FSA
HANDBOOK

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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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.

Page Control Chart		
TC	**Text**	**Exhibit**
1, 2	4-11, 4-12 4-21 through 4-40 4-43, 4-44 4-53, 4-54 4-101 through 4-140	

.

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Table of Contents (Continued)

Part 4   Conservation Online System (COLS) (Continued)

Section 5   Continuous CRP (CCRP) Signup

Section 6   (Reserved)

Table of Contents (Continued)

Table of Contents (Continued)

Exhibits

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.
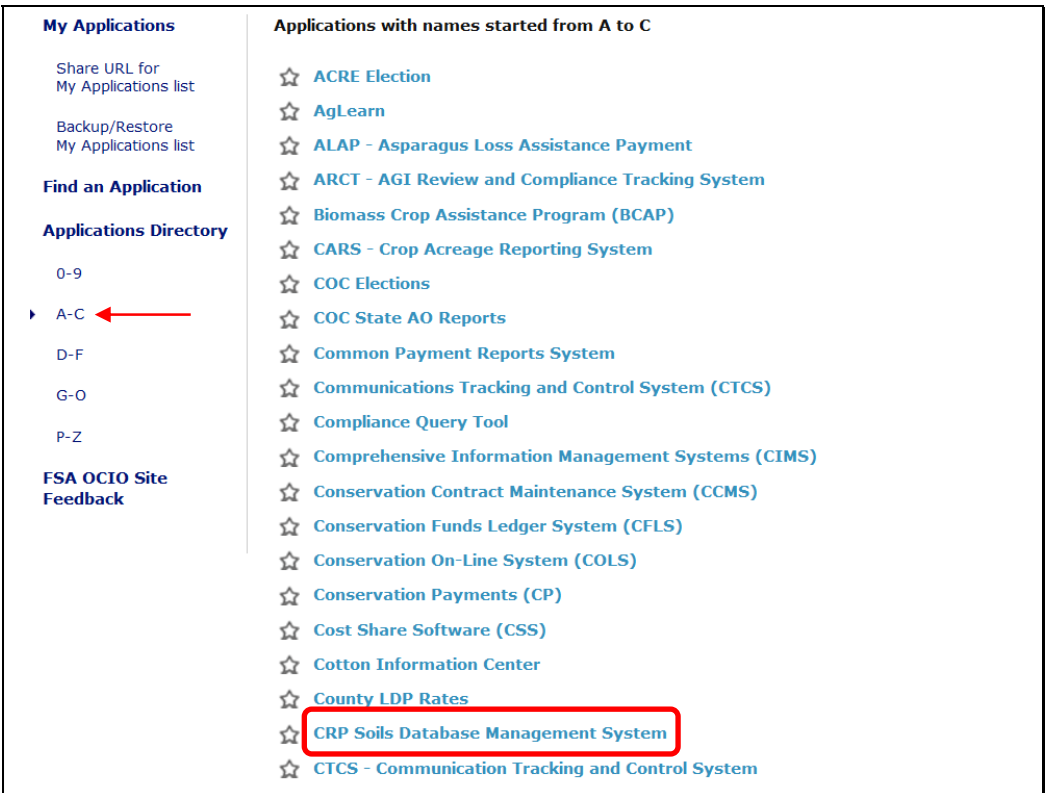
C   Program Years

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
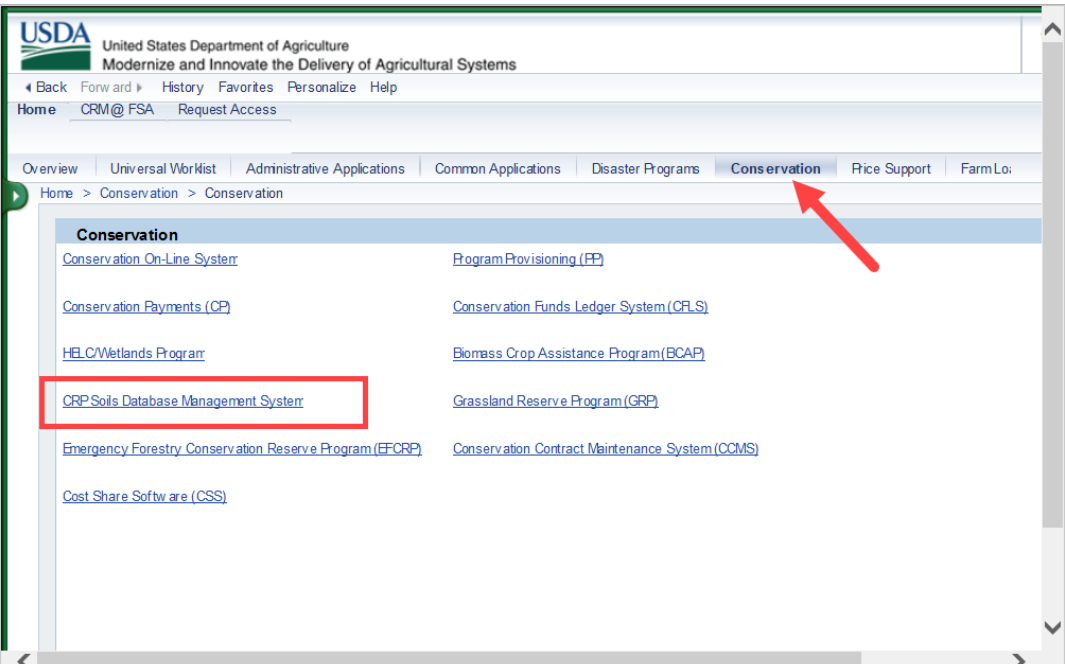
   A   Accessing the CRP SDMS Intranet Application

   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 Intranet Screen, under "FSA Applications" "Applications Directory", CLICK "**A C**". The FSA Intranet Screen will be redisplayed with applications with names started from A to C. Scroll down and CLICK "**CRP Soils Database Management System**". Users must have Level 2 eAuthentication to access COLS. **My Applications** Share URL for My Applications list Backup/Restore My Applications list **Find an Application** **Applications Directory** 0-9 ▶ A-C ← D-F G-O P-Z **FSA OCIO Site Feedback** **Applications with names started from A to C** ☆ ACRE Election ☆ AgLearn ☆ ALAP – Asparagus Loss Assistance Payment ☆ ARCT – AGI Review and Compliance Tracking System ☆ Biomass Crop Assistance Program (BCAP) ☆ CARS – Crop Acreage Reporting System ☆ COC Elections ☆ COC State AO Reports ☆ Common Payment Reports System ☆ Communications Tracking and Control System (CTCS) ☆ Compliance Query Tool ☆ Comprehensive Information Management Systems (CIMS) ☆ 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

4   Managing the Soils Database (Continued)

A   Accessing the CRP SDMS Intranet Application (Continued)

Option	Action
2	Access the MIDAS Portal Home Page at **https://mprdep.fmmi.usda.gov/irj/portal**. From the MIDAS Portal under the "Conservation" tab on the second level navigation bar, CLICK "**CRP Soils Database Management System**". Users must have Level 2 eAuthentication to access SDMS.

4   Managing the Soils Database (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: • FSA State Offices • NRCS State and Area Offices	add, edit, and void data **only** for the States for which users has authorization. FSA State Offices shall use this access to maintain SRR's and MPLRR's, and by NRCS State and County Offices to maintain SSAID's, MUSYM, and soil specific natural resource factors.

4   Managing the Soils Database (Continued)

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.
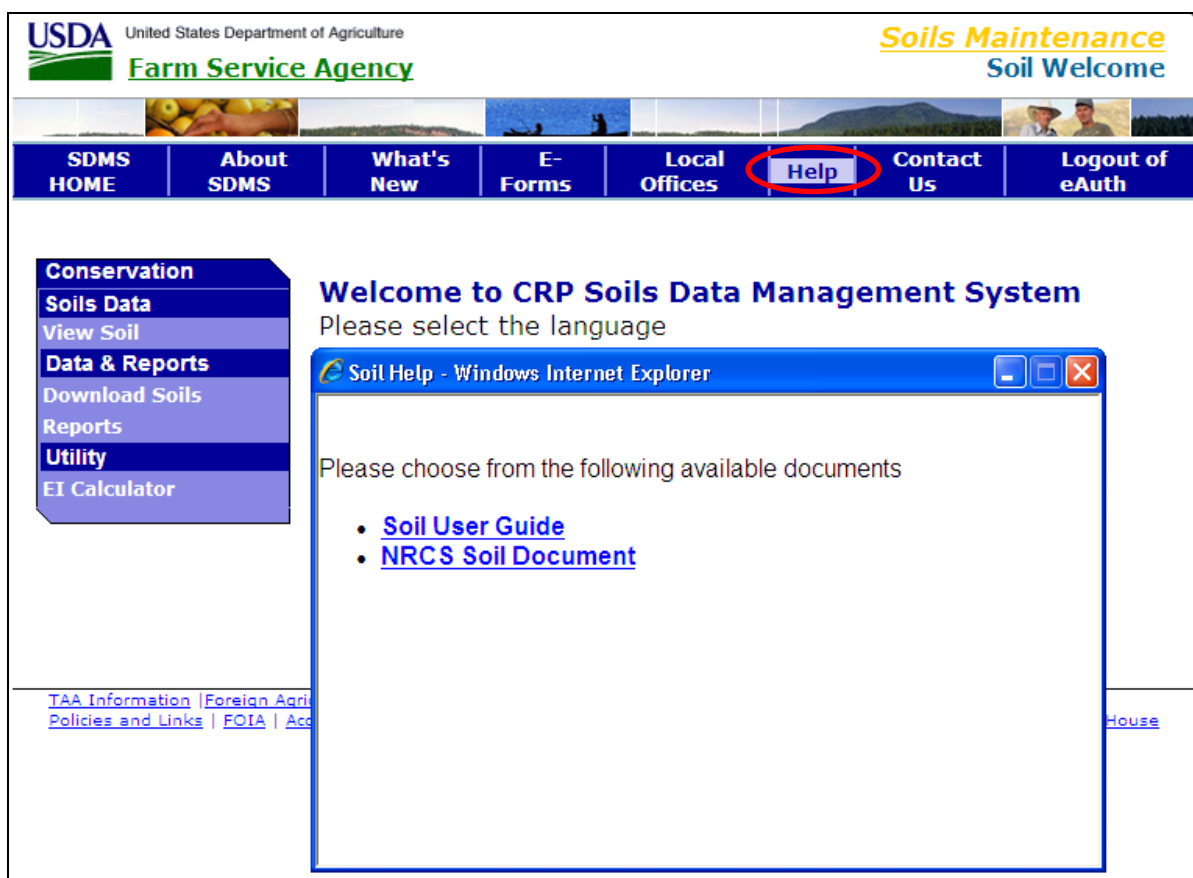
4   Managing the Soils Database (Continued)

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**".
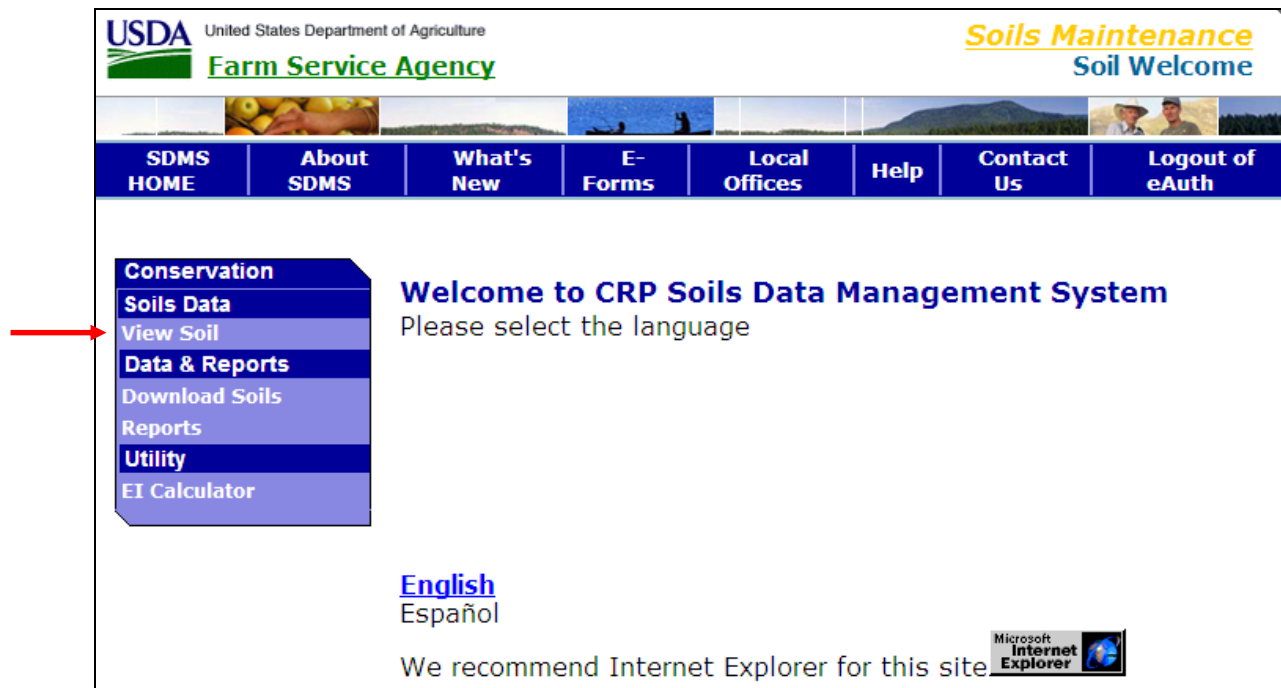
The Soils Maintenance Search Soil Screen will be displayed.

4   Managing the Soils Database (Continued)

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 SSAID. 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.
Type	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.

4   Managing the Soils Database (Continued)

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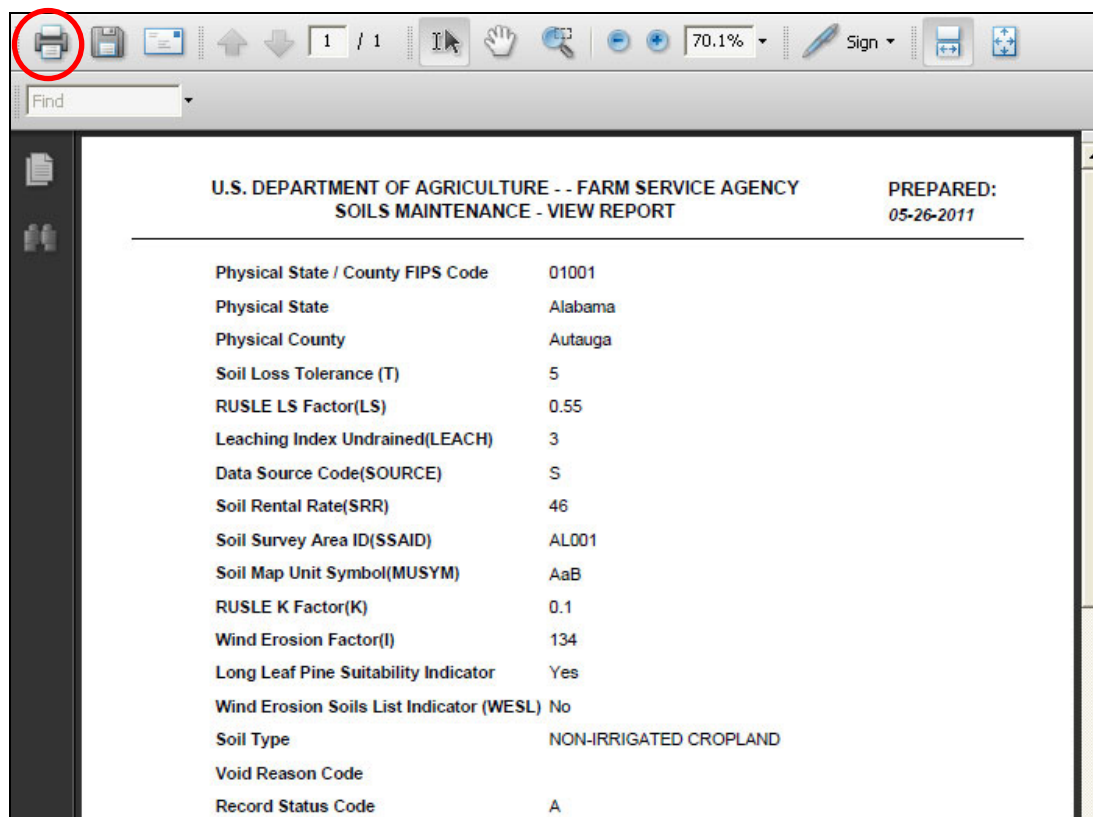
Note: COLS and TERRA will only "read" and process ACTIVE soils ("Type" must be designated as "Active").

SSAID	MUSYM	$	SRR	Start Date	End Date	Type	
AL001	AaB	$	46	03/05/2011		Active	View
AL001	AtA	$	70	03/05/2011		Active	View
AL001	AtB	$	65	03/05/2011		Active	View
AL001	Be	$	83	03/05/2011		Active	View
AL001	Bs	$	34	03/05/2011		Active	View
AL001	Bt	$	53	03/05/2011		Active	View
AL001	FaB	$	65	03/05/2011		Active	View
AL001	FSE	$	34	03/05/2011		Active	View
AL001	Gr	$	46	03/05/2011		Active	View
AL001	Ha	$	78	03/05/2011		Active	View
AL001	JcE	$	41	03/05/2011		Active	View
AL001	JSE	$	34	03/05/2011		Active	View
AL001	LaB	$	41	03/05/2011		Active	View
AL001	Lb	$	34	03/05/2011		Active	View
AL001	LdA	$	90	03/05/2011		Active	View
AL001	LdB	$	83	03/05/2011		Active	View
AL001	LdC2	$	70	03/05/2011		Active	View
AL001	LhB	$	46	03/05/2011		Active	View
AL001	Mc	$	65	03/05/2011		Active	View
AL001	MY	$	34	03/05/2011		Active	View
AL001	NfA	$	83	03/05/2011		Active	View

4   Managing the Soils Database (Continued)

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
	C	Complete
	D	Deleted
	W	Withdrawn/Voided

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

5-10   (Reserved)

Part 2   Tool for Environmental Resource Results Assessment

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.

12   Getting Started (Continued)

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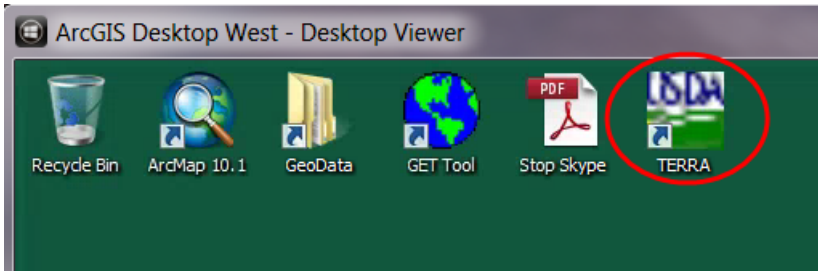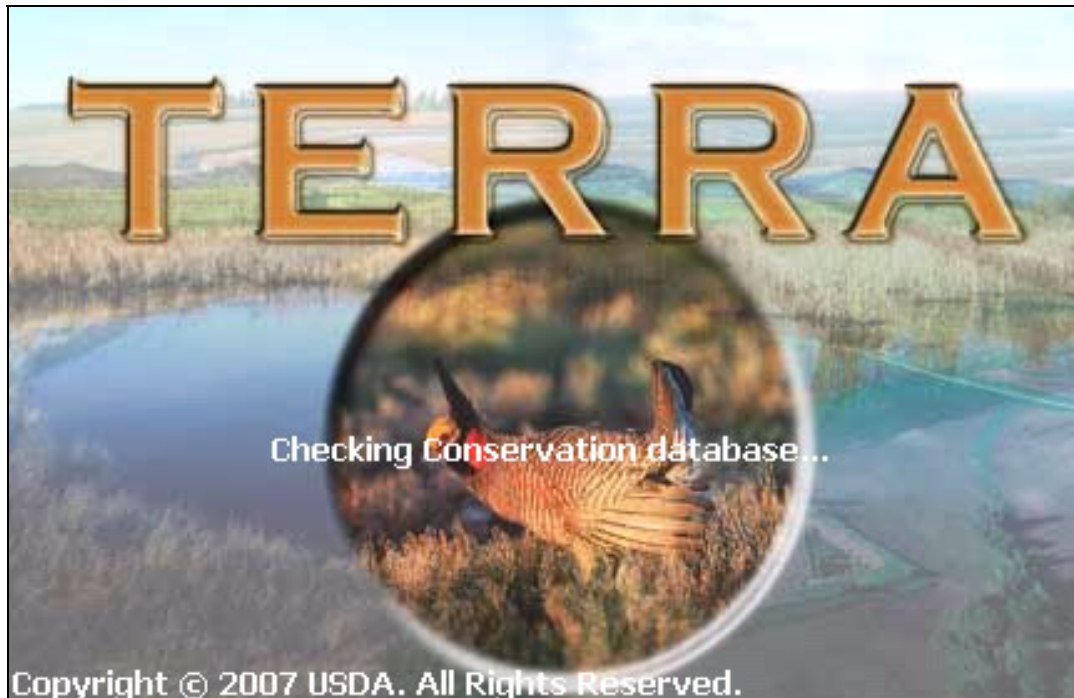
The input layers folders are known as "root" folders that are the locations that TERRA will default to when users manually add any other input layer. If users do not want to add layers automatically from the current folder locations, the root folders can be reset to any other network folder by clicking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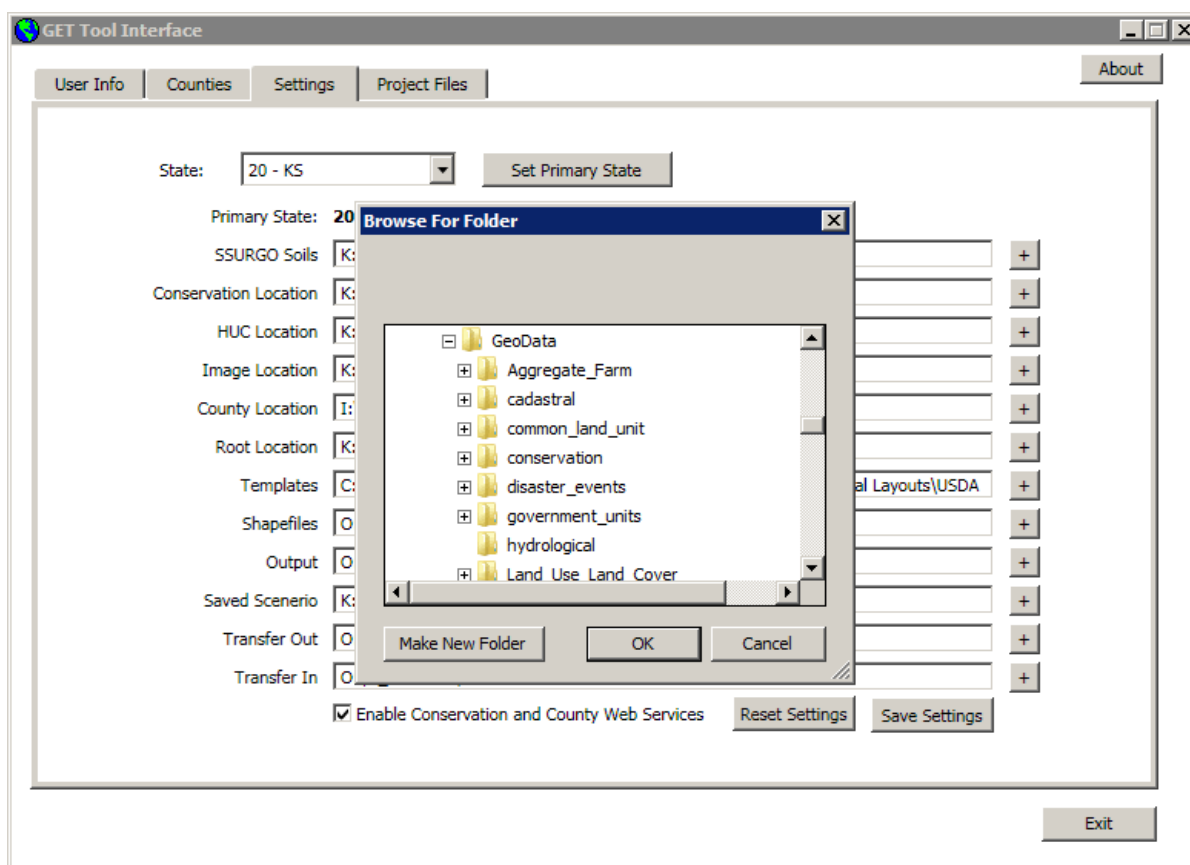
12   Getting Started (Continued)
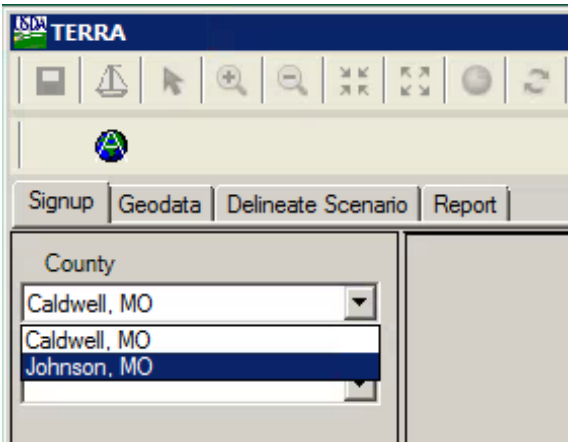
B   Accessing TERRA Using Thin Client

To open TERRA using Thin Client, follow these steps.

Step	Action
1	On user's desktop, CLICK "**Start**" then select ArcGIS Desktop West.
2	On ArcGIS Desktop West Screen, double-click "**TERRA**".
3	The following TERRA Screen will be displayed while TERRA is loading.
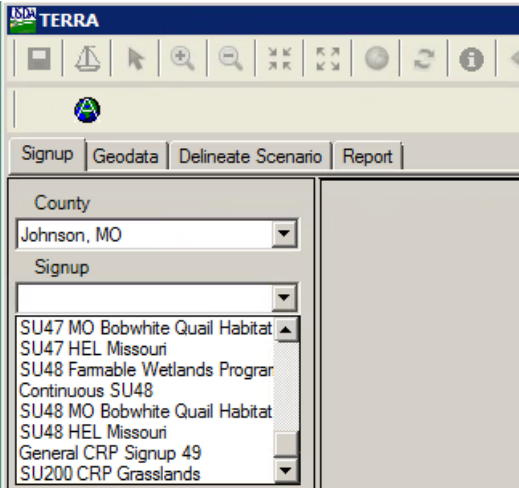
12   Getting Started (Continued)

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. **Important:** Users should scroll through the drop-down list and manually select the desired county.

   B   Accessing TERRA Using Thin Client (Continued)

Step	Action
5	After users select a county, a "Layers Not Found" dialog box may be displayed with a list of any required data layers that TERRA was unable to load using the folders specified in the GIS Environment Tool, TERRA "**Settings**" tab. This message may also indicate that the Web service is down. Users can manually add layers after the County and Signup have been selected by using the "**Control Panel**" tool on the "**Geodata**" tab. See **paragraph 15**. Missing layers may indicate the GIS Environment Tool's "Settings" tab has been set up incorrectly. Correcting the GIS Environment Tool's "Settings" tab will allow layer to be automatically added the next time TERRA is opened. See 1-GIS for further details.
6	After selecting the appropriate county, select a signup from the "**Signup**" drop-down list. The signup information includes the signup number, signup type, program type, and signup description. Signup types are pulled from the Signup Configuration software. **Note:** If the desired signup is not listed, contact the National Office COLS point of contact.

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.
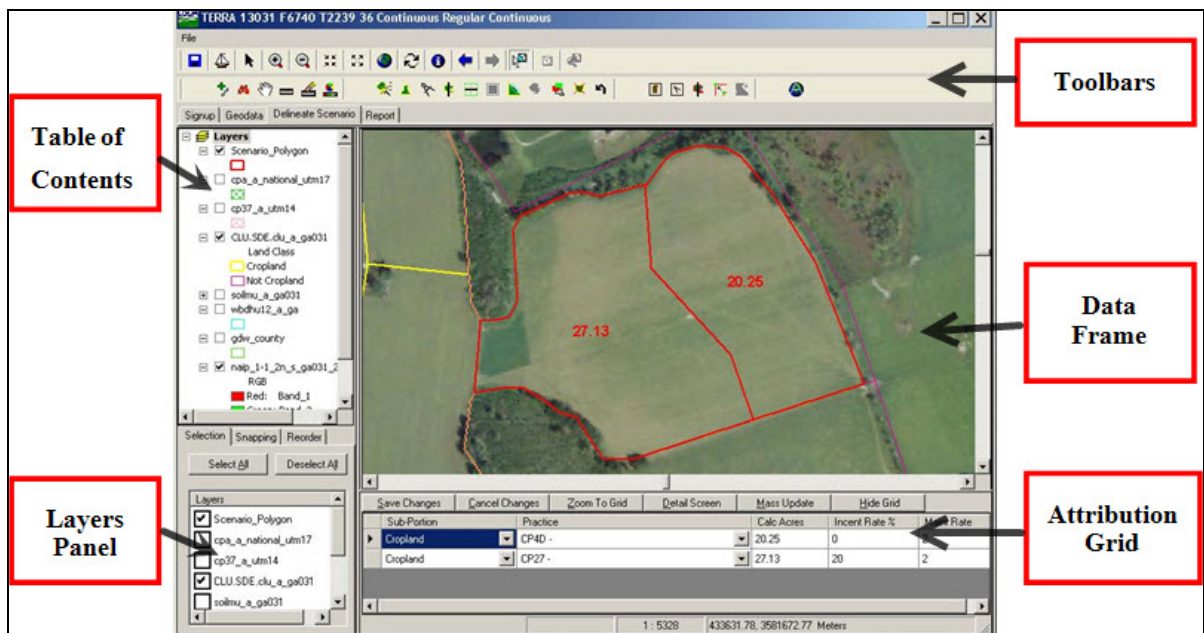
13   TERRA Interface (Continued)

A TERRA Interface Diagram (Continued)

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

Part	Purpose
Table of Contents	Lists the name of each layer added to the project along with its symbology. 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 Panel	Allows users to select 1 or more layers, set the snapping tolerance, and 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 Grid	All information about scenario polygons is displayed in the attribution 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.
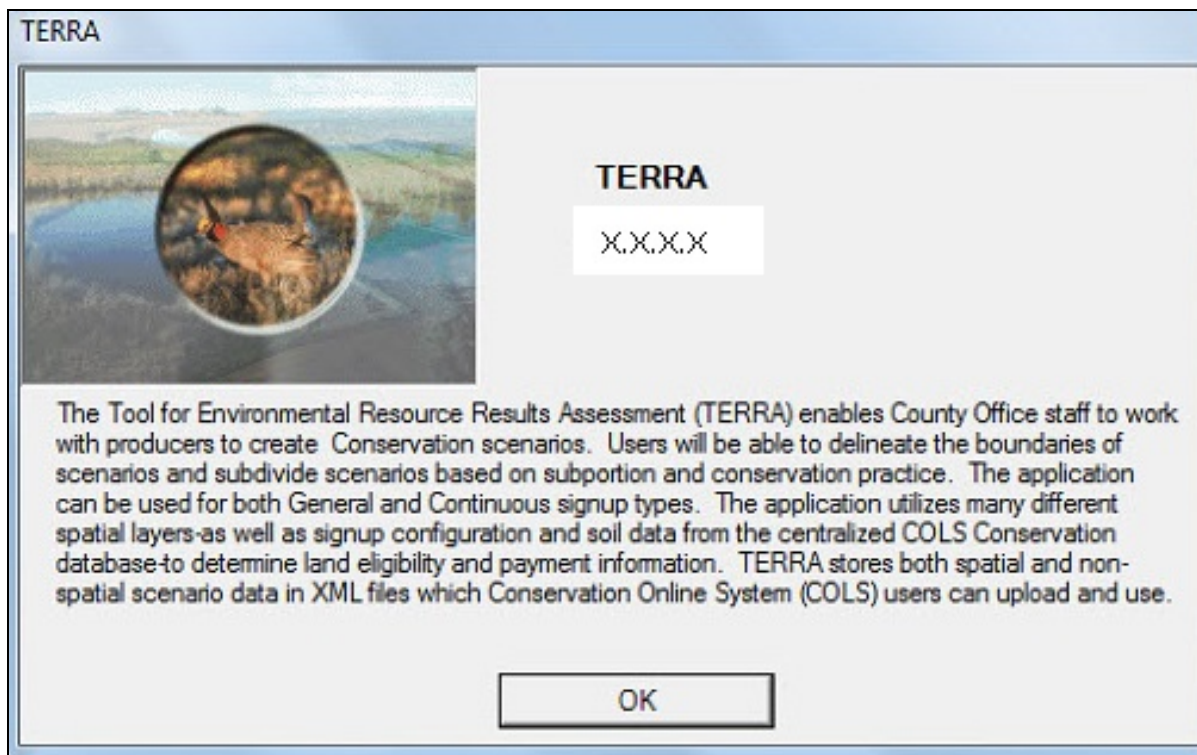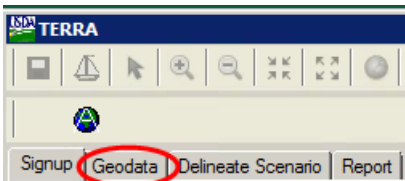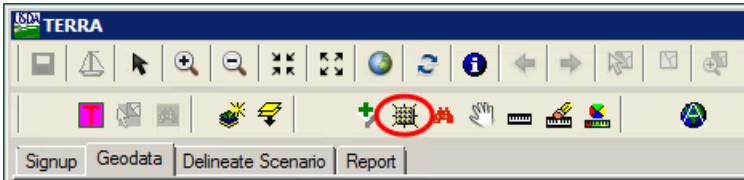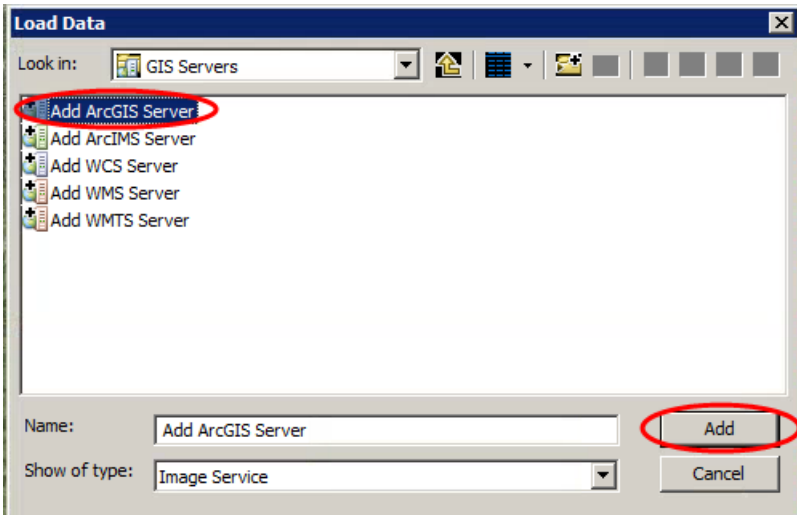
14   Adding Imagery

    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.
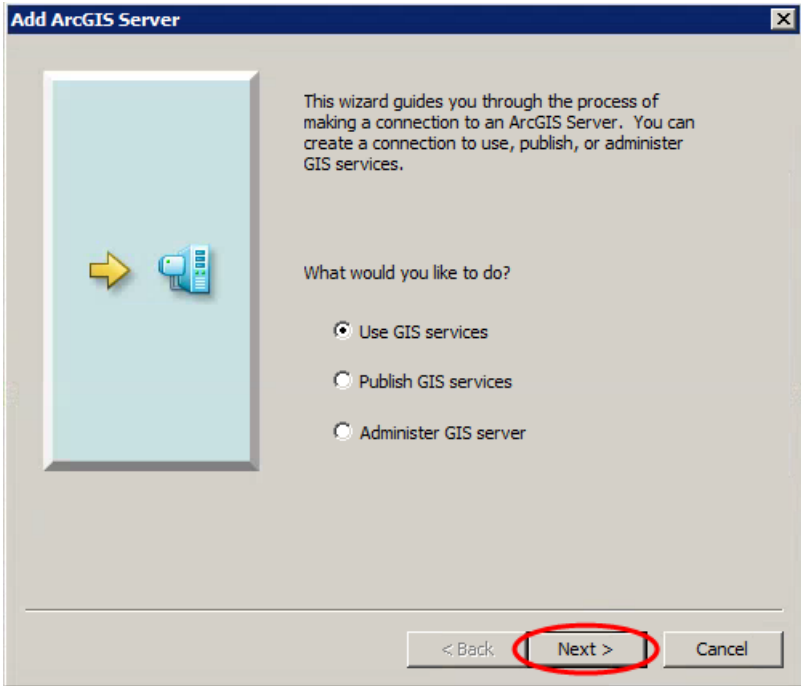
    B   Manually Adding Imagery Through APFO Imagery Services

    Follow these steps to add APFO imagery.

Step	Action
1	CLICK "Geodata" tab.
2	CLICK "**Image Service**" ▦ button.
3	The following "Load Data" dialog box will be displayed. CLICK "**Add ArcGIS Server**" and "**Add**".
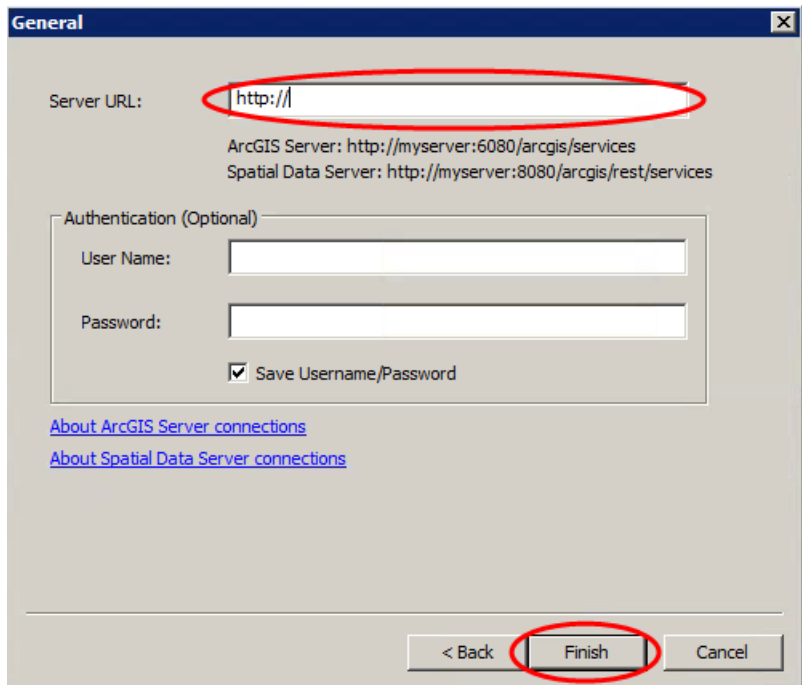
14   Adding Imagery (Continued)

   B   Manually Adding Imagery Through APFO Imagery Services (Continued)

Step	Action
4	The software defaults to the "**Use GIS Services**" radio button. CLICK "**Next**".
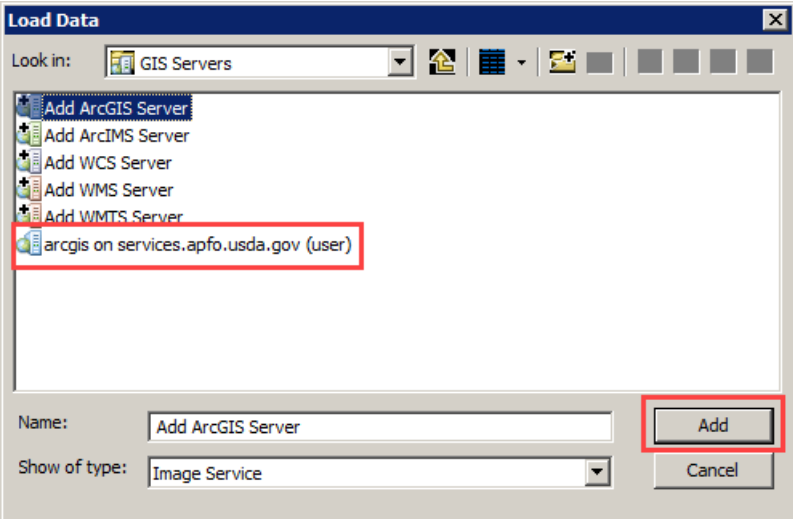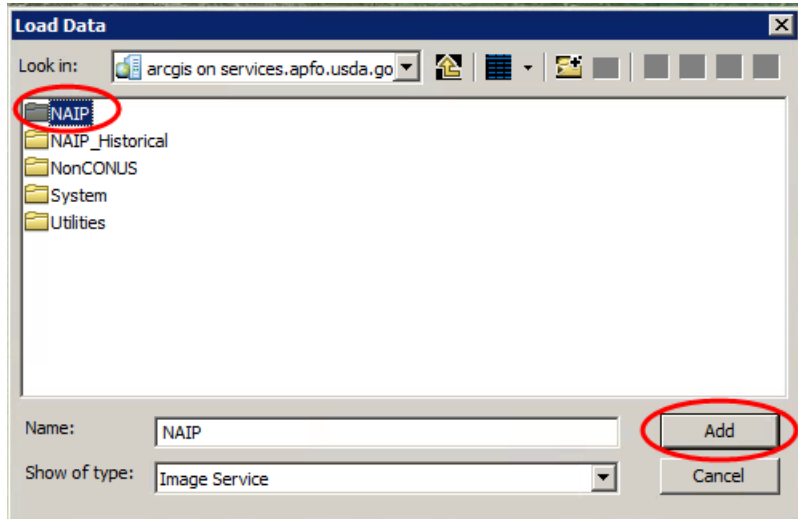
14   Adding Imagery (Continued)

    B   Manually Adding Imagery Through APFO Imagery Services (Continued)

Step	Action
5	In the "**Server URL**" field, ENTER "**https://services.apfo.usda.gov/arcgis/services**" and CLICK "**Finish**".

