

FSA
HANDBOOK

**Conservation Reserve Program Cost Share
and Practice Incentive Payments**

For State and County Offices

SHORT REFERENCE

**6-CRP
(Revision 1)**

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

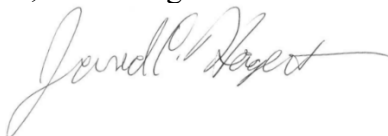
UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Conservation Reserve Program
Cost Share and Practice Incentive Payments
6-CRP (Revision 1)**

Amendment 1

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Issuance

This handbook provides automation procedure for Cost Share and Practice Incentive Payments for the Conservation Reserve Program.

B Obsolete Material

6-CRP is obsolete.

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Part 1 General Information

1 Handbook Coverage

A Purpose

This handbook provides automation procedure for administering CSS applications and agreements for CRP.

B Authority and Responsibilities

PDD has the authority and responsibility for the instructions in this handbook.

CD has the authority and responsibility for program policy outlined in 2-CRP.

C Related FSA Handbooks

The following FSA handbooks are related to the CRP cost share application.

IF the area of concern is about...	THEN see...
audits and investigations	9-AO.
program appeals	1-APP.
document retention period	32-AS.
approved abbreviations, signatures, and authorizations	1-CM.
common payment provisions	9-CM.
acreage compliance	2-CP.
conservation compliance	6-CP.
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CCMS and Conservation Payment Application	5-CRP.
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payment eligibility, payment limitation, and average adjusted gross income for 2021 and subsequent years	6-PL.

1 Handbook Coverage (Continued)

D Training Materials

Training videos are available on the DAFP SharePoint site at [FPAC-FSA-DAFP CRP Training Presentations](#).

2 Responsibilities

A Background

The responsibilities for CSS functions described in this paragraph are in addition to the responsibilities in applicable CRP handbooks.

B Office Responsibilities

The following table describes the CSS activity responsibilities of each office.

Office	Responsibilities
PDD	Implement web-based processes to support CSS functions in State and County Offices. Provide procedural assistance to State Offices on data entry requirements and software operations.
CD	Provide CRP cost share policies for administering and delivering conservation cost share programs.
State Offices	Provide County Offices with: • application training • procedural assistance on data entry requirements and software operations.
FPAC Business Center, ISD	Develop software and provide technical assistance to PDD.

3 Submitting Software Issues

A Overview

County Offices must report issues to their State Office specialist. If the State Office specialist cannot resolve the issue, the State Office specialist will submit the issue to the FSA Farm Programs Software Issues SharePoint site at [PDD Software Issues SharePoint Site](#).

Note: The PDD Software Issue SharePoint site is **only** for State Office specialists and the National Office. County Office employees **must not** request access.

B Providing State Office Access to the PDD Software Issue Site

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

4 Receipt for Service (RFS)**A Overview**

1-RFS provides policy for RFS. Document all CSS activity using RFS-Receipt for Service.

Note: RFS-Receipt for Service training materials are available on the DAFP Internet site.

B Action

Access the RFS application according to the following table.

Step	Action
1	Access the FSA Applications Intranet Screen at https://intranet.fsa.usda.gov/fsa/applications.asp .
2	Under “FSA Applications”, “Applications Directory”, CLICK “P-Z”.
3	CLICK “RFS - Receipt for Service”.

5-20 (Reserved)

Part 2 Common Functions**21 Accessing CSS System****A Overview**

CSS functions:

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

B Application, Agreement, and Obligations

In this handbook:

- “application” means an FSA-848 or FSA-848A not yet approved by COC or CED
- “agreement” means an FSA-848A that has been approved by COC or CED.

CRP CSS obligations are handled through 2 separate systems depending on the original CRP-1 approval date. The different systems are:

- eFMS for CRP-1’s approved before October 1, 2020
- COF for CRP-1’s approved on or after October 1, 2020.

21 Accessing CSS System (Continued)

C Security Roles

The following are security roles.

- FSA County Office employees authorized to administer applications within their assigned counties
- FSA State Office employees authorized with full access to all applications within their State

Note: Although designated State Office users can edit applications, this access does not constitute authority to create, edit, or inactivate applications. State Office users must use discretion within the software as State Office users have full County Office functionality.

- FSA National Office employees authorized with full access to all applications nationwide
- view-only role for employees accessing the system without editing capabilities, such as auditors or national level CD employees.

Note: View-only employees attempting to make and save an edit will receive an error message stating they are not authorized.

D Accessing CRP CSS

Access the CRP CSS according to the following table.

Step	Action
1	Access the FSA Applications Intranet Screen at https://fsaintranet.sc.egov.usda.gov/fsa/applications.asp .
2	Under “FSA Applications”, “Applications Directory”, CLICK “A-C”.
3	CLICK “Conservation CSS - Cost Share Software”.

22 Cost Share - Program Selection Screen

A Overview

The Cost Share - Program Selection Screen is used to navigate between the different programs that use CSS.

B Example of Cost Share - Program Selection Screen

The following is an example of the Cost Share - Program Selection Screen.

USDA United States Department of Agriculture
Farm Service Agency

Cost - Share

Home About Help Contact Us Exit Logout of eAuth

You are logged in as a **County user**

Menu
Welcome COUNTY USER
Program
Select Program

Program
Select Program for cost share
All required fields are denoted by an asterisk {*}
* Select Program :

Continue

ProgramSelect01 [Back to Top ^](#)

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C Action

From the Cost Share - Program Selection Screen:

- select “CRP” from the drop-down menu
- CLICK “Continue”.

Note: FMI and CLEAR30 are variations of the CRP program. CSS functionality for these programs is essentially the same as for CRP, but FMI and CLEAR30 are treated as separate programs in CSS.

If the cost share application or agreement being created or edited is for FMI or CLEAR30, choose either FMI or CLEAR30 as the program instead of CRP.

22 Cost Share - Program Selection Screen (Continued)

D Example of Cost Share - Program Selection Screen for Multi-County Users

Users associated with multiple counties must select the applicable State and county before proceeding.

USDA United States Department of Agriculture
Farm Service Agency

Cost - Share

Home About Help Contact Us Exit Logout of eAuth

You are logged in as a **State Admin user**

Menu

- Welcome STATE USER
- State
- Reports
- Program
- Select Program

Program

Select Program for cost share

All required fields are denoted by an asterisk {*}

* Select Program :

* State :

* County :

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E Action

From the drop-down menu of the Cost Share - Program Selection Screen:

- select “CRP”
- select “State”
- select “County”
- CLICK “Continue”.

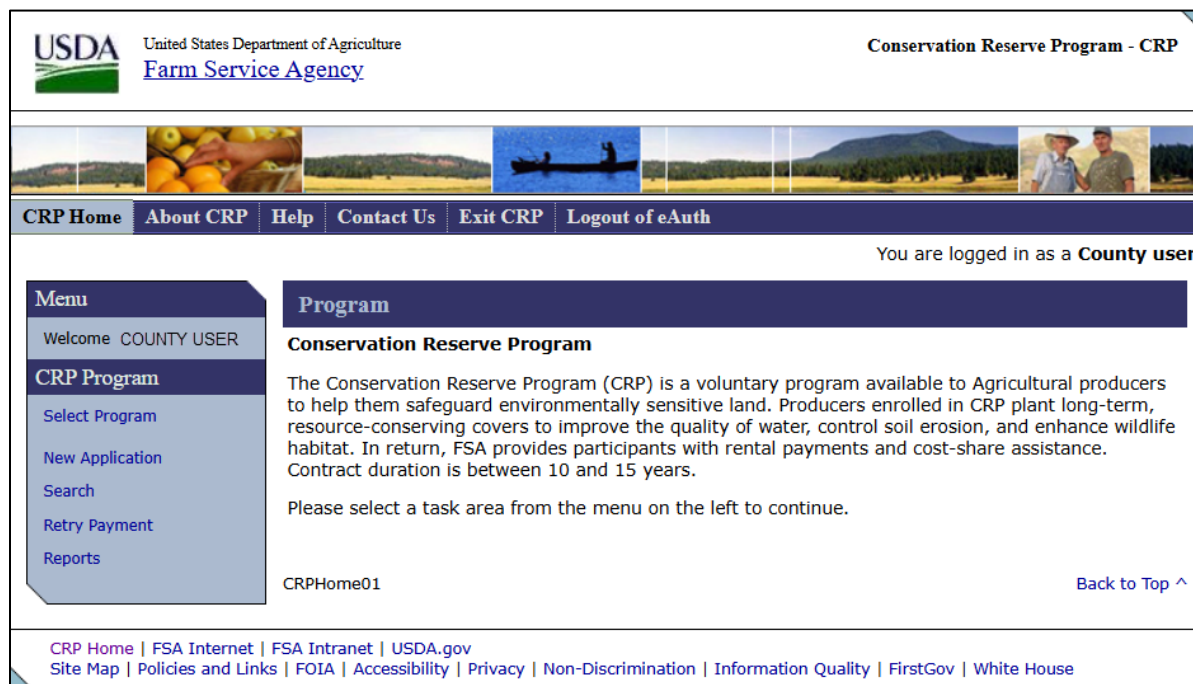
23 CRP Home Screen

A Overview

After the user has selected CRP from the Cost Share - Program Selection Screen, the CRP Home Screen is displayed.

B Example of CRP Home Screen

The following is an example of the CRP Home Screen.



24-40 (Reserved)

Part 3 Navigating and Searching in CSS**41 Navigating CSS****A Overview**

CSS was initially developed with the expectation that the left navigation menu would serve as the primary method for searching and navigation. As applications were created, approved, managed, and paid, users could find the application or agreement by selecting an option from the left navigation menu to view a listing of applications or agreements with statuses that permitted actions for the selected process. This approach required the user to know the specific link from the left navigation menu that corresponded to the action they wanted to perform on the application or agreement. Users found this approach to navigation difficult.

CSS navigation has been redesigned to rely primarily on the user searching for a single application or agreement using “Search” from the left navigation menu, then using links within the search results showing available actions for the selected application or agreement. This enhancement provides intuitive and user-friendly CSS navigation. Users can also search for multiple applications at once. See paragraph 42 for instructions on using search for CSS navigation.

Note: Five options remain active in the left navigation menu.

B Navigating Using Search Link

When the user intends to take a specific action on an individual application or agreement, the user will CLICK “Search” from the left navigation menu to search for that application or agreement and navigate according to paragraph 44.

C Navigating Using Left Navigation Menu

The left navigation links must be used to:

- select a program
- create a new application
- initiate a search for an application or agreement
- access the reports menu.

The left navigation links are useful for viewing applications with failed payments (paragraph 254).

41 Navigating CSS (Continued)

D Sort and Navigate Using Column Header Links

Results displayed using search on the left navigation menu can include many applications or agreements. When a column header displays as a link, the user can click on the column header to sort the data in ascending order, making it easier to navigate to a specific application or agreement.

42 Navigating Using Search

A Overview

The Search Criteria Screen:

- is the starting point for selecting applications or agreements
- allows users to search based on specific criteria entered.

B Example of Search Criteria Screen

The following is an example of the Search Criteria Screen.

Menu	Search Criteria
Welcome COUNTY USER	Choose from the options below to get the list of assistance requests.
CRP Program	* State : Missouri
Select Program	* County : Johnson
New Application	Project Area ID : Select Project Area ID
Search	Control Number :
Retry Payment	Source Contract Number :
Reports	Producer Name : Find Producer
	Fiscal Year : Select Year
	Agreement/Application Status : Select Application Status
	Practice Status : Select Practice Status
	Search Clear

42 Navigating Using Search (Continued)

C Fields Descriptions and Actions

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

Field	Description/Action
State	Defaults to the user's administrative State. Select a different State from the drop-down menu, if applicable. Note: This field is disabled for State and National users. State and National users are limited to the State selected on the Program Screen during program selection.
County	Defaults to the user's administrative county. Select a different county from the drop-down menu, if applicable. Note: This field is disabled for State and National users. State and National users are limited to the county selected on the Program Screen during program selection.
Project Area ID	Allows users to select the project area identification number based on the cost share programs selected from the CSS Home Screen. CRP only has 1 option and no further action is needed.
Control Number	Enter the application or agreement number. Leave blank to include all control numbers. To select a specific application number, only the last 6 digits are needed. Example: The full control number is 29_101_2024_0193. Users should enter "240193". Note: When searching by the control number, do not enter additional search criteria (except for State and county) as this may unintentionally exclude an application or agreement.

42 Navigating Using Search (Continued)

C Field Descriptions and Actions (Continued)

Field	Description/Action
Source Contract Number	Enter the source contract number from the approved CRP-1 in CCMS. Leave blank to include all source contract numbers. If the contract has been suffixed in CCMS, user can narrow the search by entering the contract number and suffix.
Producer Name	Displays the producer's name. The producer's name is only displayed after selecting a producer using the "Find Producer" button.
Find Producer	CLICK "Find Producer" to select a producer. The SCIMS Search Screen is displayed.
Fiscal Year	Select the applicable FY from the drop-down menu. Leave blank to search all FY's. Note: The FY is the year the cost share application was created, not the year CRP-1 was approved or became effective.
Agreement/ Application Status	Select the applicable status from the drop-down menu. Leave blank to select all application and agreement statuses. See Exhibit 4 for a list of application and agreement statuses.
Practice Status	Use the drop-down menu to narrow the search to a specific practice status. Leave blank to select all practice statuses. See Exhibit 5 for a list of practice statuses. Note: A combination of Fiscal Year, Agreement Status, and Practice Status can be used together to narrow search results.
Search	CLICK "Search" to view results based on the selected search criteria.
Clear	CLICK "Clear" to reset the values entered. Clear does not remove the selected State and county.

43 Search Results Screen

A Overview

The Search Results Screen is displayed based on the search criteria entered according to paragraph 42.

B Example of Search Results Screen

The following is an example of the Search Results Screen.

Menu

Welcome COUNTY USER

CRP Program

Select Program

New Application

Search

Retry Payment

Reports

Search Results

Below is a list of assistance requests for the criteria you selected.

New Search

Your request: State=Missouri, County=Johnson

<< <Prev 58 59 60 61 62 Next> >>

Cost Share Agreement/Application search results

Control Number	Applicant Name	Agreement/Application Status	State County	Date Created	Approval Date	Show/Hide Practice Summary	Links	Forms	Letters
29_101_2024_0179	JOE FARMER	PARTIALLY_EARNED	Missouri - Johnson	03/19/2024	02/29/2024	Show	Agreement Summary Revise Terminate Extend Practices Add/View Notes	FSA848 SP FSA848A SP FSA848B SP View Certifications	Approval Letter SP
29_101_2024_0182	IMA PRODUCER	INCOMPLETE	Missouri - Johnson	03/22/2024		Show	Edit Inactivate Application Add/View Notes	FSA848 SP	
29_101_2024_0184	BIG FARM COMPANY	PAID	Missouri - Johnson	03/22/2024	10/01/2021	Show	Agreement Summary Revise Terminate Extend Practices Manage PIP Add/View Notes	FSA848 SP FSA848A SP FSA848B SP View Certifications	Approval Letter SP

<< <Prev 58 59 60 61 62 Next> >>

43 Search Results Screen (Continued)

C Field Descriptions and Actions

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

Field	Description/Action		
New Search	CLICK “New Search” to return to the Search Criteria Screen. Note: Information previously entered is retained. Change criteria as applicable.		
Control Number	Displays the control number of the application or agreement within CSS.		
Applicant Name	Displays the producer selected as the primary applicant on the application.		
Agreement/ Application Status	Displays the status of the agreement/application. See Exhibit 4 for a list of statuses.		
State County	Displays the administrative State and county.		
Date Created	Displays the date the application was created.		
Approval Date	Displays the FSA-848A approval date as follows.		
	Program	Parent FSA-848A Approval Date	Child FSA-848A Approval Date
	CRP (including Grasslands) and CLEAR30	CRP-1 approval date in CCMS (auto populated)	COC date of FSA-848A approval
	FMI	COC date of FSA- 848A approval	COC date of FSA-848A approval
Show/Hide Practice Summary	A hyperlink that expands the practice summary. Depending on the application status, links to specific processes may be available in the practice summary. CLICK: • “Show” to expand the practice information • “Hide” to collapse the practice information.		
Links	Displays a list of hyperlinks to navigate to the specific process. Links displayed vary according to the status of the application or agreement. Use the hyperlinks to navigate to the specific action the user intends to perform. See paragraph 44 for a list of links for each application or agreement status.		
Forms	Displays a list of hyperlinks to save a form as a PDF. Note: The view certifications hyperlink will display when certifications are loaded. Selecting the view certifications hyperlink will direct the user to the View Existing Certification Screen (paragraph 301).		
Letters	Displays a list of hyperlinks to save a letter as a PDF.		

44 Search Results Links

A Overview

The Search Results Screen allows users to navigate to specific processes using the links provided. The links displayed are dynamic based on the status of the application or agreement.

