

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Conservation Offer Systems 4-CRP	Amendment 2
---	--------------------

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

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

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

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

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

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

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

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	

Table of Contents

Page No.

Part 1 General Information

1	Purpose.....	1-1
2	Sources of Authority and Related Handbooks.....	1-3
3	Processing Signup Offer Overview	1-4
4	Managing the Soils Database.....	1-5
5-10	(Reserved)	

Part 2 Tool for Environmental Resource Results Assessment (TERRA)

11	Overview.....	2-1
12	Getting Started	2-2
13	TERRA Interface	2-7
14	Adding Imagery	2-10
15	TERRA Toolbar Tools.....	2-15
16	Adding Geographic Data	2-23
17	Selecting Tracts.....	2-35
18	Using Saved Layers and Symbolization	2-42
19	Creating and Attributing Scenarios.....	2-43
20	Revising Previously Created Scenarios	2-74
21	Scenario Reports	2-76
22	Input and Output Files	2-88
23-34	(Reserved)	

Part 3 (Reserved)

35-134 (Reserved)

Table of Contents (Continued)

Page No.

Part 4 Conservation Online System (COLS)

Section 1 System Access

135	Accessing COLS Offer Software.....	4-1
136-144	(Reserved)	

Section 2 Signup Preparation

145	Preparing for COLS Signup.....	4-11
146	Crop Maintenance Page	4-13
147	Cost Share Page	4-16
148	Maintenance Rate Page.....	4-19
149	CRP Cropland Page	4-21
150	Soil Rental Rate Posting Report	4-22
151-159	(Reserved)	

Section 3 Offer Processing

160	Quick Start Guide	4-41
161	Offer Processing.....	4-45
162	Upload GIS Data Page	4-47
163	New GIS Offer Page	4-50
164	New Offer Page.....	4-53
165	Find Land by Page	4-55
166	Edit Offer Page	4-60
167	Edit NDSF Page.....	4-68
168	View Offer Page	4-76
169	Delete Offer Page.....	4-82
170	Submit Offer Page.....	4-89
171	Print Forms Page.....	4-96
172	Edit Re-Enrolling Search Page	4-102
173	Edit Re-Enrolling Search Results Page.....	4-105
174-190	(Reserved)	