Note: If this URL does not work, contact State GIS specialist or use any of the following 13 URL's.

APFO Image Server IP Addresses
https://199.158.165.24/arcgis/rest/services
https://199.158.165.25/arcgis/rest/services
https://199.158.165.32/arcgis/rest/services
https://199.158.165.36/arcgis/rest/services
https://199.158.165.49/arcgis/rest/services
https://199.158.165.54/arcgis/rest/services
https://199.158.165.31/arcgis/rest/services
https://199.158.165.96/arcgis/rest/services
https://199.158.165.113/arcgis/rest/services
https://199.158.165.121/arcgis/rest/services
https://199.158.165.122/arcgis/rest/services
https://199.158.165.74/arcgis/rest/services
https://199.158.165.28/arcgis/rest/services
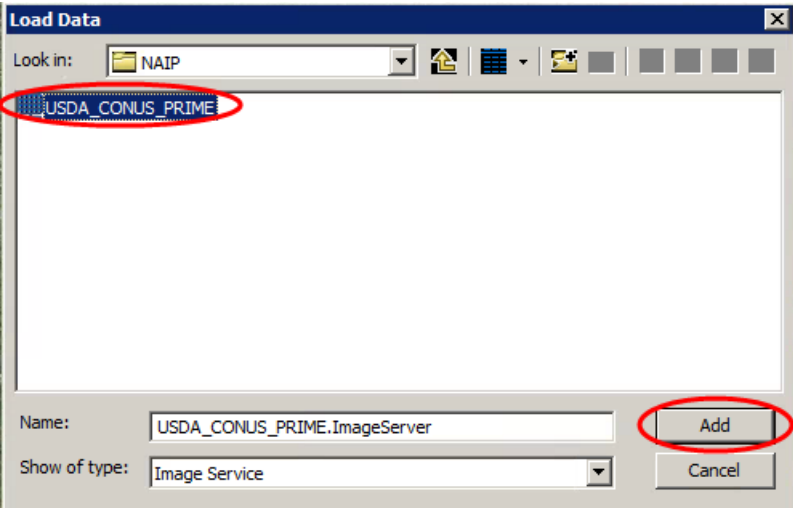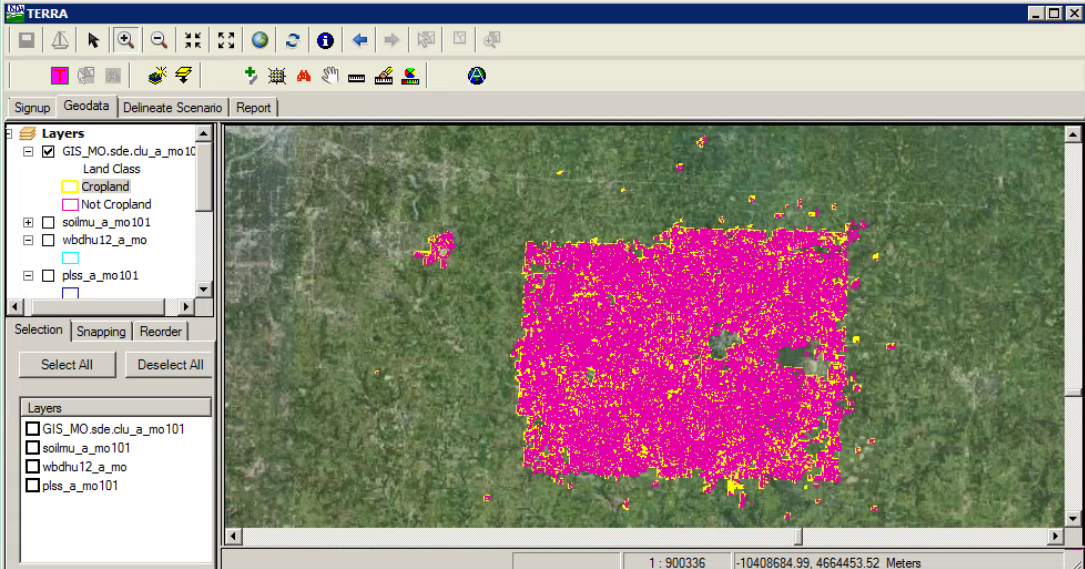
14   Adding Imagery (Continued)

B   Manually Adding Imagery Through APFO Imagery Services (Continued)

Step	Action
6	The ArcGIS server connection will be displayed in the "Load Data" window. Click on the server connection and CLICK "**Add**".
7	The following dialog box will be displayed. CLICK "**NAIP**" and "**Add**".

14   Adding Imagery (Continued)

   B   Manually Adding Imagery Through APFO Imagery Services (Continued)

Step	Action
8	CLICK "**USDA_CONUS_PRIME**" and "**Add**".
9	The following TERRA Screen example will be displayed with imagery successfully added.
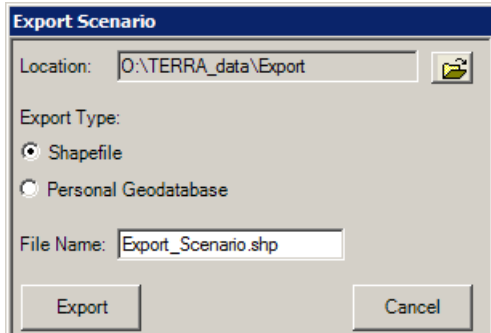
15   TERRA Toolbar Tools

A   Using Tools 1 Through 15

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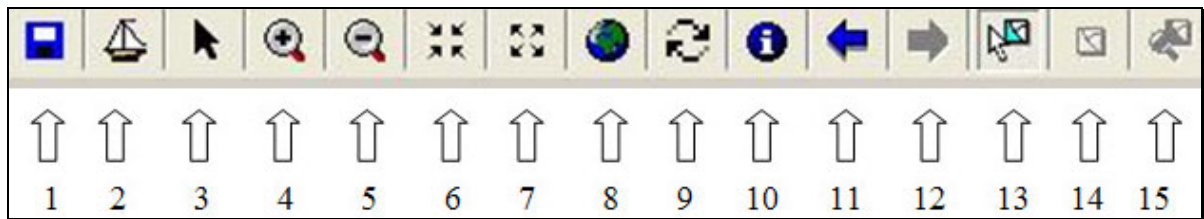
The following table provides descriptions of TERRA toolbar tools 1 through 15.

Tool	Description
1	"Save Scenarios for a Redo" ⊟ saves a scenario without creating a report. It is enabled after the first scenario polygon is created and available on the "Geodata" and "Delineate Offer" tabs **only**. This saved scenario can be loaded from the "Signup" tab by clicking "Redo Scenario".
2	"Export Scenario" ◿ opens the "Export Scenario" dialog box that allows users to export a saved scenario as a shapefile or personal geodatabase (MDB file) to a user-selected folder. Exported scenario files are saved to the "scenario_exports" subfolder that is under the folder specified in the GIS Environment Tool's "Settings" tab, personal geodatabase location. The default value for this environment variable in the Thin Client environment is **O:\TERRA_Data\export**.
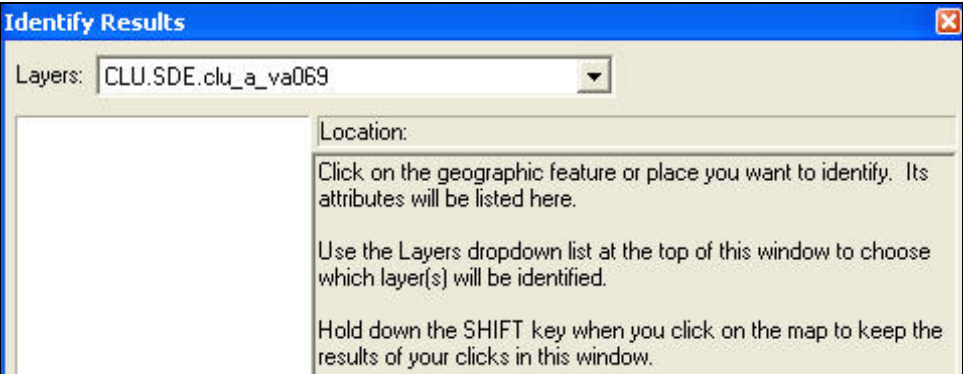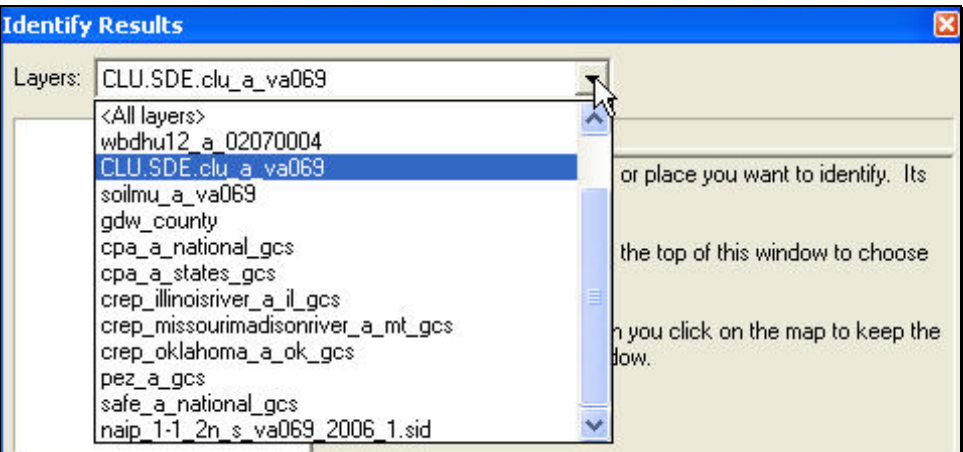
15   TERRA Toolbar Tools (Continued)

A   Using Tools 1 Through 15 (Continued)

Tool	Description
3	"Select Elements" ![icon] 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" ![icon] 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" ![icon] allows the map view to pull away from the location that was clicked. As with the "Zoom In" ![icon] 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" ![icon] enlarges the image by a fixed, incremental amount around the center of the data frame.
7	"Fixed Zoom Out" ![icon] zooms away from the center of the data frame by a fixed, incremental amount.
8	"Zoom to Full Extent" ![icon] changes the data frame to an extent that encompasses the largest layer listed in the "Table of Contents" and "Layers Panel".
9	"Refresh View" ![icon] redraws the active view screen in the data frame.

15   TERRA Toolbar Tools (Continued)

A   Using Tools 1 Through 15 (Continued)

Tool	Description
10	"Identify Tool" ⓘ will display attribute information linked to any of the GIS layers. CLICK "ⓘ" to obtain information and the "Identify Results" dialog box will be displayed with layer information defaulted to the top most layer. **Identify Results** Layers: CLU.SDE.clu_a_va069 ▾ Location: Click on the geographic feature or place you want to identify. Its attributes will be listed here. Use the Layers dropdown list at the top of this window to choose which layer(s) will be identified. Hold down the SHIFT key when you click on the map to keep the results of your clicks in this window. To change the layer on which to view information, in the "Identify Results" dialog box, CLICK "Layers" drop-down list and select any available layers loaded within TERRA. Users must then go back to the data frame and click the feature for which they want to obtain information. **Identify Results** Layers: CLU.SDE.clu_a_va069 ▾ <All layers> wbdhu12_a_02070004 CLU.SDE.clu_a_va069 soilmu_a_va069 gdw_county cpa_a_national_gcs cpa_a_states_gcs crep_illinoisriver_a_il_gcs crep_missourimadisonriver_a_mt_gcs crep_oklahoma_a_ok_gcs pez_a_gcs safe_a_national_gcs naip_1-1_2n_s_va069_2006_1.sid

15   TERRA Toolbar Tools (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>	Displays information for the layer that is located at the top of the layers list in the Table of Contents.
<Visible layers>	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>	Displays any available information on the layers that are selected in the "Layers Panel" at the bottom left of the screen.
<All layers>	Displays all available information for the layers shown in the view area.

Tool	Description
11	"Go Back to Previous Extent" ← goes back to the previous data frame view after navigating.
12	"Go to Next Extent" → is only available after using "Go Back to the Previous Extent". It navigates the data image to the extent and frame immediately before using the "Go Back to the Previous Extent".
13	"Select Features" selects features to attribute or modify in the view screen. Features **must** be in a visible layer (checkmark next to the layer name in the Table of Contents) and selectable (checkmark next to the layer name on the "Selection" tab of the "Layers" panel) **before** features within the layer can be selected. After users CLICK " " while within the feature, or clicking and dragging a box encompassing features, the boundary lines will be outlined with cyan and users are able to work with that feature.
14	"Clear Selected Features" deactivates all features that were highlighted by clicking "Select Features" .
15	"Zoom to Selected Features" refocuses the data frame to center on the active feature. Users can only zoom to a select feature, if a feature has been selected and is highlighted.

15   TERRA Toolbar Tools (Continued)

    B   Using Tools 16 Through 21

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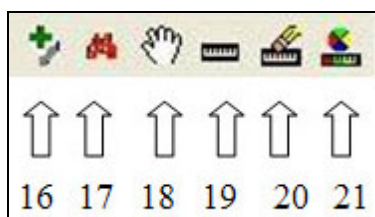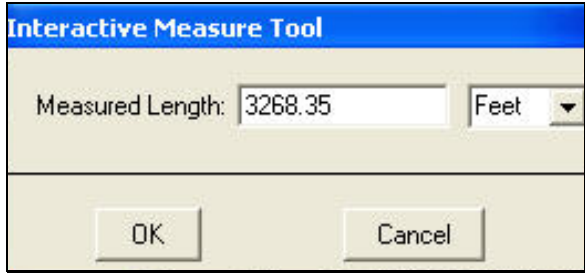
        The following table provides descriptions TERRA toolbar tools 16 through 21.

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.
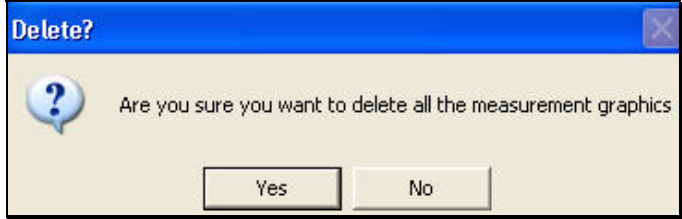
B **Using Tools 16 Through 21 (Continued)**

Tool	Description
19 (Cntd)	An "Interactive Measure Tool" dialog box will be displayed with the digitized line distance in feet. Users have the option to shorten or lengthen the line segment by typing in a new desired length within the dialog box, or users can change the unit to meters using the drop-down list. CLICK "**OK**" to display the line segment and measurement in the data frame. If user right-clicks the map while the "**Measure Tool**" is active, the following context menu will be displayed.
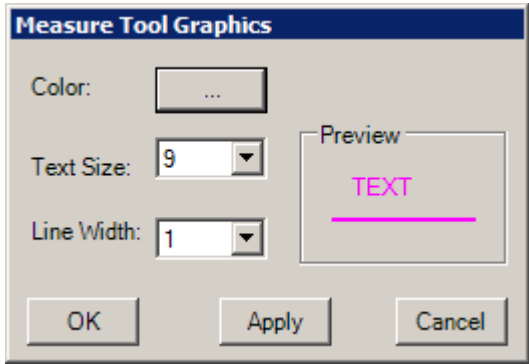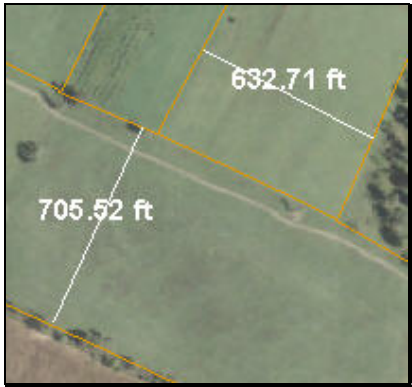
15   TERRA Toolbar Tools (Continued)

   B   Using Tools 16 Through 21 (Continued)

Tool	Description
20	"Delete Measurement Graphic" . If none of the previously created measurement graphics are needed for the scenario polygon, users can delete them by clicking "Delete Measure Graphic". A "Delete?" confirmation dialog box will be displayed to ensure that users wants to delete all measurement graphics. Clicking "Yes" will delete every measurement graphic and clicking "No" will retain the measurement graphics in the data frame. To delete an individual measurement graphic, but keep other measurement graphics, CLICK " " then click on the measurement graphic. A dashed cyan line outlines the entire measurement graphic. PRESS "**Delete**" to remove the individual measurement graphic.

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.

16   Adding Geographic Data

A   Control Panel

The "**Control Panel**" [icon] 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).
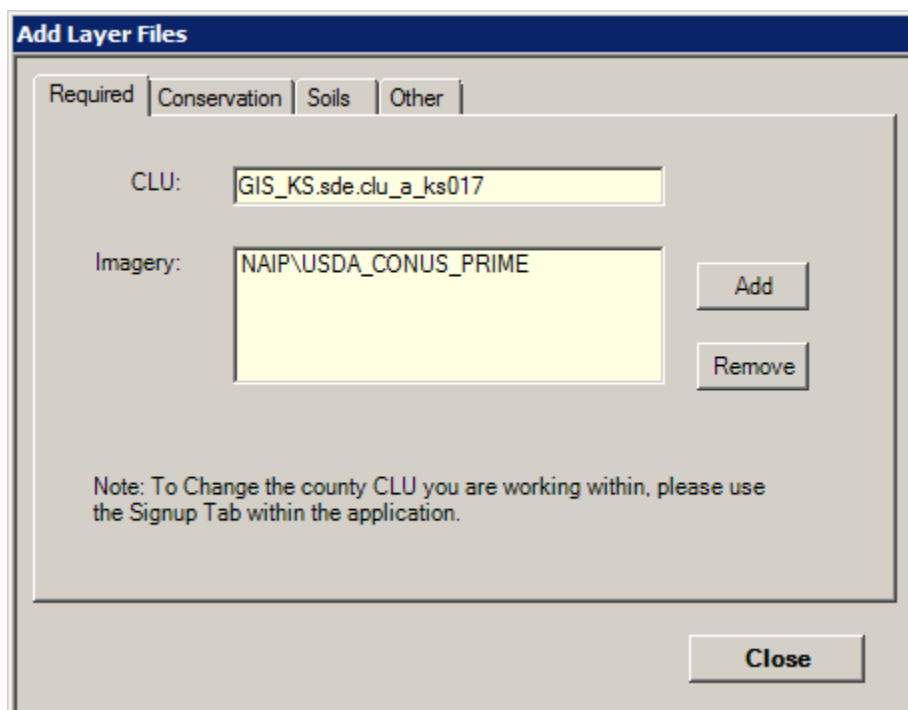
16   Adding Geographic Data (Continued)

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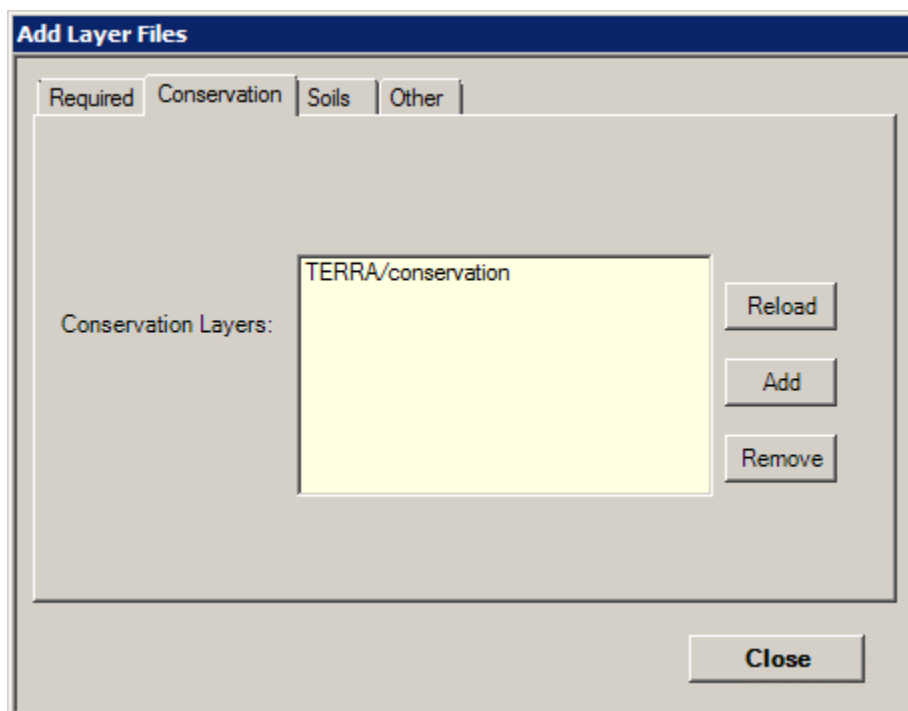
   If "Enable Conservation and County Web Services" is **not** checked in the GIS Environment
   Tool, conservation layers are added from the folders specified in the GIS Environment Tool's
   "Conservation location" text box. The default location for Conservation data is
   K:\<st>\geodata\conservation,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

16   Adding Geographic Data (Continued)

   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.
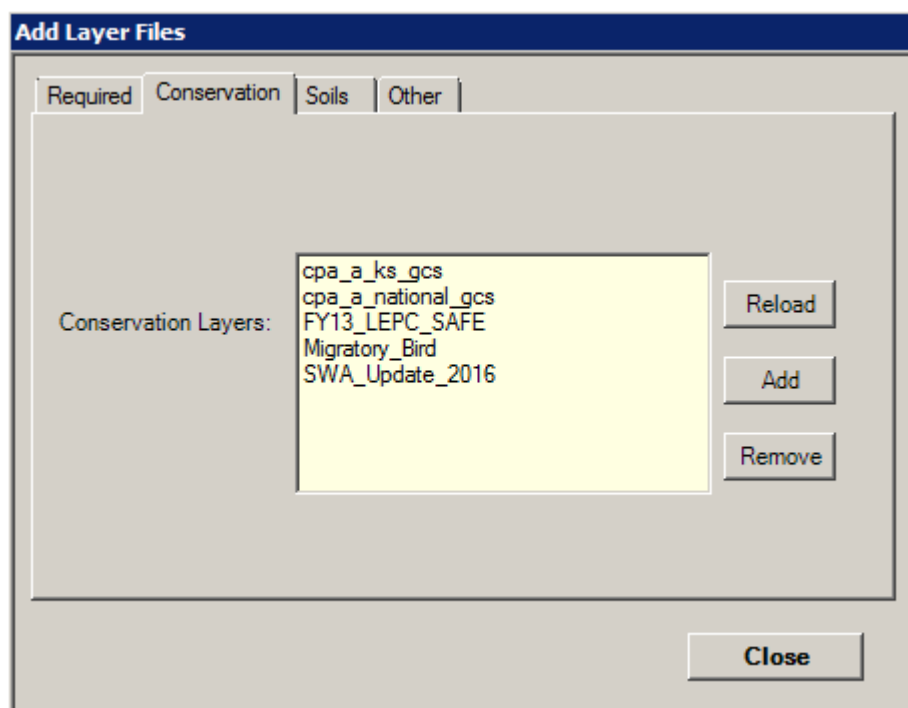
   TERRA will:

   •   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.

16   Adding Geographic Data (Continued)

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.

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

16   Adding Geographic Data (Continued)

D   List of Conservation Layers (Continued)

Title	Signup Type	Function	Shapefile or Feature Web Service Feature Class Name
Practice Eligibility Zones	Continuous	PEZ defines the geographic area within which a given conservation practice may be assigned. Currently there are two CPA's defined in the PEZ file, "Longleaf Pine (CP36)" and "Duck Nesting Habitat (CP37)".	pez_a_utm<nn> (One national file.) pez_a_gcs (PEZ file includes all individual CPA's.)
Conservation Practice Areas	Continuous	These are the individual Conservation Practice Code areas that comprise PEZ. Currently there are 2, "Longleaf Pine (CP36)" and "Duck Nesting Habitat (CP37)".	cp<cc>_a_utm<nn>
Conservation Reserve Enhancement Program	Continuous	CREP layer defines a geographic area within a State where a scenario is eligible for CREP.	crep_<ident>_a_<st>_utm<nn> (<ident> = CREP name.) crep_<ident>_a_<st>_gcs
Biomass Crop Assistance Program Project Area	BCAP	BCAP project areas define areas where a producer can make a BCAP offer.	bcap_<project area name>_a_<prj> (One file per State. Not all States have defined BCAP areas.)
State Acres for Wildlife Enhancement	Continuous	SAFE layer defines the geographic area within a State where a scenario is eligible for SAFE.	safe_<ident>_a_<st>_utm<nn> (< ident> = SAFE name.) (A single State may have 1 or more SAFE areas.) safe_a_allstates.gcs (All individual State SAFE's are consolidated into 1 feature class.)
Wellhead Protection Area	Continuous	WhPA layer defines geographic areas designated or approved by EPA surrounding public water wells or well fields.	whpa_a_<st>_utm<nn> whpa_a_allstates_gcs (Consolidated individual State WhPA's.)

16   Adding Geographic Data (Continued)

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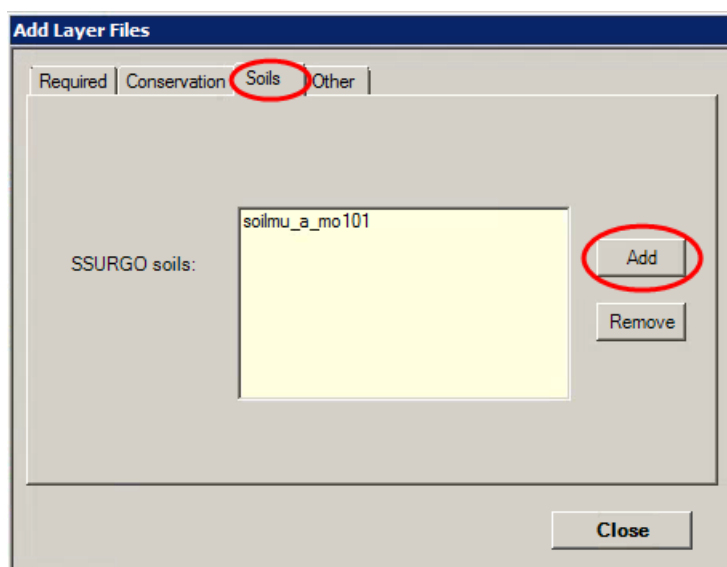
Note: Users must add the adjacent county soils data if a TERRA scenario is physically located in a different county than the administrative county OR if the scenario is located on a county boundary. Differences in extents of CLU digitizing compared to soil survey areas may cause a CLU to fall in 2 different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

16   Adding Geographic Data (Continued)

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.

16   Adding Geographic Data (Continued)

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**".
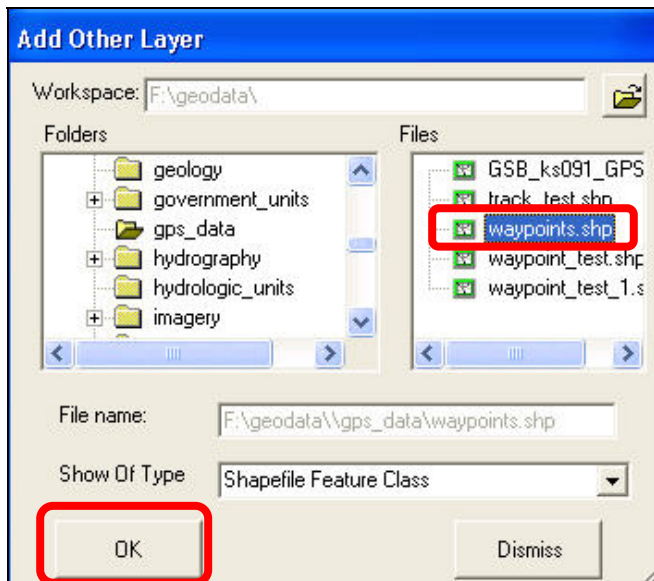
16   Adding Geographic Data (Continued)

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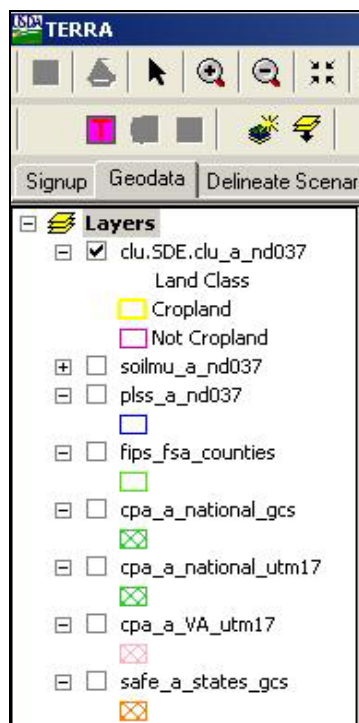
The check box to the left of the layer name on the "Selection" tab in the "Layers" panel affects whether the layer is selectable or not. Place a checkmark (✓) next to the layer name on the "Selection" tab to make the layer selectable.
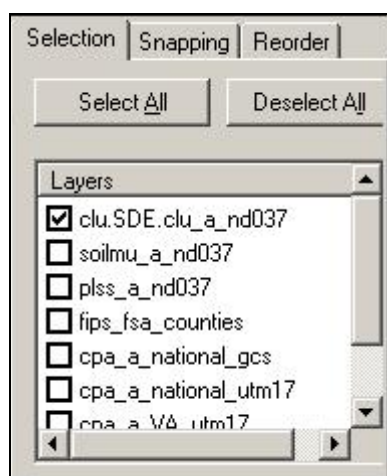
16   Adding Geographic Data (Continued)

G   Layers Panel "Selection" Tab (Continued)

When the layer is selectable, use the **"Select Features"** tool to select and highlight the desired polygon.
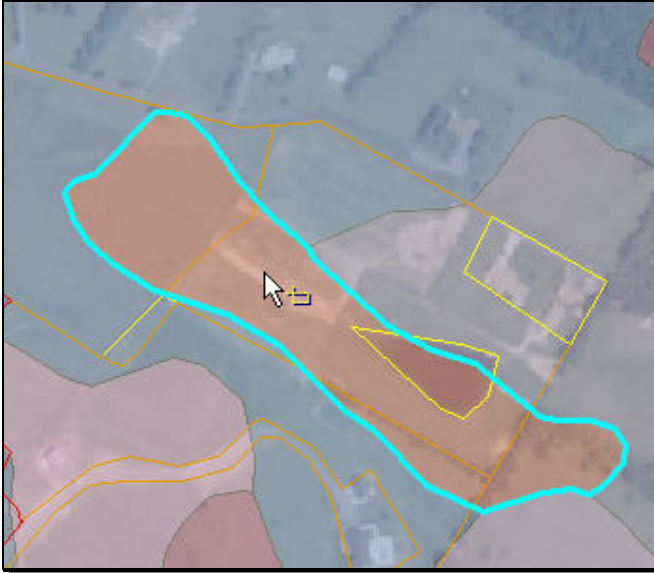
Using the **"Select Features"** tool and the selectable layers, users are able to create and edit scenario polygons using the tools to perform the following functions:

- 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.

16   Adding Geographic Data (Continued)

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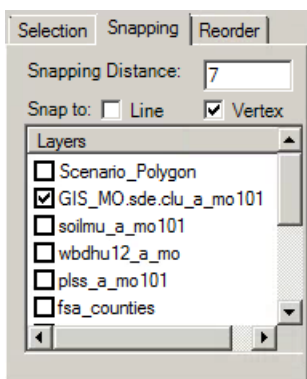
Note: Only place a checkmark next to the layer that will be snapped to. Placing checkmarks next to multiple layers can make digitizing more difficult and degrade software performance.

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.

16   Adding Geographic Data (Continued)

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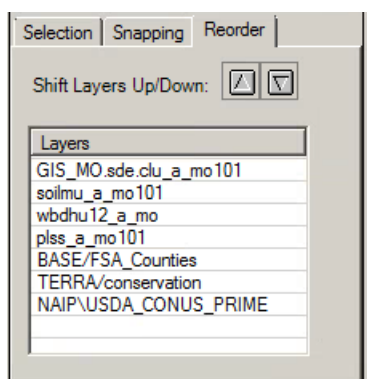
Move layers up or down in the Table of Contents, as follow:

* 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
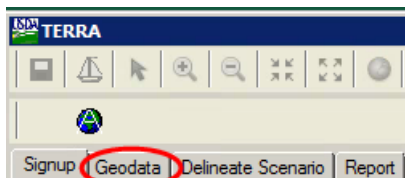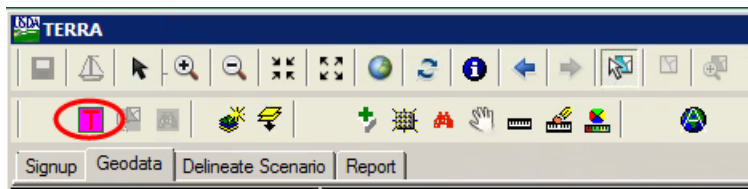
A Overview

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.
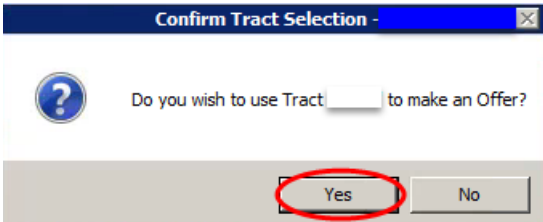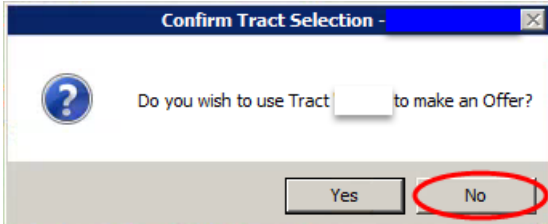
B "Select Tract by a Single Click"

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

Step	Action
1	On the "**Geodata**" tab, users need to select the tract on which to delineate a scenario. TERRA does not allow users to advance into the "**Delineate Scenario**" tab until a tract has been selected. A scenario must be wholly contained in a single tract. After users select a tract for the scenario, TERRA prevents creating scenario polygons that extend beyond the chosen tract boundary. Further, TERRA restricts the data frame to display only CLU's in the selected tract. CLICK "**Geodata**" tab.
2	The "**Enable Tract Selection**" tool places TERRA in tract selection mode. The "T" in the tool changes from red to green when users are in tract selection mode. CLICK "**Enable Tract Selection**" button.

17   Selecting Tracts (Continued)
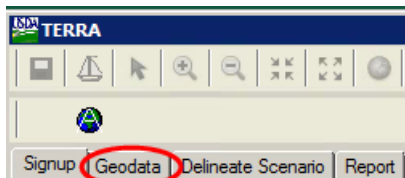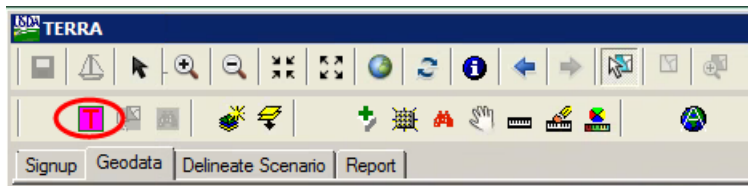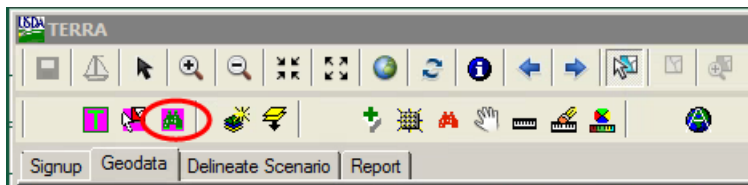
   B   "Select Tract by a Single Click" (Continued)

Step	Action
3	Use the "**Select Tract by a Single Click**" tool when the data frame is focused around the tract to create a scenario. CLICK "**Select Tract by a Single Click**" button. Users can navigate to the tract by using the applicable "**Zoom**" or "**Pan**" tools. To select the tract, click inside the tract.
4	After selecting the tract, the "Confirm Tract Selection" dialog box will be displayed. CLICK "**Yes**" to confirm the tract selection. If user selects "**Yes**", the data frame will display only the selected tract CLU's, tract selection mode will be disabled, and TERRA will switch to the "Delineate Scenario" tab. If the user CLICKS "**No**", tract selection mode will remain enabled.

17   Selecting Tracts (Continued)
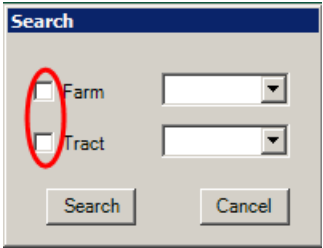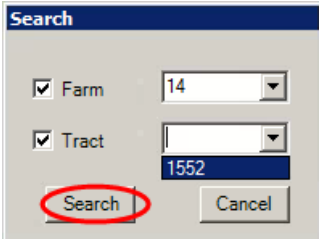
   C   "Tract Search and Select"

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

Step	Action
1	On the "**Geodata**" tab, users need to select the tract on which to delineate a scenario. TERRA does not allow users to advance into the "**Delineate Scenario**" tab until a tract has been selected. A scenario must be wholly contained in a single tract. After users select a tract for the scenario, TERRA prevents creating scenario polygons that extend beyond the chosen tract boundary. Further, TERRA restricts the data frame to display only CLU's in the selected tract. CLICK "**Geodata**" tab.
2	The "**Enable Tract Selection**" tool places TERRA in tract selection mode. Notice that the "T" in the tool changes from red to green when users are in tract selection mode. CLICK "**Enable Tract Selection**" button.
3	CLICK "**Tract Search and Select Tool**" button.
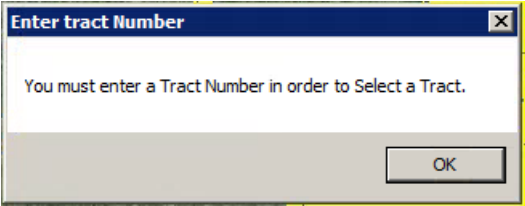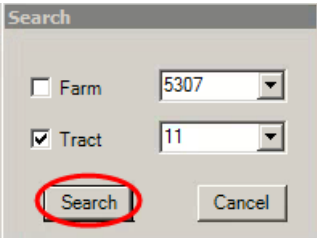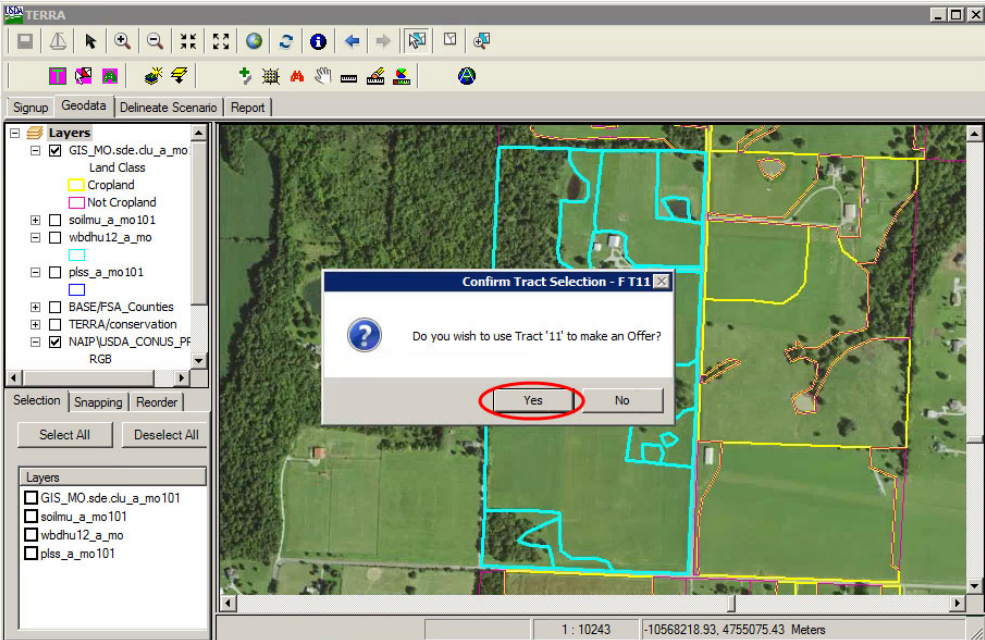
17   Selecting Tracts (Continued)

C   "Tract Search and Select" (Continued)

Step	Action
4	A "**Search**" dialog box will be displayed to select the farm and tract search criteria. Check (✓) box next to either "Farm" or "Tract" to populate those drop-down lists. **Notes:** If user checks (✓) "Farm" box also check (✓) "Tract" box and select a tract number from the populated drop-down list and CLICK "**Search**" or "**Cancel**" to enter another tract number

17   Selecting Tracts (Continued)
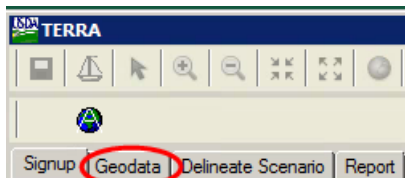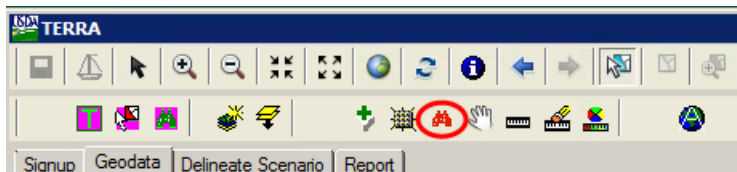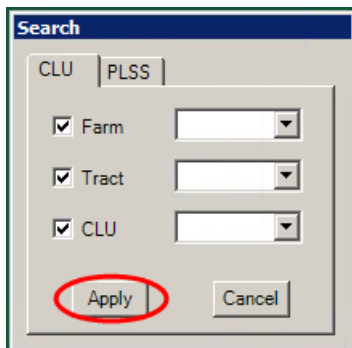
C   "Tract Search and Select" (Continued)

Step	Action
4 (Cntd)	If user does not check (✓) "Tract" box, an "**Enter Tract Number**" dialog box will be displayed reminding users to select a tract. **Note:** If user checks (✓) "Tract" box first, and then CLICKS "**Search**", the farm number will automatically populate and a "**Confirm Tract Selection**" dialog box will be displayed.
5	CLICK "**Yes**" to use the selected tract to make an offer and advance to the "**Delineate Scenario**" tab. CLICK "**No**" to remove the "**Confirm Tract Selection**" dialog box from the screen that allows users to select either "Farm" or "Tract" drop-down list again.