Note: The Add/View Notes link is displayed for all application and agreement statuses.

B Available Links by Status

The following table provides applicable links on the Search Results Screen for the application and agreement statuses, and a description of the action that occurs when the link is used.

Link	Status(es)	Action
Edit	Incomplete	CLICK “Edit” to display the Application Signup - Applicant Information Screen. For new applications, see Part 4. For “Finalize Path” revisions with a status of “Incomplete”, see Part 6, Section 4.
	Revise in Process	CLICK “Edit” to display the Agreements Signup - Applicant Information Screen. For “Revise Path” revisions, see paragraph 432. For reinstatements, see paragraph 511.
Inactivate Application	• Incomplete • Complete	CLICK “Inactivate Application” to display the Application Signup - Inactivate Screen (paragraph 123).
Cancel Revision	• Incomplete • Complete • Revise in Process	CLICK “Cancel Revision” to display: • the Application Signup - Inactivate Screen for revisions with agreement statuses of Incomplete or Complete (paragraph 123) • the Agreement Maintenance - Cancel Revision Screen for revisions with agreement status of Revise in Process (paragraph 485).
Cancel Reinstatement	• Revise in Process • Revise Complete • Revise COC	CLICK “Cancel Reinstatement” to display the Agreement Maintenance - Cancel Reinstatement Screen (paragraph 484).
Add/View Notes	All statuses	CLICK “Add/View Notes” to display the List of Notes Screen. Users can view existing notes or add a new note(s). Do not enter PII.

44 Search Results Links (Continued)

B Available Links by Status (Continued)

The following table provides applicable links on the Search Results Screen for the application and agreement statuses, and a description of the action that occurs when the link is used.

Link	Status(es)	Action
Go To Approval	Complete	CLICK “Go To Approval” to display the Agreement Approval - Assign ID Screen. See paragraph 142 for new applications and Part 6 for revisions.
View Approval Status	- Approval in Process - Revise Approval in Process	CLICK “View Approval Status” to navigate to the Agreement Approval Eligibility Success Screen. See paragraph 143 for further instructions. Note: A prolonged status of “Approval In Process” usually indicates a problem occurred that prevented a successful approval.
Agreement Summary	- Approved - Partially Earned - Paid - Finalized	CLICK “Agreement Summary” to display the Agreement Summary Screen. See paragraph 202 for further instructions.
Manage PIP	- Finalized - Paid - Partially Earned	CLICK “Manage PIP” to navigate to the Manage PIP Screen. Only agreements containing PIP-eligible practice(s) for Continuous non-CREP Signups 55 through 63 where the cost share agreement was approved before January 28, 2026, display the Manage PIP link. See Part 7 for further instructions.
	- Active Revise - Approved - Revise Ended - Revise in Process - Terminate COC - Terminate Contract	CLICK “Manage PIP” to navigate to the Manage PIP Screen. Note: Actions cannot be taken for these statuses.
Extend Practices	- Approved - Revise Complete - Partially Earned - Paid	CLICK “Extend Practices” to display the Extend Practice Screen. See paragraph 401 for further instructions.
Revise	- Approved - Partially Earned - Paid	CLICK “Revise” to display the Revise Contract Screen. See Part 6, Section 2 for further instructions.

44 Search Results Links (Continued)

B Available Links by Status (Continued)

Link	Status(es)	Action
Terminate	• Approved • Partially Earned • Paid • Finalized	CLICK “Terminate” to display the Agreement Maintenance - Terminate Agreement Screen. See Part 6, Section 6 for further instructions.
Submit to COC/CED	Revise Complete	CLICK “Submit to COC/CED” to display the Agreement Maintenance - Submit to COC/CED Screen. See Part 6, Section 7 for further instructions.
Approve - Revise	Revise COC	CLICK “Approve-Revise” to display the Agreement Maintenance - Check ID Screen. See Part 6, Section 5 for further instructions.
Approve-Terminate	Terminate COC	CLICK “Approve-Terminate” to display the Agreement Maintenance - Check ID Screen. See paragraph 507 for further instructions.
Reinstate	Terminate Contract	CLICK “Reinstate” to display the Agreement Maintenance - Reinstate Agreement Screen. See paragraph 511 for further instructions.

45 Search Results - Practice Summary

A Overview

The Practice Summary is displayed when the user has selected “Show” in the “Show/Hide Practice Summary” column.

The purpose of Practice Summary is to view the practice(s) on the application or agreement and the status of the practice(s). Depending on the status of the application or agreement and the status of the individual practices, action links may be included in the practice summary. These links can be used to navigate directly to the specific process.

Note: Incomplete status applications with no practices added yet will not display a practice summary when the user selects “Show”.

B Example of Search Results - Practice Summary

The following is an example of the Search Results - Practice Summary that displays after the user has clicked “Show” for an application or agreement with a paid status.

Menu

Welcome COUNTY USER

CRP Program

Select Program

New Application

Search

Retry Payment

Reports

Search Results

Below is a list of assistance requests for the criteria you selected.

New Search

Your request: State=Missouri, County=Johnson

<< <Prev 58 59 60 61 62 Next> >>

Cost Share Agreement/Application search results

Control Number	Applicant Name	Agreement/Application Status	State County	Date Created	Approval Date	Show/Hide Practice Summary	Links	Forms	Letters												
29_101_2024_0192	JOE FARMER	PAID	Missouri - Johnson	04/17/2024	02/29/2024	Hide	Agreement Summary Revise Terminate Extend Practices Add/View Notes	FSA848 SP FSA848A SP FSA848B SP View Certifications	Approval Letter SP												
Practice Summary <table> <tr> <th>Practice Control Number</th> <th>Practice Status</th> <th>Action(s)</th> <th>Process Status</th> </tr> <tr> <td>29-101-2024-0192-01-CP4D</td> <td>PARTIALLY_EARNED</td> <td>Producer/TSP Certification</td> <td>EnvironmentCompliance_UnNeeded NeedsDetermination_Complete_Unneeded ProducerCertification_Final TSPCertification_Incomplete</td> </tr> <tr> <td>29-101-2024-0192-02-CP4D</td> <td>PAID</td> <td>Producer/TSP Certification</td> <td>EnvironmentCompliance_UnNeeded NeedsDetermination_Complete_Unneeded ProducerCertification_Final TSPCertification_Final</td> </tr> </table>										Practice Control Number	Practice Status	Action(s)	Process Status	29-101-2024-0192-01-CP4D	PARTIALLY_EARNED	Producer/TSP Certification	EnvironmentCompliance_UnNeeded NeedsDetermination_Complete_Unneeded ProducerCertification_Final TSPCertification_Incomplete	29-101-2024-0192-02-CP4D	PAID	Producer/TSP Certification	EnvironmentCompliance_UnNeeded NeedsDetermination_Complete_Unneeded ProducerCertification_Final TSPCertification_Final
Practice Control Number	Practice Status	Action(s)	Process Status																		
29-101-2024-0192-01-CP4D	PARTIALLY_EARNED	Producer/TSP Certification	EnvironmentCompliance_UnNeeded NeedsDetermination_Complete_Unneeded ProducerCertification_Final TSPCertification_Incomplete																		
29-101-2024-0192-02-CP4D	PAID	Producer/TSP Certification	EnvironmentCompliance_UnNeeded NeedsDetermination_Complete_Unneeded ProducerCertification_Final TSPCertification_Final																		
29_101_2024_0193	IMA PRODUCER	INCOMPLETE	Missouri - Johnson	05/03/2024		Show	Edit Inactivate Application Add/View Notes	FSA848 SP													

45 Search Results - Practice Summary (Continued)

C Fields Descriptions and Actions

The following table provides the field descriptions and actions for the Search Results - Practice Summary results.

Field	Description/Action
Practice Control Number	Displays the practice control number for the practice.
Practice Status	Displays the practice status.
Action(s)	Displays a hyperlink based on the practice statuses in combination with specific agreement statuses. For CRP, the 2 possible hyperlinks are: • “Producer/TSP Certification” hyperlink displays when the practice status is Approved, Partially Earned or Paid, but only when the agreement status is Approved, Partially Earned, or Paid Note: CLICK the hyperlink to navigate to the Practice Summary Screen. • “Retry Payment” hyperlink displays when the practice status is Payment Failed. Note: CLICK the hyperlink to navigate to the Retry Payment Screen.
Process Status	Environmental Compliance and Needs Determination section in the CSS software are not applicable to CRP C/S processing and will always show the same “unneeded” process status. Note: This does not exempt CRP contracts from the Environmental Compliance requirements in 2-CRP, paragraph 367. Producer and TSP certification statuses are: • “Incomplete” (no certifications exist for the practice) • “Partial” (certifications exist, practice not marked complete) • “Final” (certifications exist, practice marked complete).

46-80 (Reserved)

Part 4 Applications

Section 1 Creating New Applications - Application Signup

81 Applicant Information Screen

A Overview

CLICK “New Application” from the Cost Share menu on the CRP Home Screen to display the Applicant Information Screen. This screen allows users to create a new cost share application.

If edits on existing applications are required before COC approval, see paragraph 121 for Edit Application instructions. After edits are complete, see paragraph 142 for Agreement Approval instructions.

If an application is submitted and COC approves the agreement, the “Edit Application” link is disabled because the producer has an approved agreement and any applicable funds have been obligated to the agreement. User will be required to “Revise the Agreement” according to Part 6 if changes are needed after agreement approval.

FSA has established policy authorizing cost share for CP88 components installed on acres not enrolled in a CRP contract that, once completed, provide a water source for livestock and resolves the resource concern on acreage enrolled in CRP. The installation of water developments, water facilities, and pipelines on acres not enrolled in a CRP contract must be the most cost-effective method of providing water sources on the CP88 acreage. See paragraph 90 for creating applications for practice CP-88 water facilities not located on contract acreage.

B Example of Application Signup - Applicant Information Screen

The following is an example of the Application Signup - Applicant Information Screen.

Menu

Welcome COUNTY USER

CRP Program

Select Program

New Application

Search

Retry Payment

Reports

Application Signup - Applicant Information

Following are the producer details.

All required fields are denoted by an asterisk{*}

* State :

* County :

* Contract Number : Suffix :

* Producers :

CRPCostShareAddProducer01

[Back to Top ^](#)

81 Applicant Information (Continued)

C Field Descriptions and Actions

The following table provides the field, descriptions, and actions for the Applicant Signup - Applicant Information Screen.

Field	Description/Action
State	Defaults to the user's administrative State. Select a different State from the drop-down menu, if applicable. Note: Field is disabled for State and National users. State and National users are limited to the State selected on the Program Screen during program selection.
County	Defaults to the user's administrative county. Select a different county from the drop-down menu, if applicable. Note: Field is disabled for State and National users. State and National users are limited to the county selected on the Program Screen during program selection.
Contract Number	Enter the CRP-1 contract number from CCMS. The contract number cannot exceed 5 digits.
Suffix	Enter the contract number suffix for the active contract in CCMS, if applicable.
Retrieve Producers	Select "Retrieve Producers" to retrieve associated producers. Only producers associated with the CRP-1 in CCMS will be displayed. Producers who are not associated with the CRP-1 in CCMS will not be listed. Corrections to producers associated with the CRP-1 must be made in CCMS. See 5-CRP for further instructions. Retrieved producers are not required to be an applicant on the cost share application. Important: Users will remove producer(s) who will not be certifying a practice complete or receiving cost share. Select only producers contributing to the cost of installing the practice. Note: If the CRP contract is flagged in CCMS as exempt from needing FSA-848A, the error message "Source CRP contract is designated as cost share agreement exempt in CCMS and cannot receive cost share payments." will be displayed and no further action will be available in CSS.

81 Applicant Information (Continued)

C Field Descriptions and Actions (Continued)

Field	Description/Action
Add Producer	CLICK “Add Producer” to add a producer using the SCIMS Search Screen. If the selected producer is not associated with the contract in CCMS, once “Continue” is selected and validations are run, system will display the error message “Producer(s) on this application does not match the producers on selected CRP-1.” User must make corrections to producers associated with the contract in CCMS software.
Fields/Buttons Available after clicking “Retrieve Producers”	
Select	CLICK “Select” to designate a producer as the primary applicant. The primary applicant designated will appear as the applicant name and will receive correspondence about an approved agreement.
Remove	CLICK “Remove” to remove a producer(s) who will not be certifying a practice complete or receiving cost share. Example: Joe Smith receives 100 percent and Jane Smith receives 0 percent of the shares on CRP-1. Joe Smith states that he will certify completion of practice, bear all expenses, and receive 100 percent cost share. User will remove Jane Smith as an applicant for cost share. The agreement can be revised later to add Jane Smith, if necessary. Note: If the application contains only a single producer, that producer cannot be removed. Users must make corrections to producers in CCMS. Producers not associated with a contract in CCMS cannot be on a CRP cost share agreement.
Continue	Validations will run and if no errors are found the Application Signup - Add Contributors Screen will be displayed. See paragraph 82 for further instructions.

81 Applicant Information (Continued)

D Example of Application Signup - Applicant Information Screen After Producer(s) Retrieved

The following is an example of the Application Signup - Applicant Information Screen after the producer(s) is retrieved.

Menu		Application Signup - Applicant Information	
Welcome COUNTY USER		Following are the producer details.	
CRP Program		All required fields are denoted by an asterisk{*}	
Select Program		* State : Missouri	
New Application		* County : Johnson	
Search		* Contract Number : 11267 Suffix :	
Retry Payment		* Producers : Retrieve Producers Add Producer	
Reports			
		* Select Primary Applicant :	
Select	Applicant(s)	Action	
☐	IMA PRODUCER	Remove	
☐	ABC FARMS	Remove	
		Continue	

E Example of Application Signup - Applicant Information Screen for CRP Contract Exempt in CCMS

The following is an example of the Application Signup - Applicant Information Screen after producer retrieval and the CRP contract is designated as exempt in CCMS.

Menu		Application Signup - Applicant Information	
Welcome COUNTY USER		Errors	
CRP Program		Source CRP contract is designated as cost share agreement exempt in CCMS and cannot receive cost share payments.	
Select Program		Following are the producer details.	
New Application		All required fields are denoted by an asterisk{*}	
Search		* State : Missouri	
Retry Payment		* County : Johnson	
Reports		* Contract Number : 11233 Suffix :	
		* Producers : Retrieve Producers Add Producer	

82 Add Contributors Screen

A Overview

CLICK “Continue” on the Application Signup - Applicant Information Screen to display the Add Contributors Screen. This screen is used to enter field numbers for the land where practices will be applied.

B Example of Application Signup - Add Contributors Screen

The following is an example of the Application Signup - Add Contributors Screen.

Menu	Application Signup - Add Contributors					
Welcome COUNTY USER	Control No : 29_101_2025_0112			Creation Date : 08/13/2025		
CRP Program	Applicant Name : IMA PRODUCER			Project Area ID : 1667		
Select Program	Agreement Status : INCOMPLETE			Contract Number : 11302		
New Application	Following are the Producer/Contributor details.					
Search	All required fields are denoted by an asterisk{*}					
Retry Payment	Producer Farm Details					
Reports	* Producer(s)	Farm No.	Tract No.	* Field No.	State	County
	IMA PRODUCER	0007474	0011441	1	29	101
	Save & Continue < Back					

C Fields Descriptions and Actions

The following table provides the field descriptions and actions for the Application Signup - Add Contributors Screen.

Field	Description/Action
Producer(s)	Displays the producer(s) associated to the CRP-1.
Farm No.	Displays the farm(s) associated to the producer(s).
Tract No.	Displays the tract numbers of the farms.
Field No.	Enter the field numbers for all practices listed on the CRP-1 that require certification. CSS will interface with Farm Records to extract farm and tract number data associated with the producer(s) on the CRP contract. Note: There is no limit to the amount of field numbers that can be entered. If practices are being cost-shared on multiple fields, enter field number values separated by commas with no spaces.
State	Displays the physical location State of the tract.
County	Displays the physical location county of the tract.
Save & Continue	After all applicable information has been entered, CLICK “Save & Continue” to display the Documentation Screen.
Cancel	CLICK “Cancel” to navigate to the Application Signup - Applicant Information Screen.

83 Documentation Screen

A Overview

CLICK “Save & Continue” from the Add Contributors Screen to display the Documentation Screen. This screen allows users to enter information about the specific Project Area ID for which the producer is applying.

B Example of Application Signup - Documentation Screen

The following is an example of the Application Signup - Documentation Screen.

Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports	Application Signup - Documentation Control No : 29_101_2025_0080 Applicant Name : IMA PRODUCER Agreement Status : INCOMPLETE Creation Date : 06/09/2025 Project Area ID : 0 Contract Number : 11267 Add/View Notes All required fields are denoted by an asterisk {*} * Select Project Area ID : Select Project Area ID Description of Site : Save & Add Practice(s)

Note: System creates a control number for the application using the format of 2-digit State code, 3-digit county code, FY, and sequential number created within the FY.