Section 2 Signup Preparation

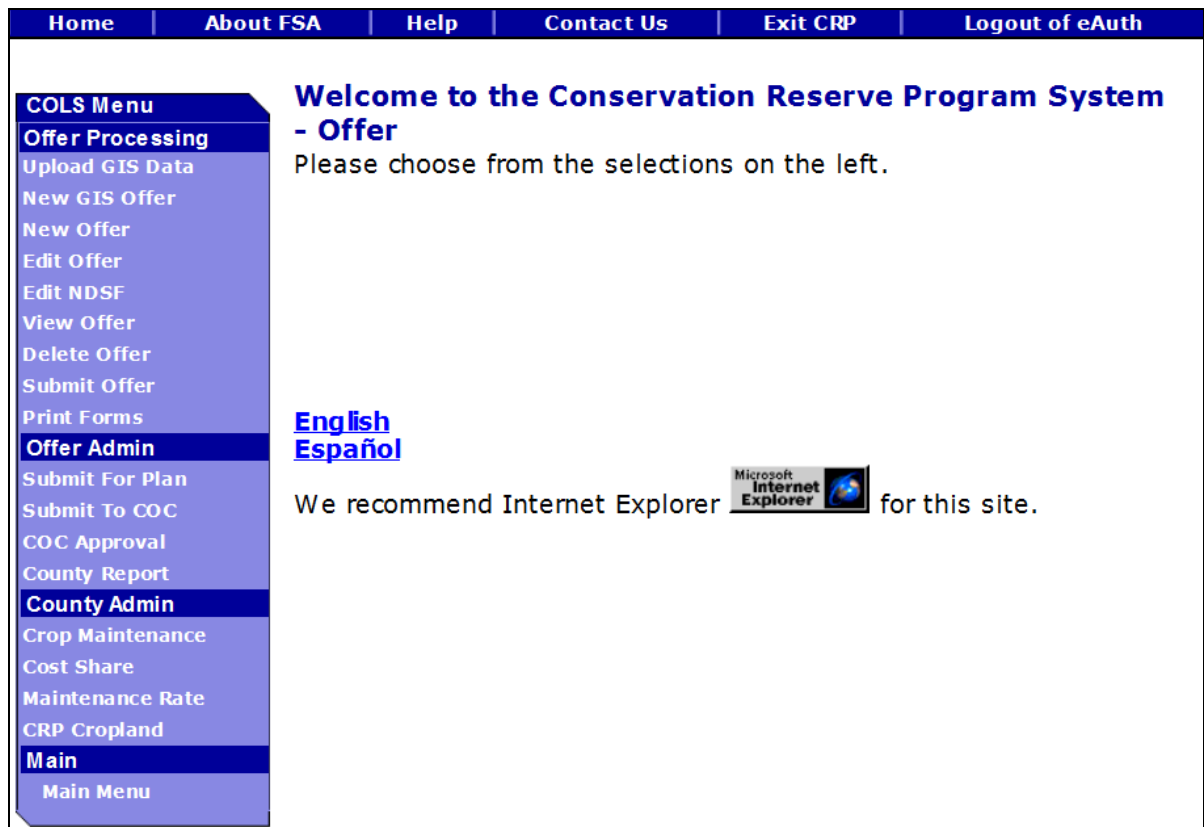
145 Preparing for COLS Signup

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.

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.

The screenshot shows a web application interface for the 'Soil Rental Rate Posting Report'. At the top, there is a navigation bar with links: Home, About COLS, Help, Contact Us, Exit CRP, and Logout of eAuth. On the left side, there is a 'COLS Menu' with several categories: Offer Processing, Offer Admin, County Admin, and Reports. The 'SRR Posting Report' option is highlighted in red. The main content area is titled 'Soil Rental Rate Posting Report' and contains three dropdown menus: 'Physical State' (set to Missouri (29)), 'Physical County' (set to Atchison (005)), and 'Signup Type' (set to -Select-). Below these menus are 'Submit' and 'Reset' buttons.

--*

***--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 (Continued)

A Overview (Continued)

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.

160 Quick Start Guide (Continued)

A Overview (Continued)

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.

164 New Offer Page

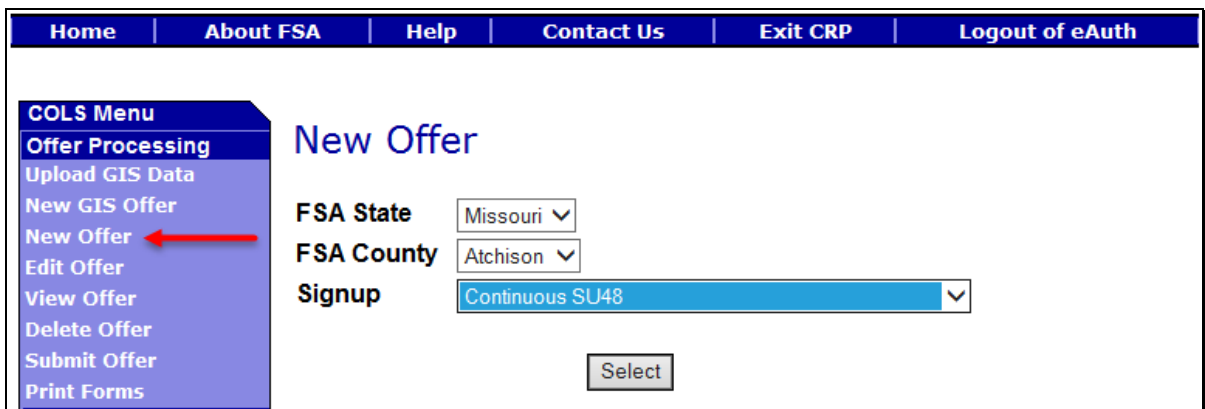
A Overview

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%20and%20Application%20Issues/AllItems.aspx

B Example of New Offer Page

The following is an example of the “New Offer” process.