17   Selecting Tracts (Continued)
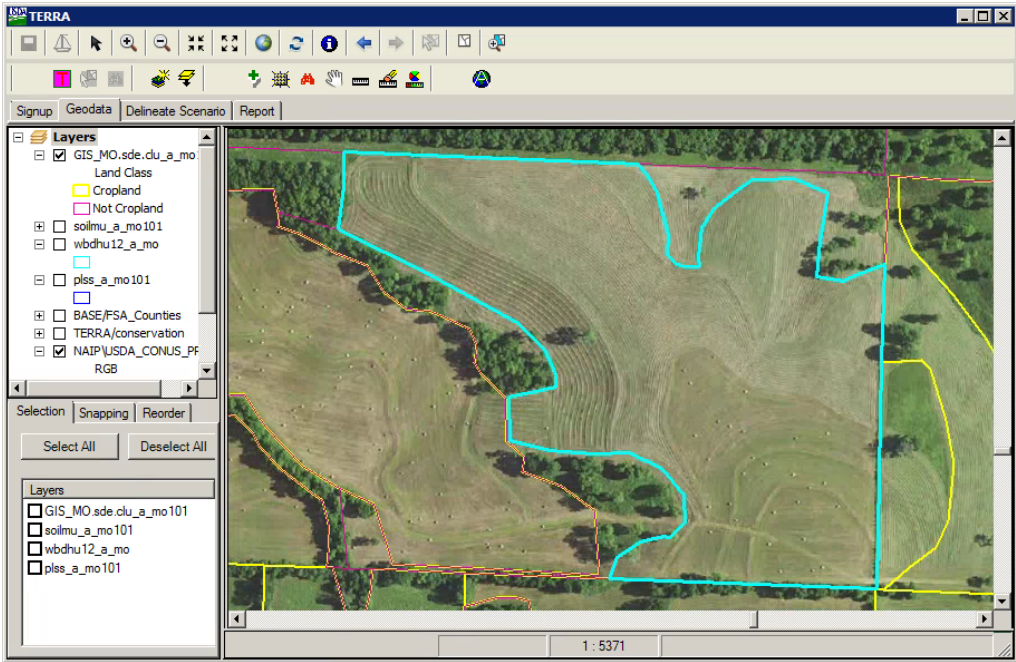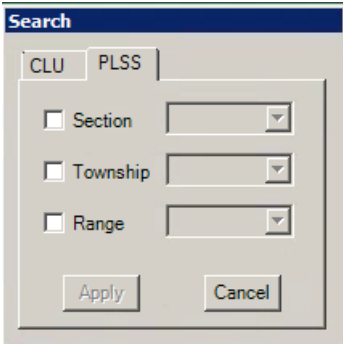
D   "Search" Tool

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

Step	Action
1	On the "**Geodata**" tab, users need to select the tract on which to create a conservation offer scenario. TERRA does not allow users to advance into the "Delineate Offer" tab until a tract has been selected. A scenario must be wholly contained in a single tract. After users select a tract for the scenario, TERRA prevents creating scenario polygons that extend beyond the chosen tract boundary. Further, TERRA restricts the data frame to display only CLU's in the selected tract. CLICK "**Geodata**" tab.
2	CLICK "**Search Tool**" button.
3	A "**Search**" dialog box will be displayed. Here a user can search for CLU or PLSS. TERRA defaults to the "CLU" tab. The drop-down lists will auto-populate the values according to what is checked for farm, tract, and CLU. CLICK "Farm", "Tract", and "CLU" check (✓) boxes and select from the drop-down list. Then CLICK "**Apply**" or "**Cancel**" to begin another search.

17   Selecting Tracts (Continued)

D   "Search" Tool (Continued)

Step	Action
3 (Cntd)	If user CLICKS "**Apply**", TERRA will zoom to CLU. To search for PLSS, select the "**PLSS**" tab. The drop-down lists will auto-populate the values according to what is checked for farm, tract, and CLU. CLICK "Section", "Township", and "Range" check (✓) boxes and select from the drop-down list. Then CLICK "**Apply**".

18   Using Saved Layers and Symbolization

A "Save Map Layers" Tool

The "**Saves Map Layers**" [icon] 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 "[icon]", the "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**" [icon] tool allows users to reuse saved map layers, including the layer symbolization.

When users CLICK "[icon]", 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.
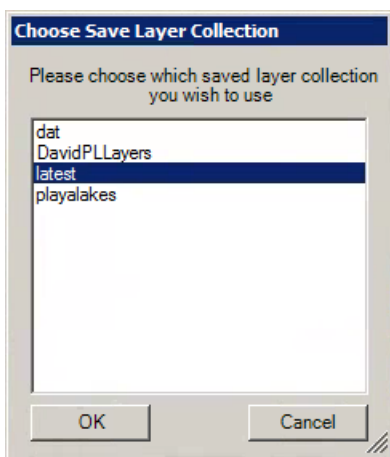
19   Creating and Attributing Scenarios

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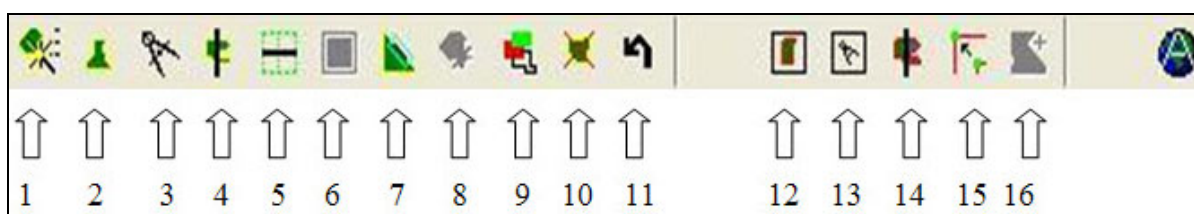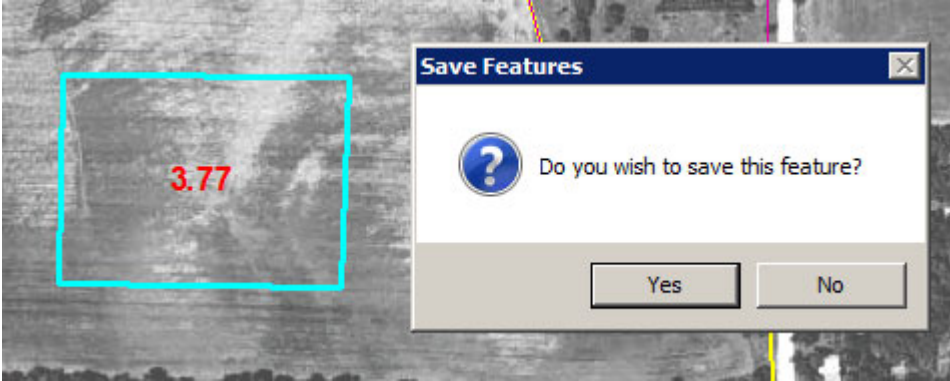
The following table provides descriptions "Delineate Scenario" tab toolbar tools 1 through 16.

Tool	Description
1	"Add CLU(s) as Scenario Polygon(s)" tool selects an **existing** CLU and adds it as a scenario polygon. User shall click CLU and the "Save Feature(s)" dialog box will be displayed. CLICK "Yes" to save the features or "No" to discard. **Note:** Only one CLU can be added at a time. Repeat process to add next CLU.
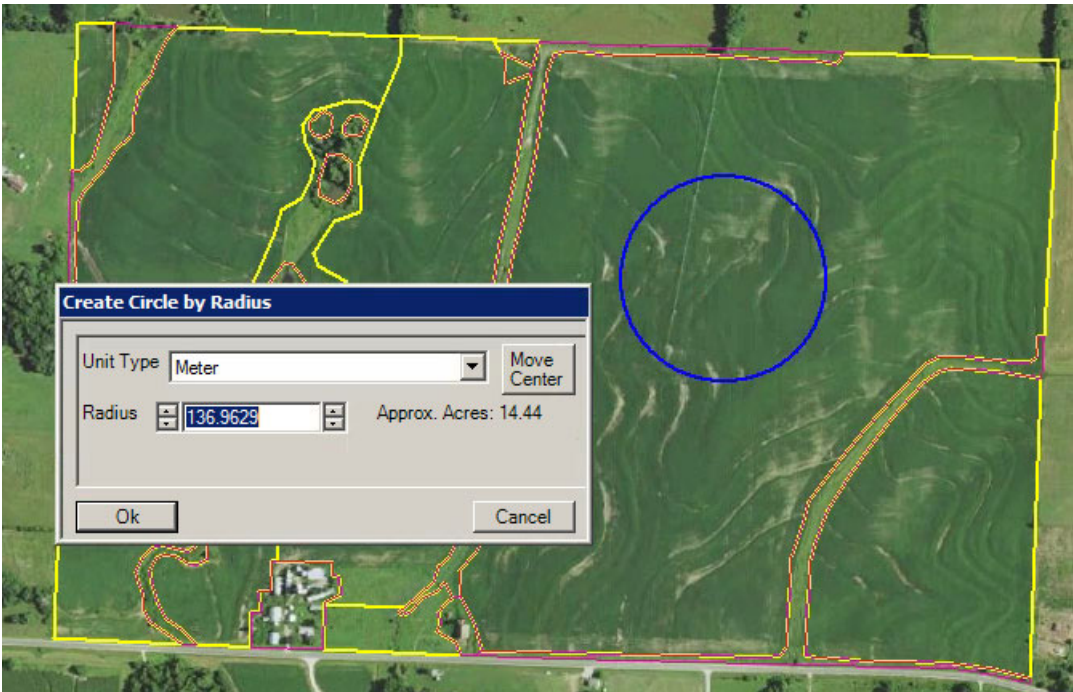
19   Creating and Attributing Scenarios (Continued)

   B   "Delineate Scenario" Tab Toolbar (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" tool 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. **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.
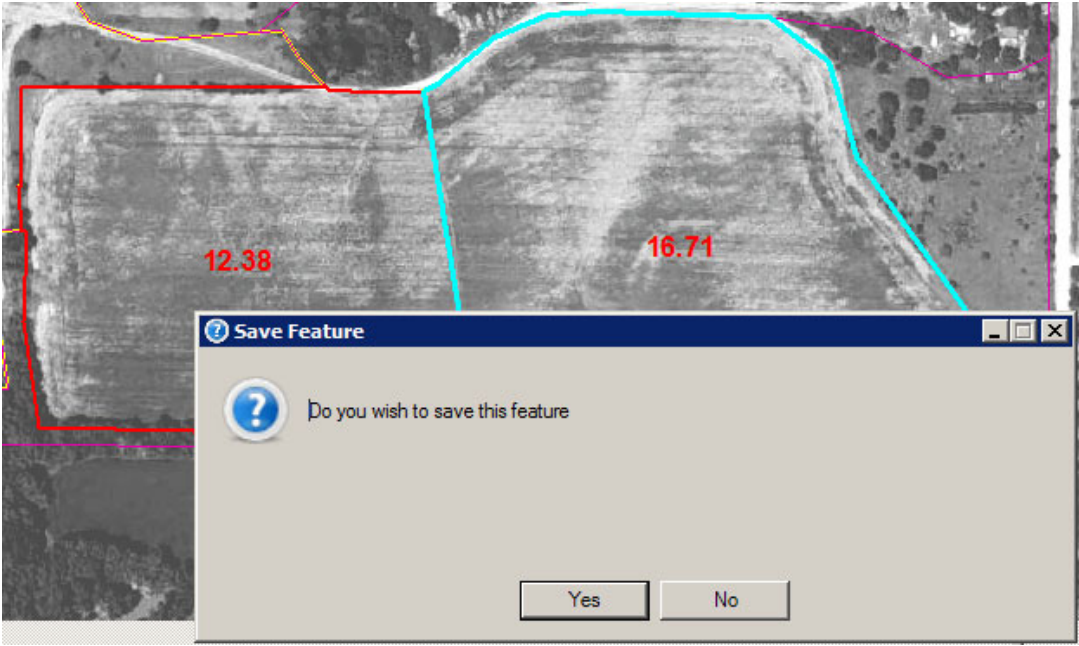
19   Creating and Attributing Scenarios (Continued)

B   "Delineate Scenario" Tab Toolbar (Continued)

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.
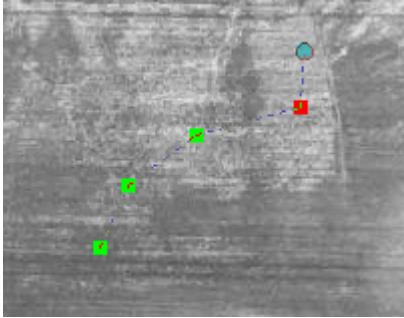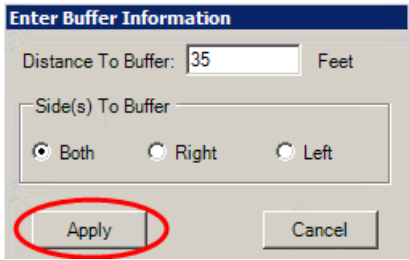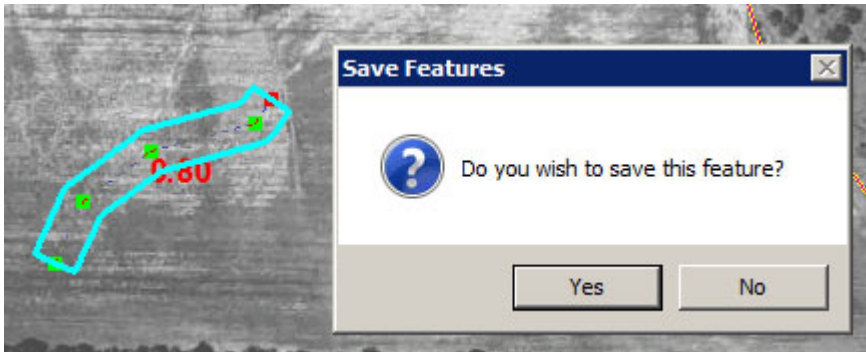
19   Creating and Attributing Scenarios (Continued)

   B   "Delineate Scenario" Tab Toolbar (Continued)

Tool	Description
4	"Divide CLU into Scenario Polygons" tool splits 1 or more CLU's and adds 1 or more of the resulting polygons to the scenario. Click outside CLU's to be split, digitize the selected area within CLU's, and double-click outside CLU's to complete the split. **Note:** Any or all of the polygons created by the split in the scenario can become scenario polygons. A "Save Feature" dialogue box will be displayed for each polygon created. CLICK "Yes" or "No" for each polygon. If a polygon created by the split 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.
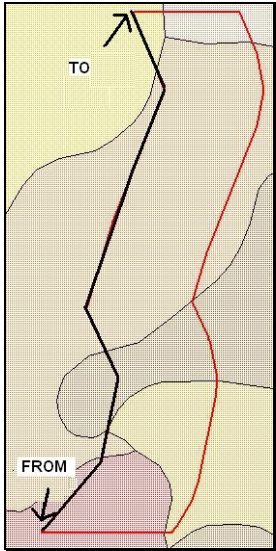
19   Creating and Attributing Scenarios (Continued)

    B   "Delineate Scenario" Tab Toolbar (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**". A "Save Features" dialogue box will be displayed. CLICK "Yes" to save or "No" to discard.
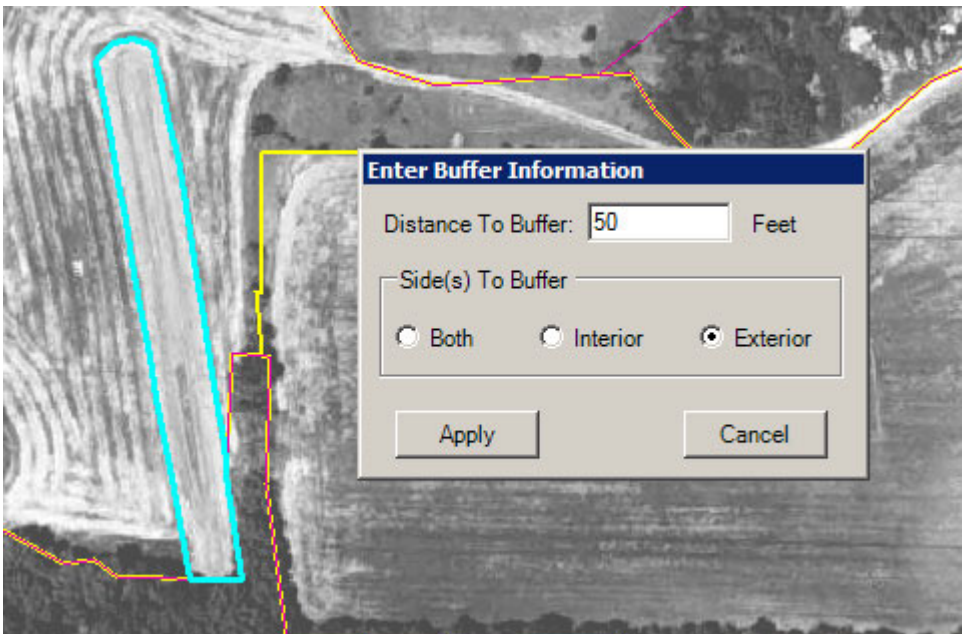
19   Creating and Attributing Scenarios (Continued)

B   "Delineate Scenario" Tab Toolbar (Continued)

Tool	Description
5 (Cntd)	**Notes:** Right and left are defined relative to the "from" (start) and "to" (end) 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.
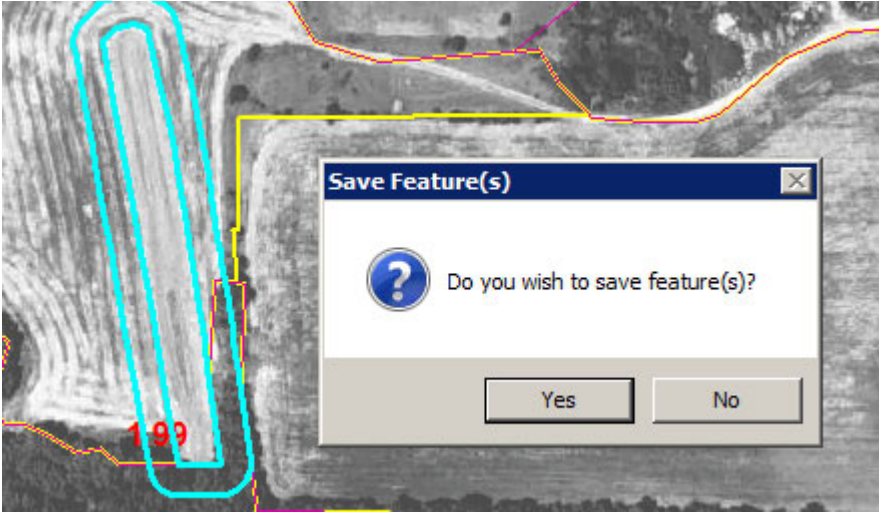
19   Creating and Attributing Scenarios (Continued)

   B   "Delineate Scenario" Tab Toolbar (Continued)

Tool	Description
6	"Buffer the Selected Feature and Add as a Scenario Polygon" [■] tool draws a buffer line around a selected polygon feature. To use this tool, the layer to be buffered must have a checkmark next to it in the Layers Panel "Selection" tab. Draw a buffer line as follows: • using the "**Select Features**" [icon] tool, click a feature to select the feature • CLICK "[■]"and the "**Enter Buffer Information**" dialog box will be displayed to enter distance to buffer in feet and select sides to buffer, whether interior, exterior, or both sides, and CLICK "**Apply**".
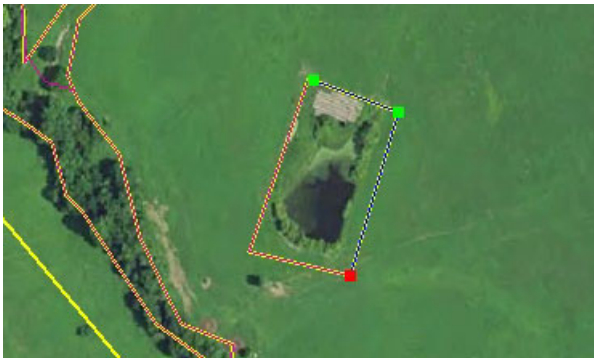
19   Creating and Attributing Scenarios (Continued)

    B   "Delineate Scenario" Tab Toolbar (Continued)

Tool	Description
6 (Cntd)	A buffer will be drawn around the feature and the buffer will be added as a new scenario polygon. The "Save Feature(s)" dialog box will be displayed. CLICK "Yes" to save the features or "No" to discard. If user CLICKS "Yes", the scenario polygon will be redisplayed as follows. **Note:** The buffered polygon will not extend past the extent of the selected tract. The scenario polygon may not overlap an existing polygon.
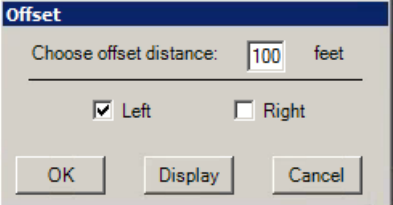
19   Creating and Attributing Scenarios (Continued)

B   "Delineate Scenario" Tab Toolbar (Continued)

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
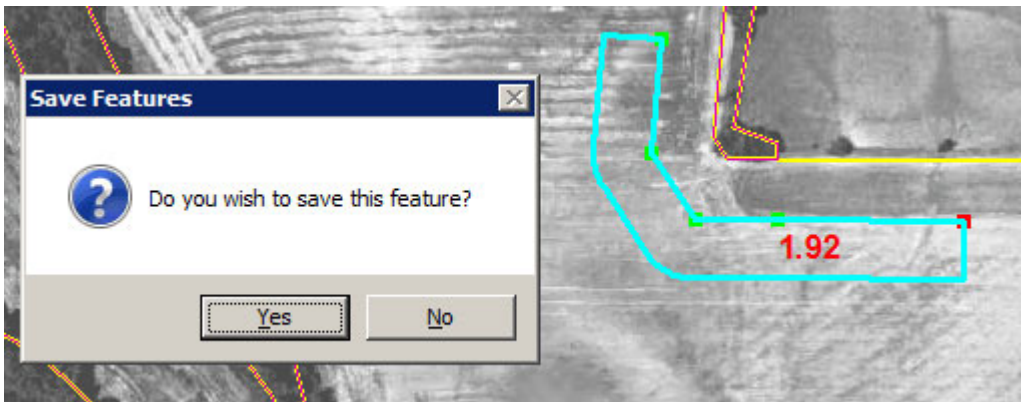
19   Creating and Attributing Scenarios (Continued)

   B   "Delineate Offer" Tab Toolbar (Continued)

Tool	Description
7 (Cntd)	• click where the trace should end and the "Offset" dialog box will be displayed • 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

19   Creating and Attributing Scenarios (Continued)

B   "Delineate Offer" Tab Toolbar (Continued)

Tool	Description
7 (Cntd)	• CLICK "**OK**" when the offset is at the correct distance and side and the "Enter 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**" **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.
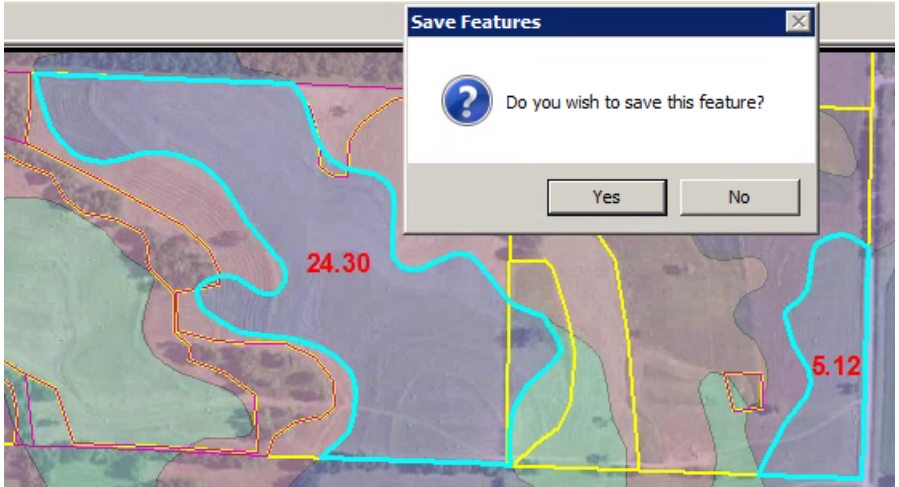
19   Creating and Attributing Scenarios (Continued)

   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.
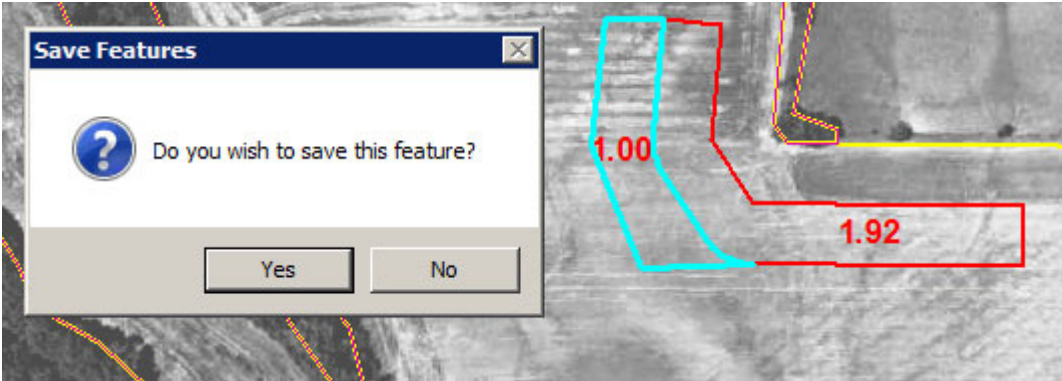
   B   "Delineate Scenario" Tab Toolbar (Continued)

Tool	Description
8	"Add Selected Feature to Offer" [icon] tool is used to add a feature from a selected layer as a scenario polygon. To select a feature, users must ensure that the feature polygon is in a layer that is selectable in the Layers Panel. CLICK "**Select Features**" [icon] tool and click feature users want to turn into a scenario polygon. The "Save Features" dialog box will be displayed. CLICK "Yes" to save the features or "No" to discard. **Note:** This tool will be grayed out unless there is a feature selected. If the selected feature overlaps an existing scenario polygon, the selected feature will not be added to the scenario. If the selected polygon extends beyond the boundaries of the tract, the scenario polygon will be automatically clipped to the tract boundary.
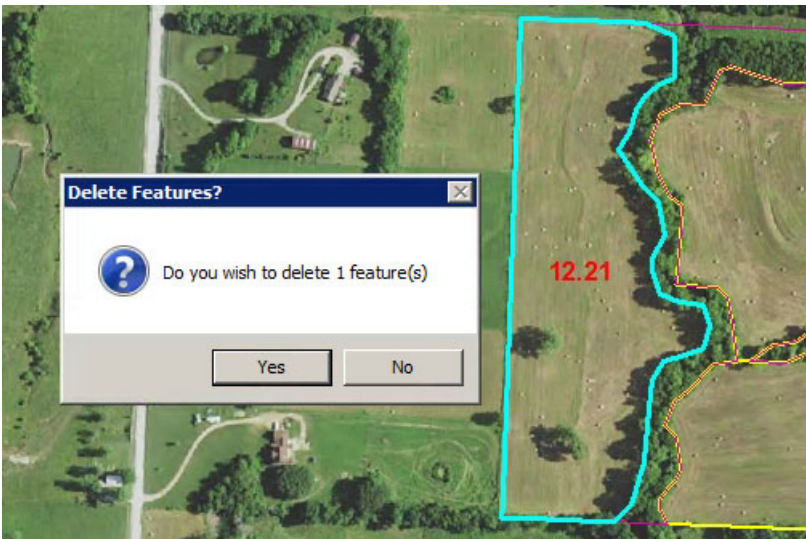
19   Creating and Attributing Scenarios (Continued)

  B   "Delineate Scenario" Tab Toolbar (Continued)

Tool	Description
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.
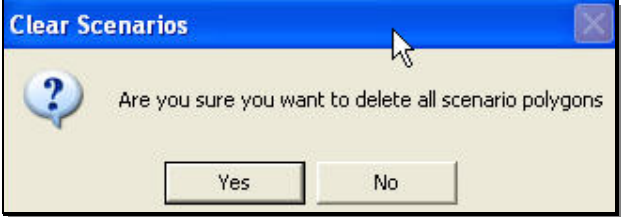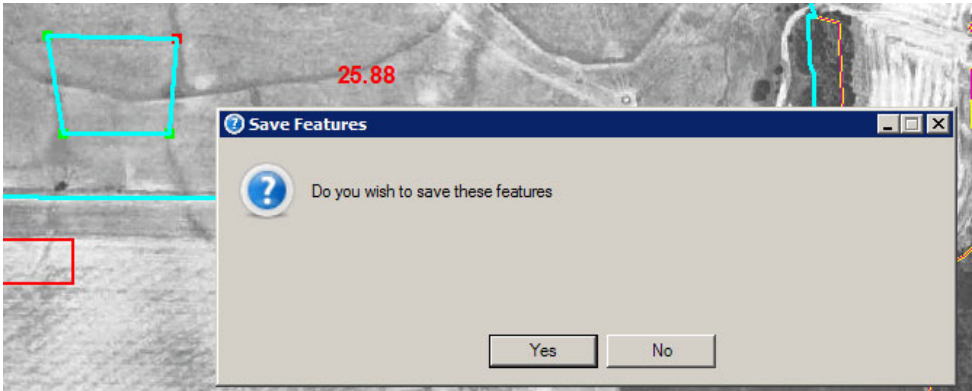
19   Creating and Attributing Scenarios (Continued)

B   "Delineate Scenario" Tab Toolbar (Continued)

Tool	Description
10	"Delete Scenario Polygon" ▣ tool is used to individually delete defined scenario polygons from the scenario, as follows: • CLICK "▣" • click the scenario polygon, or click and drag to select more than 1 scenario polygon • the data frame will zoom to the extent of the polygons to be deleted and the "Delete Features" dialog box will be displayed asking users to confirm the deletion • CLICK "Yes" to delete the selected scenario polygon or "No" to cancel. **Note:** There is no "Undo" when deleting scenario polygons. If a scenario polygon is accidentally deleted, it must be re-digitized.
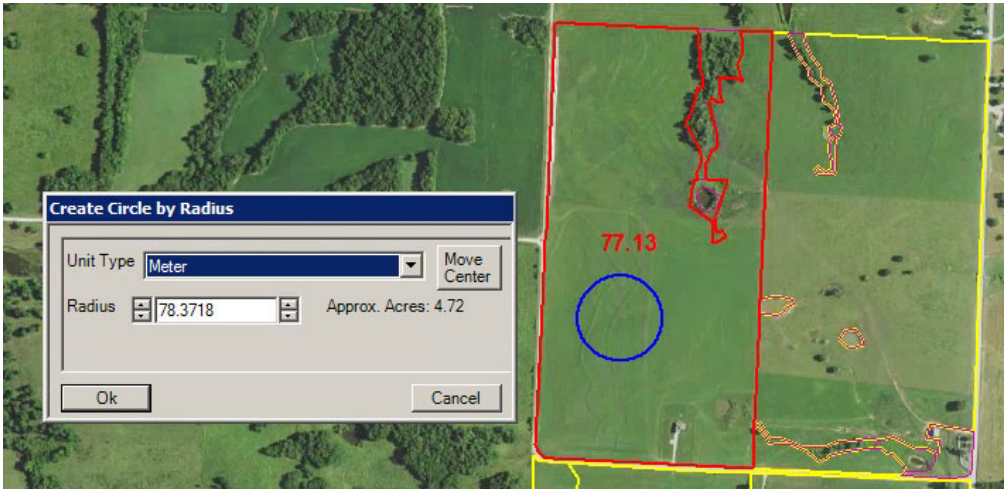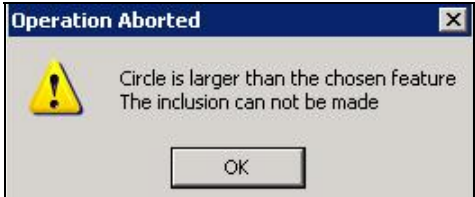
19   Creating and Attributing Scenarios (Continued)

   B   "Delineate Scenario" Tab Toolbar (Continued)

Tool	Description
11	"Remove All Scenario Polygons" tool removes all defined scenario polygons. CLICK "Remove All Scenario Polygons" and the "Clear Scenarios" dialog box will be displayed. CLICK "Yes" to delete all defined scenario polygons from the scenario, and the scenario polygons will be removed from the data frame. **Note:** There is no "Undo" when deleting scenario polygons. If a scenario polygon is accidentally deleted, it must be re-digitized. A scenario must have at least 1 valid polygon to create a report in TERRA.
12	"Create Scenario Polygon Inclusions" tool allows users to create a scenario polygon wholly contained within an already existing scenario polygon that decreases the acreage in the existing scenario polygon, as follows: • click inside the existing scenario polygon • digitize the area for the inclusion • double-click to end the digitizing and the "Save Features" dialog box will be displayed • CLICK "Yes" to save the features or "No" to discard. After the inclusion has been created, users can use the "Delete Scenario Polygon" tool to create a void or hole within the original scenario and remove that portion of the acreage from the scenario. This function is useful when removing ineligible acres from a scenario.
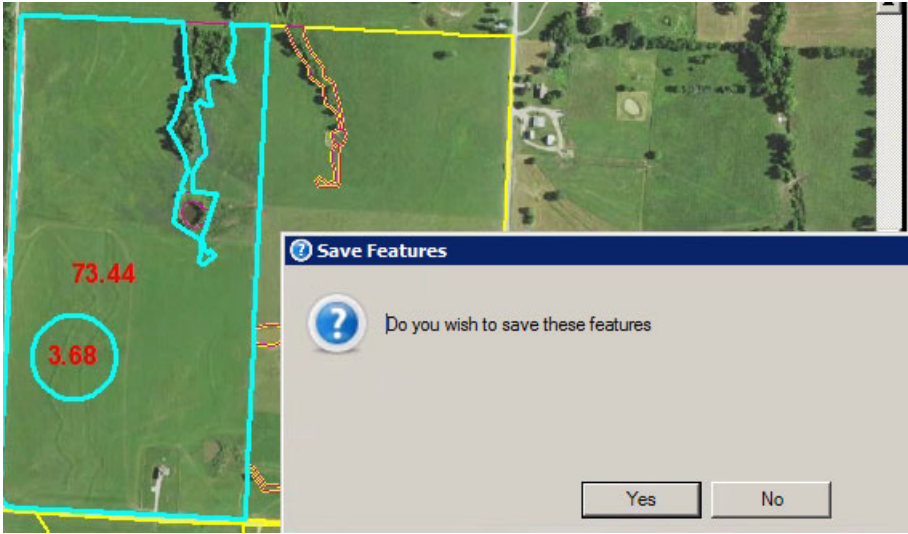
19   Creating and Attributing Scenarios (Continued)

B   "Delineate Scenario" Tab Toolbar (Continued)

Tool	Description
13	"Create Scenario Circle Inclusion" tool allows users to create a circular scenario polygon within an existing scenario polygon that decreases the acreage in the existing scenario polygon, as follows: • click the " " tool • click and hold the mouse at the starting point for the center of the circle and drag away from the center point to determine the desired radius of the circle inclusion • after the desired radius has been achieved, release the mouse and the "Create Circle by Radius" dialog box will be displayed that allows users to select the desired measurement unit, adjust the radius of the circle, or move the center of the circle. **Notes:** If the created circular inclusion stretches beyond the boundaries of the scenario polygon containing its center, the circle will be clipped to the boundaries of the scenario polygon. If the original polygon is totally within the circular inclusion polygon, the "Operation Aborted" dialog box will be displayed with content of error in text. The circular inclusion boundary must leave at least part of the original scenario polygon free from overlap.
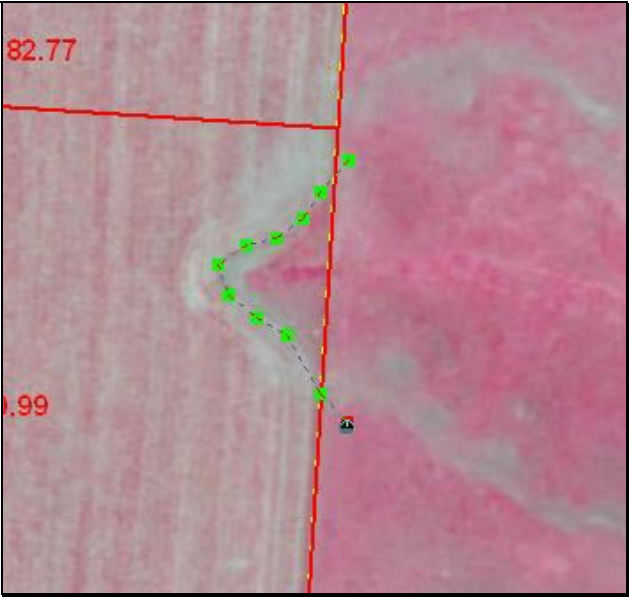
19   Creating and Attributing Scenarios (Continued)

   B   "Delineate Scenario" Tab Toolbar (Continued)

Tool	Description
13 (Cntd)	• CLICK "OK" and the "Save Features" dialogue box will be displayed • CLICK "Yes" to save the features or "No" to discard.
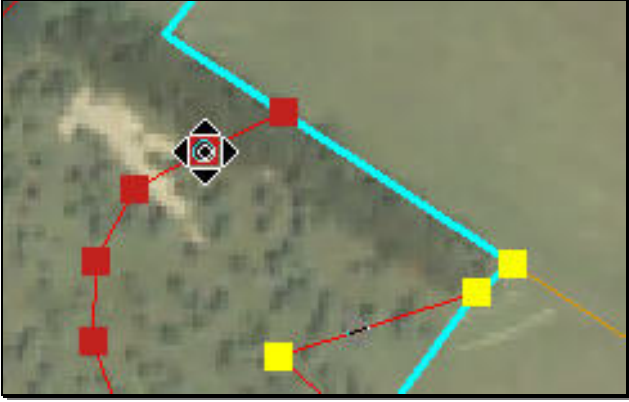
19   Creating and Attributing Scenarios (Continued)

B   "Delineate Scenario" Tab Toolbar (Continued)

Tool	Description
14	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 • 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.
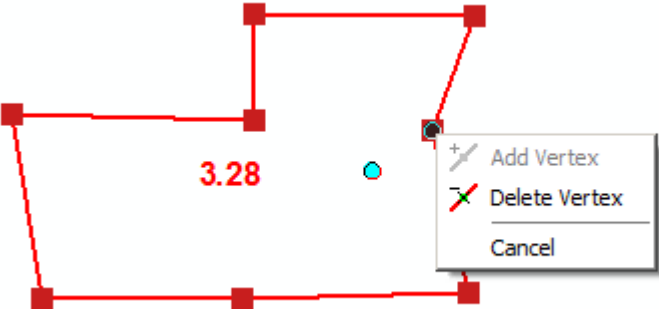
19   Creating and Attributing Scenarios (Continued)

   C   Subdividing Scenarios Tools (Continued)

Tool	Description
15	"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 "" and then select the line users want to move • 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
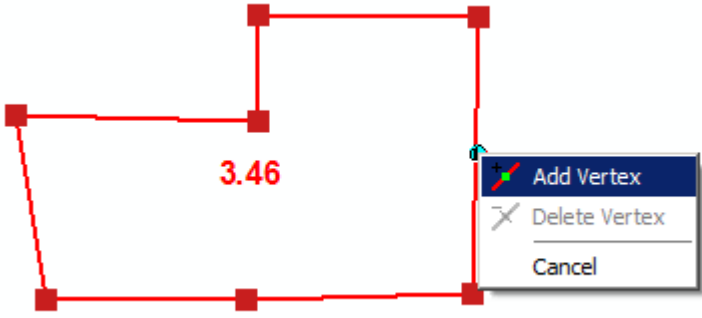
19   Creating and Attributing Scenarios (Continued)

   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.
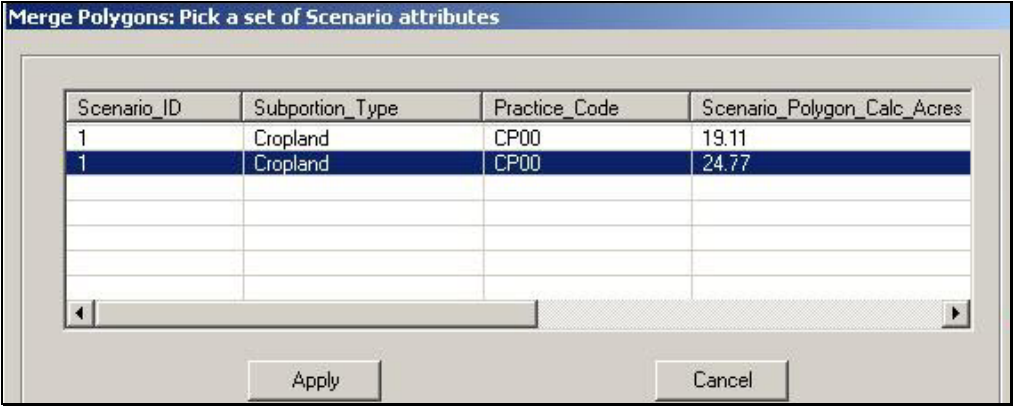
19   Creating and Attributing Scenarios (Continued)

C   Subdividing Scenarios Tools (Continued)

Tool	Description
15 (Cntd)	If users need to add a vertex between 2 vertices on a straight line, right-click the line and the "Add Vertex" option will be displayed. CLICK "**Add Vertex**". 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 merge into a single scenario polygon **Note:** 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" tool becomes available

19   Creating and Attributing Scenarios (Continued)

C   Subdividing Scenarios Tools (Continued)

Tool	Description
16 (Cntd)	• CLICK "Merge Selected Scenario Polygons Into One Scenario Polygon" tool and the "Merge Polygons: Pick a set of Scenario attributes" dialog box will be displayed from which to select the attributes to use for the resulting scenario polygon • click the row containing the desired attributes to highlight the row and then CLICK "**Apply**" • TERRA will display a dialog box asking users to confirm the save.