83 Documentation Screen (Continued)

C Field Descriptions and Actions

The following table provides the field, descriptions, and actions for the Application Signup - Documentation Screen.

Field	Description/Action
Control No	Displays the control number. The control number is a combination of the State, county, program year, and system assigned application number.
Applicant Name	Displays the applicant's name.
Agreement Status	Displays the status of the agreement.
Creation Date	Displays the date the new application was created.
Project Area ID	Displays the Project Area ID.
Contract Number	CLICK the hyperlink to proceed to CCMS for contract maintenance. The CRP-1 contract number listed in the hyperlink is opened in CCMS.
Add/View Notes	A hyperlink to insert notes, comments, or both. Note: The "Add/View Notes" feature allows users to keep an internal record of important actions taken during the application or agreement process. Important: Information is not printed on documents. These are internal notes for office use only and should not be printed and provided to a producer. Do not enter PII. See paragraph 89 for adding notes.
Select Project Area ID	Non-Project Area - 1667 is defaulted when entering an application for CRP cost share.
Description of Site	An optional field to enter a narrative description with any information that helps user remember specifics about the application to differentiate between applications. Warning: Do not enter PII.
Save & Add Practice(s)	Saves information entered and proceeds to the Application Signup - Add Practices Screen.

84 Add Practices Screen

A Overview

CLICK “Save & Continue” from the Documentation Screen to display the Application Signup - Add Practices Screen. This screen allows users to select the practices under which CRP cost share assistance is being requested. Only practices on the associated CRP contract are displayed for selection. There may be multiple instances of a practice added to the application. These practice instances may include, but are not limited to, establishment of the practice and required management.

Example: 1-CP1, Establishment of Permanent Introduced Grasses and Legumes
2-CP1, Required mid-contract management, no cost share

Note: If Administrative County and Physical County are different, ensure that the Physical County has loaded components and rates in Program Provisioning. See Part 9 for program provisioning for CRP.

B Example of Application Signup - Add Practices Screen

The following is an example of the Application Signup - Add Practices Screen.

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

Application Signup - Add Practices

Control No : 29_101_2025_0081
Applicant Name : IMA PRODUCER
Agreement Status : INCOMPLETE

Creation Date : 06/09/2025
Project Area ID : 1667
Contract Number : [11310](#)
[Add/View Notes](#)

Following fields lets you to add or edit a practice

All required fields are denoted by an asterisk{*}

* Select Practice :

* Practice Rate Type : **Component Rate**

* Is the selected practice for a Management Activity? :
☐ Yes (not eligible for cost share) ☐ No (eligible for cost share)

* Is this cost share for re-establishment or an authorized CREP riparian buffer "management" maintenance payment? :
☐ Yes (not eligible for PIP) ☐ No (eligible for PIP, if authorized for the practice)

Farm, Tract, Field & Acres :

Select	* Farm No.	Tract No.	Field No.	* Acres	State	County
☐	0000054	0002001	5		29	101

84 Add Practices Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Application Signup - Add Practices Screen.

Field	Description/Action
Control No	Displays the control number. The control number is a combination of the State, administrative county, program year, and system assigned application number.
Applicant Name	Displays the applicant's name.
Agreement Status	Displays the status of the application or agreement.
Creation Date	Displays the date the new application was created.
Project Area ID	Displays the Project Area ID.
Contract Number	CLICK the hyperlink to proceed to CCMS for contract maintenance. The CRP-1 contract number listed in the hyperlink is opened in CCMS.
Add/View Notes	A hyperlink to insert notes, comments, or both. Note: The "Add/View Notes" feature allows users to keep an internal record of important actions applicable to the application or agreement process. Important: Information is not printed on documents. These are internal notes for office use only and should not be printed and provided to a producer. Do not enter PII. See paragraph 89 for adding notes.
Select Practice	Select the CRP practice associated with the CRP contract from the drop-down menu. Note: Not all practices on a CRP contract have components that must be certified on FSA-848. Example: Practice CP12 (Wildlife Food Plot) is not eligible for cost share. See 2-CRP, Part 15 for additional information on practices not requiring certification on FSA-848.

84 Add Practices Screen (Continued)

C Field Descriptions and Actions (Continued)

Field	Description/Action
Practice Rate Type	CSS uses a component rate or practice rate to calculate the cost share according to the Program and the County's Program Provisioning information. See Part 9 for information on Program Provisioning for CRP. Starting with Signup 53, CRP only uses component rates. Component rate is now defaulted, and modification is not permitted for CRP. For Signup 52 and prior CRP contracts, the user must select either practice rate or component rate when adding a practice to FSA-848.
Is the selected practice for a management activity?	Selecting "Yes" will calculate cost share to \$0.00 since management activities for Signups 52 and higher are not eligible to receive cost share. Warning: Once the application is approved, the response is not editable. If answered incorrectly, the cost share agreement must be revised to correct the answer.
Is this cost share for re-establishment or an authorized CREP riparian buffer "management" maintenance payment?	If "Yes" is selected, CSS will not pay a PIP for the practice. Note: PIP is only payable for the initial establishment of a practice. PIP is not authorized when cost share is paid for re-establishing a failed practice or when cost share is paid for "management" maintenance of a CREP riparian buffer as authorized by the applicable CREP agreement. Warning: Once the application is approved the response is not editable. If answered incorrectly, the cost share agreement must be revised to correct an answer. See Exhibit 28 for instructions on correcting an incorrectly answered cost share for re-establishment question.
Select	CLICK "Select" before practice can be added. Select the check box for the applicable farm/tract/field row associated with the practice and enter the total number of acres enrolled for each field.

84 Add Practices Screen (Continued)**C Field Descriptions and Actions (Continued)**

Field	Description/Action
Farm, Tract, Field, & Acres	Enter the practice acres for each selected field. Total acres entered for all fields cannot exceed the total farmland acres on the tract as recorded in Farm Records.
Save & Add Practice Component(s)	Saves practice information that was loaded on the Screen and proceeds to the Application Signup - Add Practice Components Screen.
Cancel	CLICK "Cancel" to proceed to the Application Signup - Practice Summary Screen.

85 Add Practice Components Screen

A Overview

After practice information has been entered, the Add Practice Components Screen will display. This screen allows users to select the components associated with the previously selected practice.

The components displayed depend on components available in the county level program provisioning software. Components are created at the county level or State level and copied to the county level. If the desired component is not displayed, see paragraph 841 to troubleshoot.

B Example of Application Signup - Add Practice Components Screen

The following is an example of the Application Signup - Add Practice Components Screen.

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

Application Signup - Add Practice Components

Control No : 29_101_2025_0081
Applicant Name : IMA PRODUCER
Agreement Status : INCOMPLETE

Creation Date : 06/09/2025
Project Area ID : 1667
Contract Number : [11310](#)
[Add/View Notes](#)

Add or Edit component rate.

All required fields are denoted by an asterisk{*}

Selected Practice : 01-CP21

Management Activity : No
This practice is not for management activity and is eligible for cost share payments.

Re-establishment : No
This practice is not for re-establishment or an authorized CREP riparian buffer and is eligible for PIP (if authorized for the practice and cost share is paid).

* Practice extent (Acre) :

* Select Components :

*Only the selected ones will be added to the application

Component Code	Rate Type	Component Unit	Avg Actual Cost (\$)	Regular CostShare (%)	LIM-RES SOC-DIS BEG-FMR CostShare (%)	*Extent Requested	Remove Link
SITEPREPGRS- Site preparation for grass planting	Percent of Cost - Not to Exceed	Acre	60.00	50.00 %	50.00 %	10	Remove
NATVGRASMIX-5 way native grass mix	Percent of Cost - Not to Exceed	Pounds of Pure Live Seed	30.00	50.00 %	50.00 %	45	Remove

[Show/Hide selected practice's farm, tract, and fields](#)

85 Add Practice Components Screen (Continued)

C Fields Descriptions and Actions

The following table provides the field descriptions and actions for the Application Signup - Add Practice Components Screen.

Field	Description/Action
Control No	Displays the control number. The control number is a combination of the State, county, program year, and system assigned application number.
Applicant Name	Displays the applicant's name.
Agreement Status	Displays the status of the application or agreement.
Creation Date	Displays the date the new application was created.
Project Area ID	Displays the Project Area ID.
Contract Number	CLICK the hyperlink to proceed to CCMS for contract maintenance.
Add/View Notes	A hyperlink to insert notes, comments, or both. Note: The "Add/View Notes" feature allows users to keep an internal record of important actions applicable to the application or agreement process. Important: Information is not printed on documents. These are internal notes for office use only and should not be printed and provided to a producer. Do not enter PII. See paragraph 89 for adding and viewing notes.
Selected Practice	Displays the selected practice from the Application Signup - Add Practices Screen.
Management Activity	Displays the answer to the management question from the Application Signup - Add Practices Screen.
Re-establishment	Displays the answer to the re-establishment question from the Application Signup - Add Practices Screen.
Practice extent (Acre)	Enter the sum of all acres up to 2 decimals for the Selected Practice Code (for example, 01-CP27) on which the practice is being applied. Note: "Acre" will be unit of measure listed for practice reporting purposes, but components can be different units of measure including, but not limited to, "each", "hour", and "pounds".

85 Add Practice Components Screen (Continued)

C Fields Descriptions and Actions (Continued)

Field	Description/Action
Select Components	Select the applicable component from the drop-down menu and CLICK “Add”. The currently selected component will be added into the selected component list in the following table. This field is required. Multiple components may be selected. Components are limited to those associated with the State/county and practice selected. Note: If components are not available for selection, verify in Program Provisioning that the component is active and loaded in the county where the land is physically located, and that the category and subcategory designation is associated to the practice. See Exhibit 9 to determine which categories are associated to the practice. See Part 9 for information on Program Provisioning for CRP
Add	CLICK “Add” to add the component to the table of selected components. Note: If “Save & Add Component” is clicked before clicking “Add”, the component will not be added.
Component Code, Rate Type, Component Unit, Avg Actual Cost (\$), Regular Cost Share (%), & LIM-RES SOC-DIS BEG-FMR Cost Share (%)	Column headers displaying the information for the selected component as in Program Provisioning.
Extent Requested	Enter the extent requested for each component or technical practice selected. Notes: When the unit of measure is expressed in acres, the extent requested may be equal to or less than the practice extent but cannot exceed practice extent. Extent for components not expressed in acres is not expected to match practice acres.
Remove	A hyperlink to remove a selected component.

85 Add Practice Components Screen (Continued)

C Fields Descriptions and Actions (Continued)

Field	Description/Action
Save & Add Component	Saves the selected components displayed in the table to the application and continues to the Application Signup - Add Contributors Screen. Note: Does not add a currently displayed component in the “Select Component” data field to the application.
Back	Returns user to the Application Signup - Add Practices Screen.
Show/Hide selected practice’s farm, tract, and fields	Displays or hides Farm No., Tract No., Field No., Acres and State/County.

86 Add Contributors Screen

A Overview

CLICK “Save & Add Component” on the Application Signup - Add Practice Components Screen to display the Application Signup - Add Contributors Screen. This screen lists all producers on the cost share application. Users designate the expected share of expenses for each producer.

B Example of Application Signup - Add Contributors Screen

The following is an example of the Application Signup - Add Contributors Screen.

Menu		Application Signup - Add Contributors		
Welcome COUNTY USER		Control No : 29_101_2025_0081		Creation Date : 06/09/2025
CRP Program		Applicant Name : IMA PRODUCER		Project Area ID : 1667
Select Program		Agreement Status : INCOMPLETE		Contract Number : 11310
New Application		Add/View Notes		
Search				
Retry Payment				
Reports				
Following are the contributor details. All required fields are denoted by an asterisk {*} Estimated Needed Contribution : 1950.00 Selected Practice : 01-CP21 Management Activity : No This practice is not for management activity and is eligible for cost share payments. Re-establishment : No This practice is not for re-establishment or an authorized CREP riparian buffer and is eligible for PIP (if authorized for the practice and cost share is paid).				
Copy Percent Share Values				
Components				
Component Code	Extent Requested			
SITEPREPGRS-Site preparation for grass planting	10			
	Producer	LIM-RES SOC-DIS BEG-FMR	*Percent Share(%)	
	IMA PRODUCER	No	100	
NATVGRASMIX-5 way native grass mix	45			
	Producer	LIM-RES SOC-DIS BEG-FMR	*Percent Share(%)	
	IMA PRODUCER	No	100	
Confirm Contributions Back				

86 Add Contributors Screen (Continued)

C Fields Descriptions and Actions

The following table provides the field descriptions and actions for the Application Signup - Add Contributors Screen.

Field/Link	Description/Action
Control No	Displays the control number. The control number is a combination of the State, county, program year, and system assigned application number.
Applicant Name	Displays the applicant's name.
Agreement Status	Displays the status of the application or agreement.
Creation Date	Displays the date the new application was created.
Project Area ID	Displays the Project Area ID.
Contract Number	CLICK the hyperlink to proceed to CCMS for contract maintenance.
Add/View Notes	A hyperlink to insert notes, comments, or both. Note: The "Add/View Notes" feature allows users to keep an internal record of important actions applicable to the application or agreement process. Important: Information is not printed on documents. These are internal notes for office use only and should not be printed and provided to a producer. Do not enter PII. See paragraph 89 for adding and viewing notes.
Estimated Needed Contribution	Displays the estimated contribution needed for the practice in dollars and cents. Estimated contribution is based on the average actual cost of the component(s).
Selected Practice	Displays the selected practice and instance number. Example: The first instance of practice CP21 is listed as 01-CP21. If an additional instance of the same practice is included on the same application, it will be displayed as 02-CP21. Multiple instances of the same practice will be required when different components of the practice will be installed at different times resulting in different practice expiration dates for each practice instance.
Management Activity	Displays the answer to the management question from the Application Signup - Add Practices Screen.
Re-establishment	Displays the answer to the re-establishment question from the Application Signup - Add Practices Screen.

86 Add Contributors Screen (Continued)

C Fields Descriptions and Actions (Continued)

Field/Link	Description/Action
Copy Percent Share Values	When a practice has multiple components and there are multiple producers associated with the application, this button can be used to assign the same shares to all components without having to enter shares multiple times. After entering the estimated percent share for each applicant on the first component listed CLICK “Copy Percent Share Values” to automatically assign the same share to all other components. Note: This process always copies the share entered for the first component in the list. If the user enters a share or changes an existing share for any other component in the list and CLICKS “Copy Percent Share Values” then the share for all components, including the component that was entered or changed, will always be set to match the value of the first component in the list.
Component Code	Displays the applicable component(s).
Extent Requested	Displays the extent requested for the component.
Producer	Displays the producer(s) associated with the application.
LIM-RES SOC-DIS BEG-FMR	Displays the applicable Limited Resource, Socially Disadvantaged, and Beginning Farmer designation from Subsidiary.
Percent Share (%)	Enter the estimated percent share for each applicant listed. If any of the applicants listed will not contribute to this practice, entering zero percent shares is acceptable. This field is required. Note: The sum of the “Estimated Percent Share (%)” fields for all contributors must total 100 percent for each component.
Confirm Contributions	After entering the estimated percent share for each producer, CLICK “Confirm Contributions” to display the Application Signup - Add Contributors Screen.
Back	Returns the user to the Application Signup - Add Components Screen.

86 Add Contributors Screen (Continued)

D Example of Application Signup - Add Contributors Screen After Shares Entered

The following is an example of the Application Signup - Add Contributors Screen after shares have been entered and confirmed.

Menu		Application Signup - Add Contributors																																											
Welcome COUNTY USER		Control No : 29_101_2025_0081		Creation Date : 06/09/2025																																									
CRP Program		Applicant Name : IMA PRODUCER		Project Area ID : 1667																																									
Select Program		Agreement Status : INCOMPLETE		Contract Number : 11310																																									
New Application		Add/View Notes																																											
Search		Following are the contributor details.																																											
Retry Payment		All required fields are denoted by an asterisk {*}																																											
Reports		<table border="1"> <thead> <tr> <th colspan="2">Components</th> <th colspan="3">Extent Requested</th> </tr> <tr> <th>Component Code</th> <th colspan="4"></th> </tr> </thead> <tbody> <tr> <td>SITEPREPGRS-Site preparation for grass planting</td> <td colspan="4">10</td> </tr> <tr> <td></td> <td>Producer</td> <td>LIM-RES SOC-DIS BEG-FMR</td> <td>*Percent Share(%)</td> <td>Requested Cost Share(\$)</td> </tr> <tr> <td></td> <td>IMA PRODUCER</td> <td>No</td> <td>100 %</td> <td>300</td> </tr> <tr> <td>NATVGRASMIX-5 way native grass mix</td> <td colspan="4">45</td> </tr> <tr> <td></td> <td>Producer</td> <td>LIM-RES SOC-DIS BEG-FMR</td> <td>*Percent Share(%)</td> <td>Requested Cost Share(\$)</td> </tr> <tr> <td></td> <td>IMA PRODUCER</td> <td>No</td> <td>100 %</td> <td>675</td> </tr> </tbody> </table>				Components		Extent Requested			Component Code					SITEPREPGRS-Site preparation for grass planting	10					Producer	LIM-RES SOC-DIS BEG-FMR	*Percent Share(%)	Requested Cost Share(\$)		IMA PRODUCER	No	100 %	300	NATVGRASMIX-5 way native grass mix	45					Producer	LIM-RES SOC-DIS BEG-FMR	*Percent Share(%)	Requested Cost Share(\$)		IMA PRODUCER	No	100 %	675
Components		Extent Requested																																											
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	IMA PRODUCER	No	100 %	300																																									
NATVGRASMIX-5 way native grass mix	45																																												
	Producer	LIM-RES SOC-DIS BEG-FMR	*Percent Share(%)	Requested Cost Share(\$)																																									
	IMA PRODUCER	No	100 %	675																																									
		Practice Summary Back																																											

E Action

If information is correct, CLICK “Practice Summary”. The Practice Summary Confirmation Screen will be displayed.