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

164 New Offer Page (Continued)

C Field Descriptions and Actions

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

Field	Description	Action
FSA State	Allows the user to select the 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.

--*

171 Print Forms Page (Continued)

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.

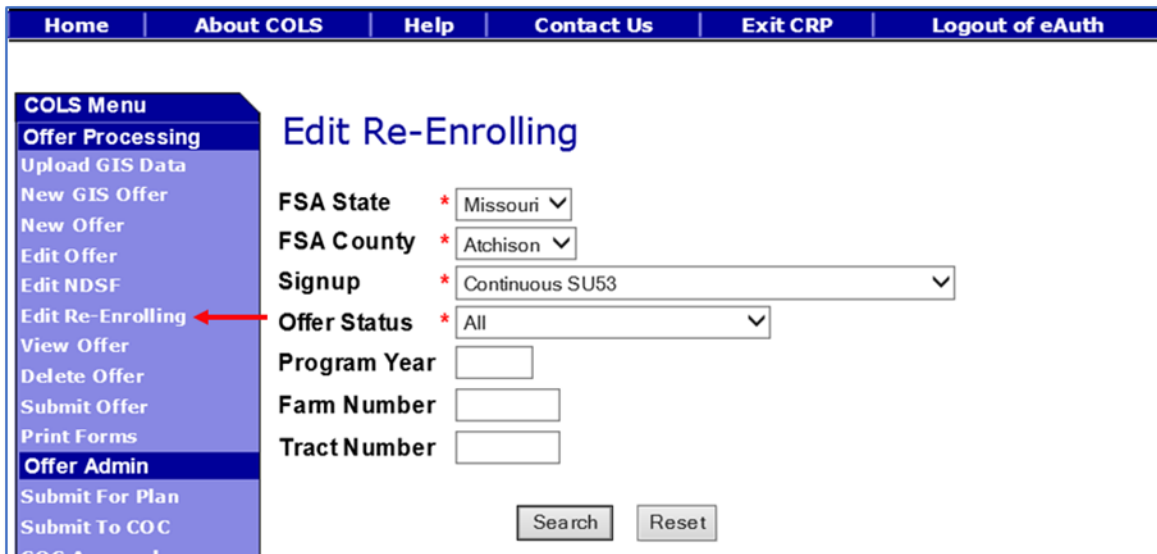
***--172 Edit Re-Enrolling Search Page**

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.

--*

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

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	<p>Allows users to select 1 of the following statuses:</p> <ul style="list-style-type: none"> • 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	<p>Allows the user to enter the applicable program year. Field length is 4 characters and numerical.</p> <p>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.</p>	<p>Enter the program year.</p> <p>Note: This field is optional.</p>
Farm Number	<p>Allows the user to select the applicable farm number. Field length is 7 characters and numerical.</p> <p>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.</p>	<p>Enter a valid farm number.</p> <p>Note: This field is optional.</p>
Tract Number	<p>Allows the user to select the applicable tract number. Field length is 7 characters and numerical.</p> <p>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.</p>	<p>Enter a valid tract number.</p> <p>Note: This field is optional.</p>

--*

--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.

--*

***--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.

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.	

--*

***--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.

Re-Enrolling

[Practice Details](#) ◀ ▶

Valid?	Field/Acre Practice Code	Expiring CRP	* Admin St/Cty Expiring Contract Number	Expiring Signup Name	Expiring Practice Code	Edit
N	0007 / CP2	2.44	55 / 027 /	UNKNOWN		Edit

***--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: <ul style="list-style-type: none"> • “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.

--*

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

I Example of Re-Enrolling Page in Edit Mode

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

Re-Enrolling

[Practice Details](#) ◀ ▶

Valid?	Field/Acre Practice Code	Expiring CRP	Admin St/Cty Expiring Contract Number	Expiring Signup Name	Expiring Practice Code
Y	0003 / CP21	3.20	55 / 027 / 2304		

[Validate](#)

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.

--*

***--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.

--*

174-190 (Reserved)