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.

19   Creating and Attributing Scenarios (Continued)

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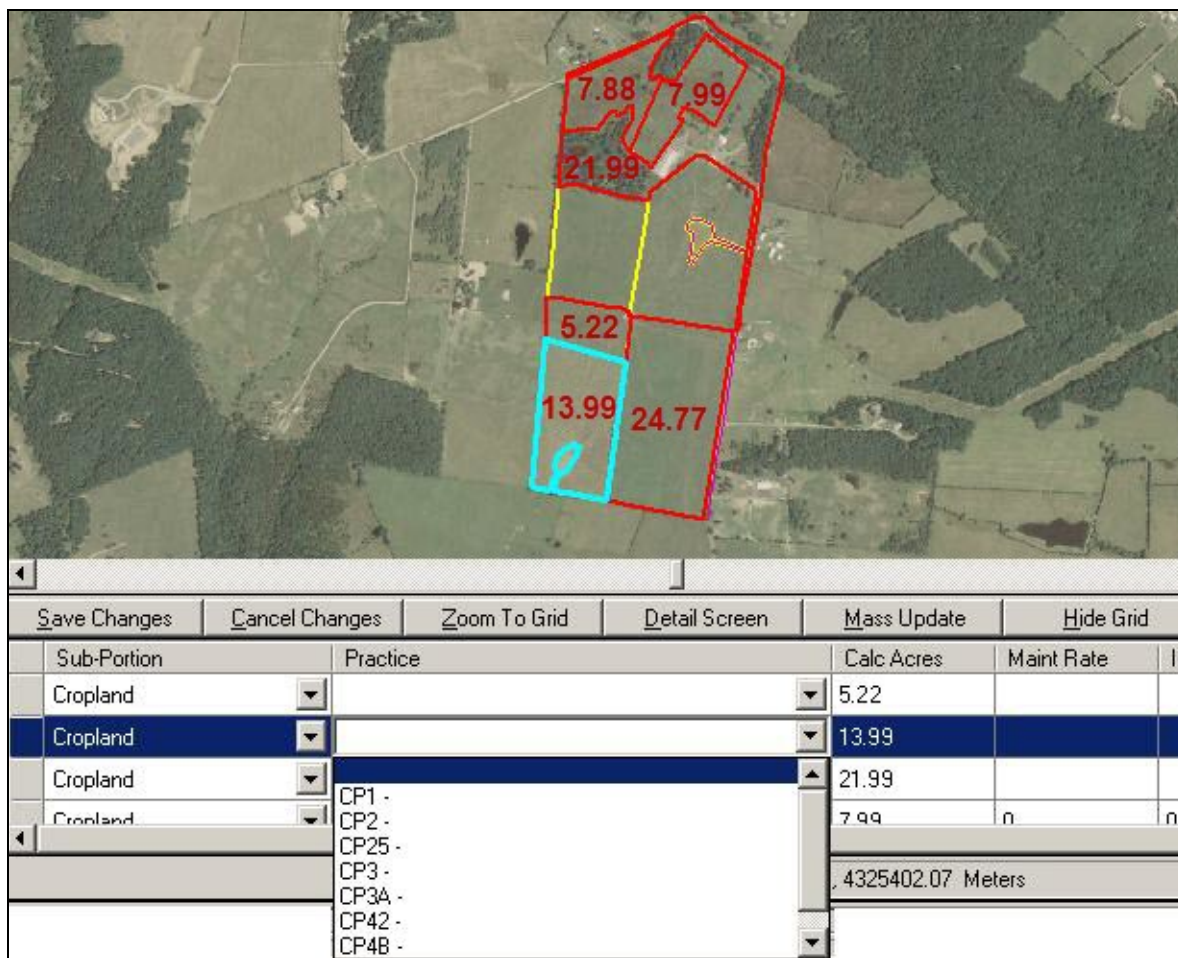
   Each sub-portion of the scenario must be attributed with the sub-portion type and practice. Users may attribute the scenario polygon subportion and practice codes by clicking in the rightmost part of the subportion or practice grid cell to open respective drop-down lists.

   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.
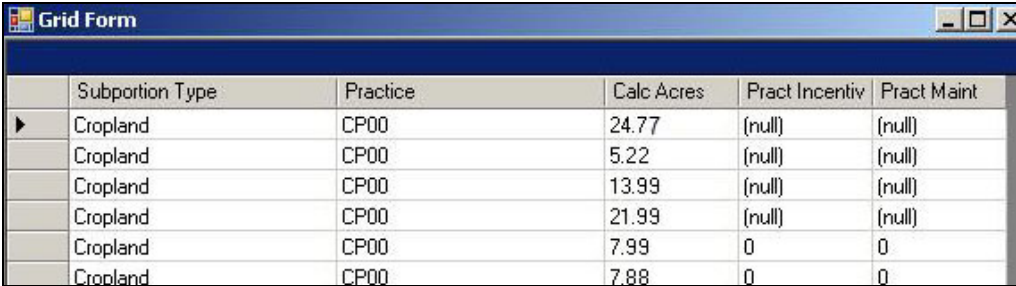
19   Creating and Attributing Scenarios (Continued)

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	Description
"Save Changes"	The application writes scenario boundary and attribute information to a personal geodatabase (MS Access file). Each time a new scenario is created, the old scenario personal geodatabase is deleted. Users must CLICK "**Save Changes**" to commit the assigned attributes to the personal geodatabase for the current scenario. When users CLICK "Save Changes", the applicable Maintenance and Incentive Rates for the selected practices automatically populate in the grid. The file name format for the personal geodatabase is <State PO Abbreviation><County FIPS>T<Tract Number>_DT<Date Time>. **Note:** Thin Client environment, the personal database is stored on the Storage Area Network (SAN) in the folder "O:\TERRA_Data".
"Cancel Changes"	"Cancel Changes" reverts the personal geodatabase to the State it was in when "Save Changes" was last clicked. It will not cancel out changes when performing or using the mass update function.
"Zoom To Grid"	When users CLICK "**Zoom to Grid**", the "Grid Form" dialog box will be 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.
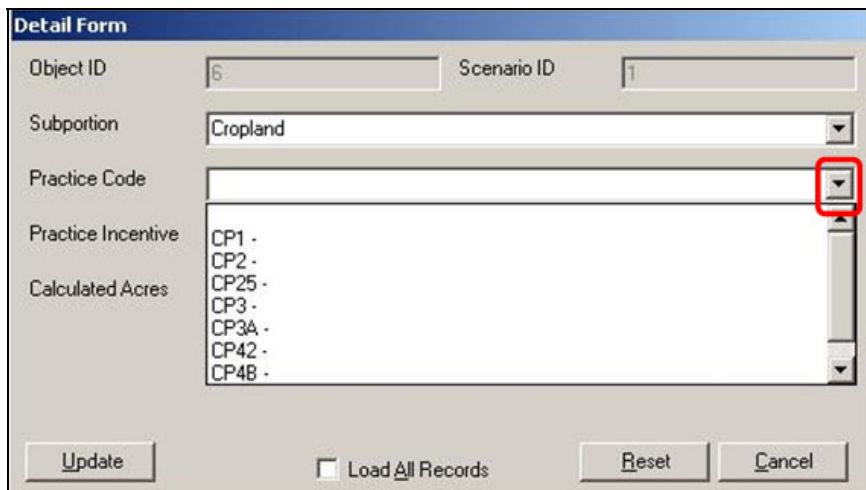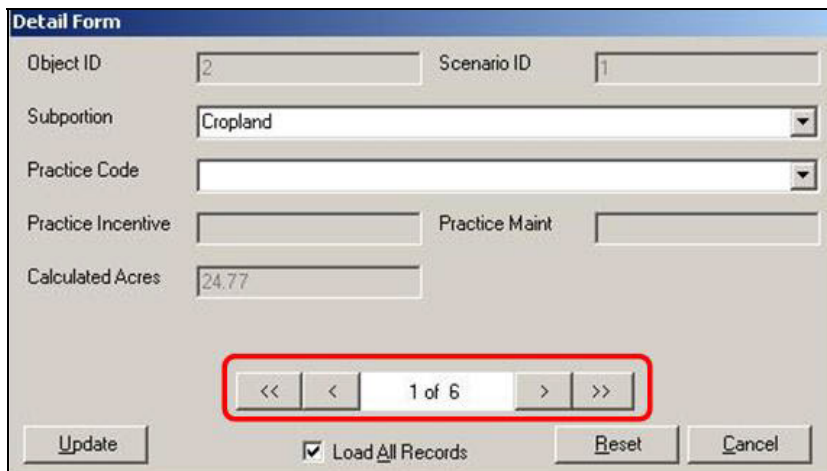
F   Attribution Grid Command Bar (Continued)

Command	Description
"Detail Screen"	When users CLICK "**Detail Screen**", the "**Detail Form**" dialog box will be displayed with attribute data for delineated scenario polygons. The dialog box defaults to the first polygon created. From here, users can update the attribute data for that individual polygon or update all defined scenario polygons in the scenario with the "**Load All Records**" check (✓) box. The "Subportion" drop-down list provides the different land classifications available for the selected signup type's scenario polygons. Change the data by clicking the arrow to the right of the box, dragging the highlight bar to the desired classification, and then clicking again to select the highlighted bar.
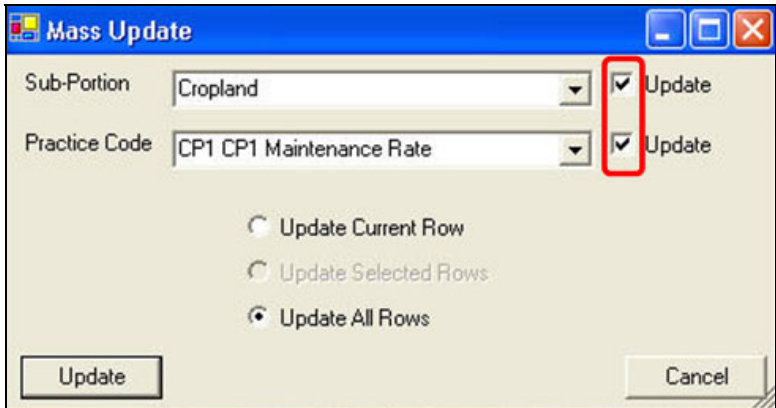
F   Attribution Grid Command Bar (Continued)

Command	Description
"Detail Screen" (Cntd)	Conservation practice codes are land covers that producers intend to implement on the scenario. From the "**Practice Code**" drop-down list, select a code available for the selected signup and drag the highlighted bar to the desired code, and then clicking again to select the code. To update all defined scenario polygons, on the "Detail Form" dialog box, CLICK "**Load All Records**" check (✓) box. A scrollbar will be displayed with next and previous scenario arrows. Users can page through each polygon in the offer to assign attributes. **Note:** The right double-arrows jump to the last defined scenario polygon and the left double arrows jump to the first defined scenario polygon.

19   Creating and Attributing Scenarios (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 users check (✔) both "Update" boxes, both sub-portion and practice code information will be changed in the attribution information for the scenario polygon or polygons. By removing a check (✔), users can disable the changing of that attribute. 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

19   Creating and Attributing Scenarios (Continued)

F   Attribution Grid Command Bar (Continued)

Command	Description
Mass Update (Cntd)	• "**Update Selected Rows**" radio button, the attribute information for all 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 Grid"	"**Hide Grid**" hides the attribute grid and expands the data frame. To make the 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.
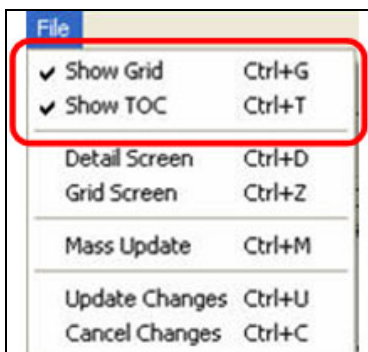
19   Creating and Attributing Scenarios (Continued)

G   "File" Menu Options (Continued)
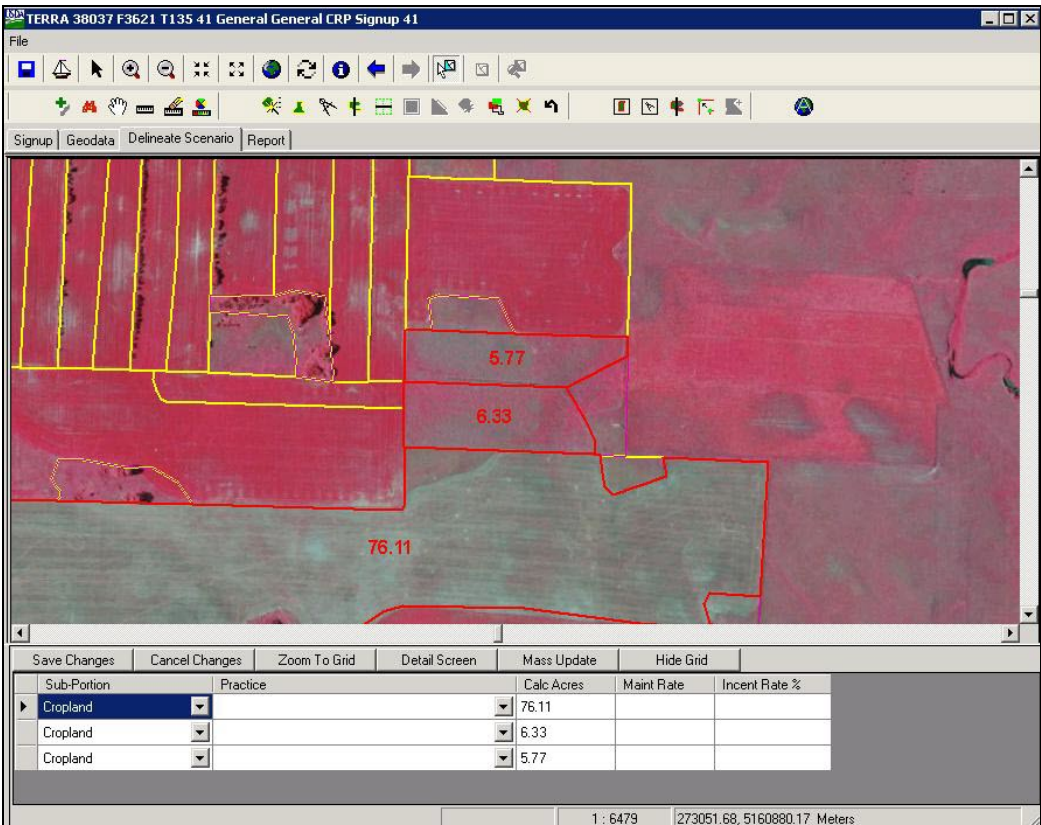
The following table provides descriptions of the "File" menu options.

Option	Description
"Show Grid"	Allows users to control the visibility of the "**Attribution Grid**" at the bottom of 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 TOC"	Allows users to control the visibility of the Table of Contents and Layers Panel on 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.

19   Creating and Attributing Scenarios (Continued)

   G   "File" Menu Options (Continued)

Option	Description
"Show TOC" (Cntd)	The following is an example of TERRA with the Table of Contents and Layers Panel **not** displayed.

20   Revising Previously Created Scenarios

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**".
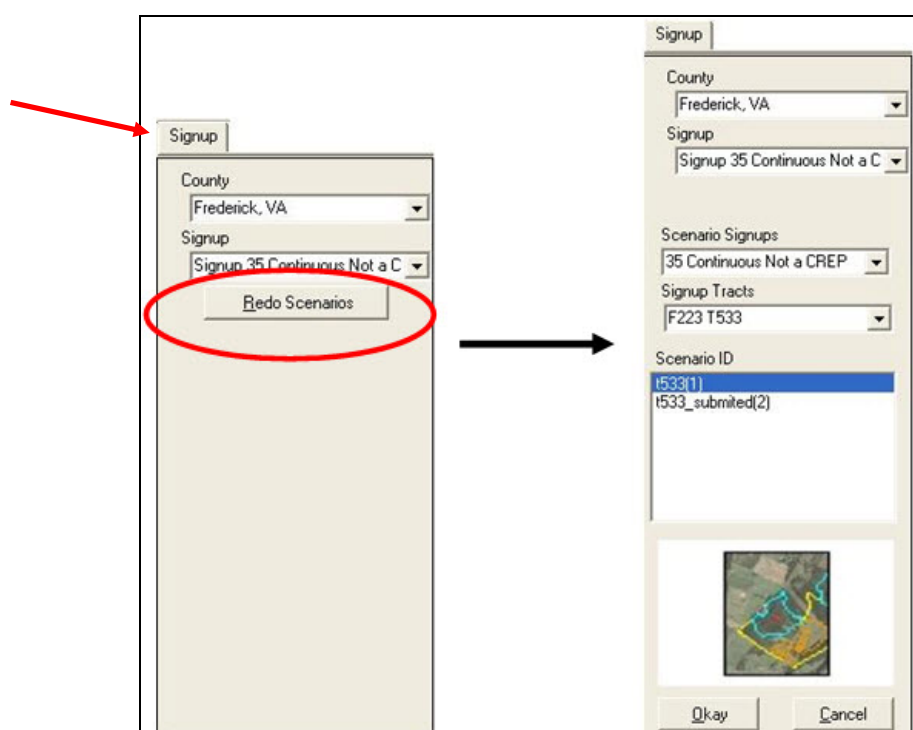
20   Revising Previously Created Scenarios (Continued)

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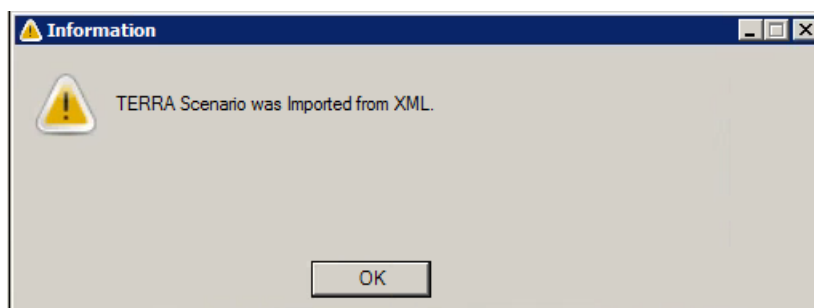
If the signup of the scenario selected for redo and the current signup are the same, both the original scenario line work and attributes will be imported when users CLICK "**OK**". If they are different, only the original scenario line work will be imported.

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.

21 Scenario Reports (Continued)

B Assigning a Scenario Name (Continued)
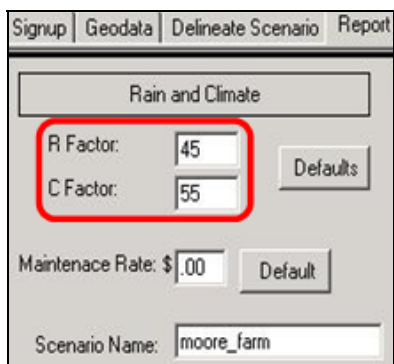
If users try to create a report without naming the scenario, a "Warning Message" dialog box will be displayed. CLICK "**OK**" and enter the scenario name.
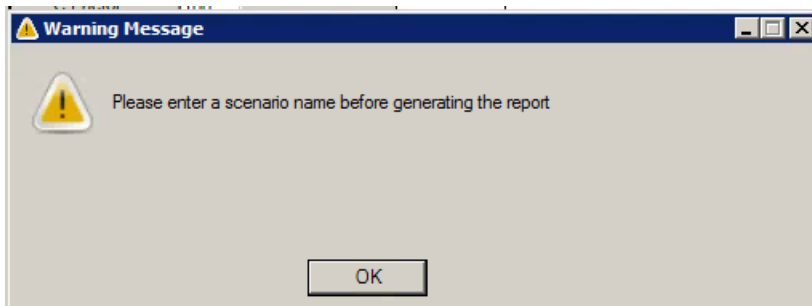
C Changing Rain and Climate Factors

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**".

21   Scenario Reports (Continued)

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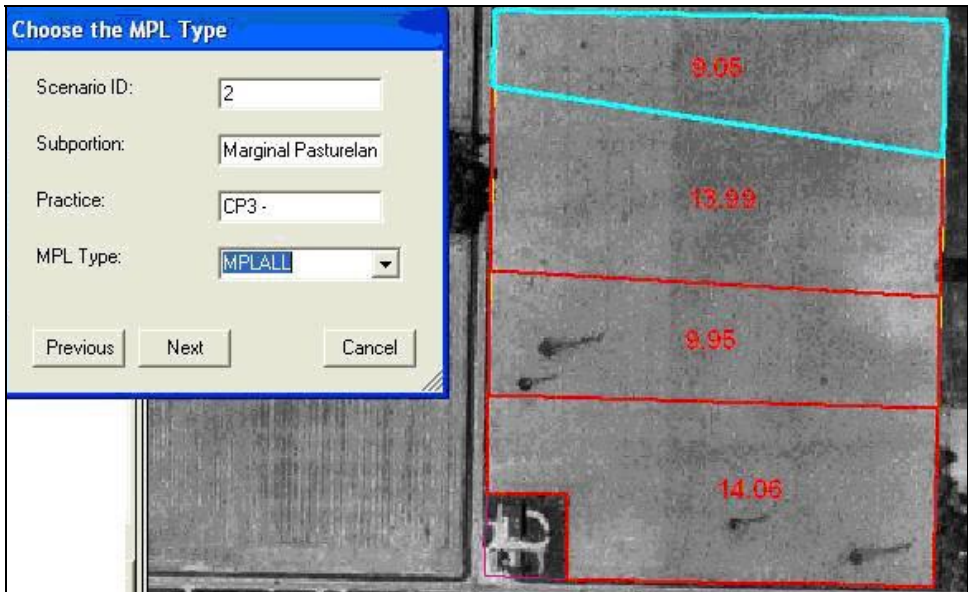
If CRP offer scenario contains MPL subportion types, or if a BCAP offer scenario contains a noncrop agricultural land subportion type, TERRA may do additional checks before generating the report.

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.

21   Scenario Reports (Continued)
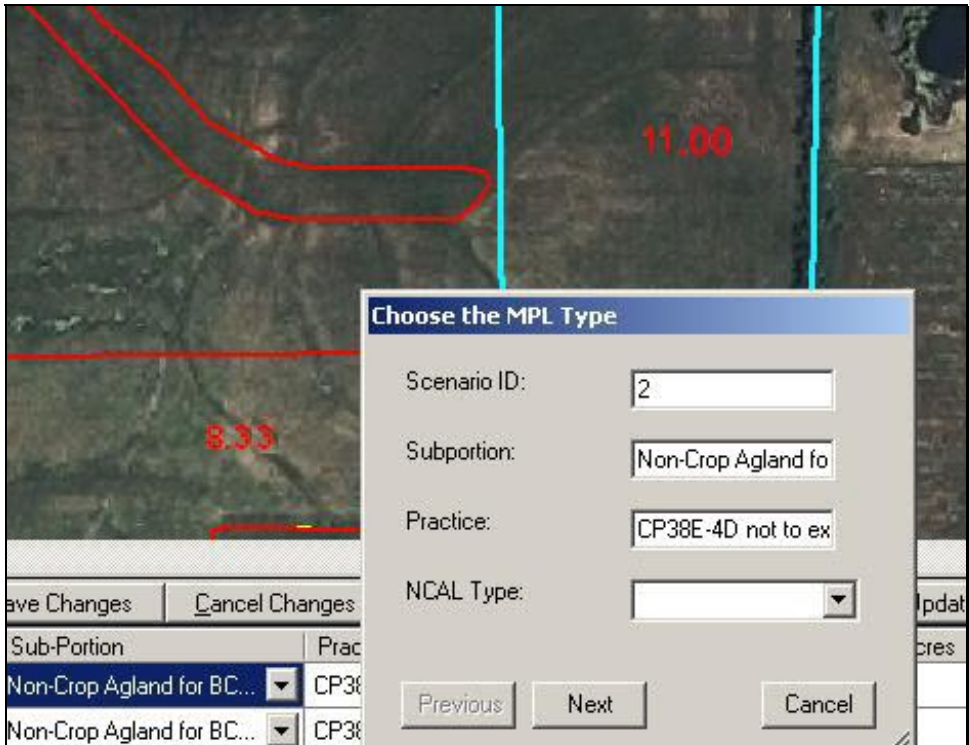
E   Generating Scenario Reports (Continued)

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

Variation	Description/Action
MPL, Indicate Whether Seasonal or Perennial	CRP scenarios may contain scenario polygons with both seasonal and perennial MPL, if it is located in a county where both types of MPL apply. If users have assigned an MPL subportion type to 1 or more scenario polygons, and if both seasonal and perennial MPL are valid in the county, clicking "**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.

21   Scenario Reports (Continued)

   E   Generating Scenario Reports (Continued)

Variation	Description/Action
Non-Crop Agland, Indicate Whether Seasonal or Perennial	TERRA uses MPLRR's for BCAP noncrop agricultural land. Therefore, if a county contains both seasonal and perennial MPL, TERRA will redisplay the "**Delineate Scenario**" tab and prompt users to select a perennial or seasonal noncrop agricultural land type for each scenario polygon with the noncrop agricultural land subportion assigned.

E   Generating Scenario Reports (Continued)

Variation	Description/Action
Expired Hardwood Trees, Enter Previous Contract Rental Rate	The previous contract rate for expired hardwood trees and expiring WBP noncropland subportions is needed to calculate payment rate information. If the scenario contains polygon attributes with these subportions, the following "Previous Rental Rate" dialog box will be displayed. Enter the previous contract rate and CLICK "**OK**". **Previous Rental Rate** Please enter the previous contract rental rate for Expired Hardwood Trees 0.00 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.

Report Generated
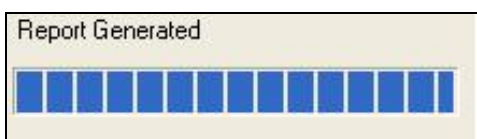
21   Scenario Reports (Continued)
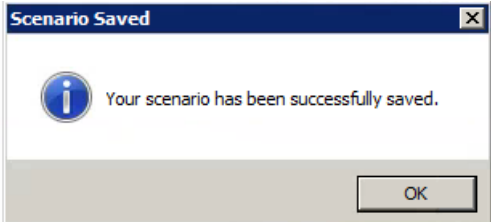
F   TERRA Report Command Bar

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.

Command	Description
"Save Scenario"	When users CLICK "**Save Scenario**" from the generated report, a "Scenario Saved" dialog box will be displayed indicating the scenario has been successfully saved. In the Thin Client environment, the scenario is saved to "**K:\<st>\geodata\Conservation\crp_scenarios\saved**".
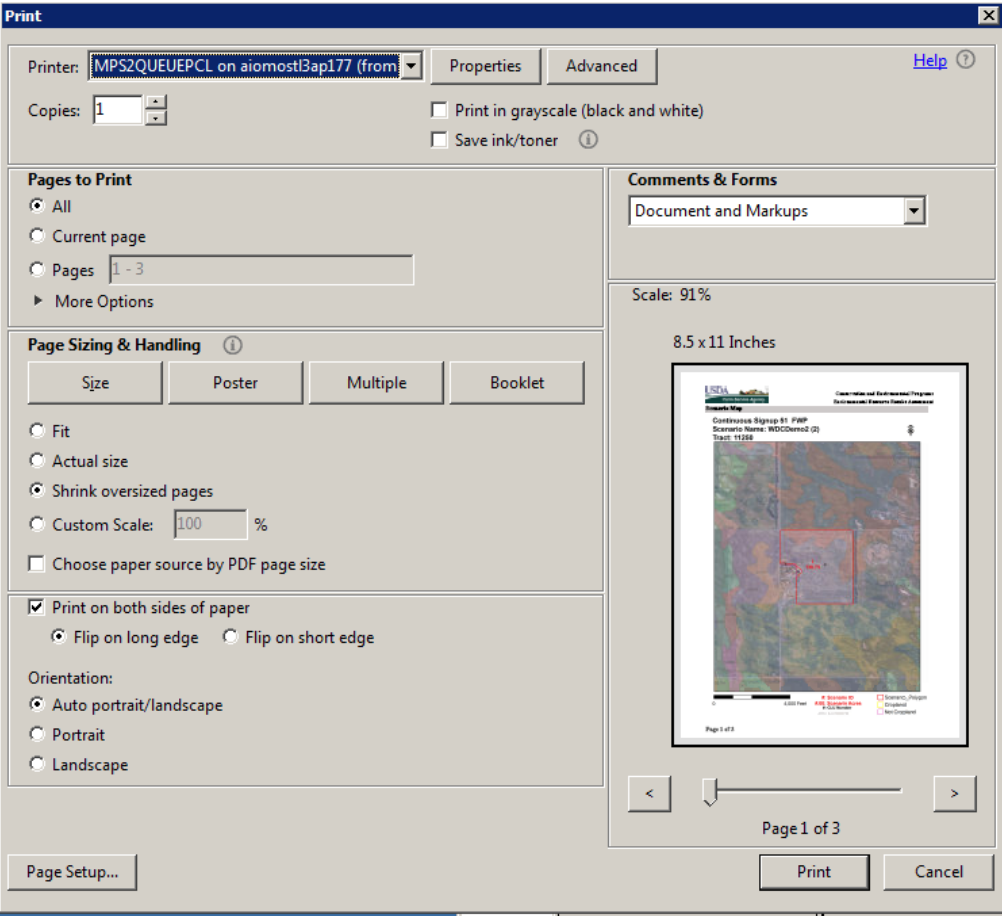
F   TERRA Report Command Bar (Continued)

Command	Description
"Save Scenario" (Cntd)	All output files are stored in the parent folder, "**K:\<st>\geodata\conservation\crp_scenarios\saved\<Administrative State postal abbreviation><Administrative FSA County Code>\TERRA_<Administrative State postal abbreviation><Administrative County FSA Code>_F<Farm Number>_T<tract number>_S<Scenario Number>_<Scenario Name>**", 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\TERRA_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.

21   Scenario Reports (Continued)

F   TERRA Report Command Bar (Continued)

Command	Description
"Print Report"	When users CLICK "**Print Report**", a "Print" dialog box will be displayed. Users can change the printer and the number of copies printed. The following is an example of the Thin Client environment "Print" dialog box.
"Cancel"	When users CLICK "Cancel", the "**Report**" dialog box will close and TERRA will redisplay the "**Report**" tab.

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.
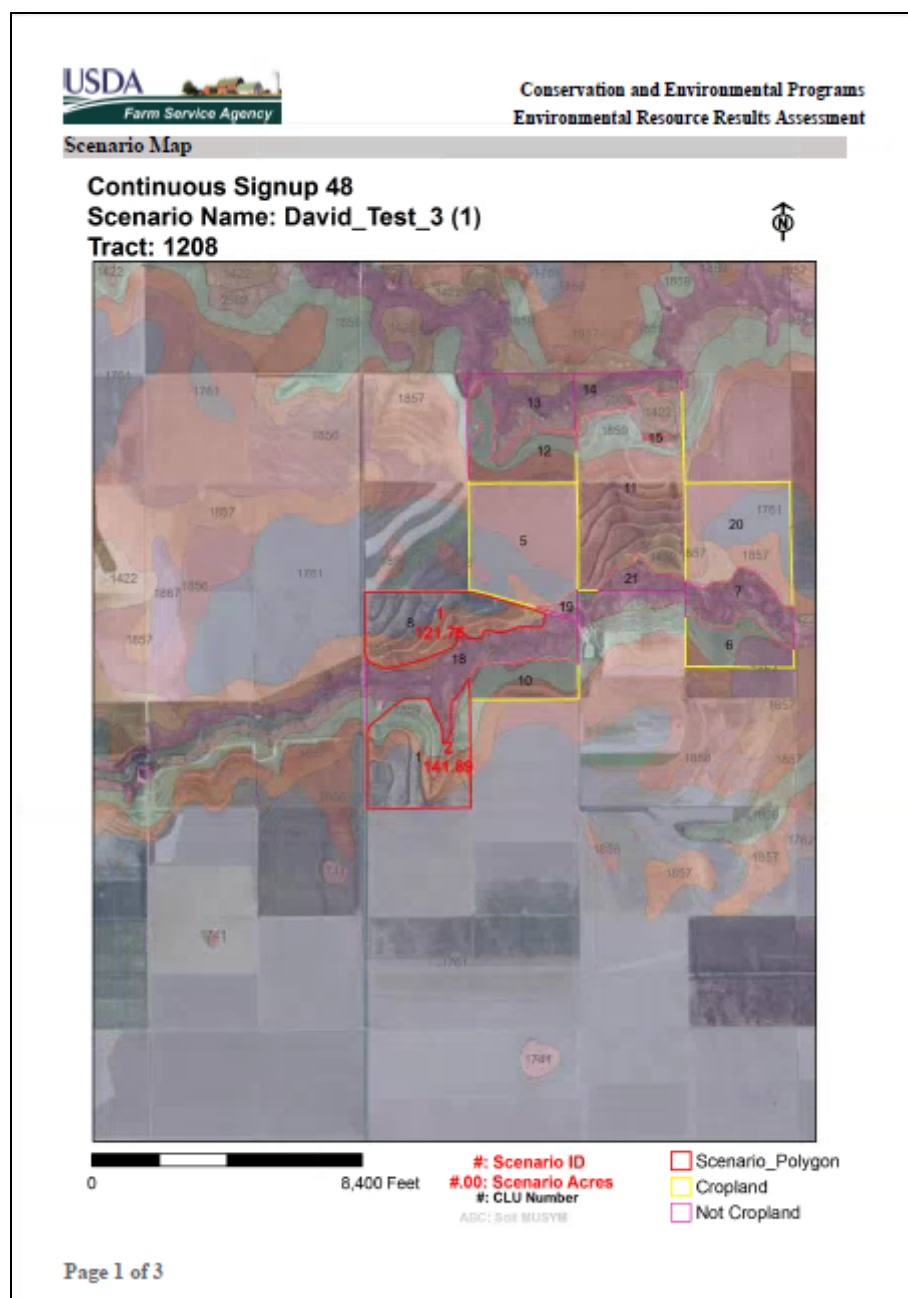
21 Scenario Reports (Continued)

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 Rate
MR = Maintenance Rate
LLP = Longleaf Pine Eligible

Payment Rate Calculation Information

Payment Rate Results:

Total Payment Acres	263.64	Maintenance Rate(WA)	$0.00
Max Rental Rate(WA)	$57.00	Maximum Payment Rate (Per Acre)	$57.00
Maximum Annual Rent	$15,027.00		

Subportion Acreage:

Subportion	Acres
Cropland	263.64

Max Rental Rate Calculations:

Cropland, Marginal Pastureland and Expiring CRP

MRR Calculations

Soil Rental Rates

FIPS ST/CNTY	SSAID	MUSYM	ACRES	SRR
20203	KS203	1761	109.30	$57
20203	KS203	1857	102.00	$57
20203	KS203	1859	45.24	$57
20203	KS203	1580	7.10	$49

Soil Rental Rate(WA):	$57.00	Total Incentive:	$0.00
Top Three Acres:	256.54	Total Rent:	$14,622.78

Erodibility Index Calculations

High Three Soils Used in Cropland Subportion Erosion Index Calculations

FIPS ST/CNTY	SSAID	MUSYM	ACRES	T	K	LS	I
20203	KS203	1761	109.30	5	0.43	0.05	56
20203	KS203	1857	102.00	5	0.43	0.35	48
20203	KS203	1859	45.24	5	0.43	0.76	48
20203	KS203	1580	7.10	5	0.43	1.19	86

Erodibility Calculation Inputs		Erodibility Calculation Results	
R Value:	85	Wind EI:	10
C Value:	100	Water EI:	2
EI Acres:	256.54		

Note: TERRA payment calculations may differ slightly from final payment calculations.

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 Units	County Boundary	fips_fsa_counties.shp **Note:** This file contains both FIPS and FSA County boundaries and attributes. If conservation web services are enabled, this file is not used.
K:\<st>\geodata\ Hydrological	HUC (watershed) boundaries	huc250k_a_<st> **or** wbdhu12_a_<st> **Note:** TERRA will automatically load only these 2 standard State-based file name formats in the hydrological folder.
K:\<st>\geodata\ Imagery	MDOQ or other replacement imagery	ortho_<x-x>_<r><n>_<f>_<stnnn>_<yyyy>_<v> **Note:** Most TERRA scenarios will use the default NAIP image web service.
K:\<st>\geodata\ Conservation	State CPA's	cpa_a_<st>_<prj> **Note:** If conservation web services are enabled, this file is not used.
	National CPA's	cpa_a_national_<prj> **Note:** If conservation web services are enabled, this file is not used.
	Conservation Practice Eligibility Area (for a single practice code)	cp<nn>_a_<prj>

22   Input and Output Files (Continued)

A   Input File Locations (Continued)

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

22   Input and Output Files (Continued)

B   Output File Locations

The following table provides TERRA output files.

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

22   Input and Output Files (Continued)

B   Output File Locations (Continued)

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

23-34   (Reserved)

Part 3   (Reserved)

35-134 (Reserved)

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.

Home	About FSA	Help	Contact Us	Exit CRP	Logout of eAuth

COLS Menu
Applications
Offer ⟵

Welcome to the Conservation Reserve Program System
Please select **Application** from the left navigation.