If the information is incorrect, CLICK “Back”. The user will return to the Application Signup - Add Contributor Screen to update producer shares.

87 Practice Summary Screen

A Overview

After contributors are added, the Application Signup - Practice Summary Screen will be displayed. This screen allows users to view and confirm previously entered information. The Application Signup - Practice Summary Screen displays:

- farm, tract, and field combinations with applicable acreage
- components and the applicable requested extent
- producers, shares, and the requested cost share amounts.

CSS automatically calculates requested cost share based on the component and practice rate information entered in the Program Provisioning software.

B Example of Application Signup - Practice Summary Screen

The following is an example of the Application Signup - Practice Summary Screen.

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

Application Signup - Practice Summary

Control No : 29_101_2025_0081
Applicant Name : IMA PRODUCER
Agreement Status : INCOMPLETE

Creation Date : 06/09/2025
Project Area ID : 1667
Contract Number : [11310](#)
[Add/View Notes](#)

Following is the practice summary.

Practice : 01-CP21

Management Activity : No
This practice is not for management activity and is eligible for cost share payments.

Re-establishment : No
This practice is not for re-establishment or an authorized CREP riparian buffer and is eligible for PIP (if authorized for the practice and cost share is paid).

Farm	Tract	Field	Acres
0000054	0002001	5	10.00

Components					
Component Code	Extent Requested				
SITEPREPGRS-Site preparation for grass planting	10				
	Producer	Producer Type	LIM-RES SOC-DIS BEG-FMR	*Percent Share(%)	Requested Cost Share(\$)
	IMA PRODUCER	Individual	No	100 %	300
NATVGRASMIX-5 way native grass mix	45				
	Producer	Producer Type	LIM-RES SOC-DIS BEG-FMR	*Percent Share(%)	Requested Cost Share(\$)
	IMA PRODUCER	Individual	No	100 %	675

Do you want to add this Practice?

87 Practice Summary Screen (Continued)

C Action

On the Application Signup - Practice Summary Screen, CLICK:

- “Update Practice” if information is correct
- “Back” if information is incorrect and to return to the Application Signup - Add Contributors Screen
- “Cancel” to end process and proceed to the Application Signup - Application Signup Screen.

Note: The practice will remain associated with the application, but all component information and producer share information that was entered for the practice is lost after clicking “Cancel”.

D Application Signup - Practice Summary Screen After Confirming Practices

CLICK “Update Practice” to redisplay the Application Signup - Practice Summary Screen. The user has the following options:

- remove the practices displayed
- edit the practices displayed
- add another practice
- continue to complete the process.

Menu	Application Signup - Practice Summary															
Welcome COUNTY USER	Control No : 29_101_2025_0081		Creation Date : 06/09/2025													
CRP Program	Applicant Name : IMA PRODUCER		Project Area ID : 1667													
Select Program	Agreement Status : INCOMPLETE		Contract Number : 11310													
New Application			Add/View Notes													
Search	Following is the summary of all practices.															
Retry Payment	<table border="1"> <thead> <tr> <th colspan="4">Practices Added</th> </tr> <tr> <th>Name</th> <th>Requested Cost Share(\$)</th> <th>Remove</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>01-CP21</td> <td>\$ 975</td> <td> Remove </td> <td> Edit </td> </tr> </tbody> </table>				Practices Added				Name	Requested Cost Share(\$)	Remove	Edit	01-CP21	\$ 975	Remove	Edit
Practices Added																
Name	Requested Cost Share(\$)	Remove	Edit													
01-CP21	\$ 975	Remove	Edit													
Reports	*Remove will remove the practice completely and you will lose all practice data added so far.															
	Add Another Practice Continue to Next Step															

88 Additional Information Screen

A Overview

After the practice(s) has been added, the Application Signup - Additional Information Screen will be displayed. This screen is not applicable to CRP.

On the Application Signup - Additional Information Screen, CLICK “Application Information Complete”.

B Example of Additional Information Screen

The following is an example of the Application Signup - Additional Information Screen.

Menu	Application Signup - Additional Information											
Welcome COUNTY USER	Control No : 29_101_2025_0081 Creation Date : 06/09/2025 Applicant Name : IMA PRODUCER Project Area ID : 1667 Agreement Status : INCOMPLETE Contract Number : 11310 Add/View Notes											
CRP Program	Following is the Eligibility information.											
Select Program	<table border="1"> <thead> <tr> <th colspan="3">Program Eligibility</th> </tr> <tr> <th>Question</th> <th>* Yes/No</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td colspan="3">Nothing found to display.</td> </tr> </tbody> </table>			Program Eligibility			Question	* Yes/No	Reason	Nothing found to display.		
Program Eligibility												
Question	* Yes/No	Reason										
Nothing found to display.												
New Application	<table border="1"> <thead> <tr> <th colspan="3">Eligibility Check Results:</th> </tr> <tr> <th>Name</th> <th>Type</th> <th>Eligible</th> </tr> </thead> <tbody> <tr> <td>IMA PRODUCER</td> <td>Individual</td> <td>N/A</td> </tr> </tbody> </table>			Eligibility Check Results:			Name	Type	Eligible	IMA PRODUCER	Individual	N/A
Eligibility Check Results:												
Name	Type	Eligible										
IMA PRODUCER	Individual	N/A										
Search	Application Information Complete Back											
Retry Payment												
Reports												

C Example of Application Submitted Successfully

The following is an example of an application that was submitted successfully.

Menu	Application Signup - Additional Information		
Welcome COUNTY USER	The 29_101_2025_0081 application submitted successfully		
CRP Program	Control No : 29_101_2025_0081 Creation Date : 06/09/2025 Applicant Name : IMA PRODUCER Project Area ID : 1667 Agreement Status : COMPLETE Contract Number : 11310 Add/View Notes		
Select Program	Eligibility Check Successful		
New Application	Proceed to Agreement Approval		
Search			
Retry Payment			
Reports			

If edits are not required, CLICK “Proceed to Agreement Approval” to continue with the approval process within the New Application process. See paragraph 142 for further instructions.

If edits are required to the application before approval, see paragraph 122 to first un-submit the application to change the status back to incomplete, then see paragraph 121 to edit the application.

89 Adding and Viewing Notes

A Overview

The Add/View Notes links within CSS allow users to document the history of the application or agreement. Notes are added into CSS either:

- automatically by the system
- manually entered by a user.

Notes should be factual, business appropriate, and not contain PII. When entering a comment anywhere in the software, be aware that there is no expectation of privacy.

Warning: Once a note is entered, it cannot be deleted or edited.

Adding notes is optional but is highly recommended when practical. Notes are very helpful in troubleshooting and researching prior actions.

B Example of List of Notes Screen

The following is an example of the notes generated by the system or entered by a user for an application.

You are logged in as a **County user**

Menu

Welcome COUNTY USER

CRP Program

Select Program

New Application

Search

Retry Payment

Reports

List of Notes

Please enter the notes in the below screen.

Notes Data		
Date	Type	Note
09/28/2024	General	Practice Number - 01-CP40 Is the selected practice for a Management Activity? : NO Is this cost share for re-establishment or an authorized CREP riparian buffer 'management' maintenance payment? : NO
09/28/2024	Approval	Original approval in system
04/25/2025	Performance Certification	Planted half of the contract.
04/25/2025	Payment	Payment Success
06/10/2025	Performance Certification	Remaining trees planted
06/10/2025	Payment	Payment Success
06/10/2025	General	Excluded cost for 15 trees from Receipt #67952. These trees were planted in another area outside of the CRP.

Enter Note Text :

89 Adding and Viewing Notes (Continued)

C Fields Descriptions and Actions

The following table provides the field descriptions and actions for the List of Notes Screen.

Field	Description/Action
Date	Displays the date an existing note was added. Notes are listed in chronological order.
Type	Displays the type of note. Examples of note types include, but are not limited to, General, Approval, Performance Certification, Payment, and Extend Practice.
Note	Displays the text of the note.
Enter Note Text	A free-form text box that allows the user to type the text of a user-entered note. Click inside the box to begin typing. After typing the full text of the note, CLICK “Add Note” to add the new note to the list of notes. Note: Do not enter PII.
Add Note	Used to commit the user-entered note text to the List of Notes. This button is only active when text appears in the Enter Note Text box. Note: Information is not printed on documents. These are internal notes for office use only and should not be printed and provided to a producer. Do not enter PII.
Back	Returns the user to the screen they were on before clicking Add/View Notes. If unsaved text exists in the Enter Note Text box at the time the user CLICKS “Back”, the unsaved text is lost and is not added as a note.

90 Special Instructions for Grasslands Practices Not Located on Contract Acres**A Overview**

CSS allows the selection of multiple farms and tracts when creating a C/S agreement. When creating an agreement under this policy, County Offices will select all the farms, tracts, and fields containing part of the water infrastructure to accurately capture the project footprint.

CSS validates against the CRP-1 acreage. Users will input the related component code amounts (i.e., feet for pipeline, each or capacity for developments or facilities). The acreage associated with the fields should only equal the acreage for the CRP Grasslands contract.

Selection of tracts will be locked by physical county. Water developments, facilities, or pipelines that extend into a separate physical county will be accounted for on FSA-848 for the contract, and the County Office will document the extent of the components in the contract folder.

Policy for components not located on CRP contract acres (off-contract) is covered in handbook 2-CRP, paragraph 511.

90 Special Instructions for Grasslands Practices Not Located on Contract Acres (Continued)

B Example of Practice on a Tract Not Included on CRP-1

CRP Grasslands Contract 11251 is located on Tract 1804. Participant is installing a well and pipeline on adjacent Tract 12414 that will provide water to the watering facility located on the Grasslands acres. Cost share will be paid on the well and pipeline located on the adjacent tract.

Step	Action																																																												
1	On the Application Signup - Add Contributors Screen, select the tract associated with the CRP-1 and the tract where the well and pipeline will be located. Note: Even though Tract 12414 is not associated with the CRP-1, CSS allows the selection of this tract. You are logged in as a County user Application Signup - Add Contributors Following are the Producer/Contributor details. All required fields are denoted by an asterisk{*} <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6" style="background-color: #d3d3d3;">Producer Farm Details</th></tr> <tr> <th>* Producer(s)</th><th>Farm No.</th><th>Tract No.</th><th>* Field No.</th><th>State</th><th>County</th></tr> </thead> <tbody> <tr> <td>XYZ FARMS LLC GRANNY SMITH'S TRUST</td><td>0000003</td><td>0001804</td><td> 1 </td><td>99</td><td>999</td></tr> <tr> <td>XYZ FARMS LLC</td><td>0000538</td><td>0001282</td><td> </td><td>99</td><td>999</td></tr> <tr> <td>XYZ FARMS LLC</td><td>0001646</td><td>0000385</td><td> </td><td>99</td><td>999</td></tr> <tr> <td>XYZ FARMS LLC</td><td>0001688</td><td>0000623</td><td> </td><td>99</td><td>999</td></tr> <tr> <td>XYZ FARMS LLC</td><td>0008392</td><td>0001297</td><td> </td><td>99</td><td>999</td></tr> <tr> <td>XYZ FARMS LLC</td><td>0008392</td><td>0010779</td><td> </td><td>99</td><td>999</td></tr> <tr> <td>XYZ FARMS LLC</td><td>0008392</td><td>0012414</td><td> 1 </td><td>99</td><td>999</td></tr> <tr> <td>XYZ FARMS LLC</td><td>0008392</td><td>0012618</td><td> </td><td>99</td><td>999</td></tr> </tbody> </table> Save & Continue Cancel	Producer Farm Details						* Producer(s)	Farm No.	Tract No.	* Field No.	State	County	XYZ FARMS LLC GRANNY SMITH'S TRUST	0000003	0001804	1	99	999	XYZ FARMS LLC	0000538	0001282		99	999	XYZ FARMS LLC	0001646	0000385		99	999	XYZ FARMS LLC	0001688	0000623		99	999	XYZ FARMS LLC	0008392	0001297		99	999	XYZ FARMS LLC	0008392	0010779		99	999	XYZ FARMS LLC	0008392	0012414	1	99	999	XYZ FARMS LLC	0008392	0012618		99	999
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XYZ FARMS LLC	0008392	0010779		99	999																																																								
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XYZ FARMS LLC	0008392	0012618		99	999																																																								

90 Special Instructions for Grasslands Practices Not Located on Contract Acres (Continued)

B Example of Practice on a Tract not Included on CRP-1 (Continued)

Step	Action																					
2	On the Application Signup - Add Practices Screen: - for the tract associated with CRP-1, enter the CRP contract acres associated with Farm / Tract / and Field. - for the tract not associated with CRP-1, enter "0" acreage into the non-contract fields. Note: CSS will allow for components to be added to the fields with zero acreage. The software attributes components to the practice, and not the acreage. Application Signup - Add Practices Control No : 99_999_2025_0018 Applicant Name : XYZ FARMS LLC Agreement Status : INCOMPLETE Creation Date : 10/25/2024 Project Area ID : 1667 Contract Number : 11251A Add/View Notes Following fields lets you to add or edit a practice All required fields are denoted by an asterisk{*} * Select Practice : Select Practice * Practice Rate Type : Component Rate * Is the selected practice for a Management Activity? : ☐ Yes (not eligible for cost share) ☐ No (eligible for cost share) * Is this cost share for re-establishment or an authorized CREP riparian buffer "management" maintenance payment? : ☐ Yes (not eligible for PIP) ☐ No (eligible for PIP, if authorized for the practice) Farm, Tract, Field & Acres : <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select</th><th>* Farm No.</th><th>Tract No.</th><th>Field No.</th><th>* Acres</th><th>State</th><th>County</th></tr> </thead> <tbody> <tr> <td style="text-align: center;">☐</td><td style="text-align: center;">0000003</td><td style="text-align: center;">0001804</td><td style="text-align: center;">1</td><td style="text-align: center;"> </td><td style="text-align: center;">99</td><td style="text-align: center;">999</td></tr> <tr> <td style="text-align: center;">☐</td><td style="text-align: center;">0008392</td><td style="text-align: center;">0012414</td><td style="text-align: center;">1</td><td style="text-align: center;"> </td><td style="text-align: center;">99</td><td style="text-align: center;">999</td></tr> </tbody> </table> Save & Add Practice Component(s) Cancel	Select	* Farm No.	Tract No.	Field No.	* Acres	State	County	☐	0000003	0001804	1		99	999	☐	0008392	0012414	1		99	999
Select	* Farm No.	Tract No.	Field No.	* Acres	State	County																
☐	0000003	0001804	1		99	999																
☐	0008392	0012414	1		99	999																
3	Follow paragraphs 83 through 89 to continue creating the agreement. Note: When adding components according to paragraph 85, add the component to the tract where it is physically located.																					

91-120 (Reserved)

Section 2 Modifying Applications

121 Edit Applications

A Overview

Applications with “Incomplete” or “Revise In Process” statuses can be edited.

Note: If the status of the application to be edited is “Complete”, the user must first un-submit the application according to paragraph 122 to return the status of the application to “Incomplete” before editing the application.

Begin the edit process by searching for the application to be edited according to paragraph 42. CLICK “Edit” from the “Links” column in the search results to display the Application Information Screen. Edit the application according to Part 4, Section 1.

B Example of Search Results Screen

The following is an example of the Search Results Screen filtered to “Incomplete” status.

