16, 22, 191, 231, 366, 601
ITF	Infeasible to Farm	196, 235, 238, 372, 606
LLP	Longleaf Pine	22, 160, 191, 196, 200, 201-204, 235, 238-240
MUSYM	Map Unit Symbol	4, 22, 160, 200, 201, 238, 374
NDSF	Non Delineated Sub Fields	1, 160, 167, 198, 199, 236, 237
PLSS	Public Land Survey System	15-17
PPID	Payments to Producers Identified as Deceased	2
SAFE	State Acres for Wildlife Enhancement	1, 2, 16, 22, 166-171, 403
SDMS	Soil Database Management System	4, 35, 201
SIP	Signup Incentive Payment	163, 235, 239, 372, 375
SSAID	Soil Survey Area Identifiers	4, 16, 200, 201, 238, 374
TERRA	Tool for Environmental Resource Results Assessment	Text
WBD	Watershed Boundary Dataset	16

Redelegations of Authority

None

Approved Status

<u>Approved status</u> means the CRP contract is active in CCMS and the current date is between effective start date and contract end date as recorded on CCMS.

Beginning Farmer or Rancher

A <u>beginning farmer or rancher</u> is, as determined by CCC, a person or entity who:

- has not been a farm or ranch operator or owner for more than 10 consecutive years
- materially and substantially participates in the operation of the farm or ranch involved in the CRP contract modification
- if an entity, is an entity in which 50 percent of the members or stockholders of the entity meets the first 2 requirement of this definition.

CRP Contract or CRP-1

<u>CRP contract or CRP-1</u> means the approved agreement, including the approved conservation plan, that:

- is entered into, in writing, between COC and the participant
- sets forth the terms and conditions for participation in CRP.

SDA Farmer or Rancher

An <u>SDA farmer or rancher</u> means a farmer or rancher who is a member of an SDA group whose members have been subjected to racial or ethnic prejudice because of their identity as members or a group without regard to their individual qualities. **Gender is not included as a covered group**. SDA groups include the following and no others unless approved in writing by the Deputy Administrator, Farm Programs:

- American Indians or Alaskan Natives
- Asians or Asian-Americans
- Blacks or African Americans
- Hispanics
- Native Hawaiians or other Pacific Islanders.

User

<u>User</u> means county FSA employees with level II eAauthentication access and State Office administrative users, except where specifically noted.

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Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or		
Screen	Title	Reference
	TERRA Main Menu	11
	COLS Main Menu	135
	COLS Offer Main Menu	145, 161
	Crop Maintenance Page	146
	Cost Share Page	147
	Maintenance Rate Page	148
	Upload GIS Data Page	162
	New GIS Offer Page	163
	New Offer Page	164
	Find Land by Page	165
	Edit Offer Page	164
	Edit NDSF Page	167
	View Offer Page	168
	Delete Offer Page	169
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	Print Forms Page	171

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