English
Español
We recommend Internet Explorer [Microsoft Internet Explorer] for this site.
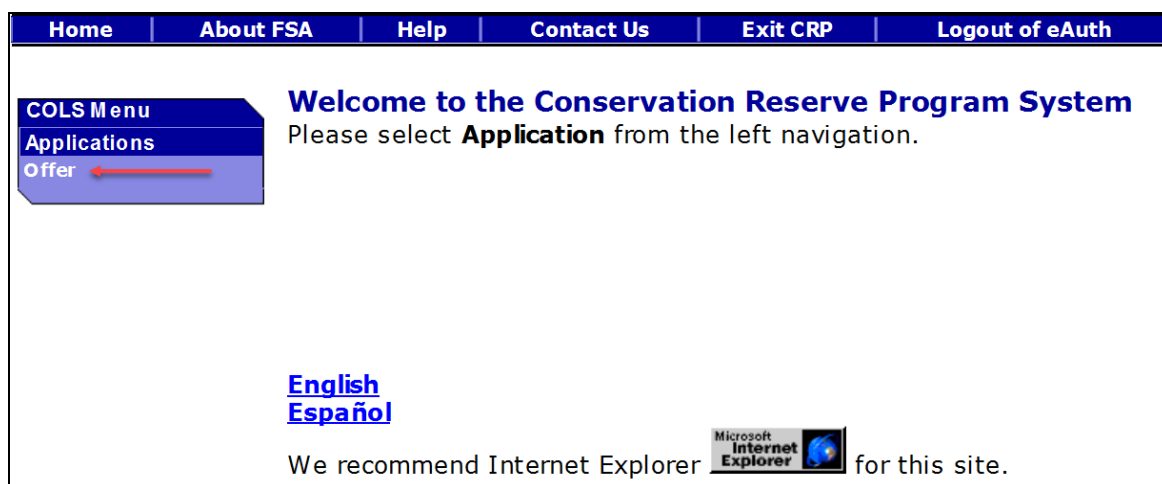
To access the COLS Offer Main Menu, CLICK "**Offer**" under Applications.

136-144   (Reserved)

Section 2   Signup Preparation

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.

145   Preparing for COLS Signup (Continued)

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.

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 applicable State for the crop maintenance 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 crop maintenance 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.
First Crop Name	Provides a list of available FSA crop names for the FSA State and FSA county selected from CVS for the current FY.	Select the **first crop name** from the available drop-down list. This is a required field. **Note:** Users may enter the first letter of the crop to shorten the search.
Second Crop Name	Provides a list of available FSA crop names for the FSA State and FSA county selected from CVS for the current FY. This field is used for double-cropping history.	Select the **second crop name** from the available drop-down list. This is an optional field. **Example:** For wheat later double-cropped with sorghum, users would 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 finished, click any option in the left navigation bar to continue.		

146   Crop Maintenance Page (Continued)

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

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, click any option in the left navigation bar 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 <9999999999>. Valid range for <Practice> value is <0.00 through 9999999.99>	Software has a valid range allowed for all practices.	User must enter an amount that falls within the valid range displayed for the selected practice code.
<Practice> contains invalid number.	Software does not allow alphabetical letters or a combination of alphabetical letters and special characters.	User must enter numbers only.
<Practice> contains invalid number. <^%&#*>	Software does not allow only special characters and will display to the user the entered value.	User must enter numbers only.

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.

   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 State for the maintenance rate 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 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, click any option in the left navigation bar to continue.		

148   Maintenance Rate Page (Continued)

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

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

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

--*

151-159 (Reserved)

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.
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.

160   Quick Start Guide (Continued)

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. **Note:** The offer must be updated immediately to the "Submitted to COC" status to complete the Submit for Plan process.
	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 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 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.

Home	About FSA	Help	Contact Us	Exit CRP	Logout of eAuth

COLS Menu
Offer Processing
Upload GIS Data
New GIS Offer
New Offer
Edit Offer
View Offer
Delete Offer
Submit Offer
Print Forms

Welcome to the Conservation Reserve Program System – Offer
Please choose from the selections on the left.

161   Offer Processing (Continued)

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 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 "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. **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. **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 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. **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.
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.

162   Upload GIS Data Page (Continued)

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

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

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 applicable State for the new GIS offer that is being created.	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 names for the new GIS offer that is being created.	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. 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 COLS Main Menu.	If the scenario description the 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.

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

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.

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 applicable State for the new GIS offer that is being created.	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 new GIS offer that is being created.	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. The default name is the first signup in the available drop-down list for the selected FSA State and FSA county.
Select	Allows user to navigate to the Enrollment Page.	CLICK "**Select**" button to display the Enrollment Page. **Note:** See paragraph 171 for further action items.
Home	Allows user to navigate away from the New Offer Page.	If the employee does not wish to create a 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 <Signup name>. Please create a TERRA scenario and upload as "New GIS Offer".	Manual offers are not allowed for the selected signup.	Upload the TERRA file and use the new GIS offer option.

--*

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

165   Find Land by Page (Continued)

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.

Home	About FSA	Help	Contact Us	Exit CRP	Logout of eAuth

FSA State:	Missouri	FSA County:	Atchison	Signup:	Continuous SU50

Tract Number	Tract Description	Cropland Acreage	Water Bank Acreage	CRP MPL Acreage	Farm Number
0001842	J12 SEC 19 T63 R41	71.45	0.0	0.0	0003604
0001841	J12 SEC 25 T63 R41	11.3	0.0	0.0	0003604
0001845	J12 SEC 20 T63 R41	62.2	0.0	0.0	0003604
0008810	SEC 13 T64 R41	85.75	0.0	0.0	0003604

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

165 Find Land by Page (Continued)

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 the blue hyperlinks under the "Tract Number" column to continue the offer process.	Select 1 of the available **tract numbers** from the results list and the Enrollment Page will display.
Home	Allows user to navigate away from the page and return to the COLS Menu Page.	CLICK "**Home**" button from the top navigation bar to return to the 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 tract number for the new offer that is being created. **Note:** Only active tract numbers for the FSA State and FSA county previously selected may be used.	Enter the **tract number** into the field. This is a required field.
Submit	Allows the user to submit the farm number for the new offer that is being created.	CLICK "**Submit**" and the Enrollment Page will display.
Home	Allows user to navigate away from the page and return to the COLS Menu Page.	CLICK "**Home**" button from the 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	Inactive tract number or tract number not available for the FSA State and FSA county selected.	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.

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 "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
	
	   • Ineligible
	
	   • Rejected – County Cropland Limit
		Select the **offer status** from the available drop-down list. This is a required field.

166   Edit Offer Page (Continued)

C   Field Descriptions and Actions (Continued)

Field	Description	Action
Offer Status (Continued)	• Rejected – Low Ranking Factor • Default value is "All".	Select the **offer status** from the available drop-down list. 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.
Farm Number	Allows the user to select the applicable farm number. Field length is 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.	Enter a valid **farm number**. This is an optional field.
Tract Number	Allows the user to select the applicable tract number. Field length is 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.	Enter a valid **tract number**. This is an optional field.

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 invalid number.	Does not allow alphabetical characters.	Enter a valid program year.
Program Year contains invalid number. <###>	Does not allow special characters or a combination of alphabetical, numbers and special characters.	Enter a valid 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 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 number has changed. Please create a new Offer using the new Farm/Tract numbers.	The farm and/or tract number are no longer active.	The offer cannot be edited or deleted. Create a brand-new offer using the new active farm and tract numbers resulting from the 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	Contact Us	Exit CRP	Logout of eAuth

Source Scenario TERRA_MO005_F3515_T7632_S1

Farm Number	0003515	Tract Number	0007632	Physical State/County	Missouri/Atchison
Program Year	2017	Cost Share	Y	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 Name

Copy the selected sections

Producer Information	☑		Crop History	☑		Practices	☑
Aggregate Soils	☑						

Copy   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: • 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.	Enter a description.
Producer Information	The option to copy all of the existing producer information from the original scenario will be available.	Click in the box to copy the producer information.
Crop History	The option to copy all of the existing crop history from the original scenario will be available.	Click in the box to copy 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 aggregate soils from the original scenario will be available.	Click in the box to copy 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.

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 scenario name matches the new source scenario name	The scenario description must be unique for each scenario. The same description cannot be used twice. **Note:** Deleted scenario names should not be used again.	Enter a unique description.

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 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	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 - Submitted to COC - Default value is "All".	Select the **offer status** from the available drop-down list. This is a required field.

167   Edit NDSF Page (Continued)

C   Field Descriptions and Actions (Continued)

Field	Description	Action
Offer Status (Continued)	**Grasslands:** • All • 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".	Select the **offer status** from the available drop-down list. This is a required field.

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. **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.
Farm Number	Allows the user to select the applicable farm number. Field length is 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.	Enter a valid **farm number**. This is an optional field.
Tract Number	Allows the user to select the applicable tract number. Field length is 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.	Enter a valid **tract number**. This is an optional field.

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.

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 invalid number.	Does not allow alphabetical characters.	Enter a valid program year.
Program Year contains invalid number. <###>	Does not allow special characters or a combination of alphabetical, numbers and special characters.	Enter a valid 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 Edit NDSF Search Results Page

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

Home	About COLS	Help	Contact Us	Exit CRP	Logout of eAuth

| FSA State: | Missouri | FSA County: | Atchison | Signup: | General CRP Signup 49 |

Non Delineated Sub Field- Search Results.

Farm Number	Tract Number	Scenario Description	Program Year	Offer Status	Land Eligibility Acres	State/County Physical Location	
0003515	0007632	TERRA_MO005_F3515_T7632_S1	2017	Submitted For Plan	73.26	29 005	**Edit NDSF**

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 Fields are not available for the practice(s) assigned to the offer.	The selected offer does not have an NDSF eligible practice associated to it.	Select an offer with NDSF eligible practices.
The Farm and/or Tract number has changed. Please create a new Offer using the new Farm/Tract numbers.	The farm and/or tract number are no longer active.	The offer cannot be edited or deleted. Create a brand-new offer using the new active farm and tract numbers resulting from the 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 uploaded or entered on the practice page will display. The field number, practice, 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.	Use the drop-down list to select the practice. This is an optional field.
Category	A list of all NDSF category/sub categories available for the selected eligible practice will display for selection. Default value is "Blank".	Use the drop-down list to select the category. Only 1 category can be selected at a time. This is a required field if a practice has been selected.
Category Acres	The acres that apply to the selected category/sub category for the practice field/acres selected.	Enter number of acres (in hundredths) of category acres.

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.

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 "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 – Except COC Approved • Incomplete • Complete • Submitted • Ineligible • Submitted for Plan • Submitted for Plan Incomplete • Submitted to COC • Default value is "All – Except COC Approved".	Select the **offer status** from the available drop-down list. This is a required field. **Note:** Selecting the offer status of "COC Approval" will remove the offer status from the page display.

C   Field Descriptions and Actions (Continued)

Field	Description	Action
Offer Status (Continued)	**Grasslands:** • All – Except COC Approved • 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 • Default value is "All – Except COC Approved".	Select the **offer status** from the available drop-down list. This is a required field. **Note:** Selecting the offer status of "COC Approval" will remove the offer status from the page display.
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. **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.	Enter a valid **farm number**. This is an optional field.
Tract Number	Allows the user to select the applicable tract number. Field length is 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.	Enter a valid **tract number**. This is an optional field.
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". **Note:** An offer with an "**Inactive**" status has been deleted from the system and cannot be moved back to an active status.	Select the "**Status**" from the available drop-down list. This is a required field for all offer statuses except "COC Approved".

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

168   View Offer Page (Continued)

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.

169   Delete Offer Page (Continued)

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 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	The available offer statuses by signup are: **Continuous Regular, CREP, FWP, SAFE, and HEL:** • All • Incomplete • Complete • Submitted • Ineligible • Submitted for Plan • Submitted for Plan Incomplete • Submitted to COC • Default value is "All".	Select the **offer status** from the available drop-down list. This is a required field. **Note:** Selecting the offer status of "COC Approval" will remove the offer status from the page display.

169   Delete Offer Page (Continued)

   C   Field Descriptions and Actions (Continued)

Field	Description	Action
Offer Status (Continued)	**Grasslands:** • All • 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 • Default value is "All".	Select the **offer status** from the available drop-down list. This is a required field. **Note:** Selecting the offer status of "COC Approval" will remove the offer status from the page display.
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.

169   Delete Offer 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. **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.	Enter a valid **farm number**. This is an optional field.
Tract Number	Allows the user to select the applicable tract number. Field length is 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.	Enter a valid **tract number**. This is an optional field.

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

169   Delete Offer Page (Continued)

    E   Page Error Messages (Continued)

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

169   Delete Offer Page (Continued)

    I   Example of Delete Offer Confirmation Page

        Following is an example of the Delete Offer Confirmation Page.

Home	About COLS	Help	Contact Us	Exit CRP	Logout of eAuth

FSA State:	Missouri	FSA County:	Atchison	Signup:	Continuous SU50

Scenario Description	Contract Length selection on practice screen		**Physical Location**	Missouri/Atchison	
Tract Number	0000734	**Expiring CRP Acres** 0.00		**Expiring GRP Acres** 0.00	
Cropland Acres	5.00	**MPL Acres** 0.00		**Non Cropland Acres** 0.00	

Farm Number	0001463	**Hydrologic Unit Code**	102400040101
Tract Number	0000734	**Offered Cropland Acres**	5.00
Scenario Description	Contract Length selection on practice screen	**Offered Wellhead Cropland Acres**	0.00
Physical State	Missouri	**Offered MPL Acres**	0.00
Physical County	Atchison	**Re-Enrolling Acres**	0.00
Program Year	2017	**Offer Location Latitude**	0.00000
Is Cost Share requested?	N	**Offer Location Longitude**	0.00000
Does Crop Rotation Apply?	N		

[Confirm Delete]   [Cancel]

        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: **Continuous Regular, CREP, FWP, SAFE, and HEL:** • All • Incomplete • Complete • Submitted • Ineligible.	Select the **offer status** from the available drop-down list. This is a required field.

170   Submit Offer Page (Continued)

C Field Descriptions and Actions (Continued)

Field	Description	Action
Offer Status (Continued)	**Grasslands:** • All • 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.	Select the **offer status** from the available drop-down list. 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.

170   Submit Offer 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. **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.	Enter a valid **farm number**. This is an optional field.
Tract Number	Allows the user to select the applicable tract number. Field length is 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.	Enter a valid **tract number**. This is an optional field.

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 invalid number.	Does not allow alphabetical characters.	Enter a valid program year.
Program Year contains invalid number. <###>	Does not allow special characters or a combination of alphabetical, numbers and special characters.	Enter a valid 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 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 delivers offer	This is the date the producer signs CRP-2 and CRP-1. Valid format is MM/DD/YYYY.	Enter valid date.

170   Submit Offer Page (Continued)

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 is required field.	The date field cannot be left blank when the "Submit" button is selected.	Enter a valid date.
Date participant delivers offer is in invalid date field format <nnnnnnn>. Valid format is MM/DD/YYYY.	The date field must be in a valid format of MM/DD/YYYY.	Enter a valid date.
Submit Date should be between the Signup Start Date and Today's Date.	The date must not be before the signup start date or after the current date.	Enter a valid 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:** • All • Incomplete • Complete • Submitted • Ineligible.	Select the **offer status** from the available drop-down list. This is a required field.

171   Print Forms Page (Continued)

   C   Field Descriptions and Actions (Continued)

Field	Description	Action
Offer Status (Continued)	**Grasslands:** • All • 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.	Select the **offer status** from the available drop-down list. 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.

171   Print Forms 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. **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.	Enter a valid **farm number**. This is an optional field.
Tract Number	Allows the user to select the applicable tract number. Field length is 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.	Enter a valid **tract number**. This is an optional field.

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 invalid number.	Does not allow alphabetical characters.	Enter a valid program year.

171   Print Forms Page (Continued)

E   Page Error Messages (Continued)

Error Message	Description	Corrective Action
Program Year contains invalid number. <###>	Does not allow special characters or a combination of alphabetical, numbers and special characters.	Enter a valid 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 CRP-2 CRP-2C CRP-2G	Click on the applicable form number to generate a .pdf format of the offer. CRP-1 will not be available when the offer is in an "Incomplete" status. 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.

H Example of Print Forms Search Results Page .pdf

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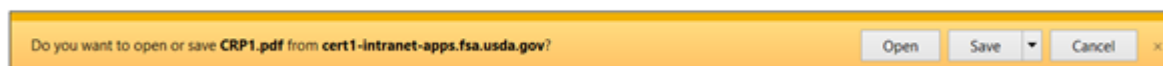
I Page Options

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

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C Field Descriptions and Actions (Continued)

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

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

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

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*--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.

Edit Re-Enrolling Search Results

Farm Number	Tract Number	Scenario Description	Program Year	Offer Status	Land Eligibility Acres	State/County Physical Location	
0001463	0000552	CCRP SU53 Demo	2020	Submitted	10.00	29 005	**Edit Re-Enrolling**
0001463	0000552	Cropland error Hughes SD Test	2020	Incomplete	0.00	29 005	**Edit Re-Enrolling**

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 Location	Displays the physical location.	

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

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 available for the practice(s) assigned to the offer.	The selected offer does not have expiring CRP acres associated to it.	Select an offer with re-enrolling acres.

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.

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

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 Practice Code	Displays field numbers uploaded from TERRA 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 Expiring Contract Number	Displays the administrative State, county, and expiring contract number.	
Expiring Signup Name	Displays the signup name for the administrative expiring contract number in CCMS.	
Expiring Practice Code	Displays the expiring practice code for the 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 Details	CLICK "Practice Details" to display additional information for each field number and practice for the offer.

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

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

K Error Messages for Re-Enrolling Page (Continued)

Error Message	Description	Corrective Action
Contract Number is required field.	The field cannot be blank. A 5-digit number plus 2 letters maximum is allowed.	Enter a valid contract number.
Invalid Admin State Code:	The field is numeric. A 2-digit number is required.	Enter a valid 2-digit State code number.
Invalid Admin County Code:	The field is numeric. A 3-digit number is required.	Enter a valid 3-digit county code number.
Invalid Contract Number:	The field allows a maximum of a 5-digit number plus 2 letters.	Enter a valid contract number.
Expiring Practice Code is not valid. Please select a valid code.	The practice from the uploaded GIS data is invalid.	Edit the "Field/Acre Practice Code" with a valid "N" and select a 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 number / practice code>.	The entered administrative State, county, and contract number are not valid in CCMS.	Enter a valid expiring contract number and practice code from CCMS. Users may need to update the contract in CCMS to an approved/active status.

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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 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.

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: • 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.	Enter a description or use the preset description based on the TERRA scenario. This is a required field. **Important:** Do not modify the scenario description from the original XML file.
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. **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 1st of the applicable program year for the contract.	The effective date is preset. No action required.

191 General CRP Signup Offer Enrollment Page (Continued)

C Field Descriptions and Actions (Continued)

Field	Description	Action
Hydrologic Unit Code	Drainage basins in the United States have been divided and sub-divided 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.	Select the **HUC** from the available drop-down list based on the 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. **Note:** Valid range value is 1 through 900	Enter a **rainfall factor** or use the preset value based on the TERRA scenario. This is a required field.

191   General CRP Signup Offer Enrollment Page (Continued)

   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. The offer climatic factor is used in N3, N5A, and N5C calculations for general SU offers. **Note:** Valid range value is 0 through 200.	Enter a **climatic factor** or use the preset value based on the TERRA scenario. This is a required field.
Expiring CRP Acres	These acres are from a contract that is going to expire. **Note:** Valid range value is 0 through 9,999.99.	Enter the **expiring CRP acres** or use the preset value based on the TERRA scenario. This is not a required field.
Expiring CRP acres to be planted to Longleaf pine	These acres are from a contract that is going to expire planted to LLP. **Note:** Acres cannot exceed the expiring CRP acres for the offer.	Enter the **expiring CRP acres to be planted to LLP** or use the preset value based on the TERRA scenario. This is not a required field.

   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".

191   General CRP Signup Offer Enrollment Page (Continued)

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>	Expiring CRP acres have a limit and the entered value cannot exceed 9,999.-99.	Enter a number equal to or less than 9,999.99.

191   General CRP Signup Offer Enrollment Page (Continued)

   E   Page Error Messages (Continued)

Error Message	Description	Corrective Action
Expiring CRP acres to be planted to Longleaf pine <nn,nnn.dd> cannot be greater than total Expiring CRP Acres <nnn.dd>.	"Expiring CRP Acres to be planted to Longleaf Pine" must be equal to or less than the total expiring CRP acres on the offer.	Enter a number equal to or less than the expiring CRP acres.
Unknown error encountered on OfferEnrollmentInformation page at location Unknown ErrorMessage:com.microsoft.sqlserver.jdbc.SQLServerException : OfferScenario:BS_CREATE_FAILED: **Violation of UNIQUE KEY constraint** 'AK_EWT40OFFER_EWT40OFR'. 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.).

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

C Field Descriptions and Actions (Continued)

Field	Description	Action
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. **Note:** Assigned producers **do** print on CRP-1 and/or CRP-2 regardless of their shares.	Left-click in the box to place a checkmark (✔) next to the 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-2, item 4B. **Note:** Only 1 producer can be selected.	Left-click the radio button of the primary contact. This is a required selection.

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.

193   General CRP Signup Offer Assigned Producer Page (Continued)

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

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	Description	Action
Field Number	Enter first field number within the 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 the field number. No action required unless the field numbers are incorrect from the TERRA scenario. This is a required field. **Note:** Field number will be greyed out if "**Edit**" was selected from the table at the bottom of the Crop History Page.

Offered Acres	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
	
	   Exception: SU200 CRP Grassland offers does not have a limit on acres.
	
	• partial fields are acceptable
	
	   Note: Renumbering may be required (2-CP).
	
	• 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.
		Enter the offered acres or CLICK "**Edit**" in the table at the bottom of the Crop History Page to display the offered acres imported from the TERRA scenario. No action required unless the acres are incorrect. This is a required field.

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 Report	CLICK "**578 Data Report**" to display in PDF any available information for 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	CLICK "**Add Crops**" if a crop is not available in the drop-down list, CLICK "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 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.
There must be at least 4 years crop history (exclude the current crop) for this signup	A minimum of 4 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.

E Page Error Messages (Continued)

Error Message	Description	Corrective Action
Invalid value <nn.dd>. Valid range as per Farm Records for Acres for Enrollment is <nn.dd through 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.
Total expiring acres cannot exceed Enrolled acres	The sum of the fields does not match the acres entered on the Enrollment Page.	Add additional fields or update the Enrollment Page to correct number 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 information has been entered.	A minimum of 4 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.
All fields must have at least 4 years of crop history excluding current crop year.	A minimum of 4 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	All fields must be entered until the total matches the enrollment.	Add all fields until the total matches the expiring CRP acres from the Enrollment Page at a minimum.
Offered acres are greater than Eligible acres. Offer will be determined **ineligible**.	The eligible acres must be equal to or greater than the offered acres; otherwise, the offer will be determined ineligible.	Enter number of acres (in hundredths) of offered acres not to exceed the eligible acres.

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.

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 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.

196   General CRP Signup Offer Practice Page (Continued)

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 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 multiyear practices. **Note:** If only 1 practice length applies, the system will default to that number.	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:** A separate CRP-1 will result if different practice lengths are selected for practices.

196   General CRP Signup Offer Practice Page (Continued)

 C   Field Descriptions and Actions (Continued)

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.

C   Field Descriptions and Actions (Continued)

Field	Description	Action
Will LLP be planted anytime during the contract period?	To establish or re-establish LLP stands at densities that benefit Wildlife species and protect water quality. N1a subfactor will be applied with an assigned point score based on the selected eligible practice. Selections are "-Select-", "Yes", or "No". The default value is "-Select-".	Use drop-down list to indicate if LLP applies or not for a new offer or CLICK "**Edit**" in the table at the bottom of the Practice Page to display the LLP question from the TERRA scenario. **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 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	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 for a new offer or CLICK "**Edit**" in the table at the bottom of the Practice Page to display the expiring CRP acres from the TERRA scenario.
Expiring GRP Acres	Acres subject to a GRP easement or rental. The default value is "0.00".	Enter number of acres (in hundredths) of expiring GRP acres or CLICK "**Edit**" in the table at the bottom of the Practice Page to display the expiring GRP acres from the TERRA scenario.
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 for a new offer or CLICK "**Edit**" in the table at the bottom of the Practice Page to display the ITF acres from the TERRA scenario.

C   Field Descriptions and Actions (Continued)

Field	Description	Action
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 for a new offer or CLICK "**Edit**" in the table at the bottom of the Practice Page to display the expiring CRP ITF acres from the TERRA scenario.
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 for a new offer or CLICK "**Edit**" in the table at the bottom of the Practice Page to display the wellhead acres from the TERRA scenario.
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 for a new offer or CLICK "**Edit**" in the table at the bottom of the Practice Page to display the expiring CRP wellhead acres from the TERRA scenario.
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 for a new offer or CLICK "**Edit**" in the table at the bottom of the Practice Page to display the MPL acres from the TERRA scenario.
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 for a new 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.

C Field Descriptions and Actions (Continued)

Field	Description	Action
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 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 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 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 Non-Cropland/ Other Acres	Acres subject to a GRP easement or rental agreement and does not meet the definition of "cropland" according to 10-CM. The default value is "0.00".	Enter number of acres (in 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 Points	N1a is the cover subfactor for Factor N1, Wildlife Habitat Cover Benefits. The default value is "-Select-". **Note:** If only one N1a practice point applies, the system will default to that value.	Use drop-down list to indicate the N1a practice points. **Note:** Selections available will be determined by the practice code as configured.
N4 Enduring Benefits Points	N4 is the enduring benefits point range. The default value is "Not Applicable for this Practice". **Note:** If only one N4 enduring benefits point applies, the system will default to that value.	Use drop-down list to indicate the enduring benefits establishment. **Note:** Selections available will be determined by the practice code as configured.

C   Field Descriptions and Actions (Continued)

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

196 General CRP Signup Offer Practice Page (Continued)

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". **Note:** Only 1 field can be selected at a time.	Use drop-down list to select the field/acre response.
Practice Code is required field.	A practice code selection is required before the software will allow the employee to select "Add". **Note:** Only 1 practice can be selected at a time.	Use drop-down list to select the practice code response.
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.
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.
CP42 acres must be at least <**n.dd**> acres when 10.00 or more total acres are being offered.	The minimum total CP42 acres must be 10 percent of the offered acres when the total offered acres are 0.00 acres or more.	Revise the total CP42 acres for the offer to be 10 percent of the total offered acres.
CP42 acres must be at least 1.00 acres when 10.00 or more total acres are being offered.	The minimum total CP42 acres must be at least 1.00 acre when the total offered acres are 10.00 acres or more.	Revise the total CP42 acres for the offer to be at least 1.00 acre or more.

   E   **Page Error Messages (Continued)**

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

196   General CRP Signup Offer Practice Page (Continued)

    E   Page Error Messages (Continued)

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

E   Page Error Messages (Continued)

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

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

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 number and acres will display for selection.	Use the drop-down list and select the desired **practice**. This is an optional field.

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

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 field.	A practice must be selected from the drop-down list before clicking "Add".	Select a practice.

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 number of acres from the field, in hundredths, to be included in the offer, as follows: • 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.	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 from the drop-down list before clicking "Add".	Select a practice.
The sum of all Non Delineated Sub Fields acres exceed the total acres for practice CP42 on field XXXX by nnnn.nn acres	The sum of the acres cannot exceed the total acres for the field/acre.	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 nnnn. Please update the existing record if changes are needed.	A duplicate category cannot be entered for the same field/acre selected.	Revised the previously recorded sub field category acres or select a different category.

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.

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.

200   General CRP Signup Offer Predominant Soils Page (Continued)

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

200   General CRP Signup Offer Predominant Soils Page (Continued)

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

200   General CRP Signup Offer Predominant Soils Page (Continued)

F   Page Warning Messages (Continued)

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

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.

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

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.

FSA State:	Missouri	FSA County:	Atchison	Signup:	General CRP Signup 49

Scenario Description	TERRA_MO005_F3515_T7632_S1	Physical Location		Missouri/Atchison	
Tract Number	0007632	Expiring CRP Acres	3.26	Expiring GRP Acres	0.00
Cropland Acres	73.26	MPL Acres	0.00	Non Cropland Acres	0.00

Cropland	70.00	Expiring LL Pine	3.26
Cropland LL Pine	0.0	Practice Based LL Pine	3.26

This Soils Sub-portion screen is necessary because the Eligible Land on the Offer consists of 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.

Soil Categories	Cropland subportion WOUT Longleaf Pine: Used for EI Eligibiltiy (Case 18.3) ▾		
Physical State	Missouri ▾	**Physical County**	Atchison ▾
SSAID	MO005 ▾	**Map Unit Symbol**	10015 ▾
Acres			

[Add] [Reset] ◄

Cropland subportion WOUT Longleaf Pine: Used for EI Eligibiltiy (Case 18.3)

FIPS State/County	Soil Survey	MUSYM	Acres	R	K	LS	T	C	I
Total			0						

FIPS State/County	Soil Survey	MUSYM	Water EI	Water EI Total	Wind EI	Wind EI Total

Weighted Average

Water EI	Wind EI

Longleaf Pine subportion: Used for Longleaf Pine Suitability (Case 18.2)

FIPS State/County	Soil Survey	MUSYM	Acres	Longleaf	
Total			0		

Predominant Soils for Entire Offer   **Weighted Average Soil Rental Rate** 204.62

FIPS State/County	Soil Survey	MUSYM	Acres	SRR	Total Rent	R	K	LS	T	C	I	Longleaf	WESL
29005	MO005	10174	34.37	194.00	6667.78	175	0.37	2.23	5	8	48	N	N
29005	MO005	10110	24.28	225.00	5463.00	175	0.37	1.45	5	8	48	N	N
29005	MO005	10034	12.23	194.00	2372.62	175	0.37	2.23	5	8	86	N	N
Total			70.88		14503.40								

FIPS State/County	Soil Survey	MUSYM	RKLS	RKLS Total	Water EI	Water EI Total	CI	CI Total	Wind EI	Wind EI Total	LCH	Leach Total
29005	MO005	10174	144	4949	29	997	4	137	1	34	2	69
29005	MO005	10110	94	2282	19	461	4	97	1	24	2	49
29005	MO005	10034	144	1761	29	355	7	86	1	12	2	24

Weighted Average

Water EI	Wind EI	Leach	CI	RKLS	Rental Rate
25	1	2	4	127	204.62

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.

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

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

   E   Page Error Messages (Continued)

Error Message	Description	Corrective Action
Soil category: Longleaf Pine subportion: Used for Longleaf Pine Suitability (Case 15.2) have total soil acreages exceed the maximum acreage allowed nnnn.nn	The sum of all LLP and non-LLP acres cannot exceed the offered acres.	Enter a minimum of 0.01 acres not to exceed the remaining available acres on the offer.
Try to add Soil category: Cropland subportion WOUT Longleaf Pine: Used for EI Eligibility (Case 18.3) has distinct soil group: Cropland subportion WOUT Longleaf Pine: Used for EI Eligibility (Case 18.3) and Acres: nnnn.nn exceeds the minimum soil acres entered in aggregate soil	The selected MUSYM is not identified as LLP soil and the software will not allow the employee to add the soil category. **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.	Select a different soil or modify the practice page LLP eligible question.
Soil category: Cropland subportion WOUT Longleaf Pine: Used for EI Eligibility (Case 18.3), the maximum remaining acreage allowed is <**nn.dd**>	The sum of all cropland LLP and non-LLP acres cannot exceed the offered acres.	Enter a minimum of 0.01 acres not to exceed the remaining available acres on the offer.

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

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 necessary because the Eligible Land on the Offer consists of 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	An eligible LLP soil must be added.	Select the **MUSYM** from the available drop-down list. This is a required field.
Note: Soil category: Cropland subportion WOUT Longleaf Pine: Used for EI Eligibility (Case 18.3), can have either: (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	The sum of all cropland LLP and non-LLP acres cannot exceed the offered acres.	Enter a minimum of 0.01 acres not to exceed the remaining available acres on the offer.

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.

Home	About FSA	Help	Contact Us	Exit CRP	Logout of eAuth

FSA State:	Missouri	FSA County:	Atchison	Signup:	General CRP Signup 49

Is this offer at least 51.00 % within the Water Quality Priority Zone ?   No ∨

Is this offer at least 51.00 % within the Wildlife Priority Zone ?   No ∨

Is this offer at least 51.00 % within the Air Quality Priority Zone ?   No ∨

Is this offer at least 51.00 % within the State CPA ?   No ∨

Is this offer at least 51.00 % within the Chesapeake Bay National CPA ?   No ∨

Is this offer at least 51.00 % within the Great Lakes National CPA ?   No ∨

Is this offer at least 51.00 % within the Long Island National CPA ?   No ∨

Is this offer at least 51.00 % within the Longleaf Pine National CPA ?   No ∨

Is this offer at least 51.00 % within the Prairie Pothole National CPA ?   No ∨

◀ ▶

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

C   Field Descriptions and Actions (Continued)

Field	Description	Action
Is this offer at least 51.00% within the Great Lakes National CPA?	Land that falls within the Great Lakes Region CPA. Options are "Yes" or "No". Default value is "No".	Select "Yes" if 51.00 percent or more of the offered acres lies within the Great Lakes National CPA. **or** The answer is preset from the "Upload GIS Data". No action required.
Is this offer at least 51.00% within the Long Island National CPA?	Land that falls within the Long Island Region CPA. Options are "Yes" or "No". Default value is "No".	Select "Yes" if 51.00 percent or more of the offered acres lies within the Long Island National CPA. **or** The answer is preset from the "Upload GIS Data". No action required.
Is this offer at least 51.00% within the Longleaf Pine National CPA?	Land that falls within the Longleaf Pine Region CPA. Options are "Yes" or "No". Default value is "No".	Select "Yes" if 51.00 percent or more of the offered acres lies within the Longleaf Pine National CPA. **or** The answer is preset from the "Upload GIS Data". No action required.
Is this offer at least 51.00% within the Prairie Pothole National CPA?	Land that falls within the Prairie Pothole Region CPA. Options are "Yes" or "No". Default value is "No".	Select "Yes" if 51.00 percent or more of the offered acres lies within the Prairie Pothole National CPA. **or** 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 Enhancement Score	N1B is the wildlife enhancements for Factor N1, Wildlife Habitat Cover Benefits. Options are: • 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 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.	Check the boxes that apply. **Note:** Pollinator habitat and annual or permanent food plot will be automatically populated based on the practices selected.
None-NONE (0 points)	Wildlife habitat cover benefits do not apply to the offered acreage.	**Click** in the boxes that apply to create a checkmark if no benefits apply.
(20 pt) Convert 51% of Mono. stands to MixNS-C	Conversion of at least 51 percent of a primarily monoculture stand to a mixture of native species that provide wildlife habitat benefits on the offer.	**Click** in the boxes to create a checkmark if applicable.
(20pt) Pollinator habitat CP42 Min.10% offer acre-P	Establishment of pollinator habitat CP42 that remains in the location of CRP-1.	Display only. Automatically set by the system based on the practice selection of CP42. No action required.

203 General CRP Signup Offered Rental Rate Page (Continued)

C Field Descriptions and Actions (Continued)

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

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

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.

204   General CRP Signup Offer Eligibility Questions Page (Continued)

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

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.

204   General CRP Signup Offer Eligibility Questions Page (Continued)

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

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 responses below.	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.
Rental Rate Offered is greater than Maximum Payment Rate.	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.
Percent Eligible is Less than Minimum Percent required for various land Eligibility.	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.

204   General CRP Signup Offer Eligibility Questions Page (Continued)

F   Page Warning Messages (Continued)

Warning Message	Description	Corrective Action
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, South Carolina, Texas, and Virginia. This offer is ineligible.	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.
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 "◀".

205   General CRP Signup Offer Complete Eligibility Questions Page (Continued)

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

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.

206   General CRP Signup Offer Submit Page (Continued)

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

207   General CRP 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 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.

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. **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.
Farm Number	Allows the user to select the applicable farm number. Field length is 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.	Enter a valid **farm number**. This is an optional field.
Tract Number	Allows the user to select the applicable tract number. Field length is 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.	Enter a valid **tract number**. This is an optional field.

207   General CRP Signup Offer Submit Offer Search Page (Continued)

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

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 "◀".

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.

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

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.

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

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

B   Example of a Submit Offer Confirmation Page

Following is an example of the Submit Offer Confirmation Page.

FSA State:	Missouri	FSA County:	Atchison	Signup:	General CRP Signup 49

A valid submitted Offer is found with the following details for the selected Tract. Please press **YES** to submit current Offer Scenario as the new Offer.
Note: Submitting current Offer Scenario as new Offer will cancel the previously submitted Offer.
Submitted Offer Details:

Scenario Description	Handbook Screenshots				
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 Details:

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

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 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 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". **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.	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.
Farm Number	Allows the user to select the applicable farm number. Field length is 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.	Enter a valid **farm number**. This is an optional field.

211   General CRP Signup Offer Submit for Plan Search Page (Continued)

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. **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.	Enter a valid **tract number**. This is an optional field.

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

211   General CRP Signup Offer Submit for Plan Search Page (Continued)

E   Page Error Messages (Continued)

Error Message	Description	Corrective Action
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.

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 "◀".

212   General CRP Signup Offer Submit for Plan Search Results Page (Continued)

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 for Plan	Allows the user to place a checkmark next to an available submitted offers with an "Accepted" status to move them to a "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.	Click in the box to place a checkmark (✔) next to the offers for selection. **Note:** If the total EBI score for the offer is not equal to or greater than the established EBI score of the general 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.

212   General CRP Signup Offer Submit for Plan Search Results Page (Continued)

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

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.

213   General CRP Signup Offer Submit to COC Search Page (Continued)

   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.

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". **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.	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.
Farm Number	Allows the user to select the applicable farm number. Field length is 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.	Enter a valid **farm number**. This is an optional field.

213   General CRP Signup Offer Submit to COC Search Page (Continued)

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. **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.	Enter a valid **tract number**. This is an optional field.

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

213   General CRP Signup Offer Submit to COC Search Page (Continued)

E   Page Error Messages (Continued)

Error Message	Description	Corrective Action
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.

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 "◀".

214   General CRP Signup Offer Submit to COC Search Results Page (Continued)

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

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.

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. **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. **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.	Enter a valid **farm number**. This is an optional field.
Tract Number	Allows the user to select the applicable tract number. Field length is 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.	Enter a valid **tract number**. This is an optional field.

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

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.

Home	About COLS	Help	Contact Us	Exit CRP	Logout of eAuth

| FSA State: | Missouri | FSA County: | Atchison | Signup: | General CRP Signup 49 |

Scenario Description TERRA_MO005_F3515_T7632_S1   **Physical Location**   Missouri/Atchison

| **Tract Number** | 0007632 | **Expiring CRP Acres** | 0.00 | **Expiring GRP Acres** | 0.00 |
| **Cropland Acres** | 73.26 | **MPL Acres** | 0.00 | **Non Cropland Acres** | 0.00 |

Farm Number	0003515	**Hydrologic Unit Code**	102400050701
Tract Number	0007632	**Offered Cropland Acres**	73.26
Scenario Description	TERRA_MO005_F3515_T7632_S1	**Re-Enrolling Acres**	0.00
Physical State	Missouri		
Physical County	Atchison		
Program Year	2017		
Does Crop Rotation Apply?	N		
DAFP Waiver Date			
COC Approval Date			
Effective Start Date	10/01/2016		

[COC Approval]   [Reject]   [Cancel]

218   General CRP Signup Offer COC Approval Page (Continued)

C   Field Descriptions and Actions

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

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

D   Page Options

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

Option	Action
COC Approval	CLICK "**COC Approval**" to approve the offer. The Contract Number 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 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 submitted.	When the "COC Approval" button is clicked more than once very quickly, it will try to submit the offer multiple times.	**Do not** click the "COC Approval" button more than once.

218   General CRP Signup Offer COC Approval Page (Continued)

  E   Page Error Messages (Continued)

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

E   Page Error Messages (Continued)

Error Message	Description	Corrective Action
Cannot submit offer for COC Approval. The COC Approval Date must be before the Effective Start Date. DAFP Waiver date is required.	The offer must be approved before the effective start date. **Effective start date validation.**	Enter a valid date that is before the effective start date on the offer.
Cannot submit offer for COC Approval. The Effective Start Date cannot be before the Date Participant delivers offer. DAFP Waiver date is required.	The entered date is before the submit date on the offer. **Effective start date validation.**	Enter a valid date that is after the submitted date on the offer.
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.
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/member on the offer and identify which ones are missing a 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

OK

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 display when the CCMS Shared Service is not available: "The Conservation Contract 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."	The CCMS shared service is not available to retrieve the assigned contract number.	Wait a few minutes and try again. If it is not available after 30 minutes, log a ticket with the Help Desk.