Search Results										
Below is a list of assistance requests for the criteria you selected.										
New Search Your request: State=Missouri, County=Johnson, Application/Agreement Status=Incomplete										
Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports										
Control Number Applicant Name Agreement/Application Status State County Date Created Approval Date Show/Hide Practice Summary Links Forms Letters										
29_101_2025_0023	IMA PRODUCER	INCOMPLETE	Missouri - Johnson	12/18/2024		Show	Edit Inactivate Application Add/View Notes	FSA848 SP		
29_101_2025_0059B	JOE FARMER	INCOMPLETE	Missouri - Johnson	05/01/2025		Show	Edit Cancel-Revision Add/View Notes	FSA848 SP		

122 Un-Submit Application

A Overview

The un-submit process reverts an application from a “Complete” status to an “Incomplete” status allowing for the application to be edited. After an application is un-submitted, the signature date and submitted dates are removed.

Search for the application to be un-submitted according to paragraph 42. CLICK “Un-submit” from the “Links” column of the search results to display the Application Signup - Unsubmit Screen.

An un-submitted application will no longer contain an “Un-Submit” link in the search results and will instead contain an “Edit” link in the search results. Using the “Edit” link, users can edit the application as needed and then re-submit the application.

B Example of Search Results Screen

The following is an example of the Search Results Screen filtered to a “Complete” status.

Search Results										
Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports										
Below is a list of assistance requests for the criteria you selected. New Search Your request: State=Missouri, County=Johnson, Application/Agreement Status=Complete										
<< <Prev 1 2 3 4										
Cost Share Agreement/Application search results										
Control Number	Applicant Name	Agreement/Application Status	State County	Date Created	Approval Date	Show/Hide Practice Summary	Links	Forms	Letters	
29_101_2024_0041	IMA PRODUCER	COMPLETE	Missouri - Johnson	05/08/2024		Show	Go To Approval Un-Submit Inactivate Application Add/View Notes	FSA848 SP	Generate Referral Letter	
29_101_2024_0091A	BIG FARM CORP	COMPLETE	Missouri - Johnson	07/01/2024		Show	Go To Approval Un-Submit Cancel-Revision Add/View Notes	FSA848 SP	Generate Referral Letter	

122 Un-Submit Application (Continued)

C Example of the Un-submit Screen

CLICK “Un-Submit” from the “Links” column of the search results to display the Application Signup - Unsubmit Screen.

Menu	Application Signup - Unsubmit	
Welcome COUNTY USER	Control No : 29_101_2024_0041	Creation Date : 05/08/2024
CRP Program	Applicant Name : IMA PRODUCER	Project Area ID : 1667
Select Program	Agreement Status : COMPLETE	Contract Number : 11140
New Application		Add/View Notes
Search	This Application will be un-submitted, Signature date and Submitted dates are erased.	
Retry Payment	Please confirm Un-submit.	
Reports	Confirm Cancel	

D Action

On the Application Signup - Unsubmit Screen, CLICK:

- “Confirm” to complete the process
- “Cancel” to cancel the process”.

After confirming or cancelling the un-submit process the user is taken to the Un-Submit Application Screen. This screen displays a list of all applications with a status of “Complete”. Use Search from the left navigation menu to re-access the selected application to continue with the editing process or other next steps.

123 Inactivate Application

A Overview

Applications with statuses of “Incomplete” and “Complete” can be inactivated when 1 of the following occurs:

- CRP contract is terminated before practice establishment
- cost share application is determined to be a duplicate application
- application was created in error.

Note: The inactivate application process is also used to cancel revisions that follow the Finalize path. While cancelling a Finalize path revision the user will see screens and messages that refer to inactivating the application (paragraph 487).

Begin the process of inactivating a cost share application by searching for the application to be inactivated according to paragraph 42. CLICK “Inactivate Application” from the “Links” column of the search results to display the Application Signup - Inactivate Screen.

B Application Signup - Inactivate Screen

The following is an example of the Application Signup - Inactivate Screen.

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

Application Signup - Inactivate

Control No : 29_101_2024_0041
Applicant Name : IMA PRODUCER
Agreement Status : COMPLETE

Creation Date : 05/08/2024
Project Area ID : 1667
Contract Number : [11140](#)
[Add/View Notes](#)

This Application has been selected for Inactivation. A reason for inactivation is required. Please select from the following:

*

[Please confirm inactivate application.](#)

123 Inactivate Application (Continued)

C Action

On the Application Signup - Inactivate Screen:

- select the inactivation reason from the drop-down menu

Note: Options are limited and may not be an exact match to the true reason for inactivation. Available options include:

- producer no longer interested
- producer not environmentally compliant
- practice not needed.

- CLICK “Confirm” to continue the inactivation process

Note: The Application Signup - Inactivate Confirmation Screen is displayed.

- CLICK “Cancel” to cancel the process without inactivating the application.

Note: The Application Signup - Inactivate Application Screen is displayed and lists all applications with “Incomplete” and “Complete” statuses that are eligible to be inactivated. No further action is needed on this screen.

D Application Signup - Inactivate Confirmation Screen

The following is an example of the Application Signup - Inactivate Confirmation Screen.

Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports	Application Signup - Inactivate Confirmation Control No : 29_101_2024_0041 Applicant Name : IMA PRODUCER Agreement Status : COMPLETE Creation Date : 05/08/2024 Project Area ID : 1667 Contract Number : 11140 Add/View Notes Inactivate Reason: R1-Producer no longer interested Once Inactivate is complete, the record will be permanently disabled. Do you wish to Inactivate this Application? Select Yes to Inactivate, or No to Cancel. Yes No

123 Inactivate Application (Continued)

E Action

On the Application Signup - Inactivate Confirmation Screen, **CLICK** either:

- “Yes” to complete the process

Note: The application is inactivated and will no longer be accessible in the software.

- “No” to cancel the process without inactivating the application.

Note: The Application Signup - Inactivate Application Screen is displayed and lists all applications with “Incomplete” and “Complete” statuses that are eligible to be inactivated. No further action is needed on this screen.

124-140 (Reserved)

Section 3 Approvals

141 Searching Applications to Approve

A Overview

Applications can be selected for approval by searching for either of the following:

- the individual application to be approved
- all applications with a “Complete” status for a complete listing of applications ready for approval.

B Example of Search Results Screen - Single Application

The following is an example of the Search Results Screen filtered to a single application.

Search Results										
Below is a list of assistance requests for the criteria you selected.										
New Search										
Your request: State=Missouri, County=Johnson, Control Number=250081										
Cost Share Agreement/Application search results										
Control Number	Applicant Name	Agreement/Application Status	State County	Date Created	Approval Date	Show/Hide Practice Summary	Links	Forms	Letters	
29_101_2025_0081	IMA PRODUCER	COMPLETE	Missouri - Johnson	06/09/2025		Show	Go To Approval Un-Submit Application Add/View Notes	FSA848 SP	Generate Referral Letter	

141 Searching Applications to Approve (Continued)

C Example of Search Results - Complete Status Applications

The following is an example of the Search Results Screen after searching for applications with a “Complete” status.

Search Results										
Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports	Below is a list of assistance requests for the criteria you selected. New Search Your request: State=Missouri, County=Johnson, Application/Agreement Status=Complete									
	<< <Prev 1 2 3 4									
	Cost Share Agreement/Application search results									
	<u>Control Number</u>	<u>Applicant Name</u>	<u>Agreement/Application Status</u>	<u>State County</u>	<u>Date Created</u>	<u>Approval Date</u>	<u>Show/Hide Practice Summary</u>	<u>Links</u>	<u>Forms</u>	<u>Letters</u>
	29_101_2024_0041	IMA PRODUCER	COMPLETE	Missouri - Johnson	05/08/2024		Show	Go To Approval Un-Submit Inactivate Application Add/View Notes	FSA848 SP	Generate Referral Letter
	29_101_2024_0043	JOE FARMER	COMPLETE	Missouri - Johnson	05/08/2024		Show	Go To Approval Un-Submit Inactivate Application Add/View Notes	FSA848 SP	Generate Referral Letter

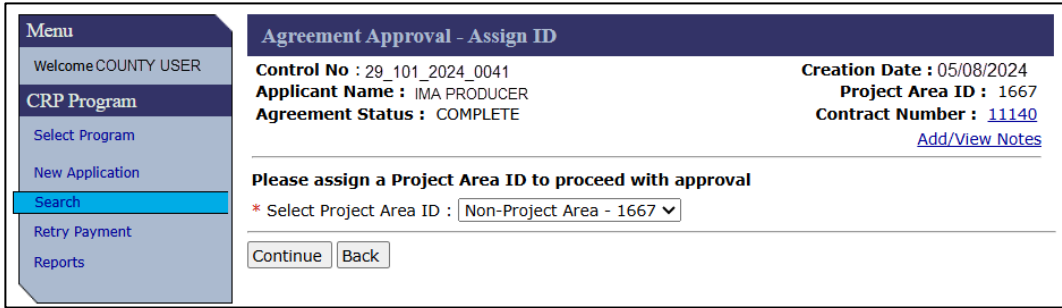
142 Approving Applications

A Overview

Once a CRP cost share application is in a “Complete” status, the application can be approved.

B Approving an Application

The following table provides the instructions for approving an application.

Step	Action
1	CLICK “Go to Approval” from the search results “Links” column.
2	On the Agreement Approval - Assign ID Screen, CLICK “Continue”. 
3	On the Agreement Approval Screen, CLICK “Add”. 

142 Approving Applications (Continued)

B Approving an Application (Continued)

Step	Action
4	On the Application Signup - Component Rate Practice Approval Screen: - enter the practice begin date Note: The practice end date will automatically populate 12 months from the practice beginning date. The field can be edited, if necessary. - review the practice extents, components, and shares Note: Users may make edits if required by the conservation plan. - CLICK “Continue to Next Step”.

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

Application Signup - Component Rate Practice Approval

Control No : 29_101_2024_0041
Applicant Name : IMA PRODUCER
Agreement Status : COMPLETE

Creation Date : 05/08/2024
Project Area ID : 1667
Contract Number : [11140](#)

Following fields need to be filled out for component rate practice approval.
All required fields are denoted by an asterisk {*}

Selected Practice : 01-CP33

Management Activity : No
This practice is not for management activity and is eligible for cost share payments.

Re-establishment : No
This practice is not for re-establishment or an authorized CREP riparian buffer and is eligible for PIP (if authorized for the practice and cost share is paid).

* Practice Begin Date(MM/DD/YYYY) :

* Practice End Date(MM/DD/YYYY) :

Practice Extents	
Extent Requested	* Extent Approved
40.00	40.00

Components						
Component Code	Avg Actual Cost (\$)	Regular CostShare(%)	LIM-RES SOC-DIS BEG-FMR CostShare(%)	Extent Requested	* Extent Approved	Component Unit
14A8-Animal Guard 8 inches	\$ 14.00	50.00 %	50.00 %	100.00	100.00	Each
Producer		LIM-RES SOC-DIS BEG-FMR		* Percent Share(%)		
IMA PRODUCER		No		100.00		

[Show/Hide selected practice's farm, tract, and fields](#)

142 Approving Applications (Continued)

B Approving an Application (Continued)

Step	Action																																				
4 (Cont'd)	Notes: If retired rates exist for the components included in the application, a message will display alerting the user to make changes in the Program Provisioning software before proceeding. If this message is displayed, the user should contact their State Office. If a component’s effective end date has passed, the user is instructed to remove the component or update the effective end date in Program Provisioning. See Part 9 for information on Program Provisioning for CRP. According to CRP policy, when a CRP-1 is approved, the practices scheduled on the approved conservation plan are automatically approved. Since CSS is used for multiple programs, several functions are included in the software but should not be used for CRP cost share agreements.																																				
5	On the Application Signup - Component Rate Practice Approval Summary Screen, CLICK “Continue to Next Step” to display the Agreement Approval Screen. Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports Application Signup - Component Rate Practice Approval Summary Control No : 29_101_2024_0041 Applicant Name : IMA PRODUCER Agreement Status : COMPLETE Creation Date : 05/08/2024 Project Area ID : 1667 Contract Number : 11140 Following is the Component Rate practice approval summary. Selected Practice : 01-CP33 Management Activity : No This practice is not for management activity and is eligible for cost share payments. Re-establishment : No This practice is not for re-establishment or an authorized CREP riparian buffer and is eligible for PIP (if authorized for the practice and cost share is paid). * Practice Begin Date(MM/DD/YYYY) : 06/12/2025 * Practice End Date(MM/DD/YYYY) : 06/11/2026 Practice Extents <table><tr><th>Extent Requested</th><th>* Extent Approved</th></tr><tr><td>40.00</td><td>40.00</td></tr></table> Components <table><tr><th>Component Code</th><th>Avg Actual Cost (\$)</th><th>Regular CostShare(%)</th><th>LIM-RES SOC-DIS BEG-FMR CostShare(%)</th><th>Extent Requested</th><th>* Extent Approved</th><th>Component Unit</th><th>Total Cost(\$)</th></tr><tr><td>14A8-Animal Guard 8 inches</td><td>\$ 14.00</td><td>50.00 %</td><td>50.00 %</td><td>100.00</td><td>100.00</td><td>Each</td><td>\$ 1400.00</td></tr><tr><td></td><td>Producer</td><td colspan="2">LIM-RES SOC-DIS BEG-FMR</td><td colspan="2">* Percent Share(%)</td><td colspan="2">Amount Approved(\$)</td></tr><tr><td></td><td>IMA PRODUCER</td><td colspan="2">No</td><td colspan="2">100.00 %</td><td colspan="2">\$ 700.00</td></tr></table> Continue to Next Step <Back Cancel	Extent Requested	* Extent Approved	40.00	40.00	Component Code	Avg Actual Cost (\$)	Regular CostShare(%)	LIM-RES SOC-DIS BEG-FMR CostShare(%)	Extent Requested	* Extent Approved	Component Unit	Total Cost(\$)	14A8-Animal Guard 8 inches	\$ 14.00	50.00 %	50.00 %	100.00	100.00	Each	\$ 1400.00		Producer	LIM-RES SOC-DIS BEG-FMR		* Percent Share(%)		Amount Approved(\$)			IMA PRODUCER	No		100.00 %		\$ 700.00	
Extent Requested	* Extent Approved																																				
40.00	40.00																																				
Component Code	Avg Actual Cost (\$)	Regular CostShare(%)	LIM-RES SOC-DIS BEG-FMR CostShare(%)	Extent Requested	* Extent Approved	Component Unit	Total Cost(\$)																														
14A8-Animal Guard 8 inches	\$ 14.00	50.00 %	50.00 %	100.00	100.00	Each	\$ 1400.00																														
	Producer	LIM-RES SOC-DIS BEG-FMR		* Percent Share(%)		Amount Approved(\$)																															
	IMA PRODUCER	No		100.00 %		\$ 700.00																															

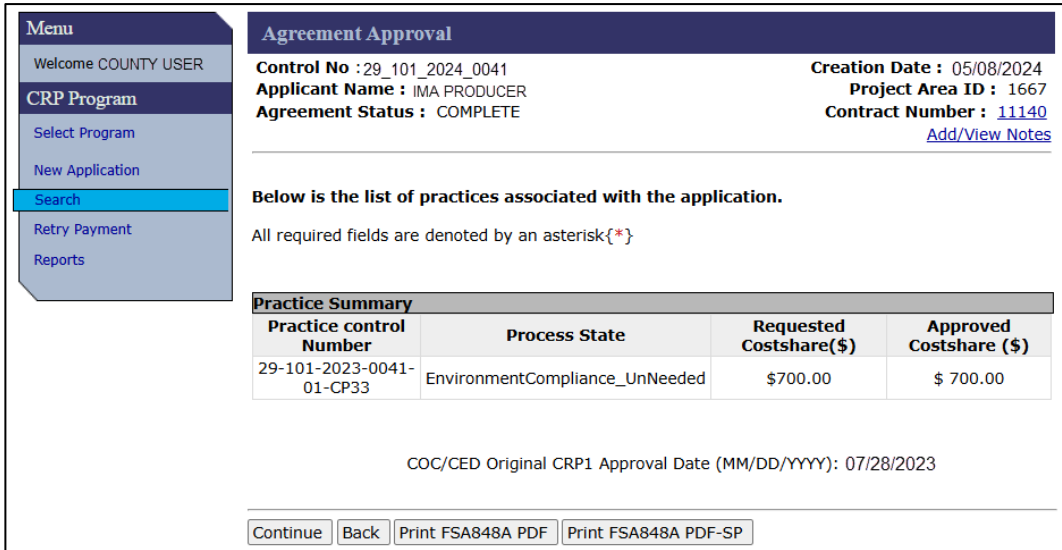
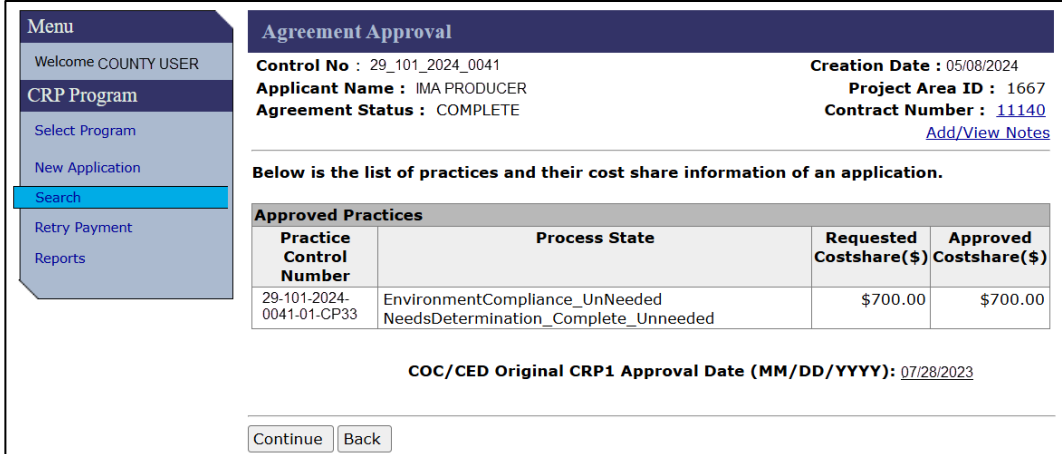
142 Approving Applications (Continued)

B Approving an Application (Continued)

Step	Action
6	On the Agreement Approval Screen, if no edits are needed to any practice, CLICK “Continue”. If edits to a practice are needed, CLICK “Edit” to edit the component rate practice approval data including: • practice begin and end dates • practice and component extents approved • shares. If the user CLICKS “Continue” when some practices do not have approval data added, the Partial Disapproval Screen will be displayed. Practices without approval data will be automatically disapproved during continuation of the approval process. Warning: Users should avoid this situation since disapproval of practices should not happen on CRP cost share agreements.

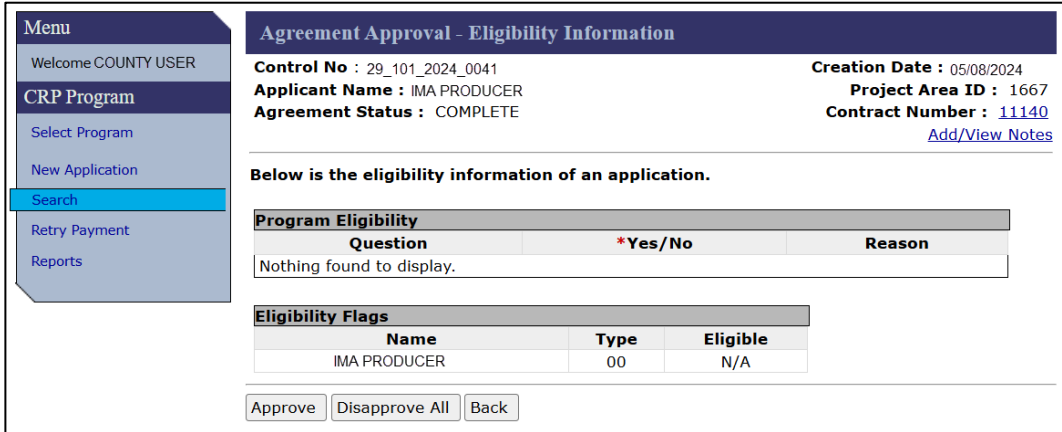
142 Approving Applications (Continued)

B Approving an Application (Continued)

Step	Action
7	On the updated Agreement Approval Screen: - CLICK “Print FSA848A PDF” for English, or CLICK “Print FSA848A PDF-SP” for Spanish - CLICK “Continue” after COC or CED has reviewed the application information for accuracy and signed the printed form.  The screenshot shows the 'Agreement Approval' screen. On the left is a 'Menu' with options: Welcome COUNTY USER, CRP Program, Select Program, New Application, Search (highlighted), Retry Payment, and Reports. The main content area has a header 'Agreement Approval' with details: Control No : 29_101_2024_0041, Applicant Name : IMA PRODUCER, Agreement Status : COMPLETE, Creation Date : 05/08/2024, Project Area ID : 1667, and Contract Number : 11140. Below this is a section 'Below is the list of practices associated with the application.' with a note 'All required fields are denoted by an asterisk{*}'. A table titled 'Practice Summary' lists one practice: 29-101-2023-0041-01-CP33 with Process State 'EnvironmentCompliance_UnNeeded', Requested Costshare(\$)' \$700.00, and Approved Costshare (\$)' \$ 700.00. At the bottom, it says 'COC/CED Original CRP1 Approval Date (MM/DD/YYYY): 07/28/2023' and has buttons for Continue, Back, Print FSA848A PDF, and Print FSA848A PDF-SP.
8	On the redisplayed Agreement Approval Screen, CLICK “Continue”.  The screenshot shows the 'Agreement Approval' screen. On the left is a 'Menu' with options: Welcome COUNTY USER, CRP Program, Select Program, New Application, Search (highlighted), Retry Payment, and Reports. The main content area has a header 'Agreement Approval' with details: Control No : 29_101_2024_0041, Applicant Name : IMA PRODUCER, Agreement Status : COMPLETE, Creation Date : 05/08/2024, Project Area ID : 1667, and Contract Number : 11140. Below this is a section 'Below is the list of practices and their cost share information of an application.' A table titled 'Approved Practices' lists one practice: 29-101-2024-0041-01-CP33 with Process State 'EnvironmentCompliance_UnNeeded' and 'NeedsDetermination_Complete_Unneeded', Requested Costshare(\$)' \$700.00, and Approved Costshare(\$)' \$700.00. At the bottom, it says 'COC/CED Original CRP1 Approval Date (MM/DD/YYYY): 07/28/2023' and has buttons for Continue and Back.

142 Approving Applications (Continued)

B Approving an Application (Continued)

Step	Action
9	On the Agreement Approval - Eligibility Information Screen, CLICK “Approve”. 
10	After selecting “Approve” on the Agreement Approval - Eligibility Information Screen, the Agreement Approval - Eligibility Success Screen will be displayed. Funds will either be obligated, or the process of obligation will be initiated, depending on the funding system. eFMS will obligate and COF will show as “Approval Inprocess”. Users will generate and mail the approval letter with a copy of FSA-848A signed by COC. Note: The approved application now becomes an agreement, and the control number is now referred to as an agreement number instead of an application control number. The following message displays for COF-obligated approvals. When the status shows as “Approval Inprocess”, search for the agreement again and the status should be updated to “Contract Approved”. See paragraph 143 if the status does not update to “Contract Approved”. 

143 Cancelling Approvals in Process

A Overview

After approving a cost share agreement for a CRP contract with an original approval date of October 1, 2020, or later, the status of the application will be updated to “Approval Inprocess”.

Ordinarily this status only exists for a few seconds as the software confirms that funds are available to obligate to the agreement. However, in rare instances the status of the application remains as “Approval Inprocess” for an extended time and usually indicates a problem has prevented successful approval of the application.

When an application has an “Approval Inprocess” status, the View Approval Status link will be displayed in the Search Results for the application.

B Example of Search Results Screen

The following is an example of the Search Results Screen filtered to applications in an “Approval Inprocess” status filtered to the specific application.

Menu		Search Results								
Welcome COUNTY USER		Below is a list of assistance requests for the criteria you selected.								
CRP Program		New Search								
Select Program		Your request: State=Missouri, County=Johnson, Application/Agreement Status= APPROVAL_INPROCESS								
New Application		<< <Prev 5 6 7 8 9								
Search		Cost Share Agreement/Application search results								
Retry Payment		Control Number	Applicant Name	Agreement/Application Status	State County	Date Created	Approval Date	Show/Hide Practice Summary	Links	Forms Letters
Reports		29_101_2025_0023	IMA PRODUCER	APPROVAL_INPROCESS	Missouri - Johnson	12/18/2024	01/18/2025	Show	VIEW APPROVAL STATUS Add/View Notes	FSA848 SP Generate Referral Letter

CLICK “View Approval Status” to navigate to the Agreement Approval - Eligibility Success Screen.

143 Cancelling Approvals in Process (Continued)

C Example of the Agreement Approval - Eligibility Success Screen

The following is an example of the Agreement Approval - Eligibility Success Screen for an application with an extended “Approval Inprocess” status.

This screen will:

- display error messages associated with the approval attempt
- provide an option to cancel the approval attempt.

Agreement Approval-Eligibility Success	
Control No : 29_101_2024_0034	Creation Date : 05/15/2024
Applicant Name : IMA PRODUCER	Project Area ID : 1667
Agreement Status : APPROVAL_INPROCESS	Contract Number : 12410
Allotment is not 'Approved' for control key - program code '3361', program year "", commodity code " - BFY '2024'. Its status is 'INACTIVE'.	
Cancel Approval Attempt	
CRPCostShareApprovalCheckStatus01	Back to Top ^

D Action

CSS automatically reattempts approvals on a periodic basis. If no action is taken on this screen, the application status will update to “Approved” after the issue preventing approval is resolved and the periodic system-initiated retry of the approval occurs.

To reattempt approval immediately instead of waiting for the periodic system-initiated retry, CLICK “Cancel Approval Attempt” to return the application to its prior status of “Complete”. The user can then manually reattempt the approval. If all issues preventing successful approval have been resolved, the status of the application will quickly update to “Approved”.

144-200 (Reserved)

Part 5 Performance and Payment

Section 1 Certifying Practices

201 Searching Agreements

A Overview

After an application has been approved and the producer has completed the practice(s), the user will enter the producer and TSP certification of performance information into CSS.

Follow Part 3 to search for the agreement on which performance will be reported. Certifications are added on the Practice Summary Screen.

B Opening the Practice Summary Screen for Certifications

The 2 following options on the search results screen can be used to reach the Practice Summary Screen:

- “Show”
- “Agreement Summary”.

C Example of the Search Results Screen

The following is an example of the Search Results Screen containing:

- “Show” under the Show/Hide Practice Summary Header
- “Agreement Summary” under the Links Header.

Search Results										
Below is a list of assistance requests for the criteria you selected.										
New Search Your request: State=Missouri, County=Johnson, Control Number=250097										
Cost Share Agreement/Application search results										
Control Number	Applicant Name	Agreement/Application Status	State County	Date Created	Approval Date	Show/Hide Practice Summary	Links	Forms	Letters	
29_101_2025_0097	JOE FARMER	CONTRACT_APPROVED	Missouri - Johnson	07/09/2025	10/01/2023	Show	Agreement Summary Revise Terminate Extend Practices Manage PIP Add/View Notes	FSA848 SP FSA848A SP FSA848B SP	Approval Letter SP	

202 Using Agreement Summary to Begin a Certification

A Overview

Using Agreement Summary to begin the certification process allows the user to see a list of all practices on the agreement. This list includes data elements such as Practice Status, Practice End Date, Practice Extent Approved, and Cost Share Approved that may be helpful in identifying the correct practice to be certified.

B Steps for Using Agreement Summary to Begin a Certification

The following table provides instructions for beginning a certification using Agreement Summary.

Step	Action																								
1	CLICK “Agreement Summary” on the Search Results Screen.																								
2	On the Agreement Summary Screen, CLICK the practice identifier hyperlink to open the Practice Summary Screen for the practice that will be certified. Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports Agreement Summary Control No : 29_101_2025_0097 Applicant Name : JOE FARMER Agreement Status : CONTRACT_APPROVED Creation Date : 07/09/2025 Project Area ID : 1667 Contract Number : 11313 Add/View Notes Extend Practice Select a Practice Code to access the Practice Summary. <table><thead><tr><th>Practice</th><th>Practice Status</th><th>Practice End Date</th><th>Practice Extent Approved</th><th>Cost-Share Approved (\$)</th><th>Practice Complete</th><th>Total Installation Cost (\$)</th><th>Acres Served</th></tr></thead><tbody><tr><td>1-CP21 Filter Strips</td><td>APPROVED</td><td>07/30/2026</td><td>10.00</td><td>325.00</td><td>N</td><td>0.00</td><td>0.00</td></tr><tr><td>2-CP21 Filter Strips</td><td>APPROVED</td><td>04/30/2027</td><td>5.00</td><td>386.00</td><td>N</td><td>0.00</td><td>0.00</td></tr></tbody></table> Back	Practice	Practice Status	Practice End Date	Practice Extent Approved	Cost-Share Approved (\$)	Practice Complete	Total Installation Cost (\$)	Acres Served	1-CP21 Filter Strips	APPROVED	07/30/2026	10.00	325.00	N	0.00	0.00	2-CP21 Filter Strips	APPROVED	04/30/2027	5.00	386.00	N	0.00	0.00
Practice	Practice Status	Practice End Date	Practice Extent Approved	Cost-Share Approved (\$)	Practice Complete	Total Installation Cost (\$)	Acres Served																		
1-CP21 Filter Strips	APPROVED	07/30/2026	10.00	325.00	N	0.00	0.00																		
2-CP21 Filter Strips	APPROVED	04/30/2027	5.00	386.00	N	0.00	0.00																		
3	The Practice Summary screen will be displayed for the selected practice (paragraph 204).																								

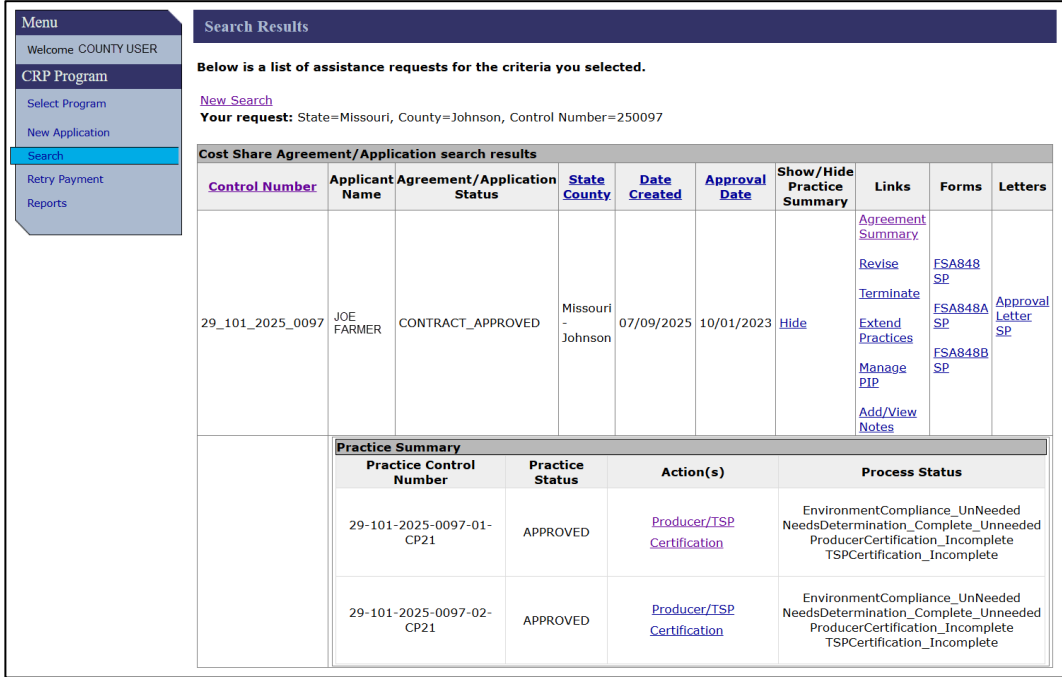
203 Using Show to Begin a Certification

A Overview

Instead of using the Agreement Summary link on the Search Results Screen, the user can begin the certification process using Show on the Search Results Screen. CLICK “Show” to expand the Search Results to display the practices associated with the agreement in a Search Results Practice Summary. The practice to be certified can be selected directly from the Search Results screen. Data elements in the Search Results Practice Summary that may be helpful in identifying the correct practice to certify include the Practice Status and Process Statuses for the Producer Certification and the TSP Certification.

B Steps for Using Show to Begin a Certification

The following table provides instructions for beginning a certification using Show.

Step	Action
1	CLICK “Show” on the Search Results Screen to display the Search Results Practice Summary for the agreement.
2	On the expanded Search Results Practice Summary, CLICK “Producer/TSP Certification” for the practice that will be certified.  Note: CLICK “Hide” to close the Search Results Practice Summary without navigating to a specific practice.
3	The Practice Summary screen will be displayed for the selected practice (paragraph 204).

204 Practice Summary Screen

A Overview

The Practice Summary Screen is displayed after the practice has been selected according to paragraphs 202 and 203.

If the practice is eligible for PIP, the message “This is a PIP eligible practice” will be displayed.

Important: Users **must** review whether the management activity and cost share for re-establishment questions are answered correctly **before** proceeding with the practice certification. If answered incorrectly, the payment will not calculate correctly. Follow Part 6, Section 2 and Exhibit 27 for instructions to revise incorrect responses to these questions.

204 Practice Summary Screen (Continued)

B Example of Practice Summary Screen

The following is an example of the Practice Summary Screen.