A Example of General CRP Signup Enrollment Information Report

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

Enrollment Information

Signup Name	General CRP Signup 49				
Scenario Name	TERRA_MO005_F3515_T7632_S1			Offer Status	Complete
Farm Number	0003515	Submitted Date		Status	Active
Tract Number	0007632	DAFP Waiver Date		Eligible	Yes
Program Year	2017	COC Approval Date		Submitted	No

Physical State/County	29005	Acres for Enrollment	73.26
Administrative	29005	New Cropland Acres	73.26
Hydrologic Unit Code	102400050701	New Cropland Longleaf Pine Acres	0.00
Rainfall Factor (R)	175	EI >=8 Acres	73.26
Climatic Factor (C)	8	Expiring CRP Acres	0.00
		Expiring Longleaf Pine Acres	0.00
Maintenance Rate($)	0.00	Practice based Longleaf Acres	0.00
Effective Date		National CPA Eligible Acres	0.00
		State CPA Eligible Acres	0.00
Rental Rate Offered($)	204.62		

Producer Information

Producer Name	Producer Share	Address	Producer Type	Primary Contact
R-B GRAIN CORPORATION	100.00%	15669 US HIGHWAY 275 ROCK PORT, MO 64482-8177	OWNER	Y

Crop History

Field Number	Current Crop	Offered Acres	Eligible Acres	Crop Code 2013	2012	2011	2010	2009	2008
0009	SOYBN	73.26	73.26	CORN	SOYBN	CORN	SOYBN	CORN	SOYBN
Total		73.26	73.26						

Practice Acres

Field Number	Practice Code	Practice Length	Practice Acres	Acres Acres	Acres Enrolling	Expiring CRP	Expiring GRP
0009	CP1	10	73.26	Cropland	73.26	0.00	0.00

Practice Additional Information

Field Number	Practice Code	Practice Length	Practice Status	Indicators Long Leaf Pine	Pivot Corners	Rates Per Acre Estimated Cost Share ($)	Incentive Rate(%)	Maintenance Rate($)	SIP Incentive Rate($)
0009	CP1	10	New	N		75.00	0.00	0.00	0.00

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A   Example of General CRP Signup Enrollment Information Report (Continued)

Practice Ranking Factors

Field Number	Practice Code	Practice Length	Practice Acres	Factor	Description	Points	Field/ Practice Total
0009	CP1	10	73.26	N1a		10	732.60
					(10) Existing (1-3)or new(2-3) intro grass species		
				N4		0	0.00
					Not Applicable for this Practice		
				N5d		3	219.78
					3 points		

Total Acres	Factor	Total Points	Weighted Average Points
73.26			
	N1a	732.60	10.00
	N4	0.00	0.00
	N5d	219.78	3.00

Soils

Predominant Soils for Entire Offer

FIPS State/Coun	Soil Survey	MUSYM	Acres	SRR	Total Renl	R	K	LS	T	C	I	LCH	Longleaf	WESL
29005	MO005	10174	34.37	194	6,667.78	175	0.37	2.23	5	8	48	2	N	N
29005	MO005	10110	24.28	225	5,463.00	175	0.37	1.45	5	8	48	2	N	N
29005	MO005	10034	12.23	194	2,372.62	175	0.37	2.23	5	8	86	2	N	N
Total			70.88		14503.4									

Page 2 of 5

A   Example of General CRP Signup Enrollment Information Report (Continued)

FIPS State/Coun	Soil Survey	MUSYM	Water EI	Water EI Total	Wind EI	Wind EI Total	CI	CI Total	RKLS	RKLS Total	Leach Total
29005	MO005	10174	29	997	1	34	4	137	144	4949	69
29005	MO005	10110	19	461	1	24	4	97	94	2282	49
29005	MO005	10034	29	355	1	12	7	86	144	1761	24

Weighted Average

Rental Rate	Maintenance	Payment	Water EI	Wind EI	CI	RKLS	LCH	Longleaf	WESL
204.62	0.00		25	1	4	127	2	0	0

Cropland subportion WOUT Longleaf Pine: Used for EI Eligibiltiy (Case 18.3)

FIPS State/Coun	Soil Survey	MUSYM	Acres	SRR	Total Rent	R	K	LS	T	C	I	LCH	Longleaf	WESL
29005	MO005	10174	34.37	194	6,667.78	175	0.37	2.23	5	8	48	2	N	N
29005	MO005	10110	24.28	225	5,463.00	175	0.37	1.45	5	8	48	2	N	N

Total

			58.65		12130.7									

FIPS State/Coun	Soil Survey	MUSYM	Water EI	Water EI Total	Wind EI	Wind EI Total	CI	CI Total	RKLS	RKLS Total	Leach Total
29005	MO005	10174	29	997	1	34	4	137	144	4949	69
29005	MO005	10110	19	461	1	24	4	97	94	2282	49

Weighted Average

Rental Rate	Maintenance	Payment	Water EI	Wind EI	CI	RKLS	LCH	Longleaf	WESL
206.83	0.00	206.83	25	1	4	123	2		0

Eligibility Area Information

Eligibility Area Question	Response
Is this offer at least 51.00 % within the Water Quality Priority Zone ?	No
Is this offer at least 51.00 % within the Wildlife Priority Zone ?	No
Is this offer at least 51.00 % within the Air Quality Priority Zone ?	No
Is this offer at least 51.00 % within the State CPA ?	No
Is this offer at least 51.00 % within the Chesapeake Bay National CPA ?	No
Is this offer at least 51.00 % within the Great Lakes National CPA ?	No
Is this offer at least 51.00 % within the Long Island National CPA ?	No
Is this offer at least 51.00 % within the Longleaf Pine National CPA ?	No
Is this offer at least 51.00 % within the Prairie Pothole National CPA ?	No

Page 3 of 5

A   Example of General CRP Signup Enrollment Information Report (Continued)

EBI Land Eligibility

Factor	Practice Description	Point
N1b	(0 pt) None-NONE	0

EBI Scores

N1	10	N1a	10	N1b	0	N1c	0		
N2	55	N2a	0	N2b	10	N2c	45		
N3	100								
N4	0								
N5	17	N5a	14	N5b	0	N5c	0	N5d	3
N6	9	N6a	9	N6b	0				
Total	191								

Land Eligibility

EI>=8	73.26
National CPA	0.00
State CPA	0.00
Expiring CRP	0.00
Total Eligible Acres	73.26

Calculated Payment Amount

Maximum Payment Rate	Rental Rate Offer	Annual Contract Payment
$204.62	$204.62	$14990

Page 4 of 5

220   General CRP Signup Enrollment Information Report (Continued)

    A   Example of General CRP Signup Enrollment Information Report (Continued)

Eligibility Response

Eligibility Criteria	Eligibility
Producer agrees with the data entries on the offer as well as the signed CRP-1 and CRP-2 and agrees to submit the offer?	Yes
All eligibility criteria are met, including all CP12 practice association and size requirements, and the offer is eligible for CRP?	Yes

Page 5 of 5

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.			Page 1 of 1

CRP-1 (10-22-15)   U.S. DEPARTMENT OF AGRICULTURE
Commodity Credit Corporation

CONSERVATION RESERVE PROGRAM CONTRACT

1. ST. & CO CODE & ADMIN. LOCATION — 29 005

2. SIGN-UP NUMBER — 49

3. CONTRACT NUMBER

4. ACRES FOR ENROLLMENT — 73.26

7A. COUNTY OFFICE ADDRESS (Include Zip Code)
ATCHISON COUNTY FARM SERVICE AGENCY
302 E HWY 136
ROCK PORT, MO 64482-1642

5. FARM NUMBER — 0003515

6. TRACT NUMBER(S) — 0007632

8. OFFER (Select one) — GENERAL ✓ ENVIRONMENTAL PRIORITY

9. CONTRACT PERIOD — FROM: (MM-DD-YYYY) 10-01-2016 TO: (MM-DD-YYYY) 09-30-2026

7B. TELEPHONE NUMBER (Include Area Code): (660) 744-5328

THIS CONTRACT is entered into between the Commodity Credit Corporation (referred to as "CCC") and the undersigned owners, operators, or tenants (referred to as "the Participant"). The Participant agrees to place the designated acreage into the Conservation Reserve Program ("CRP") or other use set by CCC for the stipulated contract period from the date the Contract is executed by the CCC. The Participant also agrees to implement on such designated acreage the Conservation Plan developed for such acreage and approved by the CCC and the Participant. Additionally, the Participant and CCC agree to comply with the terms and conditions contained in this Contract, including the Appendix to this Contract, entitled Appendix to CRP-1, Conservation Reserve Program Contract (referred to as "Appendix"). By signing below, the Participant acknowledges that a copy of the Appendix for the applicable sign-up period has been provided to such person. Such person also agrees to pay such liquidated damages in an amount specified in the Appendix if the Participant withdraws prior to CCC acceptance or rejection. The terms and conditions of this contract are contained in this Form CRP-1 and in the CRP-1 Appendix and any addendum thereto. BY SIGNING THIS CONTRACT PRODUCERS ACKNOWLEDGE RECEIPT OF THE FOLLOWING FORMS: CRP-1; CRP-1 Appendix and any addendum thereto; CRP-2; CRP-2C; or CRP-2G.

10A. Rental Rate Per Acre $204.62

10B. Annual Contract Payment $14,990

10C. First Year Payment $

(Item 10C applicable only to continuous signup when the first year payment is prorated.)

11. Identification of CRP Land (See Page 2 for additional space)

A. Tract No.	B. Field No.	C. Practice No.	D. Acres	E. Total Estimated Cost-Share
0007632	0009	CP1	73.26	5,495

12. PARTICIPANTS (If more than three individuals are signing, see Page 3.)

	(2) SHARE	(3) SIGNATURE	(4) DATE (MM-DD-YYYY)
A(1) PARTICIPANT'S NAME AND ADDRESS (Zip Code): R-B GRAIN CORPORATION BY DAVID GEBHARDS 15669 US HIGHWAY 275 ROCK PORT, MO 64482-8177	100.00%		
B(1) PARTICIPANT'S NAME AND ADDRESS (Zip Code):	%		
C(1) PARTICIPANT'S NAME AND ADDRESS (Zip Code):	%		

13. CCC USE ONLY   A. SIGNATURE OF CCC REPRESENTATIVE   B. DATE (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 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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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 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.

☐ Original – County Office Copy   ☐ Owner's Copy   ☐ Operator'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.

Page 1 of 3

This form is available electronically.   (See Page 3 for Privacy Act and Public Burden Statements)

CRP-2 (10-22-15)	U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency — CONSERVATION RESERVE PROGRAM WORKSHEET (For General Signup)	1. Tract Number 0007632	2. Program Year 2017

3A. Sign Up Number 49	3B. Effective Date (MM-DD-YYYY) 10-01-2016

4A. Farm Number 0003515	4B. Name and Address of Producer (Zip Code): R-B GRAIN CORPORATION BY DAVID GEBHARDS 15669 US HIGHWAY 275 ROCK PORT, MO 64482-8177	4D. County FSA Office Address (Zip Code): ATCHISON COUNTY FARM SERVICE AGENCY 302 E HWY 136 ROCK PORT, MO 64482-1642

4C. Telephone Number (Include Area code) (660)744-5772	4E. County FSA Office Phone No. (Include Area code) (660)744-5328

5A. State & County Code Admin. Location 29005	5B. State & County Code Physical Location 29005	6. Contract Number	7. Acres for Enrollment 73.26

8. Signup Type GENERAL	9. Rental Rate Per Acre Offered $ 150.00

10. PRACTICES (See Page 3 for additional space):

11. LAND ELIGIBILITY CATEGORY BY ACRES: (Enter the amount eligible for each criteria) 73.26

A. Field No.	B. Practices	C. Practice Status	D. Acres	E. Estimated Total C/S ($)	F. Length	G. N1A Point Value
0009	CP1	NEW	70.00	5250.00	10	10
0009	CP4D	NEW	3.26	391.00	10	40

EI 8 or Greater	0.0
National CPA	0.0
State CPA	0.0
Expiring CRP	

12. National Ranking Factors:

13. N1 Subfactors:

N1	N2	N3	N4	N5	N1a	N1b	N1c
31	55	100	0	17	11	20	0

14. N2 Subfactors:

15. N5 Subfactors:

N2a	N2b	N2c	N5a	N5b	N5c	N5d
0	10	45	14	0	0	3

16. N6 Subfactors:

N6b
29

17. HUC Number: 102400050701

18. Soil Map Data and Maximum Payment Rate Calculations:

	A. Physical Location	B. Soil Survey ID No.	C. Map Unit Symbol	D. Acres	E. Soil Rental Rate	F. Total Rent
(1) Primary	29005	MO005	10174	34.37 X	$ 194 =	$ 6667.78
(2) Secondary	29005	MO005	10110	24.28 X	$ 225 =	$ 5463.00
(3) Tertiary	29005	MO005	10034	12.23 X	$ 194 =	$ 2372.62
			TOTALS	70.88		$ 14503.40

19. Weighted Average Soil Rental Rate (Col. 18F total divided by Col. 18D total) $ 204.62	20. Maximum Payment Rate (Per Acre) $ 204.62

☐ ORIGINAL - COUNTY FSA OFFICE COPY   ☐ FSA PENDING COPY

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

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

CRP-2 (10-22-15)										Page 2 of 3

For Items 21 through 24 *(See Page 4 for additional space)*

21. Tract No.	22. Current Field No.	23. Current Crop or Land Use	24. Crop Land Use Summary							
			A. Offered Acres	B. Crop History Eligible Acres	C. 2008	D. 2009	E. 2010	F. 2011	G. 2012	H. 2013
0007632	0009	SOYBN	73.26	73.26	SOYBN	CORN	SOYBN	CORN	SOYBN	CORN
	25. TOTALS ▶			73.26						

26. PRODUCER'S CERTIFICATION:

By signing below I certify to all of the following: (1) All of the Environmental Benefits Index (EBI) factors and subfactors N1 through N5 have been explained to me; (2) I have been informed that planting an approved mixture of covers that benefit wildlife, enhancing the existing cover to provide a mixture that benefits wildlife, if applicable, and/or thinning existing trees and creating and maintaining open areas of approved herbaceous cover may enhance the acceptability of the offer; (3) I have been informed that if my offer to thin existing trees is accepted, the thinning must be completed within three years of the effective date of the contract regardless of market conditions or size of the tree; (4) I have been informed of the estimated cost of establishing the cover offered; (5) I have been informed that offering a per acre rental payment less than the calculated annual maximum payment rate may enhance the acceptability of the offer; (6) I have been informed that I may be required to pay for a measurement service on the acreage offered before such acreage may be enrolled in the CRP; (7) I have been informed that if my offer is accepted, then contract management activities, as applicable, are required to be performed on all practices; (8) I have been informed that certain land enrolled in the EQIP pursuant to regulations at 7 CFR Part 1466 is ineligible for enrollment in the CRP; (9) To the best of my knowledge and belief the acreage of crops and land listed herein, if applicable, are true and correct; and (10) The signing of this form gives USDA representatives authorization to enter and inspect crops and land uses and for other purposes on the above identified land.

I understand that an inaccurate certification could result in a payment reduction or loss of program benefits.

26A. Signature (By)	26B. Title/Relationship of the Individual if Signing in a Representative Capacity	26C. DATE *(MM-DD-YYYY)*

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

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

222-230   (Reserved)

Section 5   CCRP Signup

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.

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: • 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.	Enter a description or use the preset description based on the TERRA scenario. This is a required field. **Important:** Do not modify the scenario description from the original XML file.
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. **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.

231   Continuous Signup Offer Enrollment Page (Continued)

C Field Descriptions and Actions (Continued)

Field	Description	Action
Is Cost Share requested?	Indicates whether or not the producer has requested C/S to establish a permanent cover and/or management activity. A selection of "Yes" will pick up the C/S rate from the table. See paragraph 147.	Select "Yes" or "No" from the drop-down list. This is a required field.
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.
Hydrologic Unit Code	Drainage basins in the United States have been divided and sub-divided 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.	Select the **HUC** from the available drop-down list based on the 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.
Offered Cropland Acres	The number of acres of cropland that are within the area offered. **Note:** Minimum offer size is 0.01.	Enter the **offered cropland acres** or use the preset value based on the TERRA scenario. This is not a required field.

C   Field Descriptions and Actions (Continued)

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

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 <100000>. Valid range for *Cropland Acreage* value is <0 through 9,999.99>	Cropland acreage has a limit and the entered value cannot exceed 9,999.99.	Enter a number between 0.00 and 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 *Wellhead Cropland* Acreage value is <0 through 9,999.99>	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 *c*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 *Marginal Pasture Land* Acreage value is <0 through 9,999.99>	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 *Re-Enrolling Acres* value is <0 through n.dd>	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.

231   CCRP Signup Offer Enrollment Page (Continued)

   E   Page Error Messages (Continued)

Error Message	Description	Corrective Action
Unknown error encountered on OfferEnrollmentInformation page at location Unknown ErrorMessage:com.microsoft.sqlserver.jdbc.SQLServerException : OfferScenario:BS_CREATE_FAILED: **Violation of UNIQUE KEY constraint** 'AK_EWT40OFFER_EWT40OFR'. Cannot insert duplicate key in object 'dbo.EWT40OFRSC'. The duplicate key value is (1444, 29, 005, 0007632, 2017, TERRA_MO005_F3515_T7632_S1). ErrorCode:014442900500076322017 02. 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.).

231   CCRP Signup Offer Enrollment Page (Continued)

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

C Field Descriptions and Actions (Continued)

Field	Description	Action
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. **Note:** Assigned producers **do** print on CRP-1 and/or CRP-2C regardless of their shares.	Left-click in the box to place a checkmark (✓) next to the 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. **Note:** Only 1 producer can be selected.	Left-click the radio button of the primary contact. This is a required selection.

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.

232   CCRP Signup Offer Assigned Producer Page (Continued)

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

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.

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	Description	Action
Field Number	Enter first field number within the 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 the field number. No action required unless the field numbers are incorrect from the TERRA scenario. This is a required field. **Note:** Field number will be greyed out if "**Edit**" was selected from the table at the bottom of the Crop History Page.
Offered Acres	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 • 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 an ineligible offer.	Enter the offered acres or CLICK "**Edit**" in the table at the bottom of the Crop History Page to display the offered acres imported from the TERRA scenario. No action required unless the acres are incorrect. This is a required field.
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.

234   CCRP Signup Offer Crop History Page (Continued)

C Field Descriptions and Actions (Continued)

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. • 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. **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	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 Report	CLICK "**578 Data Report**" to display in PDF any available information for 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	CLICK "**Add Crops**" if a crop is not available in the drop-down list, 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 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.

234   CCRP Signup Offer Crop History Page (Continued)

E   Page Error Messages (Continued)

Error Message	Description	Corrective Action
There must be at least 4 years crop history (exclude the current crop) for this signup	A minimum of 4 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.
Invalid value <nn.dd>. Valid range as per Farm Records for Acres for Enrollment is <nn.dd through 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.
Total expiring acres cannot exceed Enrolled acres	The sum of the fields does not match the cropland acres entered on the Enrollment Page.	Add additional fields or update the Enrollment Page to correct number 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 information has been entered.	A minimum of 4 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.
All fields must have at least 4 years of crop history excluding current crop year.	A minimum of 4 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	All fields must be entered until the total acres match the acres for enrollment.	Add all fields until the total matches the acres from the Enrollment Page.
Offered acres are greater than Eligible acres. Offer will be determined **ineligible**.	The eligible acres must be equal to or greater than the offered acres; otherwise, the offer will be determined ineligible.	Enter number of acres (in hundredths) of offered acres not to exceed the eligible acres.

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.

Home	About COLS	Help	Contact Us	Exit CRP	Logout of eAuth

FSA State:	Mississippi	FSA County:	Marion	Signup:	Continuous SU51

Scenario Description TERRA_MS091_F3920_T5500_S1 **Physical Location** Mississippi/Marion

Tract Number	0005500	**Expiring CRP Acres**	0.00	**Expiring GRP Acres**	0.00
Cropland Acres	5.05	**MPL Acres**	0.00	**Non Cropland Acres**	0.00

Field Number *　[　]　**Offered Acres** *　[　]　**Eligible Acres** *　[　]

Current Crop *	No Crop History	2007 Crop *	No Crop History
2013 Crop *	No Crop History	2006 Crop *	No Crop History
2012 Crop *	No Crop History	2005 Crop *	No Crop History
2011 Crop *	No Crop History	2004 Crop *	No Crop History
2010 Crop *	No Crop History	2003 Crop *	No Crop History
2009 Crop *	No Crop History	2002 Crop *	No Crop History
2008 Crop *	No Crop History		

[Add] [Reset]　◀ ▶

Field Number	Current Crop	Offered Acres	Eligible Acres	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	
0037	GRASS	0.75	0.75	CORN	GRASS	GRASS	GRASS	GRASS	GRASS	GRASS	GRASS	GRASS	GRASS	GRASS	CORN	Edit Delete
0035	CORN	0.90	0.90	CORN	CORN	GRASS	GRASS	GRASS	GRASS	GRASS	CORN	CORN	GRASS	GRASS	GRASS	Edit Delete
0025	CRP /GRASS	0.52	0.52	CRP GRASS	CRP GRASS	CRP GRASS	CRP	CRP	CRP	CRP	CRP	CRP	CRP	CRP	CRP	Edit Delete
0023	GRASS	1.07	1.07	GRASS	GRASS	GRASS	GRASS	GRASS	GRASS	CORN	GRASS	GRASS	CORN	CORN	GRASS	Edit Delete
0015	GRASS	0.91	0.91	GRASS	GRASS	GRASS	GRASS	CORN	CORN	GRASS	GRASS	CORN	CORN	SOYBN	GRASS	Edit Delete
0014	CORN	0.50	0.50	CORN	GRASS	GRASS	GRASS	CORN	GRASS	GRASS	GRASS	CORN	CORN	CORN	GRASS	Edit Delete
0013	CORN	0.40	0.40	CORN	GRASS	GRASS	GRASS	CORN	GRASS	GRASS	GRASS	CORN	CORN	CORN	GRASS	Edit Delete
Total		5.05	5.05													

[578 Data Report] [Add Crops]　**Acres For Enrollment** [5.05]

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.

B Example of Practice Page

The following is an example of the Practice Page.

Home	About COLS	Help	Contact Us	Exit CRP	Logout of eAuth

| FSA State: | Mississippi | FSA County: | Marion | Signup: | Continuous SU51 |

Scenario Description	TERRA_MS091_F3920_T5500_S1	Physical Location	Mississippi/Marion
Tract Number	0005500	Expiring CRP Acres	0.00	Expiring GRP Acres	0.00
Cropland Acres	5.05	MPL Acres	0.00	Non Cropland Acres	0.00

Practice has been successfully updated.

Field/Acre	* –Select–	Est. Cost-Share/Acre ($)	0.00
Practice Code	* –Select–	Pivot Corners	–Select–
Practice Length	–Select–	Will LLP be planted anytime during the contract period?	–Select–
Practice Status	–Select–		

Cropland

Cropland Acres	0.00
Expiring CRP Acres	0.00
Expiring GRP Acres	0.00
Infeasible To Farm Acres	0.00
Expiring CRP Infeasible To Farm Acres	0.00
Wellhead Acres	0.00
Expiring CRP Wellhead Acres	0.00

Non-Cropland

MPL Acres	0.00
Expiring CRP MPL Acres	0.00
Non Cropland Acres/Other Acres	0.00
Expiring CRP Non-Cropland/Other Acres	0.00
Expiring GRP Non-Cropland/Other Acres	0.00

Practice Acres

Incentive Rate/Acre (%)   %   SIP Incentive Rate/Acre ($)
Maintenance Rate ($)   –Select–

[Add] [Reset]

→ Practice Details ◄ ►

Field Number	Practice Code	Practice Length	Cropland Acres	MPL Acres	Non Cropland Acres/Other Acres	Practice Acres	Expiring CRP Acres	Expiring GRP Acres	Estimated Cost Share ($)	Incentive Rate (%)	Maintenance Rate ($)	SIP Incentive Rate ($)	
0013	CP37	10	0.40	0.00	0.00	0.40	0.00	0.00	0	20.00	0.00	10.00	Edit Delete
0014	CP37	10	0.50	0.00	0.00	0.50	0.00	0.00	0	20.00	0.00	10.00	Edit Delete
0015	CP21	10	0.91	0.00	0.00	0.91	0.00	0.00	0	20.00	10.00	10.00	Edit Delete
0023	CP21	10	1.07	0.00	0.00	1.07	0.00	0.00	0	20.00	10.00	10.00	Edit Delete
0025	CP37	10	0.52	0.00	0.00	0.52	0.00	0.00	0	20.00	0.00	10.00	Edit Delete
0035	CP23	10	0.90	0.00	0.00	0.90	0.00	0.00	0	20.00	0.00	15.00	Edit Delete
0037	CP22	10	0.75	0.00	0.00	0.75	0.00	0.00	0	20.00	10.00	10.00	Edit Delete
Total			5.05	0.00	0.00	5.05	0.00	0.00					

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-". **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. **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**. **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 multiyear practices. **Note:** If only 1 practice length applies, the system will default to that 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.
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.

235   CCRP Signup Complete Offer Practice Page (Continued)

C   Field Descriptions and Actions (Continued)

Field	Description	Action
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. **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.
Will LLP be planted anytime during the contract period?	To establish or re-establish LLP stands at densities that benefit wildlife species and protect water quality. Selections are "-Select-", "Yes", or "No". The default value is "-Select-".	Use drop-down list to indicate if LLP applies or not. **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.

235   CCRP Signup Complete Offer Practice Page (Continued)

C   Field Descriptions and Actions (Continued)

Field	Description	Action
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.
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.

235 CCRP Signup Complete Offer Practice Page (Continued)

C Field Descriptions and Actions (Continued)

Field	Description	Action
Expiring GRP Non-Cropland/ Other Acres	Acres subject to a GRP easement or rental agreement and does not meet the definition of "cropland" according to 10-CM. The default value is "0.00".	Enter number of acres (in hundredths) of expiring GRP noncropland/other for the field.
Incentive Rate/Acre (%)	The applicable incentive rate percent per acre for the selected practice on the signup.	Display field only.
SIP Incentive Rate/Acre ($)	The applicable SIP incentive dollar amount per acre for the selected practice on the signup.	Display field only.
Maintenance Rate ($)	The applicable maintenance rate will display from the available drop-down list.	Select the "**Maintenance Rate ($)**" from the available drop-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". **Note:** Only 1 field can be selected at a time.	Use drop-down list to select the field/acre response.
Practice Code is required field.	A practice code selection is required before the software will allow the employee to select "Add". **Note:** Only 1 practice can be selected at a time.	Use drop-down list to select the practice code response.
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.	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>.	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.

235   CCRP Signup Complete Offer Practice Page (Continued)

   E   Page Error Messages (Continued)

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

E   Page Error Messages (Continued)

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

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

235   CCRP Signup Complete Offer Practice Page (Continued)

F   Page Warning Messages (Continued)

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

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.

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 number and acres will display for selection.	Use the drop-down list and select the desired **practice**. This is an optional field.

236 CCRP Signup Offer NDSF Page (Continued)

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
Practice is required 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.

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.

237   CCRP Signup Offer Complete NDSF Page (Continued)

   C   Field Descriptions and Actions (Continued)

Field	Description	Action
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 number of acres from the field, in hundredths, to be included in the offer, as follows: • 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.	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.

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

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.

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". **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.	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	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 left blank.	Enter a minimum of 0.01 acres not to exceed the remaining available acres on the offer.
Map Unit Symbol is required field.	The "MUSYM" field cannot be left blank.	Use the drop-down list and select the desired MUSYM.
Try to add duplicate soil record in soil Category: Predominant Soils for Entire Offer, please check the input field(s) for correctness	The selected MUSYM has already been added for the selected soil categories. Duplicates are not allowed.	Use the drop-down list and select a different MUSYM.
Soil category: Predominant Soils for Entire Offer have total soil acreages exceed the maximum acreage allowed <n.dd>	The ITF acres must be entered separately using the soil categories, "Infeasible to Farm acres for continuous signup" from the drop-down list.	Use the drop-down list and select a different soil categories. **Note:** The appropriate "Predominant Soils for Entire Offer" MUSYM must be adjusted down based on the ITF acres entered.

238   CCRP Signup Offer Predominant Soils Page (Continued)

   E   Page Error Messages (Continued)

Error Message	Description	Corrective Action
Soil category: Cropland sub portion WOUT Longleaf Pine: Used for EI Eligibility (Case 18.3), the maximum remaining acreage allowed is 0	The soils for the Cropland subportion without LLP have been entered and additional acres cannot be added.	Corrective Action: Validate that the soils added for the "Cropland WOUT Longleaf Pine" represent the top 3 soils for the no LLP portion of the offer. Also validate that the soils for the "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 the remaining soil group(s) in the Soil Categories drop down box	After predominant soil information has been entered the warning message appears on the second Soils (Subportion) Page after the forward arrow is clicked if the offer requires soil subportions to be added. **Examples:** LLP offers will 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.	The Soils Subportion Page defaults to the first subportion category that is shown in the "Soils Categories" drop-down list. After entering soils for that subportion, select another subportion from the drop-down list and enter soils for that subportion.

238   CCRP Signup Offer Predominant Soils Page (Continued)

F   Page Warning Messages (Continued)

Warning Message	Description	Corrective Action
Note: Soil category: Predominant Soils for Entire Offer, can have either: (1) 1 or 2 soil types with the total acreage equal to the total soil category acres nn.dd or, (2) Maximum 3 soil types with the total soil acreage less than or equal to the total soil category acres nn.dd	If the total soil acres are less than the offered acres, the offer will not proceed unless there are 3 soils entered. **Note:** The soil acres must equal the offered acres with only 1 or 2 soils.	Verify previously added soil acres are entered correctly. If acres are correct, add 1 or 2 more soils to display maximum predominant 3 soils for the offer.
Try to add duplicate soil record in soil Category: Predominant Soils for Entire Offer, please check the input field(s) for correctness	The selected MUSYM has already been added for the selected soil categories. Duplicates are not allowed.	Use the drop-down list and select a different MUSYM.

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.

Home	About COLS	Help	Contact Us	Exit CRP	Logout of eAuth

FSA State:	Mississippi	FSA County:	Marion	Signup:	Continuous SU51

Scenario Description	TERRA_MS091_F3920_T5500_S1	Physical Location		Mississippi/Marion	
Tract Number	0005500	Expiring CRP Acres	0.00	Expiring GRP Acres	0.00
Cropland Acres	5.05	MPL Acres	0.00	Non Cropland Acres	0.00

Maximum Payment Rate $29.20

Rental Rate Offer [ ] ← Calculate ←

Annual Contract Payment $0.00

Practice Code	Practice Acres	SIP Acres	SIP Payment Years	SIP Incentive Rate/Acre ($)	SIP Amount ($)
CP37	1.42	1.16	10	10.00	116.00
CP23	0.90	0.90	10	15.00	135.00
CP22	0.75	0.75	10	10.00	75.00
CP21	1.98	1.98	10	10.00	198.00
Total	5.05	4.79			524.00

Note: The calculated SIP will display at the bottom of the Offered Rental Rate Page, if applicable.

239   CCRP Signup Offered Rental Rate Page (Continued)

   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 Offer	This is the producer offered rental rate entered on CRP-1. **Note:** A rate entered that exceeds the "Maximum Payment Rate" will result in an ineligible offer determination.	Enter a minimum of $0.01 not to exceed $99,999.99.
SIP Amount ($)	The total SIP incentive dollar amount for the offer.	Display field only.

   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 required field.	This field cannot be left blank. Enter a value between $0.01 and $99,999.99.	Enter a number between 0.01 and 99,999.99.
Rental Rate Offer contains invalid number.	Rental rate offered must be a value between $0.01 and 9,999.99. No alphabet or special characters allowed.	Enter a number between 0.01 and 99,999.99.
Invalid value <nnnnnnn.dd>. Valid range for Rental Rate Offered value is <0.01 through 99999.99>	Any value entered that does not fall between a valid range of $0.01 and $99,999.99 will result in an error.	Enter a number between 0.01 and 99,999.99.

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 greater than Maximum Payment Rate	The offered rental can be greater than the calculated payment rate; however, it will result in an ineligible offer.	Verify the amount entered is correct.
Percent Eligible is Less than Minimum Percent required for various land Eligibility.	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.
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 Practice Page when the following happens: 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. To continue forward with this offer the message will display again on the Check Eligibility Page and the offer will be ineligible.	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.
The Capped Maximum Payment Rate is <$XX,XXX.XX>. An Offered Rental Rate greater than this amount will result in an Ineligible offer.	The producer's offered rental rate is greater than the capped maximum payment for the signup.	Verify offered rental rate is correct; otherwise, revise the offered rental rate. **Note:** Offered rental rate greater than the capped payment rate for the 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.

Home	About COLS	Help	Contact Us	Exit CRP	Logout of eAuth

FSA State:	Mississippi	FSA County:	Marion	Signup:	Continuous SU51

Scenario Description	TERRA_MS091_F3920_T5500_S1	Physical Location		Mississippi/Marion	
Tract Number	0005500	Expiring CRP Acres	0.00	Expiring GRP Acres	0.00
Cropland Acres	5.05	MPL Acres	0.00	Non Cropland Acres	0.00

Maximum Payment Rate	Rental Rate Offer	Annual Contract Payment
$29.20	29.20	$147.00
	Calculate	

◀ ▶

Practice Code	Practice Acres	SIP Acres	SIP Payment Years	SIP Incentive Rate/Acre ($)	SIP Amount ($)
CP37	1.42	1.16	10	10.00	116.00
CP23	0.90	0.90	10	15.00	135.00
CP22	0.75	0.75	10	10.00	75.00
CP21	1.98	1.98	10	10.00	198.00
Total	**5.05**	**4.79**			**524.00**

   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.

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 history requirements and is it physically and legally capable of being planted in a normal manner?	County Office is verifying land eligibility requirements have been met.	Select "Yes" or "No" from the drop-down list.
Has Landlord-Tenant requirement been met?	County Office is verifying producer eligibility requirements have been met.	Select "Yes" or "No" from the drop-down list.
Has the Producer owned or operated the offered acreage for at least 12 months or does a waiver apply?	County Office is verifying land ownership requirements have been met.	Select "Yes" or "No" from the drop-down list.

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 required entry fields.	All eligibility questions must have a "Yes" or "No" selected.	Select "Yes" or "No" from the drop-down list.
Unknown error encountered on GSOP Action page at location GSOP Action: process Link Action Error Message: java. lang. Null Pointer Exception: null Error Code: Unknown. Please email this error to technical support.	A previously available practice for the selected signup has been removed. **Example:** Continuous signups originally had CP38E-10 assigned as an available practice until it was removed.	Create a brand-new offer using the upload GIS offer process and select a practice that is still available for the signup.

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 responses below.	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.
Rental Rate Offered is greater than Maximum Payment Rate.	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.
Percent Eligible is Less than Minimum Percent required for various land Eligibility.	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.
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 (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. This offer is ineligible.	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.

240   CCRP Signup Offer Eligibility Questions Page (Continued)

F   Page Warning Messages (Continued)

Warning Message	Description	Corrective Action
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.

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

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 required field.	The date field cannot be left blank when the "Submit" button is selected.	Enter a valid date.
Date participant delivers offer is in invalid date field format <nnnnnnn>. Valid format is MM/DD/YYYY.	The date field must be in a valid format of MM/DD/YYYY.	Enter a valid date.
Submit Date should be between the Signup Start Date and Today's Date.	The date must not be before the signup start date or after the current date.	Enter a valid 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. **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. **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.	Enter a valid **farm number**. This is an optional field.
Tract Number	Allows the user to select the applicable tract number. Field length is 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.	Enter a valid **tract number**. This is an optional field.

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.

242   CCRP Signup Submit Offer Search 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 invalid number.	Does not allow alphabetical characters.	Enter a valid program year.
Program Year contains invalid number. <###>	Does not allow special characters or a combination of alphabetical, numbers and special characters.	Enter a valid 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.

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
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 offer to a "Submitted" status.

243   CCRP Signup 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 GSOP Action page at location GSOP Action: process Link Action Error Message: java. lang. Null Pointer Exception: null Error Code: Unknown. Please email this error to technical support.	A previously available practice for the selected signup has been removed. **Example:** Continuous signups originally had CP38E-10 assigned as an available practice until it was removed.	Create a brand-new offer using the upload GIS offer process and select a practice that is still available for the signup.

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.

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 delivers offer	This is the date the producer signs CRP-2C and CRP-1. Valid format is MM/DD/YYYY.	Enter valid date.

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

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 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 "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. **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.
Farm Number	Allows the user to select the applicable farm number. Field length is 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.	Enter a valid **farm number**. This is an optional field.
Tract Number	Allows the user to select the applicable tract number. Field length is 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.	Enter a valid **tract number**. This is an optional field.

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

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 for Plan	Allows the user to place a checkmark next to an available submitted offers with an "Submitted" status to move them to a "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.	Click in the box to place a checkmark (✔) next to the offers for selection.

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 GSOP Action page at location GSOP Action: process Link Action Error Message: java. lang. Null Pointer Exception: null Error Code: Unknown. Please email this error to technical support.	A previously available practice for the selected signup has been removed. **Example:** Continuous signups originally had CP38E-10 assigned as an available practice until it was removed.	Create a brand-new offer using the upload GIS offer process and select a practice that is still available for the signup.

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. **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. **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.	Enter a valid **farm number**. This is an optional field.
Tract Number	Allows the user to select the applicable tract number. Field length is 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.	Enter a valid **tract number**. This is an optional field.

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 invalid number.	Does not allow alphabetical characters.	Enter a valid 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 invalid number. <###>	Does not allow special characters or a combination of alphabetical, numbers and special characters.	Enter a valid 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.

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

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.

250   CCRP 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 "Submitted 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 "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. **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. **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.	Enter a valid **farm number**. This is an optional field.
Tract Number	Allows the user to select the applicable tract number. Field length is 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.	Enter a valid **tract number**. This is an optional field.

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 "◀".

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.

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 submitted.	When the "COC Approval" button is clicked more than once very quickly, it will try to submit the offer multiple times.	**Do not** click the "COC Approval" button more than once.
Errors Signup (Signup Name SUXX) is temporarily disabled for COC Approval.	The COC approval freeze date has been set in the configuration system and will not allow a county user to approve the offer.	The continuous signup has been temporarily disabled for approvals by the National Office.
Unknown error encountered on GSOP Action page at location GSOP Action: process Link Action Error Message: java. lang. Null Pointer Exception: null Error Code: Unknown. Please email this error to technical support.	A previously available practice for the selected signup has been removed.	Create a brand-new offer using the upload GIS offer process and select a practice that is still available for the signup.

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.

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 Date	The date of the DAFP representative signature found on the National Office memo or FSA-321. Valid format is MM/DD/YYYY.	Enter a valid date.
COC Approval Date	The date of the CCC representative signature found on CRP-1, block 13B. Valid format is MM/DD/YYYY.	Enter a valid date.
Effective Start Date	The effective start date of the contract found on CRP-1, block 9. Valid format is MM/DD/YYYY.	No action required.

D   Page Options

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

Option	Action
COC Approval	CLICK "**COC Approval**" to approve the offer. The Contract Number 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 submitted.	When the "COC Approval" button is clicked more than once very quickly, the system will try to submit the offer multiple times.	**Do not** click the "COC Approval" button more than once.
Cannot submit offer for COC Approval. The Effective Start Date must be the 1st day of the month.	All offers must start on the first day of the month entered.	Change to the first day of the month.
Cannot submit offer for COC Approval. Effective Start Date should be between 10/01/YYYY and 09/30/YYYY based on the program year selected.	The effective start date must fall within the entered program year date range of 10/01/YYYY and 09/30/YYYY.	Enter a valid date range.
COC Approval Date is required field.	The date must be entered to approve the offer. **COC approval date validation.**	Enter a valid date. **Note:** DAFP waiver date does not override this rule.

E   Page Error Messages (Continued)

Error Message	Description	Corrective Action
COC Approval Date is in invalid date field format <M/D/YY>. Valid format is MM/DD/YYYY.	The date field must be in a valid format of MM/DD/YYYY.	Enter a valid date. **Note:** DAFP waiver date does not override this rule.
Cannot submit offer for COC Approval. COC Approval Date should be between the Signup Start Date MM/DD/YYYY and Today's Date.	The entered date does not fall between the required dates.	Enter a valid date that falls between the signup start date and the current date. **Note:** DAFP waiver date does not override this rule.
DAFP Waiver Date is in invalid date field format <M/D/YY>. Valid format is MM/DD/YYYY.	The date field must be in a valid format of MM/DD/YYYY.	Enter a valid date.
Cannot submit offer for COC Approval. The DAFP Waiver Date MM/DD/YYYY should be equal to or later than the Date Participant Delivers Offer MM/DD/YYYY.	The offer must be submitted with a valid producer signature date before DAFP waives any policy rules.	Enter a valid date that is equal to or later than the submitted date of the offer.
Cannot submit offer for COC Approval. DAFP Waiver Date cannot be later than today's date.	DAFP approval date must be the current date or prior.	Enter a valid date.
Cannot submit offer for COC Approval. The COC Approval Date must be before the Effective Start Date. DAFP Waiver date is required.	The offer must be approved before the effective start date.	Enter a valid date that is before the effective start date on the offer.
Cannot submit offer for COC Approval. The Effective Start Date cannot be before the Date Participant delivers offer. DAFP Waiver date is required.	The entered date is before the submit date on the offer.	Enter a valid date that is after the submitted date on the offer.

252   CCRP Signup Offer COC Approval Page (Continued)

E   Page Error Messages (Continued)

Error Message	Description	Corrective Action
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.
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/member on the offer and identify which ones are missing a valid filed 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

OK

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 display when the CCMS Shared Service is not available: "The Conservation Contract 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."	The CCMS shared service is not available to retrieve the assigned contract number.	Wait a few minutes and try again. If it is not available after 30 minutes, log a ticket with the Help Desk.