Note: If only the “Add Certification” button is displayed, then no certifications have been entered **for this agreement** on the specific practice that was selected. **Certifications may be associated with a prior version of the agreement.** See paragraph 214 for an example of the Practice Summary Screen when previous certifications exist.

Menu		Practice Summary				
Welcome COUNTY USER						
CRP Program						
Select Program		Control No : 29_101_2025_0095				
New Application		Applicant Name : IMA PRODUCER				
Search		Agreement Status : CONTRACT_APPROVED				
Retry Payment		Creation Date : 07/01/2025				
Reports		Project Area ID : 1667				
		Contract Number : 11313				
		Add/View Notes				
		Selected Practice: 01-CP21				
		Filter Strips				
		Is the selected practice for a Management Activity? : No				
		This practice is not for management activity and is eligible for cost share payments.				
		Is this cost share for re-establishment or an authorized CREP riparian buffer "management" maintenance payment? : No				
		This practice is not for re-establishment or an authorized CREP riparian buffer and is eligible for PIP (if authorized for the practice and cost share is paid).				
		This is a PIP eligible practice.				
		Add Certification				
*Certification Number	*Program Year	Producer Signature Date	TSP Signature Date	Producer Actual Cost Certified (\$)	Certification Links	Payment Status
Total Certifications for the Practice				0.00		
Total Cost Share from Other Sources for the Practice(\$)				0.00		
Back		Request Payment				

205-210 (Reserved)

Section 2 Producer Certification

211 Create New Producer Certification - Component Rate Practice Screen

A Overview

The Create New Producer Certification - Component Rate Practice Screen is displayed after “Add Certification” is selected on the Practice Summary Screen.

B Example of Create New Producer Certification - Component Rate Practice Screen

The following is an example of the Create New Producer Certification - Component Rate Practice Screen.

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

Create New Producer Certification - Component Rate Practice

Control No : 29_101_2025_0095
Applicant Name : IMA PRODUCER
Agreement Status : CONTRACT_APPROVED

Creation Date : 07/01/2025
Project Area ID : 1667
Contract Number : [11313](#)
[Add/View Notes](#)

All required fields are denoted by an asterisk{*}

Selected Practice: 01-CP21

Components							
Name	Extent Requested	Avg Actual Cost (\$)	Max CostShare % Regular	Max Costshare % LIM-RES SOC-DIS BEG-FMR	Extent Approved		
NATVGRASMIX	10.00	\$ 30.00	50.00%	50.00%	10.00		
	Name	LIM-RES SOC-DIS BEG-FMR	Percent Share (%)	Approved Amount (\$)	*Current Actual Cost (\$)	Prior Costs (\$)	*Current Extent Performed
	ROBERT S FRYE	No	100.00%	150.00	0	0.00	0
							Prior Extent Performed
							0.0000

* Practice complete? : ☐ Yes ☐ No

* Add/Edit Cost Share From Other Sources? : ☐ Yes ☒ No

Components complete :

* Date receipts and documentation received (MM/DD/YYYY):

* Producer Signature Date (MM/DD/YYYY):

[Show/Hide selected practice's farm, tract, and fields](#)

211 Create New Producer Certification - Component Rate Practice Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Create New Producer Certification - Component Rate Practice Screen.

Field	Description/Action
Component Name	Displays the name of the component(s) on the practice.
Extent Requested	Displays the extent of the component requested
Avg Actual Cost (\$)	Displays the average actual cost of the component in dollars and cents.
Max Cost Share % Regular	Displays the maximum cost share percentage for a producer who is not a limited resource, socially disadvantaged or beginning farmer.
Max Cost Share % LIM-RES-SOC-DIS-BEG-FMR	Displays the maximum cost share percentage for a producer who is a limited resource, socially disadvantaged or beginning farmer. Note: Not applicable for CRP.
Extent Approved	Displays the extent of the component that has been approved.
Name	Displays the producer's name.
LIM-RES-SOC-DIS-BEG-FMR	Indicates if the producer is a limited resource, socially disadvantaged or beginning farmer.
Percent Share %	Displays the producer's share of the costs incurred for each component.
Approved Amount (\$)	Displays the amount of cost share that has been approved for the component in dollars and cents.
Current Actual Cost (\$)	Enter actual cost of eligible expenses incurred by the producer in dollars and cents. When costs are split among multiple producers, this field is calculated by multiplying the amount of eligible costs from receipts provided by the producer's share.
Prior Costs (\$)	Displays any cumulative costs certified in a previous certification.

211 Create New Producer Certification - Component Rate Practice Screen (Continued)

C Field Descriptions and Actions (Continued)

Field	Description/Action
Current Extent Performed	Enter extent performed for the producer's share. Note: Extent performed allows entry of up to 4 decimal places when dividing extents among multiple producers. It is critical that extents be divided according to approved shares to prevent payment failures. See Exhibit 27. Current Extent Performed is not prepopulated. Cost and extent can be edited any time before a payment request is submitted for the certification. Note: After a payment request is submitted, any adjustment to cost or extent must be made by completing a new certification and requires generating a new FSA-848B and obtaining new signatures. Extent adjustments after payment disbursement could result in a receivable or an overpayment. See subparagraph 921 C for payment corrections. The sum of the Current Extent Performed by all producers cannot exceed the extent approved. If Prior Extent Performed data exists, the sum of the Current Extent Performed by all producers plus the Prior Extent Performed by all producers cannot exceed the extent approved.
Prior Extent Performed	Displays the cumulative total extents performed from prior certification(s).
Practice complete?	If the practice is not complete, do not mark as complete. Marking the practice complete de-obligates funds and may cause funding issues when future certifications are entered. CLICK: • “Yes” if the producer has completed practice installation and no additional extents will be performed for any components Notes: Selecting “Yes” indicates the practice is complete and the system will automatically de-obligate any unused funds. “Total installation cost” and “Acres served” data fields are added to the Screen and will be displayed. • “No” if this is a partial certification and additional extents will be performed for 1 or more components.

211 Create New Producer Certification - Component Rate Practice Screen (Continued)

C Field Descriptions and Actions (Continued)

Field	Description/Action
Add/Edit Cost Share From Other Sources?	CLICK: “Yes” if there is cost share from other sources that must be recorded or adjustments to previously recorded amounts are needed Note: See paragraph 213. “No” if no cost share from other sources will be recorded and no adjustments to previously entered amounts are needed.
Total Installation Cost	Only applicable if the “Practice complete?” question has been answered “Yes”. Enter the total cost incurred to install the practice. Note: Total installation cost is not used in calculating the cost share payment.
Acres Served	Only applicable if the “Practice complete?” question has been answered “Yes”. Enter the acres served by the conservation practice.
Components Complete	CLICK the applicable component(s). Hints: If all components are complete, select the first component in the list, click and hold the shift key and click the last component in the list to highlight all components. To select multiple components individually, click and hold the CTRL key while clicking on the individual completed components. To de-select a component that was erroneously highlighted, click and hold the control key then click on the highlighted component.
Date Receipts and Documentation Received	Enter the date receipts and documentation are received from the producer. If documents are received on multiple dates, enter the latest date. See 2-CRP for examples of documentation required before cost share payments can be issued. Notes: C/S agreements associated with CRP-1’s approved by September 30, 2020, are eFMS-obligated agreements and prompt payment interest (PPI) will be calculated by the software by adding 30 calendar days to the later of the documents received date or the producer signature date. CSS will automatically add PPI in this scenario. C/S agreements associated with CRP-1’s approved after September 30, 2020, are COF-obligated agreements for which PPI is never included with cost share payments. Any PPI due must be paid through Online Payments.

211 Create New Producer Certification - Component Rate Practice Screen (Continued)

C Field Descriptions and Actions (Continued)

Field	Description/Action
FSA_848B PDF	Before producer signature date is entered, CLICK “FSA_848B PDF” to print FSA-848B. Multiple copies must be printed if multiple signatures are required.
Producer Signature Date	After the producer’s signature is obtained on the printed form, re-access the certification and enter the producer signature date. If multiple signatures are required, enter the latest signature date. Note: When applicable, the prompt payment interest date will be calculated by adding 30 calendar days to the later of the documents received date or the producer signature date.
Save	CLICK “Save” to save the information entered as an incomplete producer certification with no producer signature date. Note: The information entered can be saved only if a producer signature has not been entered.
Continue to Next Step	CLICK “Continue to Next Step” to navigate to the Producer Certification Confirm - Component Rate Practice Screen.
Cancel	CLICK “Cancel” to navigate to the Agreement Summary Screen. Note: If the information is not saved, all producer certification data entered for the new certification for the selected practice control number will be lost. The practice status and the producer certification process status will remain as they were before initiation of the new certification.
Show/Hide selected practice’s farm, tract, and fields	CLICK “Show/Hide” to display or hide the Farm No., Tract No., Field No., and Acres and State/County recorded on the application.

212 Producer Certification Confirm - Component Rate Practice Screen

A Overview

When the response to “Add/Edit Cost Share from Other Sources?” is “No”, CLICK “Continue To Next Step” to display the Producer Certification Confirm - Component Rate Practice Screen.

This screen displays the information entered from the Create New Producer Certification - Component Rate Practice Screen.

B Example of Producer Certification Confirm - Component Rate Practice Screen

The following is an example of the Create New Producer Certification - Component Rate Practice Screen.

Menu		Producer Certification Confirm - Component Rate Practice							
Welcome COUNTY USER									
CRP Program									
Select Program		Control No : 29_101_2025_0095							
New Application		Applicant Name : IMA PRODUCER							
Search		Agreement Status : CONTRACT_APPROVED							
Retry Payment		Creation Date : 07/01/2025							
Reports		Project Area ID : 1667							
		Contract Number : 11313							
		Add/View Notes							
		Selected Practice: 01-CP21							
		Components							
		Name	Extent Requested	Avg Actual Cost (\$)	Max CostShare % Regular	Max Costshare % LIM-RES SOC-DIS BEG-FMR		Extent Approved	
		NATVGRASMIX	10.00	\$ 30.00	50.00%	50.00%		10.00	
			LIM-RES SOC-DIS BEG-FMR	Percent Share (%)	Approved Amount (\$)	Current Actual Cost (\$)	Prior Costs (\$)	Current Extent Performed	
		IMA PRODUCER	No	100.00%	150.00	320	0.00	10.0000	
								0.0000	
		Cost Share From Other Sources							
		Producer Name					Cost Share From Other Sources(\$)		
		IMA PRODUCER					0.00		
		Total Cost Share from Other Sources for the Practice(\$)					0.00		
		Practice complete?: Yes							
		Total installation cost: 320.00							
		Acres served: 10							
		Date receipts and documentation received (MM/DD/YYYY): 07/01/2025							
		Producer Signature Date (MM/DD/YYYY): 07/01/2025							
		Submit Cancel							

212 Producer Certification Confirm - Component Rate Practice Screen (Continued)**C Action**

If the information is:

- correct, CLICK “Submit”

Note: The Agreement Summary Screen is displayed indicating the submission was successful.

- incorrect, CLICK “Cancel”.

Note: The Producer Certification - Component Rate Practice Screen is displayed. Information entered on the Create New Producer Certification - Component Rate Practice Screen according to paragraph 211 remains saved on this screen.

213 Cost Share from Other Sources Screen

A Overview

When the response to “Add/Edit Cost Share from Other Sources?” is “Yes” on the Producer Certification - Component Rate Screen, CLICK “Continue To Next Step” to display the Cost Share from Other Sources Screen (paragraph 211).

Cost share from other sources is recorded to ensure that the sum of the CRP cost share, PIP, and cost share from other sources does not exceed 100 percent of the producer’s cost. See 2-CRP for further information. See Exhibit 23 for examples of limits on total compensation when cost share from other sources exists.

B Example of Cost Share from Other Sources Screen

The following is an example of the Cost Share from Other Sources Screen.

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

CostShare From Other Sources

Control No : 29_101_2025_0095
Applicant Name : IMA PRODUCER
Agreement Status : CONTRACT_APPROVED

Creation Date : 07/01/2025
Project Area ID : 1667
Contract Number : [11313](#)
[Add/View Notes](#)

Selected Practice: 02-CP21

Producer Name	Current Cost Share From Other Sources(\$)	Adjustment Amount(\$)	New Cost Share From Other Sources(\$)
IMA PRODUCER	0	0	0
Total Cost Share from Other Sources for the Practice(\$)	0	0	0

213 Cost Share from Other Sources Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Cost Share from Other Sources Screen.

Field	Description/Action
Producer Name	Displays the name of the producer(s) associated with the agreement.
Current Cost Share From Other Sources (\$)	Displays 0.00 unless cost share from other sources were entered during a prior certification.
Adjustment Amount (\$)	Enter the cost share from other sources for each producer. If a previously entered amount must be adjusted, enter the difference between the previously entered amount and the new amount. Negative entries are permitted if a previously entered amount was overstated and must be reduced.
New Cost Share From Other Sources (\$)	Populates after cost share from other sources is entered and the user tabs or clicks outside of the Adjustment Amount data field. When multiple entries have been made, this amount is the cumulative total of the previous amount and the newly entered amount.
Continue to Next Step	CLICK “Continue to Next Step” to navigate to the Producer Certification Confirm - Component Rate Practice Screen. Note: CLICK “Continue to Next Step” to save cost share from other sources. If the user cancels out of the producer certification or navigates to another process without submitting the certification, the cost share from other sources that was entered will still be saved.
Cancel	CLICK “Cancel” to navigate to the Producer Certification - Component Rate Practice Screen. Adjustment Amount data entered is not saved.

214 Viewing Existing Producer Certifications

A Overview

CLICK “Producer” hyperlink from the Practice Summary Screen to view existing producer certifications. Navigate to the Practice Summary Screen according to paragraphs 202 and 203.

B Example of Practice Summary Screen with Existing Producer Certifications

The following is an example of the Practice Summary Screen with an existing producer certification.

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

Practice Summary

Control No : 29_101_2023_0006
Applicant Name : IMA PRODUCER
Agreement Status : FINALIZED

Creation Date : 12/07/2022
Project Area ID : 1667
Contract Number : [11201](#)
[Add/View Notes](#)

Selected Practice: 01-CP22
Riparian Buffer

Is the selected practice for a Management Activity? : No

This practice is not for management activity and is eligible for cost share payments.

Is this cost share for re-establishment or an authorized CREP riparian buffer "management" maintenance payment? : No

This practice is not for re-establishment or an authorized CREP riparian buffer and is eligible for PIP (if authorized for the practice and cost share is paid).

[This is a PIP eligible practice.](#)

[Add Certification](#)

*Certification Number	*Program Year	Producer Signature Date	TSP Signature Date	Producer Actual Cost Certified (\$)	Certification Links	Payment Status
		12/06/2022	12/06/2022	175.00	Producer TSP	Paid
Total Certifications for the Practice				175.00		
Total Cost Share from Other Sources for the Practice(\$)				0.00		

[Back](#)
[Request Payment](#)

C Action

On the Practice Summary Screen, CLICK “Producer” from the Certification Links to display the View Producer Certification - Component Rate Practice Screen.

214 Viewing Existing Producer Certifications (Continued)

D Example of View Producer Certification - Component Rate Practice Screen

The following is an example of the View Producer Certification - Component Rate Screen.