A   Example of Enrollment Information Report for Continuous Signup

The following is an example of an Enrollment Information Report for a continuous signup.

Enrollment Information

Signup Name	Continuous SU51				
Scenario	TERRA_MS091_F3920_T5500_S1			Offer	Submitted For Plan
Farm Number	0003920	Submitted Date	09/27/2018	Status	Active
Tract Number	0005500	DAFP Waiver Date		Eligible	Yes
Program Year	2018	COC Approval Date		Submitted	Yes

Physical State/County	28091		Acres for Enrollment	5.05
Administrative	28091		Cropland Acres	5.05
Hydrologic Unit Code	031800040303		Infeasible to Farm Acres	0.26
Is Cost Share	Yes		Marginal Pastureland	0.00
Maintenance Rate($)	5.41		Wellhead Cropland	0.00
Offer Location Latitude	31.15800		Effective Start Date	
Offer Location	-89.73040		Rental Rate Offered($)	29.20

Producer Information

Producer Name	Producer Share	Address	Producer Type	Primary Contact
GREGORY K PRINE	100.00%	60 DYESS CIR COLUMBIA, MS 39429-9254	OWNER	Y

Crop History

Field Number	Current Crop	Offered	Eligible Acres	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002
0013	CORN	0.40	0.40	CORN	GRASS	GRASS	GRASS	CORN	GRASS	GRASS	GRASS	CORN	CORN	CORN	GRASS
0014	CORN	0.50	0.50	CORN	GRASS	GRASS	GRASS	CORN	GRASS	GRASS	GRASS	CORN	CORN	CORN	GRASS
0015	GRASS	0.91	0.91	GRAS	GRASS	GRASS	GRASS	CORN	CORN	GRASS	GRASS	CORN	CORN	SOYBN	GRASS
0023	GRASS	1.07	1.07	GRAS	GRASS	GRASS	GRASS	GRASS	GRASS	CORN	GRASS	GRASS	CORN	CORN	GRASS
0025	CRP	0.52	0.52	CRP	CRP	CRP	CRP	CRP	CRP	CRP	CRP	CRP	CRP	CRP	CRP
0035	CORN	0.90	0.90	CORN	CORN	GRASS	GRASS	GRASS	GRASS	GRASS	CORN	CORN	GRASS	GRASS	GRASS
0037	GRASS	0.75	0.75	CORN	GRASS	GRASS	GRASS	GRASS	GRASS	GRASS	GRASS	GRASS	GRASS	GRASS	CORN
Total		5.05	5.05												

Practice Acres

Field Number	Practice Code	Practice Length	Practice Acres	Acres	Enrolling	Expiring CRP	Expiring GRP
0013	CP37	10	0.40	Cropland	0.33	0.00	0.00
				Infeasible To Farm	0.07	0.00	0.00
0014	CP37	10	0.50	Cropland	0.41	0.00	0.00
				Infeasible To Farm	0.09	0.00	0.00
0015	CP21	10	0.91	Cropland	0.91	0.00	0.00

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254 CCRP Enrollment Information Report (Continued)

A Example of Enrollment Information Report for Continuous Signup (Continued)

Field Number	Practice Code	Practice Length	Practice Acres	Acres			
						Expiring	
				Acres	Enrolling	CRP	GRP
0023	CP21	10	1.07	Cropland	1.07	0.00	0.00
0025	CP37	10	0.52	Cropland	0.42	0.00	0.00
				Infeasible To Farm	0.10	0.00	0.00
0035	CP23	10	0.90	Cropland	0.90	0.00	0.00
0037	CP22	10	0.75	Cropland	0.75	0.00	0.00

Practice Additional Information

Field Number	Practice Code	Practice Length	Practice Status	Indicators		Rates Per Acre			
				Long Leaf Pine	Pivot Corners	Estimated Cost Share ($)	Incentive Rate(%)	Maintenance Rate($)	SIP Incentive 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	20.00	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

Non Delineated Sub Fields

Practice Code	Category	Category Acres
CP21	Organic - Certified Farm	1.07
	Organic - Transitioning to Organic Production	0.91
CP22	Denitrification - Bioreactor	0.75
	Total Category	2.73

Soils

254   CCRP Enrollment Information Report (Continued)

A   Example of Enrollment Information Report for Continuous Signup (Continued)

Infeasible 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**

Predominant Soils for Entire 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**

A   Example of Enrollment Information Report for Continuous Signup (Continued)

Land Distribution

Maximum Payment Rate	Rental Rate Offer	Annual Contract Payment
$29.20	$29.20	$147.00

Practice Code	Practice Acres	SIP Acres	SIP Payment Years	SIP Incentive Rate/Acres ($)	SIP Amount ($)
CP37	1.42	1.16	10	10.00	116.00
CP23	0.90	0.90	10	15.00	135.00
CP22	0.75	0.75	10	10.00	75.00
CP21	1.98	1.98	10	10.00	198.00
Total	5.05	4.79			524.00

Eligibility Response

Eligibility Criteria	Eligibility
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

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A   Example of CRP-1 for Continuous Signup

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

A   Example of CRP-1 for Continuous Signup (Continued)

CRP-1 (10-22-15)   Page 2 of 2

CONTINUATION OF ITEM 11 – Identification of CRP Land

A. Tract No.	B. Field No.	C. Practice No.	D. Acres	E. Total Estimated C/S	F. CONTRACT PERIOD (MM-DD-YYYY)	
					(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		

☐ Original – County Office Copy   ☐ Owner's Copy   ☐ Operator's Copy

B   Example of CRP-2C for Continuous Signup

The following is an example of CRP-2C for a continuous signup.

Page 1 of 6

This form is available electronically. (See Page 2 for Privacy Act and Paperwork Reduction Act Statements.)

CRP-2C (10-22-15)   **U.S. DEPARTMENT OF AGRICULTURE** — Farm Service Agency

CONSERVATION RESERVE PROGRAM WORKSHEET (For Continuous Signup)

1. Tract Number: 0005500	2. Program Year: 2018
3A. Sign Up Number: 51	3B. Effective Date (MM-DD-YYYY):

4A. Farm Number	4B. Name and Address of Producer (Zip Code)	4D. County FSA Office Address (Zip Code)
0003920	GREGORY K PRINE 60 DYESS CIR COLUMBIA, MS 39429-9254	MARION COUNTY FARM SERVICE AGENCY 4 BELLEWOOD PK, STE C COLUMBIA, MS 39429-6464
	4C. Telephone Number (Include Area Code) (601) 736-3313	4E. County FSA Office Phone No. (Include Area Code) (601) 731-5400 x2

5A. State & County Code Admin. Location: 28091	5B. State & County Code Physical Location: 28091	6. Contract Number	7. Acres for Enrollment: 5.05

8. Is Cost-Share Requested?	9. Rental Rate Per Acre Offered	10. Signup Type (Check one):
YES ✓ NO ☐	$ 29.20	Continuous ✓ CREP ☐ FWP ☐

11. Practices (See Page 3 for additional space)

12. HUC Number: 031800040303

A. Field No.	B. Practices	C. Acres	D. Estimated Total C/S	E. Length	13. Land Eligibility Category by Acres: (Enter the amount eligible for each criteria.)	
0013	CP37	0.40	0.00	10	Marginal Pastureland	0.00
0014	CP37	0.50	0.00	10	CREP Acres	0.00
0015	CP21	0.91	0.00	10	Wellhead Protection Acres	0.00
0023	CP21	1.07	0.00	10	Expiring CRP	0.00
0025	CP37	0.52	0.00	10	Infeasible to Farm	0.26
0035	CP23	0.90	0.00	10	Other Cropland	5.05
0037	CP22	0.75	0.00	10	HEL EI $\geq$ 20	0.00

14. Soil Map Data and Maximum Payment Rate Calculations:

	A. Physical Location	B. Soil Survey ID No.	C. Map Unit Symbol	D. Acres	E. Soil Rental Rate	F. Total Rent
(1) Primary	28091	MS091	FaC	2.72 x	$ 20 =	$54.40
(2) Secondary	28091	MS091	FaB	1.34 x	$ 20 =	$26.80
(3) Tertiary	28091	MS091	ShB	0.73 x	$ 20 =	$14.60
			TOTALS	4.79		$95.80

15. Weighted Average Soil Rental Rate (Col. 14F total divided by Col. 14D total): $ 20.00

16. Total Incentive (If applicable) (Item 15 times 14D times applicable incentive percentage): $ 19.16

17. Soil Map Data and Maximum Payment Rate Calculations. For Infeasible to farm Acreage:

	A. Physical Location	B. Soil Survey ID No.	C. Map Unit Symbol	D. Acres	E. Soil Rental Rate	F. Total Rent
(1) Primary	28091	MS091	FaC	0.26 x	$ 20 =	$ 5.20
(2) Secondary				x	$ =	$
(3) Tertiary				x	$ =	$
			TOTALS	0.26		$ 5.20

CONTRACT TOTALS

18. Weighted Average Soil Rental Rate Plus Total Incentive (14F + 16 + 17F) divided by (14D + 17D): $ 23.79

19. Weighted Average Maintenance Rate for Contract: $ 5.41

20. Maximum Payment Rate (Item18 + Item 19): $ 29.20

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255   CCRP CRP-1 and CRP-2C (Continued)

B   Example of CRP-2C for Continuous Signup (Continued)

CRP-2C (10-22-15)   Page 2 of 6

Items 21 through 24 *(See Page 4 for additional space)*											
21. Tract No.	22. Current Field No.	23. Current Crop or Land Use	24. Crop Land Use Summary								
			A. Offered Acres	B. Eligible Acres	C. 2002	D. 2003	E. 2004	F. 2005	G. 2006	H. 2007	I. ___
0005500	0013	CORN	0.40	0.40	GRASS	CORN	CORN	CORN	GRASS	GRASS	
0005500	0014	CORN	0.50	0.50	GRASS	CORN	CORN	CORN	GRASS	GRASS	
0005500	0015	GRASS	0.91	0.91	GRASS	SOYBN	CORN	CORN	GRASS	GRASS	
0005500	0023	GRASS	1.07	1.07	GRASS	CORN	CORN	GRASS	GRASS	CORN	
0005500	0025	CRP /GRASS	0.52	0.52	CRP	CRP	CRP	CRP	CRP	CRP	
		25. TOTAL ▶	3.40								

26.   PRODUCER'S CERTIFICATION:

By signing below I certify to all of the following: (1) I have been informed of the estimated cost of establishing the cover offered; (2) I have been informed that if I decline cost share assistance I will be ineligible for cost share assistance; (3) I have been informed that I may be required to pay for a measurement service on the acreage offered before such acreage may be enrolled in the CRP; (4) To the best of my knowledge and belief the acreage of crops and land listed herein, if applicable, are true and correct; and (5) The signing of this form gives USDA representatives authorization to enter and inspect crops and land uses and for other purposes on the above identified land.

I understand that an inaccurate certification could result in a payment reduction or loss of program benefits.

26A. Signature (By)	26B. Title/Relationship of the Individual if Signing in a Representative Capacity	26C. DATE *(MM-DD-YYYY)*

255   CCRP CRP-1 and CRP-2C (Continued)

B   Example of CRP-2C for Continuous Signup (Continued)

CRP-2C (10-22-15)   Page 3 of 6

21. Tract No.	22. Current Field No.	23. Current Crop or Land Use	24. Crop Land Use Summary								
			A. Offered Acres	B. Eligible Acres	C. 2008	D. 2009	E. 2010	F. 2011	G. 2012	H. 2013	I. ___
0005500	0013	CORN	0.40	0.40	GRASS	CORN	GRASS	GRASS	GRASS	CORN	
0005500	0014	CORN	0.50	0.50	GRASS	CORN	GRASS	GRASS	GRASS	CORN	
0005500	0015	GRASS	0.91	0.91	CORN	CORN	GRASS	GRASS	GRASS	GRASS	
0005500	0023	GRASS	1.07	1.07	GRASS	GRASS	GRASS	GRASS	GRASS	GRASS	
0005500	0025	CRP /GRASS	0.52	0.52	CRP	CRP	CRP	CRP /GRASS	CRP /GRASS	CRP /GRASS	
		25. TOTAL ▶	3.40								

255 CCRP CRP-1 and CRP-2C (Continued)

B Example of CRP-2C for Continuous Signup (Continued)

CRP-2C (10-22-15)											Page 4 of 6

Items 21 through 24 (Continued from Page 2)

21. Tract No.	22. Current Field No.	23. Current Crop or Land Use	24. Crop Land Use Summary							
			A. Offered Acres	B. Eligible Acres	C. 2002	D. 2003	E. 2004	F. 2005	G. 2006	H. 2007	I. ___
0005500	0035	CORN	0.90	0.90	GRASS	GRASS	GRASS	CORN	CORN	GRASS
		GRASS					GRASS	GRASS	GRASS	GRASS
0005500	0037		0.75	0.75	CORN	GRASS	GRASS	GRASS	GRASS	GRASS
	25. TOTAL ▶		1.65							

255   CCRP CRP-1 and CRP-2C (Continued)

B   Example of CRP-2C for Continuous Signup (Continued)

CRP-2C (10-22-15)											Page 5 of 6

Items 21 through 24 (Continued from Page 2)

21. Tract No.	22. Current Field No.	23. Current Crop or Land Use	24. Crop Land Use Summary								
			A. Offered Acres	B. Eligible Acres	C. 2008	D. 2009	E. 2010	F. 2011	G. 2012	H. 2013	I. ___
0005500	0035	CORN	0.90	0.90	GRASS	GRASS	GRASS	GRASS	CORN	CORN	
		GRASS			GRASS	GRASS	GRASS	GRASS	GRASS	CORN	
0005500	0037		0.75	0.75							
		25. TOTAL ▶	1.65								

255   CCRP CRP-1 and CRP-2C (Continued)

B   Example of CRP-2C for Continuous Signup (Continued)

CRP-2C (10-22-15)   Page 6 of 6

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.

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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any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) Persons
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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
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256-265   (Reserved)

Section 6   (Reserved)

266-365   (Reserved)

Section 7   FWP Signup

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 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.
Scenario Description	A text box for a narrative description of the scenario, limited to a range of 1-50 characters, as follows: • 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.	Enter a description or use the preset description based on the TERRA scenario. This is a required field.
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.

C Field Descriptions and Actions (Continued)

Field	Description	Action
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.
Does Crop Rotation Apply?	Crop Rotation is not allowed on FWP offers. It is greyed out.	The crop rotation is preset. This is a required field.
Hydrologic Unit Code	Drainage basins in the United States have been divided and sub-divided 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.	Select the **HUC** from the available drop-down list based on the 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.
Offered Cropland Acres	The number of acres of cropland that are within the area offered. **Note:** Minimum offer size is 0.01.	Enter the **offered cropland acres** or use the preset value based on the TERRA scenario. This is not a required field.
Offered MPL Acres	The number of acres of MPL that are within the area offered. Only noncropland acres allowed. **Note:** Minimum offer size is 0.01.	Enter the **offered MPL acres** or use the preset value based on the TERRA scenario. This is not a required field.
Re-Enrolling Acres	These acres are from a contract that is going to expire. **Note:** Valid range value is 0 through 9,999.99.	Enter the **re-enrolling acres** or use the preset value based on the TERRA scenario. This is not a required field.

C   Field Descriptions and Actions (Continued)

Field	Description	Action
Offer Location Latitude	Latitude is a geographic coordinate that specifies the North-South position of a point on the Earth's surface. **Note:** Valid range value is 0 through 90, with no more than 5 decimal points.	Enter the location of the offer based on the latitude or use the preset value from the TERRA scenario upload. This is not a required field.
Offer Location Longitude	Longitude is a geographic coordinate that specifies the East-West position of a point on the Earth's surface. **Note:** Valid range value is 0 through 180, with no more than 5 decimal points.	Enter the location of the offer based on the longitude or use the preset value from the TERRA scenario upload. This is not a required field.
Is Cost Share requested?	Indicates whether or not the producer has requested cost share to establish a permanent cover and/or management activity. A selection of "Yes" will pick up the cost share rate from the table. See paragraph 147.	Select "Yes" or "No" from the drop-down list. This is a required field.

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 *Cropland Acreage* value is <0 through 9,999.99>	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 *Expiring CRP Acres* value is <0 through 9,999.99>	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>	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.

366   FWP Signup Offer Enrollment Page (Continued)

E   Page Error Messages (Continued)

Error Message	Description	Corrective Action
Unknown error encountered on OfferEnrollmentInformation page at location Unknown ErrorMessage:com.microsoft.sqlserver.jdbc.SQLServerException: OfferScenario:BS_CREATE_FAILED: Violation of UNIQUE KEY constraint 'AK_EWT40OFFER_EWT40OFR'. 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.).

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.

368   FWP 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 Check Box	Allows the user to place a checkmark next to an available producer to move them up to the Assigned Producers Section. **Note:** Available producers **do not** print on CRP-1 and/or CRP-2C.	Click in the box to place a checkmark (✔) next to the producer available for selection.
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. **Note:** Assigned producers **do** print on CRP-1 and/or CRP-2C regardless of their shares.	Left-click in the box to place a checkmark (✔) next to the 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. **Note:** Only 1 producer can be selected.	Left-click the radio button of the primary contact. This is a required selection.

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

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.

370   FWP 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. 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 Restoration)	1 year 2002 through 2007
CP-41 (FWP Flooded Prairie Wetland)	3 years out of 10 years from January 1, 1990, 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 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 the field number. No action required unless the field numbers are incorrect from the TERRA scenario. This is a required field. **Note:** Field number will be greyed out if "**Edit**" was selected from the table at the bottom of the Crop History Page.

Offered Acres	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
	
	    Exception: SU200 CRP Grassland offers does not have a limit on acres.
	
	• 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 an ineligible offer.
		Enter the offered acres or CLICK "**Edit**" in the table at the bottom of the Crop History Page to display the offered acres imported from the TERRA scenario. No action required unless the acres are incorrect. This is a required field.

C Field Descriptions and Actions (Continued)

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. **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.

370   FWP Signup Offer Crop History Page (Continued)

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 Report	CLICK "**578 Data Report**" to display in PDF any available information for 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	CLICK "**Add Crops**" if a crop is not available in the drop-down list, CLICK "**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 required field.	A field number must be entered before selecting "Add".	Enter the field number. This is a required field.
Invalid value <nnnn>. Valid range for Field Number value is <1 through 9998>	An invalid field number was entered. A valid range is 1 through 9998.	Enter the field number. This is a required field.

E   Page Error Messages (Continued)

Error Message	Description	Corrective Action
Field Number contains invalid number. <nnnn>	An invalid field number was entered. A valid range is 1 through 9998. No alphabet or special characters allowed.	Enter 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.
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.
Invalid value <99999999>. Valid range for Offered Acres value is <0.01 through 9999.99>	Offered 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.
Invalid value <99999999>. Valid range for Eligible Acres value is <0.01 through 9999.99>	Eligible 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.
Invalid value <nn.dd>. Valid range as per Farm Records for Acres for Enrollment is <nn.dd through 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.
There must be at least 3 years crop history for the field <nn> and practice CP27	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.

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	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	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	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 3 years crop history for the field <nn> and practice CP27	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.

370   FWP Signup Offer Crop History Page (Continued)

F   Page Warning Messages (Continued)

Warning Message	Description	Corrective Action
There must be at least 3 years crop history for the field <nn> and practice CP28	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	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	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	All fields must be entered until the total matches the enrollment.	Add all fields until the total matches the expiring CRP acres from the Enrollment Page at a minimum.
Offered acres are greater than Eligible acres. Offer will be determined **ineligible**.	The eligible acres must be equal to or greater than the offered acres; otherwise, the offer will be determined ineligible.	Enter number of acres (in hundredths) of offered acres not to exceed the eligible acres.

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.

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.

372   FWP Signup Offer Practice Page (Continued)

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-". 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. 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**. 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 applies, the system will default to that 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.

C   Field Descriptions and Actions (Continued)

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.
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. **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.

372   FWP Signup Offer Practice Page (Continued)

C   Field Descriptions and Actions (Continued)

Field	Description	Action
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.
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.

372   FWP Signup Offer Practice Page (Continued)

C   Field Descriptions and Actions (Continued)

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

372   FWP Signup Offer Practice Page (Continued)

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". **Note:** Only 1 field can be selected at a time.	Use drop-down list to select the field/acre response.
Practice Code is required field.	A practice code selection is required before the software will allow the employee to select "Add". **Note:** Only 1 practice can be selected at a time.	Use drop-down list to select the practice code response.
Practice Length is required field for a practice.	The default value "-Select-" for multi-year 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.
Cropland Acres and Non Cropland Acres cannot be added to same practice/field.	The acres on each field must be either cropland or noncropland. They cannot be entered under both column headings.	Revise the acres for the field/acre selected.
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.
Expiring CRP Acres entered <nn.dd> is not equal to offered Expiring CRP Acres <n.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.
Please update Practice Status for Practice(s) <CPXX>.	The default value "-Select-" for practice status must be answered before the software will allow the employee to add the selected field/acre and practice code.	Use drop-down list to select the practice status.
Total Practice Acres <nnn.dd> on field <nnnn> is not equal to <nnn.dd>.	The sum of all practice acres for the selected field/acre are greater than the previously entered acres on the Crop History Page.	Revise the acres for the field/acre selected.

372   FWP Signup Offer Practice Page (Continued)

   E   Page Error Messages (Continued)

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

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

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 Details ←

Practice Acres

Field Number	Practice Code	Practice Length	Practice Acres	Acres			
				Acres	Enrolling	Expiring	
						CRP	GRP
0012	CP40	15	4.79	Cropland	4.79	0.00	0.00
0013	CP40	15	1.96	MPL	1.96	0.00	0.00

Practice Additional Information

Field Number	Practice Code	Practice Length	Practice Status	Indicators		Rates Per Acre			
				Long Leaf Pine	Pivot Corners	Estimated Cost Share ($)	Incentive Rate(%)	Maintenance Rate($)	SIP Incentive Rate($)
0012	CP40	15		N		0.00	20.00	0.00	10.00
0013	CP40	15		N		0.00	20.00	0.00	10.00

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 "◀".

374   FWP Signup Offer Predominant Soils Page (Continued)

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 the 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 or CLICK "**Cancel**".

374   FWP Signup Offer Predominant Soils Page (Continued)

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 left blank.	Enter a minimum of 0.01 acres not to exceed the remaining available acres on the offer.
Map Unit Symbol is required field.	The "MUSYM" field cannot be left blank.	Use the drop-down list and select the desired MUSYM.
Try to add duplicate soil record in soil Category: Predominant Soils for Entire Offer, please check the input field(s) for correctness	The selected MUSYM has already been added for the selected soil categories. Duplicates are not allowed.	Use the drop-down list and select a different MUSYM.
The soil category: Predominant Soils for Entire Offer can only have maximum 3 groups	A fourth soil group is not allowed to be added.	No action required.
Soil category: Predominant Soils for Entire Offer, the maximum remaining acreage allowed is <n.dd>.	The sum of all soils cannot exceed the total offered acres for the offer.	No action required.
Soil category: Predominant Soils for Entire Offer, the minimum FWP MPL Soil is 1	Offer is missing MPL rental rate. MPL must be 1 of the top 3 soils.	Add MPL rental rate with the total offered MPL acres for 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 the remaining soil group(s) in the Soil Categories drop down box	After predominant soil information has been entered, the warning message appears on the second soils (subportion) page after the forward arrow is clicked if the offer requires soil subportions to be added.	The Soils Subportion Page defaults to the first subportion category that is shown in the "Soils Categories" drop-down. After entering soils for that subportion, select another subportion from the drop-down and enter soils for that subportion.
Note: Soil category: Predominant Soils for Entire Offer, can have either: (1) 1 or 2 soil types with the total acreage equal to the total soil category acres nn.dd or, (2) Maximum 3 soil types with the total soil acreage less than or equal to the total soil category acres nn.dd	If the total soil acres are less than the offered acres, the offer will not proceed unless there are 3 soils entered. **Note:** The soil acres must equal the offered acres with only 1 or 2 soils.	Verify previously added soil acres are entered correctly. If acres are correct, add 1 or 2 more soils to display maximum predominant 3 soils for the offer.
Try to add duplicate soil record in soil Category: Predominant Soils for Entire Offer, please check the input field(s) for correctness	The selected MUSYM has already been added for the selected soil categories. Duplicates are not allowed.	Use the drop-down list and select a different MUSYM.

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.

375   FWP Signup Offered Rental Rate Page (Continued)

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 Offer	This is the producer offered rental rate entered on CRP-1. **Note:** A rate entered in excess of the "Maximum Payment Rate" will result in an ineligible offer determination.	Enter a minimum of $0.01 not to exceed $99,999.99. The rate entered should match the value of the producer's offer.
SIP Amount ($)	The total SIP incentive dollar amount for the offer.	Display field only.

D Page Options

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

Option	Action
Calculate Annual Contract Payment	Select "**Calculate Annual Contract Payment**" to calculate the annual 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 required field.	This field cannot be left blank. Enter a value between $0.01 and $99,999.99.	Enter a number between 0.01 and 99,999.99.
Rental Rate Offer contains invalid number.	Rental rate offered must be a value between $0.01 and 9,999.99. No alphabet or special characters allowed.	Enter a number between 0.01 and 99,999.99.
Invalid value <nnnnnnn.dd>. Valid range for Rental Rate Offered value is <0.01 through 99999.99>	Any value entered that does not fall between a valid range of $0.01 and $99,999.99 will result in an error. No alphabet or special characters allowed.	Enter a number between 0.01 and 99,999.99.

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 greater than Maximum Payment Rate	The offered rental rate can be greater than the calculated payment rate; however, it will result in an ineligible offer.	Verify the amount entered is correct.
Percent Eligible is Less than Minimum Percent required for various land Eligibility.	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.
Total Eligible Acres are less than Acres for Enrollment	Land eligibility must meet the EU>= 8, National CPA, State CPA, or expiring CRP validations. The result will be an ineligible offer.	Verify soils are correct, appropriate CPA's have been applied in TERRA and expiring CRP acres have been entered correctly.
The Capped Maximum Payment Rate is <$XX,XXX.XX>. An Offered Rental Rate greater than this amount will result in an Ineligible offer.	The producer's offered rental rate is greater than the capped maximum payment rate for the signup.	Verify offered rental rate is correct; otherwise, revise the offered rental rate. **Note:** Offered rental rate greater than the capped payment 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 meet all FWP eligibility criteria?	County Office is verifying all eligibility criteria has been met and the offer is eligible. Selections are "Blank", "Yes", or "No". The default value is "Blank".	Select "Yes" or "No" from the drop-down list.

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

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 meet all FWP eligibility criteria?	County Office is verifying all eligibility criteria has been met and the offer is eligible. Selections are "Blank", "Yes", or "No". The default value is "Blank".	Select "Yes" or "No" from the drop-down list.

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

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 question responses below.	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.
Rental Rate Offered is greater than Maximum Payment Rate.	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.
Percent Eligible is Less than Minimum Percent required for various land Eligibility.	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.
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.

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 "◀".

C Field Descriptions and Actions

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

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

379 FWP 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 is required field.	The date field cannot be left blank when the "Submit" button is selected.	Enter a valid date.
Date participant delivers offer is in invalid date field format <nnnnnnn>. Valid format is MM/DD/YYYY.	The date field must be in a valid format of MM/DD/YYYY. No alphabet or special characters allowed.	Enter a valid date.
Submit Date should be between the Signup Start Date and Today's Date.	The date must not be before the signup start date or after the current date.	Enter a valid 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 submitted offers/contracts that exist for the same Farm, Tract and Program Year. Please make sure the same land is not offered again.	An offer for the same information has already been submitted.	Review the scenario description and ensure that the employee has the correct offer.

380   FWP Signup Offer 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. **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.

380   FWP Signup Offer 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. **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.	Enter a valid **farm number**. This is an optional field.
Tract Number	Allows the user to select the applicable tract number. Field length is 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.	Enter a valid **tract number**. This is an optional field.

   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 invalid number.	Does not allow alphabetical characters.	Enter a valid program year.

E   Page Error Messages (Continued)

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

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 "◄".

381 FWP Signup Offer Submit Offer Search Results Page (Continued)

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

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.

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 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. **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.
Farm Number	Allows the user to select the applicable farm number. Field length is 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.	Enter a valid **farm number**. This is an optional field.
Tract Number	Allows the user to select the applicable tract number. Field length is 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.	Enter a valid **tract number**. This is an optional field.

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

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 for Plan	Allows the user to place a checkmark next to an available submitted offers with an "Accepted" status to move them to a "Submitted for Plan" status.	Click in the box to place a checkmark (✔) next to the offers for selection.

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

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.

384   FWP Signup Offer Submit to COC Search Page (Continued)

    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 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. **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.	Enter a valid **farm number**. This is an optional field.
Tract Number	Allows the user to select the applicable tract number. Field length is 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.	Enter a valid **tract number**. This is an optional field.

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.

384   FWP Signup Offer Submit to COC Search Page (Continued)

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

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

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
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.

387   FWP 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 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 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. **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.	Enter a valid **farm number**. This is an optional field.
Tract Number	Allows the user to select the applicable tract number. Field length is 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.	Enter a valid **tract number**. This is an optional field.

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.

388   FWP 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.
COC Approval	CLICK "**COC Approval**" to continue to the COC Approval Page.

388   FWP 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
Errors Signup (Signup Name SUXX) is temporarily disabled for COC Approval.	The COC approval freeze date has been set in the configuration system and will not allow a county user to approve the offer.	The continuous signup has been temporarily disabled for approvals by the National Office.
Unknown error encountered on GSOP Action page at location GSOP Action: process Link Action Error Message: java. lang. Null Pointer Exception: null Error Code: Unknown. Please email this error to technical support.	A previously available practice for the selected signup has been removed.	Create a brand-new offer using the upload GIS offer process and select a practice that is still available for the signup.

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 Date	The date of the DAFP representative signature found on the National Office memo or an approved FSA-321. Valid format is MM/DD/YYYY.	Enter a valid date. This is an optional field.
COC Approval Date	The date of the CCC representative signature found on CRP-1, block 13B. Valid format is MM/DD/YYYY.	Enter a valid date. This is a required field.
Effective Start Date	The effective start date of the contract found on CRP-1, block 9. Valid format is MM/DD/YYYY.	No action required.

D Page Options

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

Option	Action
COC Approval	CLICK "**COC Approval**" to approve the offer. The Contract Number 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 submitted.	When the "COC Approval" button is clicked more than once very quickly, the system will try to submit the offer multiple times.	**Do not** click the "COC Approval" button more than once.
Cannot submit offer for COC Approval. The Effective Start Date must be the 1st day of the month.	All offers must start on the first day of the month entered.	Change to the first day of the month.
Cannot submit offer for COC Approval. Effective Start Date should be between 10/01/YYYY and 09/30/YYYY based on the program year selected.	The effective start date must fall within the entered program year date range of 10/01/YYYY and 09/30/YYYY.	Enter a valid date.
COC Approval Date is required field.	The date must be entered to approve the offer.	Enter a valid date. **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 invalid date field format <M/D/YY>. Valid format is MM/DD/YYYY.	The date field must be in a valid format of MM/DD/YYYY.	Enter a valid date. **Note:** The DAFP waiver date does not override this rule.
Cannot submit offer for COC Approval. COC Approval Date should be between the Signup Start Date MM/DD/YYYY and Today's Date.	The entered date does not fall between the required dates.	Enter a valid date that falls between the signup start date and the current date. **Note:** The DAFP waiver date does not override this rule.
DAFP Waiver Date is in invalid date field format <M/D/YY>. Valid format is MM/DD/YYYY.	The date field must be in a valid format of MM/DD/YYYY.	Enter a valid date.
Cannot submit offer for COC Approval. The DAFP Waiver Date MM/DD/YYYY should be equal to or later than the Date Participant Delivers Offer MM/DD/YYYY.	The offer must be submitted with a valid producer signature date before DAFP waives any policy rules.	Enter a valid date that is equal to or later than the submitted date of the offer.
Cannot submit offer for COC Approval. DAFP Waiver Date cannot be later than today`s date.	The DAFP approval date must be the current date or prior.	Enter a valid date.
Cannot submit offer for COC Approval. The COC Approval Date must be prior to the Effective Start Date. DAFP Waiver date is required.	The offer must be approved before the effective start date.	Enter a valid date that is before the effective start date on the offer.
Cannot submit offer for COC Approval. The Effective Start Date cannot be before the Date Participant delivers offer. DAFP Waiver date is required.	The entered date is before the submit date on the offer.	Enter a valid date that is equal to or after the submitted date of the offer.

389   FWP Signup Offer COC Approval Page (Continued)

   E   Page Error Messages (Continued)

Error Message	Description	Corrective Action
Producer or member's tax ID number is not eligible for payment.	All assigned entities and its members must have a valid Social Security number.	Verify all entities and its 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.

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.

Enrollment Information

Signup Name	SU51 Farmable Wetlands Program				
Scenario	TERRA_MS091_F362_T1896_S1			**Offer**	Submitted
Farm Number	0000362	**Submitted Date**	09/27/2018	**Status**	Active
Tract Number	0001896	**DAFP Waiver Date**		**Eligible**	Yes
Program Year	2018	**COC Approval Date**		**Submitted**	Yes

Physical State/County	28091	**Acres for Enrollment**	6.75
Administrative	28091	**Cropland Acres**	4.79
Hydrologic Unit Code	031800040202	**Infeasible to Farm Acres**	0.00
Is Cost Share	Yes	**Marginal Pastureland**	1.96
Maintenance Rate($)	0.00	**Wellhead Cropland**	0.00
Offer Location Latitude	31.30740	**Effective Start Date**	
Offer Location	-89.69130	**Rental Rate Offered($)**	20.14

Producer Information

Producer Name	Producer Share	Address	Producer Type	Primary Contact
HOWARD STRINGER	100.00%	509 COX AVE HATTIESBURG, MS 39402-1802	OWNER	Y

Crop History

Field Number	Current Crop	Offered	Eligible Acres	A	B	C	D	E	F	G	H	I	J	K	L	M
0012		4.79	4.79	2003 CORN												
0013		1.96	1.96	2003 CORN												
Total		**6.75**	**6.75**													

Practice Acres

Field Number	Practice Code	Practice Length	Practice Acres	Acres	Acres Enrolling	Expiring CRP	Expiring GRP
0012	CP40	15	4.79	Cropland	4.79	0.00	0.00
0013	CP40	15	1.96	MPL	1.96	0.00	0.00

Practice Additional Information

Field Number	Practice Code	Practice Length	Practice Status	Indicators Long Leaf Pine	Indicators Pivot Corners	Estimated Cost Share ($)	Incentive Rate(%)	Maintenance Rate($)	SIP Incentive Rate($)
0012	CP40	15		N		0.00	20.00	0.00	10.00
0013	CP40	15		N		0.00	20.00	0.00	10.00

Page 1 of 2

A   Example of the FWP Enrollment Information Report (Continued)

Soils

Predominant Soils for Entire Offer

FIPS State/County	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**

Land Distribution

Maximum Payment Rate	Rental Rate Offer	Annual Contract Payment
$20.14	$20.14	$136.00

Practice Code	Practice Acres	SIP Acres	SIP Payment Years	SIP Incentive Rate/Acres ($)	SIP Amount ($)
CP40	6.75	6.75	10	10.00	675.00
Total	**6.75**	**6.75**			**675.00**

Eligibility Response

Eligibility Criteria	Eligibility
Does this offer meet all FWP eligibility criteria?	Yes

Page 2 of 2

A   Example of FWP CRP-1

The following is an example of an FWP CRP-1.

This form is available electronically.   Page 1 of 1

CRP-1 (10-22-15)	U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation	1. ST. & CO. CODE & ADMIN. LOCATION 28 091	2. SIGN-UP NUMBER 51
CONSERVATION RESERVE PROGRAM CONTRACT		3. CONTRACT NUMBER	4. ACRES FOR ENROLLMENT 6.75

7A. COUNTY OFFICE ADDRESS (Include Zip Code) MARION COUNTY FARM SERVICE AGENCY 4 BELLEWOOD PK, STE C COLUMBIA, MS 39429-6464	5. FARM NUMBER 0000362	6. TRACT NUMBER(S) 0001896

7B. TELEPHONE NUMBER (Include Area Code): (601) 731-5400 X2	8. OFFER (Select one) GENERAL ☐ ENVIRONMENTAL PRIORITY ☒	9. CONTRACT PERIOD FROM: (MM-DD-YYYY) TO: (MM-DD-YYYY)

THIS CONTRACT is entered into between the Commodity Credit Corporation (referred to as "CCC") and the undersigned owners, operators, or tenants (referred to as "the Participant".) The Participant agrees to place the designated acreage into the Conservation Reserve Program ("CRP") or other use set by CCC for the stipulated contract period from the date the Contract is executed by the CCC. The Participant also agrees to implement on such designated acreage the Conservation Plan developed for such acreage and approved by the CCC and the Participant. Additionally, the Participant and CCC agree to comply with the terms and conditions contained in this Contract, including the Appendix to this Contract, entitled Appendix to CRP-1, Conservation Reserve Program Contract (referred to as "Appendix"). By signing below, the Participant acknowledges that a copy of the Appendix for the applicable sign-up period has been provided to such person. Such person also agrees to pay such liquidated damages in an amount specified in the Appendix if the Participant withdraws prior to CCC acceptance or rejection. **The terms and conditions of this contract are contained in this Form CRP-1 and in the CRP-1 Appendix and any addendum thereto. BY SIGNING THIS CONTRACT PRODUCERS ACKNOWLEDGE RECEIPT OF THE FOLLOWING FORMS: CRP-1; CRP-1 Appendix and any addendum thereto; CRP-2; CRP-2C; or CRP-2G.**

10A. Rental Rate Per Acre	$20.14	11. Identification of CRP Land (See Page 2 for additional space)				
10B. Annual Contract Payment	$136	A. Tract No.	B. Field No.	C. Practice No.	D. Acres	E. Total Estimated Cost-Share
10C. First Year Payment	$	0001896	0012	CP40	4.79	0
(Item 10C applicable only to continuous signup when the first year payment is prorated.)		0001896	0013	CP40	1.96	0

12. PARTICIPANTS (If more than three individuals are signing, see Page 3.)

A(1) PARTICIPANT'S NAME AND ADDRESS (Zip Code): HOWARD STRINGER 509 COX AVE HATTIESBURG, MS 39402-1802	(2) SHARE %	(3) SIGNATURE	(4) DATE (MM-DD-YYYY)
B(1) PARTICIPANT'S NAME AND ADDRESS (Zip Code):	(2) SHARE %	(3) SIGNATURE	(4) DATE (MM-DD-YYYY)
C(1) PARTICIPANT'S NAME AND ADDRESS (Zip Code):	(2) SHARE %	(3) SIGNATURE	(4) DATE (MM-DD-YYYY)

13. **CCC USE ONLY**	A. SIGNATURE OF CCC REPRESENTATIVE	B. DATE (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 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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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 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.

☐ Original – County Office Copy   ☐ Owner's Copy   ☐ Operator's Copy

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B   Example of FWP CRP-2C

The following is an example of an FWP CRP-2C.

		Page 1 of 3
This form is available electronically. | (See Page 2 for Privacy Act and Paperwork Reduction Act Statements.)

CRP-2C (10-22-15)	U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency	1. Tract Number 0001896	2. Program Year 2018

CONSERVATION RESERVE PROGRAM WORKSHEET
(For Continuous Signup)

3A. Sign Up Number 51	3B. Effective Date (MM-DD-YYYY)

4A. Farm Number 0000362	4B. Name and Address of Producer (Zip Code) HOWARD STRINGER 509 COX AVE HATTIESBURG, MS 39402-1802	4D. County FSA Office Address (Zip Code) MARION COUNTY FARM SERVICE AGENCY 4 BELLEWOOD PK, STE C COLUMBIA, MS 39429-6464

	4C. Telephone Number (Include Area Code)	4E. County FSA Office Phone No. (Include Area Code) (601) 731-5400 x2

5A. State & County Code Admin. Location 28091	5B. State & County Code Physical Location 28091	6. Contract Number	7. Acres for Enrollment 6.75

8. Is Cost-Share Requested? YES ✓ NO ☐	9. Rental Rate Per Acre Offered $ 20.14	10. Signup Type (Check one): Continuous ☐ CREP ☐ FWF ✓

11. Practices (See Page 3 for additional space) | 12. HUC Number: 031800040202

A. Field No.	B. Practices	C. Acres	D. Estimated Total C/S	E. Length	13. Land Eligibility Category by Acres: (Enter the amount eligible for each criteria.)	
0012	CP40	4.79	0.00	15	Marginal Pastureland	1.96
0013	CP40	1.96	0.00	15	CREP Acres	0.00
					Wellhead Protection Acres	0.00
					Expiring CRP	0.00
					Infeasible to Farm	0.00
					Other Cropland	4.79
					HEL EI ≥ 20	0.00

14. Soil Map Data and Maximum Payment Rate Calculations:

	A. Physical Location	B. Soil Survey ID No.	C. Map Unit Symbol	D. Acres	E. Soil Rental Rate	F. Total Rent
(1) Primary	28091	MS109	W	2.86 x	$ 10	= $28.60
(2) Secondary	28091	MS091	MPLALL	1.96 x	$ 25	= $49.00
(3) Tertiary	28091	MS091	FaB	1.02 x	$ 20	= $20.40
			TOTALS	5.84		$98.00

15. Weighted Average Soil Rental Rate (Col. 14F total divided by Col. 14D total) $ 16.78	16. Total Incentive (if applicable) (Item 15 times 14D times applicable incentive percentage) $ 19.60

17. Soil Map Data and Maximum Payment Rate Calculations. For Infeasible to farm Acreage:

	A. Physical Location	B. Soil Survey ID No.	C. Map Unit Symbol	D. Acres	E. Soil Rental Rate	F. Total Rent
(1) Primary				x	$	= $
(2) Secondary				x	$	= $
(3) Tertiary				x	$	= $
			TOTALS			$

CONTRACT TOTALS

18. Weighted Average Soil Rental Rate Plus Total Incentive (14F + 16 + 17F) divided by (14D + 17D) $ 20.14	19. Weighted Average Maintenance Rate for Contract $ 0.00	20. Maximum Payment Rate (Item 18 + Item 19) $ 20.14

392   FWP CRP-1 and CRP-2C (Continued)

   B   Example of FWP CRP-2C (Continued)

CRP-2C (10-22-15)										Page 2 of 3
Items 21 through 24 *(See Page 4 for additional space)*										
21. Tract No.	22. Current Field No.	23. Current Crop or Land Use	24. Crop Land Use Summary							
			A. Offered Acres	B. Eligible Acres	C. Year ___	D. ___	E. ___	F. ___	G. ___	H. ___	I. ___
0001896	0012	NoCrop CP40	4.79	4.79	2003 CORN					
0001896	0013	NoCrop CP40	1.96	1.96	2003 CORN					
		25. TOTAL ▶	6.75							

26.   PRODUCER'S CERTIFICATION:

By signing below I certify to all of the following: (1) I have been informed of the estimated cost of establishing the cover offered; (2) I have been informed that if I decline cost share assistance I will be ineligible for cost share assistance; (3) I have been informed that I may be required to pay for a measurement service on the acreage offered before such acreage may be enrolled in the CRP; (4) To the best of my knowledge and belief the acreage of crops and land listed herein, if applicable, are true and correct; and (5) The signing of this form gives USDA representatives authorization to enter and inspect crops and land uses and for other purposes on the above identified land.

I understand that an inaccurate certification could result in a payment reduction or loss of program benefits.

26A. Signature (By)	26B. Title/Relationship of the Individual if Signing in a Representative Capacity	26C. DATE *(MM-DD-YYYY)*

B   Example of FWP CRP-2C (Continued)

CRP-2C (10-22-15)   Page 3 of 3

> **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.
>
> 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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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 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.

393-402   **(Reserved)**

Section 8   (Reserved)

403-500   (Reserved)

Section 9   (Reserved)

501-600   (Reserved)

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.

Home	About COLS	Help	Contact Us	Exit CRP	Logout of eAuth

FSA State:	Mississippi	FSA County:	Marion	Signup:	SU201 CRP Grasslands

Farm Number	* 0000986		Hydrologic Unit Code	* 031800050402 ∨
Tract Number	* 0000126		Is Cost Share requested? *	Yes ∨
Scenario Description	* TERRA_MS091_F986_T126_S3		Offered Cropland Acres	51.18
Physical State	* Mississippi ∨		Offered Non-Cropland Acres	0.00
Physical County	* Marion ∨		Offered MPL Acres	0.00
Provisional Offer?	No ∨		Expiring CRP acres	0.00
Offer Location Latitude	31.19240		CRP Expiration Date	
Offer Location Longitude	-90.01560		Expiring GRP acres	0.00
			GRP Expiration Date	

Save   Cancel

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 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.
Scenario Description	A text box for a narrative description of the scenario, limited to a range of 1 to 50 characters, as follows: • 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.	Enter a description or use the preset description based on the TERRA scenario. This is a required field.
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.

C   Field Descriptions and Actions (Continued)

Field	Description	Action
Provisional Offer?	If grass establishment is allowed on a signup, options will be available for selection. If not, they will be greyed out.	Select "Yes" or "No" from the drop-down list, if applicable to the signup.
Offer Location Latitude	Latitude is a geographic coordinate that specifies the North–South position of a point on the Earth's surface. **Note:** Valid range value is 0 through 90, with no more than 5 decimal points.	Enter the location of the offer based on the latitude or use the preset value from the TERRA scenario upload. This is not a required field.
Offer Location Longitude	Longitude is a geographic coordinate that specifies the East-West position of a point on the Earth's surface. **Note:** Valid range value is 0 through 180, with no more than 5 decimal points.	Enter the location of the offer based on the longitude or use the preset value from the TERRA scenario upload. This is not a required field.
Hydrologic Unit Code	Drainage basins in the United States have been divided and sub-divided 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.	Select the **HUC** from the available drop-down list based on the 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.

C   Field Descriptions and Actions (Continued)

Field	Description	Action
Is Cost Share requested?	Indicates whether or not the producer has requested cost share to establish a permanent cover and/or management activity. A selection of "Yes" will pick up the cost share rate from the table. See paragraph 147.	Select "Yes" or "No" from the drop-down list. This is a required field.
Offered Cropland Acres	The number of acres of cropland that are within the area offered. **Note:** Minimum offer size is 0.01.	Enter the **offered cropland acres** or use the preset value based on the TERRA scenario. This is not a required field.
Offered Non-Cropland Acres	The number of acres of noncropland that are within the area offered. **Note:** Minimum offer size is 0.01.	Enter the **offered noncropland acres** or use the preset value based on the TERRA scenario. This is not a required field.
Offered MPL Acres	The number of acres of MPL that are within the area offered. Only noncropland acres allowed. **Note:** Minimum offer size is 0.01.	Enter the **offered MPL acres** or use the preset value based on the TERRA scenario. This is not a required field.
Expiring CRP Acres	The number of expiring acres from an active CRP contract that is going to expire. **Note:** Minimum offer size is 0.01.	Enter the **expiring CRP acres** or use the preset value based on the TERRA scenario. This is not a required field.
CRP Expiration Date	Used to determine whether the expiring CRP acres will be eligible at the time of approval. **Note:** Valid value is MM/DD/YYYY.	Enter the date of expiration from the active CRP contract for the offered acres. This is not a required field unless the expiring CRP acres value is greater than 0.00.

601   CRPG Signup Offer Enrollment Page (Continued)

C   Field Descriptions and Actions (Continued)

Field	Description	Action
Expiring GRP Acres	The number of expiring acres from an active GRP contract that is going to expire. **Note:** Minimum offer size is 0.01.	Enter the **expiring GRP acres** or use the preset value based on the TERRA scenario. This is not a required field.
GRP Expiration Date	Used to determine whether the expiring GRP acres will be eligible at the time of approval. **Note:** Valid value is MM/DD/YYYY.	Enter the date of expiration from the active GRP contract for the offered acres. This is not a required field unless the expiring 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 required field.	This field cannot be left blank.	Enter a narrative description of the scenario that is 1 to 50 characters in length.

E   Page Error Messages (Continued)

Error Message	Description	Corrective Action
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.
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>	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>	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.

601   CRPG Signup Offer Enrollment Page (Continued)

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>	Expiring CRP acres has a limit and the entered value cannot exceed 9,999.99.	Enter a number less than or equal to 9,999.99.
Invalid value <nnnnnn.dd>. Valid range for Expiring GRP Acres value is <0 through 9,999.99>	Expiring GRP acres has a limit and the entered value cannot exceed 9,999.99.	Enter a number less than or equal to 9,999.99.
Unknown error encountered on OfferEnrollmentInformation page at location Unknown ErrorMessage:com.microsoft.sqlserver.jdbc.SQLServerException : OfferScenario:BS_CREATE_FAILED: **Violation of UNIQUE KEY constraint** 'AK_EWT40OFFER_EWT40OFR'. 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 Producers Check Box	Allows the user to place a checkmark next to an available producer to move them up to the Assigned Producers Section. **Note:** Available producers **do not** print on CRP-1 and/or CRP-2G.	Click in the box to place a checkmark (✓) next to the producer available for selection.

C   Field Descriptions and Actions (Continued)

Field	Description	Action
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. **Note:** Assigned producers **do** print on CRP-1 and/or CRP-2G regardless of their shares.	Left-click in the box to place a checkmark (✔) next to the 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 producer's name will appear in the generated CRP-2G, item 4B. **Note:** Only 1 producer can be selected.	Left-click the radio button of the primary contact. This is a required selection.

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.

603   CRPG Signup Offer Assigned Producer Page (Continued)

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 100.00%	Producer shares do not equal 100 percent.	Adjust the producer shares making sure they total 100.00 percent.
Invalid value <xxx.xx>. Valid range for Producer Share (%) value is <0.00 through 100.00>	A value that is negative or greater than 100.00 percent has been entered for a producer share.	Enter a value between 0.00 through 100.00 percent.
Producer Share (%) value <xx.xxx> is in invalid data format. It can take only <2> decimal points.	A value that is greater than 2 decimal places has been entered.	Enter a value that only contains 2 decimal places.
Owner "Producer A" from Farm Records is not included as an assigned producer on 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	All owners for the tract have not been moved from the Available Producers Section to the Assigned Producers Section.	Select and move all owners on the tract to the Assigned Producers Section.

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.

Home	About COLS	Help	Contact Us	Exit CRP	Logout of eAuth

FSA State:	Mississippi	FSA County:	Marion	Signup:	SU201 CRP Grasslands

Scenario Description	TERRA_MS091_F986_T126_S3	Physical Location	Mississippi/Marion		
Tract Number	0000126	Expiring CRP Acres	0.00	Expiring GRP Acres	0.00
Cropland Acres	51.18	MPL Acres	0.00	Non Cropland Acres	0.00

Assigned Producers

	Producer Name	Producer Type	Producer Share(%)	Primary Contact ( )
☐	JIM O FOIL	OWNER	*50	⦿
☐	LINDA C FOIL	OWNER	*50	○
	De-Select			◀ ▶

Available Producers

Producer Name	Producer Type
	Select Refresh

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 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 the field number. No action required unless the field numbers are incorrect from the TERRA scenario. This is a required field. **Note:** Field number will be greyed out if "**Edit**" was selected from the table at the bottom of the Offered Acres Page.
Offered Acres	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. • 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 an ineligible offer.	Enter the offered acres or CLICK "**Edit**" in the table at the bottom of the Offered Acres Page to display the offered acres imported from the TERRA scenario. No action required unless the acres are incorrect. This is a required field.
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 eligible acres for that field, that meets all criteria.	Enter the eligible acres or CLICK "**Edit**" in the table at the bottom of the Offered Acres Page to display the eligible acres imported from the TERRA scenario. No action 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 through 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.

605   CRPG Signup Complete Offered Acres Page (Continued)

E   Page Error Messages (Continued)

Error Message	Description	Corrective Action
Acres of enrollment must match the sum of Cropland Acres, Non Cropland Acres and MPL Acres.	The sum of the fields does not match the acres entered on the Enrollment Page.	Add additional fields or update the Enrollment Page to correct number acres for the offer.
Total expiring acres cannot exceed Enrolled acres	The sum of the fields does not match the acres entered on the Enrollment Page.	Add additional fields or update the Enrollment Page to 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 must match the Cropland Acres	All fields must be entered until the total matches the enrollment.	Add all fields until the total matches the expiring CRP acres from the Enrollment Page at a minimum.
Offered acres are greater than Eligible acres. Offer will be determined **ineligible**.	The eligible acres must be equal to or greater than the offered acres; otherwise, the offer will be determined ineligible.	Enter number of acres (in hundredths) of offered acres not to exceed the eligible acres.

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.

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 previously uploaded using "New GIS Offer" or entered on the Offered Acres Page will display. Both field number and number of acres for that field will be listed in the practice table at the bottom of the Practice Page. 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 Offered Acres Page; otherwise, select the field number from the table at the bottom of the Practice Page. 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. 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 a maximum of 15 years. Selections will be limited to lengths or years approved for the selected practice. Note: If only 1 practice length applies, the system will default to that number.	System automatically defaults to 15. No action required.

606   CRPG Signup Offer Practice Page (Continued)

   C   Field Descriptions and Actions (Continued)

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 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. **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.

C   Field Descriptions and Actions (Continued)

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.

C   Field Descriptions and Actions (Continued)

Field	Description	Action
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 that are noncropland and 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 that are noncropland and 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 that are noncropland and 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.
Expiring GRP Non-Cropland/ Other Acres	Acres subject to a GRP easement or rental agreement and does not meet the definition of "cropland" according to 10-CM. The default value is "0.00".	Enter number of acres (in hundredths) of expiring GRP noncropland/other for the field.
F4 Practice Points	F4 is the cover. The default value is "-Select-".	Use drop-down list to indicate the 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 field.	A field/acre selection is required before the software will allow the employee to select "Add". **Note:** Only 1 field can be selected at a time.	Use drop-down list to select the field/acre response.
Practice Code is required field.	A practice code selection is required before the software will allow the employee to select "Add". **Note:** Only 1 practice can be selected at a time.	Use drop-down list to select the practice code response.
F4 Practice Points for CPXX is required.	The default value "-Select-" for F4 practice points must be answered before the software will allow the employee to add the selected field/acre and practice code.	Use drop-down list to select the practice points response.

606   CRPG Signup Offer Practice Page (Continued)

   E   Page Error Messages (Continued)

Error Message	Description	Corrective Action
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.
Expiring CRP Acres entered <nn.dd> is not equal to offered Expiring CRP Acres <n.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.
Please update Practice Status for practice(s) <CPXX>.	The default value "-Select-" for practice status must be answered before the software will allow the employee to add the selected field/acre and practice code.	Use drop-down list to select the practice status.
Total practice acres <**nnn.dd**> on field <**nnnn**> is not equal to <**nnn.dd**>.	The sum of all practices acres for the selected field/acre are greater than the previously entered acres on the Offered Acres Page.	Revise the acres for the field/acre selected.
Cropland Acres entered <**nnn.dd**>is not equal to offered Cropland Acres <**nnn.dd**>.	The sum of the acres for all fields are greater than the total acres for the offer.	Revise the acres for the field/acre selected.
Total practice acres cannot be greater than offered acres for the selected field. Maximum acres available for field <**nnnn**> is <**nn.dd**>.	The sum of all practices acres for the selected field/acre are greater than the previously entered acres on the Offered Acres Page.	Revise the acres for the field/acre selected.

   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 <**nnn.dd**> exceeds Cropland Acres limit of <**nn.dd**>.	The sum of the acres for all fields are greater than the total acres for the offer.	Revise the acres for the field/acre selected.
Total practice acres cannot be greater than offered acres for the selected field. Maximum acres available for field <**nnnn**> is <**nn.dd**>.	The sum of all practices acres for the selected field/acre are greater than the previously entered acres on the Offered Acres Page.	Revise the acres for the field/acre selected.

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 Details

Practice Acres

Field Number	Practice Code	Practice Length	Practice Acres	Acres			
						Expiring	
				Acres	Enrolling	CRP	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

Practice Additional Information

Field Number	Practice Code	Practice Length	Practice Status	Indicators		Rates Per Acre			
				Long Leaf Pine	Pivot Corners	Estimated Cost Share ($)	Incentive Rate(%)	Maintenance Rate($)	SIP Incentive Rate($)
0002	CP87	15		N		0.00	0.00	0.00	0.00
0005	CP88A	15		N		0.00	0.00	0.00	0.00
0017	CP88	15		N		0.00	0.00	0.00	0.00
0019	CP87A	15		N		0.00	0.00	0.00	0.00

Practice Ranking Factors

Field Number	Practice Code	Practice Length	Practice Acres	Factor	Description	Points	Field/ Practice Total
0002	CP87	15	22.39	F4	Monoculture stand.	5	111.95
0005	CP88A	15	12.30	F4	Existing stand (minimum of 3 species) of at least 2 native grass species.	20	246.00
0017	CP88	15	8.94	F4	Existing stand (minimum of 5 species) of at least 3 native grasses.	30	268.20
0019	CP87A	15	7.55	F4	Existing stand of 2 or more species of an introduced grass species.	10	75.50

Total Acres	Factor	Total Points	Weighted Average Points
51.18	F4	701.65	13.71

To continue to the Ranking Questions Page, CLICK "▶". To revise offered acres information, CLICK "◀".

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.

Home	About COLS	Help	Contact Us	Exit CRP	Logout of eAuth

FSA State:	Mississippi	FSA County:	Marion	Signup:	SU201 CRP Grasslands

Scenario Description	TERRA_MS091_F986_T126_S3	Physical Location	Mississippi/Marion		
Tract Number	0000126	Expiring CRP Acres	0.00	Expiring GRP Acres	0.00
Cropland Acres	51.18	MPL Acres	0.00	Non Cropland Acres	0.00

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-860?   `*Yes ∨`

Producer Classification
☐ N/A ☑ Beginning Farmer/Rancher ☑ Socially Disadvantaged ☑ Veteran

Is more than 50% of the land being offered in a county under threat of conversion?   `Yes ∨`

Is more than 50% of the land being offered within the Wildlife Priority Zone?   `No ∨`

Is more than 50% of the land being offered within the State CRP Grassland Zone?   `No ∨`

Does the producer agree to implement an approved wildlife focused CPO or resource management plan with the CPO?   `No ∨`

Does the producer agree to plant at least 10% of the acreage, or a minimum of 1 acre, to Pollinator Habitat (CP42)?   `No ∨`

Other   `Land Tenure ∨`

◄ ▶

To continue to the rental rate information, CLICK "▶". To revise practice information, CLICK "◄".

608   CRPG Signup Offer Ranking Questions Page (Continued)

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.

C   Field Descriptions and Actions (Continued)

Field	Description	Action
Is more than 50% of the land being offered within the Wildlife Priority Zone?	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.
Is more than 50% of the land being offered within the State CRP Grassland Zone?	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.
Does the producer agree to implement an approved wildlife focused CPO or resource management plan with the CPO?	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.
Does the producer agree to plant at least 10% of the acreage, or a minimum of 1 acre, to Pollinator Habitat (CP42)?	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.
Other	The default value is "Blank".	Use drop-down list to select an available option. This is an optional field. **Note:** Selections available will be determined by the Grassland signup as configured.

608   CRPG Signup Offer Ranking Questions Page (Continued)

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 next screen. One or more answers contain a blank value.	All questions must be answered.	Select "Yes" or "No" from the drop-down list.
Producer classification answer cannot be No if anything other than N/A is selected.	User selected "No" with a producer classification of "Beginning Farmer/Rancher", "Socially Disadvantaged", and/or "Veteran" checked.	Select "Yes" from the drop-down list.
Producer classification answer cannot be Yes if N/A is selected.	User selected "Yes" with a producer classification of "N/A" checked.	Uncheck the producer classification "N/A".
Too many Producer classification checkbox options have been selected.	User has selected too many producer classification options.	Uncheck one or more producer classifications.
Please select the appropriate Producer Classification checkbox.	User selected "Yes" or "No" response question without selecting a producer classification.	Select 1 or more of the available producer classification options 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.

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 "◀".

609   CRPG Signup Offered Rental Rate Summary Page (Continued)

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 Offered	This is the producer offered rental rate entered on CRP-1. **Note:** A rate entered in excess of the "Maximum Payment Rate" will result in an ineligible offer determination.	Enter a minimum of $0.01 not to exceed $99,999.99. **Note:** The offered rate should match on CRP-2G and 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 required field.	The rental rate offered value cannot be blank.	Enter a number between 0.01 and 99,999.99.
Invalid value <nnnnnn.dd>. Valid range for Rental Rate Offered value is <0.01 through 99999.99>	Any value entered that does not fall between a valid range of $0.01 and $99,999.99 will result in an error.	Enter a number between 0.01 and 99,999.99.

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.

610   CRPG Signup Offer Eligibility Questions Page (Continued)

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/ Tenant requirement been met?	County Office is verifying the landowner/tenant requirement has been met and the offer is eligible. Selections are "Blank", "Yes", or "No". The default value is "Blank".	Select "Yes" or "No" from the drop-down list.
Has the Producer owned or operated the offered acreage for at least 12 months or does a waiver apply?	County Office is verifying the producer owned or operated the acreage for at least 12 months or has a waiver and the offer is eligible. Selections are "Blank", "Yes", or "No". The default value is "Blank".	Select "Yes" or "No" from the drop-down list.
Is the offer on an existing restrictive easement?	County Office is verifying the offer is not part of a restrictive easement and the offer is eligible. Selections are "Blank", "Yes", or "No". The default value is "Blank".	Select "Yes" or "No" from the drop-down list.
All eligibility criteria are met, and the offer is eligible for CRPG.	County Office is verifying all eligibility criteria has been met and the offer is eligible. Selections are "Blank", "Yes", or "No". The default value is "Blank".	Select "Yes" or "No" from the drop-down list.
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.	County Office is verifying the producer agrees with the data entered and has signed CRP-1 and CRP-2G. Selections are "Blank", "Yes", or "No". The default value is "Blank".	Select "Yes" or "No" from the drop-down list.

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

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 responses below.	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.
Rental Rate Offered is greater than Maximum Payment Rate.	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.
Percent Eligible is Less than Minimum Percent required for various land Eligibility.	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.
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 **Offered Acres** 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 delivers offer	This is the date the producer signs CRP-2G and CRP-1 or date received stamp, whichever is later. Valid format is MM/DD/YYYY.	Enter a valid date.

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

   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.

613   CRPG Signup Offer Submit Offer Search Page (Continued)

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. **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.
Farm Number	Allows the user to select the applicable farm number. Field length is 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.	Enter a valid **farm number**. This is an optional field.
Tract Number	Allows the user to select the applicable tract number. Field length is 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.	Enter a valid **tract number**. This is an optional field.

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

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

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.

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 delivers offer	This is the date the producer signs CRP-2G or the date received stamp, whichever is later. Valid format is MM/DD/YYYY.	Enter valid date.

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

B   Example of a Submit Offer Confirmation Page

Following is an example of the Submit Offer Confirmation Page.

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 for ranking is found for the same tract.	All eligible offers, in a "Complete" and "Submitted" status, for the tract number will display.	No action required.
Displayed is one of the offers eligible for ranking. To find all offers eligible for ranking (Submitted, Rejected-Low Ranking Factor, Rejected-County Cropland Limit) use **Search Offer** page.	Ensure that the employee is using the desired offer from which to copy. There can be offers in multiple statuses that are being considered for the next ranking period.	Use the "View Offer" option from the left navigation bar.
Please press **YES** to submit current Offer Scenario.	The original offer will remain active and will be placed in a complete offer status.	CLICK "Yes" to submit the current scenario.
Note: Please make sure that the same land is not offered again.	Only 1 offer per tract number can be in a "**Submitted**", "**Rejected-Low Ranking Factor**", or "**Rejected-County Cropland Limit**" status at a time for a Grassland signup ranking period.	No action required.

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.

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". Default value is "All".	Select the status from the drop-down list.

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. **Note:** The program year will be based on the creation date of the offer.	Enter a valid **program year**. This is an optional field.
Farm Number	Allows the user to select the applicable farm number. Field length is 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.	Enter a valid **farm number**. This is an optional field.
Tract Number	Allows the user to select the applicable tract number. Field length is 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.	Enter a valid **tract number**. This is an optional field.

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

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.

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 for Plan	Allows the user to place a checkmark next to an available submitted offers with an "Accepted" or "Accepted – Errors, Omissions and Appeals" 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.	Click in the box to place a checkmark (✔) next to the offers for selection.

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

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.

Home	About COLS	Help	Contact Us	Exit CRP	Logout of eAuth

COLS Menu
Offer Processing
Upload GIS Data
New GIS Offer
New Offer
Edit Offer
Edit NDSF
View Offer
Delete Offer
Submit Offer
Print Forms
Offer Admin
Submit For Plan
Submit To COC ←
COC Approval
County Report
County Admin
Crop Maintenance
Cost Share
Maintenance Rate
CRP Cropland
Main
   Main Menu

Submit To COC

FSA State   * [Mississippi ∨]
FSA County   * [Marion ∨]
Signup   * [SU201 CRP Grasslands   ∨]
Offer Status   * [Submitted For Plan ∨]
Program Year   [   ]
Farm Number   [   ]
Tract Number   [   ]

[Search]   [Reset]

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". **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.	No action required. This is a required field.

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. **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.
Farm Number	Allows the user to select the applicable farm number. Field length is 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.	Enter a valid **farm number**. This is an optional field.
Tract Number	Allows the user to select the applicable tract number. Field length is 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.	Enter a valid **tract number**. This is an optional field.

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

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

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 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.

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 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 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. **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.	Enter a valid **farm number**. This is an optional field.
Tract Number	Allows the user to select the applicable tract number. Field length is 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.	Enter a valid **tract number**. This is an optional field.

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.

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 to COC	CLICK "**Submit to COC**" to continue to the Confirmation Page.

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 submitted.	When the "COC Approval" button is clicked more than once very quickly, it will try to submit the offer multiple times.	**Do not** click the "COC Approval" button more than once.
Errors Signup (Signup Name SUXX) is temporarily disabled for COC Approval.	The COC approval freeze date has been set in the configuration system and will not allow a county user to approve the offer.	The Grassland signup has been temporarily disabled for approvals by the National Office.
Unknown error encountered on GSOP Action page at location GSOP Action: process Link Action Error Message: java. lang. Null Pointer Exception: null Error Code: Unknown. Please email this error to technical support.	A previously available practice for the selected signup has been removed.	Create a brand-new offer using the upload GIS offer process and select a practice that is still available for the signup. **Note:** Follow National Office instructions for errors, omissions, and appeal.

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 Date	The date of the DAFP representative signature found on the National Office memo or an approved FSA-321. Valid format is MM/DD/YYYY.	Enter a valid date.
COC Approval Date	The date of the CCC representative signature found on CRP-1, block 13B. Valid format is MM/DD/YYYY.	Enter a valid date.
Effective Start Date	The effective start date found on CRP-1, block 9. Valid format is MM/DD/YYYY.	Enter a valid date.

624   CRPG Signup Offer COC Approval Page (Continued)

D   Page Options

The following options are available on the COC Approval Page.

Option	Action
COC Approval	CLICK "**COC Approval**" to approve the offer. The Contract Number 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 submitted.	When the "COC Approval" button is clicked more than once very quickly, the system will try to submit the offer multiple times.	**Do not** click the "COC Approval" button more than once.
Cannot submit offer for COC Approval. The Effective Start Date must be the 1st day of the month.	All offers must start on the first day of the month entered.	Change to the first day of the month.
Cannot submit offer for COC Approval. Effective Start Date should be between 10/01/YYYY and 09/30/YYYY based on the program year selected.	The effective start date must fall within the entered program year date range of 10/01/YYYY and 09/30/YYYY.	Enter a valid date.

E   Page Error Messages (Continued)

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

E   Page Error Messages (Continued)

Error Message	Description	Corrective Action
Cannot submit offer for COC Approval. The COC Approval Date must be prior to the Effective Start Date. DAFP Waiver date is required.	The offer must be approved before the effective start date. **Effective start date validation.**	Enter a valid date that is before the effective start date on the offer.
Cannot submit offer for COC Approval. The Effective Start Date cannot be before the Date Participant delivers offer. DAFP Waiver date is required.	The entered date is before the submit date on the offer. **Effective start date validation.**	Enter a valid date that is after the submitted date on the offer.
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.
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.

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

OK

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.

625   CRPG Contract Number Confirmation Page (Continued)

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 display when the CCMS Shared Service is not available: "The Conservation Contract 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."	The CCMS shared service is not available to retrieve the assigned contract number.	Wait a few minutes and try again. If it is not available after 30 minutes, log a ticket with the Help Desk.

A Example of Enrollment Information Report for Grassland Signup

The following is an example of an Enrollment Information Report for a Grassland signup.

Enrollment Information

Signup Name	SU201 CRP Grasslands	
Scenario Name	TERRA_MS091_F986_T126_S3	

				Offer Status	Submitted
Farm Number	0000986	Submitted Date	03/01/2018	Status	Active
Tract Number	0000126	DAFP Waiver Date		Eligible	Yes
		COC Approval Date		Submitted	Yes

Physical State/County	28091	Acres for Enrollment		51.18
Administrative State/County	28091	Offered Cropland Acres		51.18
Hydrologic Unit Code	031800050402	Offered Non-Cropland Acres		0.00
Is Cost Share Requested?	Yes	Offered MPL Acres		0.00
Provisional Offer?	No	Expiring CRP acres		0.00
NRCS Inspection Date		CRP Expiration Date		
Offer Location Latitude	31.19240	Expiring GRP acres		0.00
Offer Location Longitude	-90.01560	GRP Expiration Date		
Rental Rate Offered($)	14.00			

Producer Information

Producer Name	Producer Share	Address	Producer Type	Primary Contact
JIM O FOIL	50.00%	211 OLD HIGHWAY 24 W KOKOMO, MS 39643-5044	OWNER	Y
LINDA C FOIL	50.00%	4 BELLEWOOD PARK COLUMBIA, MS 39429-6464	OWNER	N

Fields Information

Field Number	Offered Acres	Eligible Acres
0002	22.39	22.39
0005	12.30	12.30
0017	8.94	8.94
0019	7.55	7.55

Practice Acres

Field Number	Practice Code	Practice Length	Practice Acres	Acres	Enrolling	Expiring CRP	Expiring 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

Page 1 of 4

A   Example of Enrollment Information Report for Grassland Signup (Continued)

Practice Additional Information

Field Number	Practice Code	Practice Length	Practice Status	Long Leaf Pine	Pivot Corners	Estimated Cost Share ($)	Incentive Rate(%)	Maintenance Rate($)	SIP Incentive Rate($)
				Indicators		**Rates Per Acre**			
0002	CP87	15		N		0.00	0.00	0.00	0.00
0005	CP88A	15		N		0.00	0.00	0.00	0.00
0017	CP88	15		N		0.00	0.00	0.00	0.00
0019	CP87A	15		N		0.00	0.00	0.00	0.00

Practice Ranking Factors

Field Number	Practice Code	Practice Length	Practice Acres	Factor	Description	Points	Field/ Practice Total
0002	CP87	15	22.39	F4	Monoculture stand.	5	111.95
0005	CP88A	15	12.30	F4	Existing stand (minimum of 3 species) of at least 2 native grass species.	20	246.00
0017	CP88	15	8.94	F4	Existing stand (minimum of 5 species) of at least 3 native grasses.	30	268.20
0019	CP87A	15	7.55	F4	Existing stand of 2 or more species of an introduced grass species.	10	75.50

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?	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-860? Producer Classification: [Beginning Farmer/Rancher, Veteran, Socially Disadvantaged]	Yes
Is more than 50% of the land being offered in a county under threat of conversion?	Yes
Is more than 50% of the land being offered within the Wildlife Priority Zone?	Yes

Page 2 of 4

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 Zone?	No
Does the producer agree to implement an approved wildlife focused CPO or resource management plan with the CPO?	No
Does the producer agree to plant at least 10% of the acreage, or a minimum of 1 acre, to Pollinator Habitat (CP42)?	No
Other	Land Tenure

Ranking Points

Maximum Payment Rate	Rental Rate Offered	Annual Contract Payment
$45.00	$14.00	$717.00

Ranking Questions:	Points
A. What is the current cover of land being offered?	13.71
B. Is all or part of the land offered currently under an expiring CRP contract? No	0.00
C. Has the producer certified they are eligible for the Small Scale Livestock option on the CRP-2G-1?	10.00
D. Producer Classification: [Beginning Farmer/Rancher, Veteran, Socially Disadvantaged]	10.00
E. Is the land offered under threat of conversion? Yes	15.00
F. Is the land offered in a State Wildlife zone? Yes	5.00
Is the land offered in a state CRP grassland zone? No	
Does the producer agree to implement a Wildlife focused conservation plan of operation? No	
G. Does the producer agree to plant at least 10 percent of the acreage to Pollinator Habitat? No	0.00
H. Cost:	25.00
I. Other: Land Tenure	
	Total: 78.71

Eligibility Response

Eligibility Criteria	Eligibility
Has the Landowner/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
Is the offer on an existing restrictive easement?	No

Page 3 of 4

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 (10-22-15) **U.S. DEPARTMENT OF AGRICULTURE** Commodity Credit Corporation **CONSERVATION RESERVE PROGRAM CONTRACT**	1. ST. & CO. CODE & ADMIN. LOCATION 28 091	2. SIGN-UP NUMBER 201
	3. CONTRACT NUMBER	4. ACRES FOR ENROLLMENT 51.18
7A. COUNTY OFFICE ADDRESS *(Include Zip Code)* MARION COUNTY FARM SERVICE AGENCY 4 BELLEWOOD PK, STE C COLUMBIA, MS 39429-6464	5. FARM NUMBER 0000986	6. TRACT NUMBER(S) 0000126

8. OFFER *(Select one)*	9. CONTRACT PERIOD
GENERAL ☐	FROM: *(MM-DD-YYYY)*
7B. TELEPHONE NUMBER *(Include Area Code)*: (601) 731-5400 X2 — ENVIRONMENTAL PRIORITY ☒	TO: *(MM-DD-YYYY)*

THIS CONTRACT is entered into between the Commodity Credit Corporation (referred to as "CCC") and the undersigned owners, operators, or tenants (referred to as "the Participant".) The Participant agrees to place the designated acreage into the Conservation Reserve Program ("CRP") or other use set by CCC for the stipulated contract period from the date the Contract is executed by the CCC. The Participant also agrees to implement on such designated acreage the Conservation Plan developed for such acreage and approved by the CCC and the Participant. Additionally, the Participant and CCC agree to comply with the terms and conditions contained in this Contract, including the Appendix to this Contract, entitled Appendix to CRP-1, Conservation Reserve Program Contract (referred to as "Appendix"). By signing below, the Participant acknowledges that a copy of the Appendix for the applicable sign-up period has been provided to such person. Such person also agrees to pay such liquidated damages in an amount specified in the Appendix if the Participant withdraws prior to CCC acceptance or rejection. **The terms and conditions of this contract are contained in this Form CRP-1 and in the CRP-1 Appendix and any addendum thereto. BY SIGNING THIS CONTRACT PRODUCERS ACKNOWLEDGE RECEIPT OF THE FOLLOWING FORMS: CRP-1; CRP-1 Appendix and any addendum thereto; CRP-2; CRP-2C; or CRP-2G.**

10A. Rental Rate Per Acre $14.00	11. Identification of CRP Land *(See Page 2 for additional space)*				
10B. Annual Contract Payment $717	A. Tract No.	B. Field No.	C. Practice No.	D. Acres	E. Total Estimated Cost-Share
10C. First Year Payment $	0000126	0002	CP87	22.39	0
(Item 10C applicable only to continuous signup when the first year payment is prorated.)	0000126	0005	CP88A	12.30	0
	0000126	0017	cp88	8.94	0

12. PARTICIPANTS *(If more than three individuals are signing, see Page 3.)*

A(1) PARTICIPANT'S NAME AND ADDRESS *(Zip Code)*: JIM O FOIL 211 OLD HIGHWAY 24 W KOKOMO, MS 39643-5044	(2) SHARE 50.00 %	(3) SIGNATURE	(4) DATE *(MM-DD-YYYY)*
B(1) PARTICIPANT'S NAME AND ADDRESS *(Zip Code)*: LINDA C FOIL 4 BELLEWOOD PARK COLUMBIA, MS 39429-6464	(2) SHARE 50.00 %	(3) SIGNATURE	(4) DATE *(MM-DD-YYYY)*
C(1) PARTICIPANT'S NAME AND ADDRESS *(Zip Code)*:	(2) SHARE %	(3) SIGNATURE	(4) DATE *(MM-DD-YYYY)*

13. **CCC USE ONLY**	A. SIGNATURE OF CCC REPRESENTATIVE	B. DATE *(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 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.**

☐ Original – County Office Copy   ☐ Owner's Copy   ☐ Operator's Copy

627   CRPG CRP-1 and CRP-2G (Continued)

A   Example of CRPG CRP-1 (Continued)

CONTINUATION OF ITEM 11 – Identification of CRP Land

A. Tract No.	B. Field No.	C. Practice No.	D. Acres	E. Total Estimated C/S	F. CONTRACT PERIOD (MM-DD-YYYY)	
					(1) FROM	(2) TO
0000126	0019	CP87A	7.55	0		

☐ Original – County Office Copy   ☐ Owner's Copy   ☐ Operator's Copy

627　CRPG CRP-1 and CRP-2G (Continued)

B　Example of CRPG CRP-2G

The following is an example of a CRPG CRP-2G

	Page 1 of 2

(See Page 2 for Privacy Act and Paperwork Reduction Act Statements.)

CRP-2G (04-02-18)	U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency	1. Farm Number 0000986	2. Tract Number 0000126	3. Program Year

CONSERVATION RESERVE PROGRAM WORKSHEET
(For Continuous CRP Grassland Signup)

4A. Sign Up Number 201	4B. Effective Date *(MM-DD-YYYY)*

5A. Name and Address of Producer *(Zip Code)*: JIM O FOIL 211 OLD HIGHWAY 24 W KOKOMO, MS 39643-5044	5B. Telephone Number *(Include Area Code)*: (601) 731-4814

6A. State & County Code Admin. Location 28091	6B. State & County Code Physical Location 28091	7. Contract Number

8A. Acres for Enrollment 51.18	8B. Cropland Acres 51.18	9A. Rental Rate Per Acre Offered $ 14.00 9B. Maximum Payment Rate: $ 14.00

10. Cover/Practices:

A. Field Number	B. Practices	C. Acres	D. Estimated Total C/S	E. Length
0002	CP87	22.39	$0	15
0005	CP88A	12.30	$0	15
0017	CP88	8.94	$0	15
0019	CP87A	7.55	$0	15

11. Ranking Questions:	Points
A. What is the current cover of land being offered?	13.71
B. Is all or part of the land offered currently under an expiring CRP contract? ☐ YES ☑ NO If "YES", please enter the earliest CRP expiration date: _____	0.00
C. Has the producer certified they are eligible for the Small Scale Livestock option on the CRP-2G-1? ☑ YES ☐ NO	10.00
D. Producer Classification: ☑ Beginning Farmer/Rancher ☑ Veteran ☑ Socially Disadvantaged ☐ N/A	10.00
E. Is the land offered under threat of conversion? ☑ YES ☐ NO	15.00
F. Is the land offered in a State Wildlife zone? ☐ YES ☑ NO Is the land offered in a state CRP grassland zone? ☐ YES ☑ NO	0.00
G. Cost	15.00
H. Other: Land Tenure	
12. TOTAL:	63.71

13. Remarks

B   Example of a CRPG CRP-2G

CRP-2G (04-02-18)   Page ^{2} of ^{2}

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14.   CERTIFICATION:

By signing below I certify to all of the following: (1) I have been informed of the estimated cost of establishing the cover offered; (2) All of the Grassland Ranking Factors and subfactors F1 through F6 have been explained to me; (3) I have been informed that I may be required to pay for a measurement service on the acreage offered before such acreage may be enrolled in the CRP; (4) To the best of my knowledge and belief the acreage of crops and land listed herein, if applicable, are true and correct; (5) The signing of this form gives USDA representatives authorization to enter and inspect crops and land uses and for other purposes on the above identified land; and (6) If I checked a box in Item 11D other than "N/A," I affirm that I am either: a beginning farmer, rancher, or veteran; or, a socially disadvantaged farmer, rancher, or veteran, as defined in the regulations at 7 CFR Part 1410.2 I understand that an inaccurate certification could result in a payment reduction or loss of program benefits.

14A. Signature (By)	14B. Title/Relationship of the Individual if Signing in a Representative Capacity	14C. DATE *(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.), 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**.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

Exhibit 1

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

The following lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
CCC-860	Socially Disadvantaged, Limited Resource, Beginning and Veteran Farmer or Rancher Certification		608
CRP-1	Conservation Reserve Program Contract	221, 255, 392, 627	Text
CRP-2	Conservation Reserve Program Worksheet (For General Signup)	221	160, 170, 171, 193, 204-207, 209
CRP-2C	Conservation Reserve Program Worksheet (For Continuous Signup)	255, 392	3, 160, 171, 232, 240-242, 244, 368, 378-380
CRP-2G	Conservation Reserve Program Worksheet (For Continuous CRP Grassland Signup)	627	160, 171, 603, 609-613, 615
CRP-2G-1	CRP Grassland Small Scale Livestock Grazing Operation Certification		608
FSA-321	Finality Rule and Equitable Relief		218, 252, 389, 624
FSA-578	Report of Acreage		234, 370

Exhibit 1

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
CPO	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

Exhibit 2

Definitions of Terms Used in This Handbook

Approved Status

Approved status 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 beginning farmer or rancher 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

CRP contract or CRP-1 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 SDA farmer or rancher 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

User means county FSA employees with level II eAauthentication access and State Office administrative users, except where specifically noted.

Exhibit 3

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
	Submit Offer Page	170
	Print Forms Page	171