Menu		View Producer Certification - Component Rate Practice																																																		
Welcome COUNTY USER																																																				
CRP Program																																																				
Select Program		Control No : 29_101_2023_0006																																																		
New Application		Applicant Name : IMA PRODUCER																																																		
Search		Agreement Status : FINALIZED																																																		
Retry Payment		Creation Date : 12/07/2022																																																		
Reports		Project Area ID : 1667																																																		
		Contract Number : 11201																																																		
		Add/View Notes																																																		
		Selected Practice: 01-CP22																																																		
		<table border="1"> <thead> <tr> <th colspan="9">Components</th> </tr> <tr> <th>Name</th> <th>Extent Requested</th> <th>Avg Actual Cost (\$)</th> <th>Max CostShare % Regular</th> <th colspan="3">Max Costshare % LIM-RES SOC-DIS BEG-FMR</th> <th>Extent Approved</th> </tr> </thead> <tbody> <tr> <td>14A8</td> <td>25.00</td> <td>\$ 14.00</td> <td>50.00%</td> <td colspan="3">50.00%</td> <td>25.00</td> </tr> <tr> <td></td> <td>Name</td> <td>LIM-RES SOC-DIS BEG-FMR</td> <td>Percent Share (%)</td> <td>Approved Amount (\$)</td> <td>Current Actual Cost (\$)</td> <td>Prior Costs (\$)</td> <td>Current Extent Performed</td> <td>Prior Extent Performed</td> </tr> <tr> <td></td> <td>IMA PRODUCER</td> <td>No</td> <td>100.00%</td> <td>175.00</td> <td>175.00</td> <td>0.00</td> <td>25.0000</td> <td>0.0000</td> </tr> </tbody> </table>								Components									Name	Extent Requested	Avg Actual Cost (\$)	Max CostShare % Regular	Max Costshare % LIM-RES SOC-DIS BEG-FMR			Extent Approved	14A8	25.00	\$ 14.00	50.00%	50.00%			25.00		Name	LIM-RES SOC-DIS BEG-FMR	Percent Share (%)	Approved Amount (\$)	Current Actual Cost (\$)	Prior Costs (\$)	Current Extent Performed	Prior Extent Performed		IMA PRODUCER	No	100.00%	175.00	175.00	0.00	25.0000	0.0000
Components																																																				
Name	Extent Requested	Avg Actual Cost (\$)	Max CostShare % Regular	Max Costshare % LIM-RES SOC-DIS BEG-FMR			Extent Approved																																													
14A8	25.00	\$ 14.00	50.00%	50.00%			25.00																																													
	Name	LIM-RES SOC-DIS BEG-FMR	Percent Share (%)	Approved Amount (\$)	Current Actual Cost (\$)	Prior Costs (\$)	Current Extent Performed	Prior Extent Performed																																												
	IMA PRODUCER	No	100.00%	175.00	175.00	0.00	25.0000	0.0000																																												
		Practice complete?: Yes																																																		
		Total installation cost: 175.00																																																		
		Acres served: 25.00																																																		
		Date receipts and documentation received (MM/DD/YYYY): 12/06/2022																																																		
		Producer Signature Date (MM/DD/YYYY): 12/06/2022																																																		
		FSA_848B PDF FSA_848B PDF-SP																																																		
		Back																																																		

214 Viewing Existing Producer Certifications (Continued)

E Field Descriptions and Actions

The following table provides the field descriptions and actions for the View Producer Certification - Component Rate Practice Screen.

Field	Description/Action
Components	Displays information for the component(s).
Practice Complete?	Indicates if the practice is completed.
Total Installation Cost (\$)	Displays the total cost entered if the practice is marked complete during the entry of producer certification. Note: This amount was manually entered by the user. This is normally expected to be equal to the sum of all producer-reported costs for all certifications for the practice. However, CSS software does not verify this.
Acres Served	Displays the acres served by the practice as entered by the user when practice is marked complete during the entry of producer certification. The acres served value is not used in payment calculations.
Date receipts and documentation received	Displays the entered date receipts and documentation were received from the producer.
Producer Signature Date	After the producer's signature is obtained on the printed form, re-access the certification and enter the producer signature date. If multiple signatures are required enter the latest signature date. Note: When applicable, the prompt payment interest date will be calculated by adding 30 calendar days to the later of the documents received date or the producer signature date.
FSA_848B PDF	CLICK "FSA_848B PDF" to open or save FSA-848B. Note: After the user opens the certification, the "Print" option will be available.
FSA_848B PDF-SP	CLICK "FSA_848B PDF-SP" to open or save a Spanish version of FSA-848B. Note: After the user opens the certification, the "Print" option will be available.
Back	CLICK "Back" to return to the Practice Summary Screen.

215-230 (Reserved)

Section 3 TSP Certification

231 Creating TSP Certification

A Overview

After the producer certification has been entered in CSS, the TSP certification can be entered.

Users will select the practice according to Section 1. The Practice Summary Screen will be displayed allowing users to complete the TSP certification.

B Example of Practice Summary Screen After Selecting a Practice

The following is an example of the Practice Summary Screen after a practice has been selected.

Note: The link to select “TSP” will not be displayed until a producer certification has been entered.

Menu		Practice Summary						
Welcome COUNTY USER		Control No : 29_101_2025_0095				Creation Date : 07/01/2025		
CRP Program		Applicant Name : IMA PRODUCER				Project Area ID : 1667		
Select Program		Agreement Status : CONTRACT_APPROVED				Contract Number : 11313		
New Application		Add/View Notes						
Search		Selected Practice: 01-CP21						
Retry Payment		Filter Strips						
Reports		Is the selected practice for a Management Activity? : No						
		This practice is not for management activity and is eligible for cost share payments.						
		Is this cost share for re-establishment or an authorized CREP riparian buffer "management" maintenance payment? : No						
		This practice is not for re-establishment or an authorized CREP riparian buffer and is eligible for PIP (if authorized for the practice and cost share is paid).						
		This is a PIP eligible practice.						
*Certification Number	*Program Year	Producer Signature Date	TSP Signature Date	Producer Actual Cost Certified (\$)	Certification Links		Payment Status	
		07/01/2025		320.00	Producer Complete	TSP Incomplete	Not Sent	
Total Certifications for the Practice				320.00				
Total Cost Share from Other Sources for the Practice(\$)				0.00				
Back		Request Payment						

C Action

On the Practice Summary Screen, CLICK “TSP” to display the Create New TSP Certification - Component Rate Practice Screen.

232 Create New TSP Certification - Component Rate Practice Screen

A Overview

The Create New TSP Certification - Component Rate Practice Screen allows users to enter the TSP certification details. The screen behaves differently based on the response to the question of who performed the certification.

B Example of Create New TSP Certification - Component Rate Practice Screen (TSP-Certified)

The following is an example of the Create New TSP Certification - Component Rate Practice Screen when the certification was performed by a TSP.

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

Create New TSP Certification - Component Rate Practice

Control No : 29_101_2025_0095
Applicant Name : IMA PRODUCER
Agreement Status : CONTRACT_APPROVED

Creation Date : 07/01/2025
Project Area ID : 1667
Contract Number : [11313](#)
[Add/View Notes](#)

Following are the component, practice details for TSP certification.
All required fields are denoted by an asterisk{*}

Selected Practice: 01-CP21

Practice Extents				
Extent Requested	Extent Approved	* Current Extent Performed	Prior Extent Performed	
10.00	10.00	0	0	

Component Extents				
Name	Extent Requested	Extent Approved	* Current Extent Performed	Prior Extent Performed
NATVGRASMIX	10.00	10.00	0	0

* Self certifying performance without FSA, NRCS or other Technical Service Provider certification?: ☐ Yes ☐ No
* Person who certified performance:
* Affiliation:
* Performance report:
* Date Referred to TSP (MM/DD/YYYY):
* Certification Referral Expiration Date (MM/DD/YYYY):
* Date Received from TSP (MM/DD/YYYY):
* TSP/Self Certification Date (MM/DD/YYYY):

232 Create New TSP Certification - Component Rate Practice Screen (Continued)

C Example of Create New TSP Certification - Component Rate Practice Screen (Self-Certified)

The following is an example of the Create New TSP Certification - Component Rate Practice Screen when the certification was a result of a self-certification.

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

Create New TSP Certification - Component Rate Practice

Control No : 29_101_2025_0095
Applicant Name : IMA PRODUCER
Agreement Status : CONTRACT_APPROVED

Creation Date : 07/01/2025
Project Area ID : 1667
Contract Number : [11313](#)
[Add/View Notes](#)

Following are the component, practice details for TSP certification.
All required fields are denoted by an asterisk{*}
Selected Practice: 01-CP21

Practice Extents				
Extent Requested	Extent Approved	* Current Extent Performed	Prior Extent Performed	
10.00	10.00	0	0	

Component Extents				
Name	Extent Requested	Extent Approved	* Current Extent Performed	Prior Extent Performed
NATVGRASMIX	10.00	10.00	0	0

* Self certifying performance without FSA, NRCS or other Technical Service Provider certification?: ☒ Yes ☐ No

* Person(s) who certified performance: ☐ IMA PRODUCER

* Performance report:

* TSP/Self Certification Date (MM/DD/YYYY):

232 Create New TSP Certification - Component Rate Practice Screen (Continued)

D Field Descriptions and Actions

The following table provides the field descriptions and actions for the Create New TSP Certification - Component Rate Practice Screen.

Field	Description/Action
Practice Extents fields	Displays the extent requested in acres, extent approved, current extent performed, and prior extent performed of the practice. Enter the Current Extent Performed for the practice.
Components Extents fields	Displays the name, extent requested, extent approved, current extent performed, and prior extent performed of the component(s). Enter the Current Extent Performed for the component. Note: Practice extents are always in acres. Component extents may use a different unit of measure.
Self-certifying performance without FSA, NRCS or other Technical Service Provider certification?	CLICK: • “No” if FSA, NRCS, or other TSP is certifying performance • “Yes” if the producer is self-certifying performance. Note: See 2-CRP for policy on self-certification of required management activities.
Person(s) who certified performance	When the response to the self-certification question is: • “No”, enter the name of the TSP • “Yes”, select the producer’s name. Note: A list of the producers on the agreement is displayed when the response is “Yes”.
Affiliation	Displays only when the response to the self-certification question is “No”. Select the name of the agency that performed the certification from the drop-down menu.
Performance Report	Enter information relevant to the installation of the practice. Warning: Do not enter PII.
Date Referred to TSP (MM/DD/YYYY)	Enter the date the practice was referred to TSP. Users can manually enter the date or use the calendar widget to populate the date.
Certification Referral Expiration Date (MM/DD/YYYY)	The system will auto populate a date 1 month after the certification date. The date may be changed manually or by using the calendar widget to populate the date.

232 Create New TSP Certification - Component Rate Practice Screen (Continued)

D Field Descriptions and Actions (Continued)

Field	Description/Action
Date Received from TSP (MM/DD/YYYY)	Before entering the date, CLICK “FSA-848B PDF” and obtain a signature on the printed form. After the signature has been recorded on FSA-848B, enter the date received from the TSP. Users can manually enter the date or use the calendar widget to populate the date.
FSA_848B PDF	CLICK “FSA_848B PDF” to print FSA-848B to obtain signature(s). Users may print multiple copies if multiple signatures are required. Note: User must CLICK “Save” before printing FSA-848B to populate the TSP certification data entered in the system on the printed form.
FSA_848B PDF-SP	CLICK “FSA_848B PDF-SP” to print FSA-848B to obtain a signature(s) using the Spanish version. Users may print multiple copies if multiple signatures are required.
TSP/Self Certification Date	Enter the TSP/Self Certification date only after FSA-848B has been printed and signed. Notes: See 2-CRP for policy on self-certification. If more than 1 signature is required, enter the latest signature date.
Save	CLICK “Save” to save the information and remain on the screen. The information entered can be saved if TSP signature has not been entered. Note: If the information for a TSP certification is not submitted with a certification date, or saved when not yet certified, all TSP certification data for that practice control number will be lost when the user navigates away from the screen. The TSP Certification process status will remain “Incomplete”.
Continue to Next Step	CLICK “Continue to Next Step” to navigate to the TSP Certification Confirmation Screen.
Cancel	CLICK “Cancel” to navigate to the Agreement Summary Screen. Information entered for the TSP/Self Certification will be removed unless it was previously saved.

233 TSP Certification Confirmation Screen

A Overview

The TSP Certification Confirmation Screen displays after TSP certification information has been entered.

Users should review the screen for accuracy before continuing.

B Example of the TSP Certification Confirmation Screen

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

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

TSP Certification Confirmation

Control No : 29_101_2025_0095
Applicant Name : IMA PRODUCER
Agreement Status : CONTRACT_APPROVED

Creation Date : 07/01/2025
Project Area ID : 1667
Contract Number : [11313](#)
[Add/View Notes](#)

Following are the component, practice details for TSP certification.
Selected Practice: 01-CP21

Practice Extents			
Extent Requested	Extent Approved	Current Extent Performed	Prior Extent Performed
10.00	10.00	10	0

Component Extents				
Name	Extent Requested	Extent Approved	Current Extent Performed	Prior Extent Performed
NATVGRASMIX	10.00	10.00	10.0000	0.0000

Self certifying performance without FSA, NRCS or other Technical Service Provider certification? [No](#)
Person who certified performance: [Gus](#)
Affiliation: [NRCS](#)
Performance report: [Completed according to technical specifications.](#)
Date Referred to TSP (MM/DD/YYYY): [07/01/2025](#)
Certification Referral Expiration Date (MM/DD/YYYY): [08/01/2025](#)
Date Received from TSP (MM/DD/YYYY): [07/06/2025](#)
TSP/Self Certification Date (MM/DD/YYYY): [07/05/2025](#)

C Action

On the TSP Certification Confirmation Screen, CLICK:

- “Submit” to complete the TSP certification
- “Cancel” to cancel the TSP certification.

The TSP/Self Certification data will be removed if not previously saved, and the user is returned to the Create New TSP Certification - Component Rate Practice Screen.

233 TSP Certification Confirmation Screen (Continued)

D Example of Agreement Summary Screen After TSP Certification

The following is an example of the Agreement Summary Screen after TSP certification.

The Practice Status will be “Pending Certification” when both the Producer and TSP Certifications have been submitted. The payment for the practice is now available to be requested according to paragraph 251.

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

Agreement Summary

- Certification saved.

Control No : 29_101_2025_0095
Applicant Name : IMA PRODUCER
Agreement Status : CONTRACT_APPROVED

Creation Date : 07/01/2025
Project Area ID : 1667
Contract Number : [11313](#)
[Add/View Notes](#)

Extend Practice

Select a Practice Code to access the Practice Summary.

Practice	Practice Status	Practice End Date	Practice Extent Approved	Cost-Share Approved (\$)	Practice Complete	Total Installation Cost (\$)	Acres Served
2-CP21 Filter Strips	APPROVED	05/09/2027	10.00	125.00	Y	280.00	10.00
1-CP21 Filter Strips	PENDING_CERTIFICATION	06/30/2026	10.00	150.00	Y	320.00	10.00

Back

234 Viewing Existing TSP Certifications

A Overview

CLICK the “TSP” hyperlink from the Practice Summary Screen to view existing TSP certifications. Navigate to the Practice Summary Screen according to paragraph 202.

B Example of Practice Summary Screen with Existing TSP Certifications

The following is an example of the Practice Summary Screen with an existing TSP certification.

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

Practice Summary

Control No : 29_101_2025_0095
Applicant Name : IMA PRODUCER
Agreement Status : PARTIALLY_EARNED

Creation Date : 07/01/2025
Project Area ID : 1667
Contract Number : [11313](#)
[Add/View Notes](#)

Selected Practice: 01-CP21

Filter Strips

Is the selected practice for a Management Activity? : No

This practice is not for management activity and is eligible for cost share payments.

Is this cost share for re-establishment or an authorized CREP riparian buffer "management" maintenance payment? : No

This practice is not for re-establishment or an authorized CREP riparian buffer and is eligible for PIP (if authorized for the practice and cost share is paid).

[This is a PIP eligible practice.](#)

[Add Certification](#)

*Certification Number	*Program Year	Producer Signature Date	TSP Signature Date	Producer Actual Cost Certified (\$)	Certification Links	Payment Status
		07/01/2025	07/01/2025	320.00	Producer TSP	Paid
Total Certifications for the Practice				320.00		
Total Cost Share from Other Sources for the Practice(\$)				0.00		

[Back](#)
[Request Payment](#)

C Action

On the Practice Summary Screen, CLICK “TSP” from the Certification Links to display the View TSP Certification - Component Rate Practice Screen.

234 Viewing Existing TSP Certifications (Continued)

D Example of View TSP Certification - Component Rate Practice Screen

The following is an example of the View TSP Certification - Component Rate Screen.

Menu		View TSP Certification - Component Rate Practice													
Welcome COUNTY USER		Control No : 29_101_2025_0095		Creation Date : 07/01/2025											
CRP Program		Applicant Name : IMA PRODUCER		Project Area ID : 1667											
Select Program		Agreement Status : PARTIALLY_EARNED		Contract Number : 11313											
New Application		Add/View Notes													
Search		Selected Practice: 01-CP21													
Retry Payment		Practice Extents													
Reports		<table border="1"> <thead> <tr> <th>Extent Requested</th> <th>Extent Approved</th> <th>Current Extent Performed</th> <th>Prior Extent Performed</th> </tr> </thead> <tbody> <tr> <td>10.00</td> <td>10.00</td> <td>10.00</td> <td>0.00</td> </tr> </tbody> </table>				Extent Requested	Extent Approved	Current Extent Performed	Prior Extent Performed	10.00	10.00	10.00	0.00		
Extent Requested	Extent Approved	Current Extent Performed	Prior Extent Performed												
10.00	10.00	10.00	0.00												
Component Extents															
<table border="1"> <thead> <tr> <th>Name</th> <th>Extent Requested</th> <th>Extent Approved</th> <th>Current Extent Performed</th> <th>Prior Extent Performed</th> </tr> </thead> <tbody> <tr> <td>NATVGRASMIX</td> <td>10.00</td> <td>10.00</td> <td>10.0000</td> <td>0.0000</td> </tr> </tbody> </table>						Name	Extent Requested	Extent Approved	Current Extent Performed	Prior Extent Performed	NATVGRASMIX	10.00	10.00	10.0000	0.0000
Name	Extent Requested	Extent Approved	Current Extent Performed	Prior Extent Performed											
NATVGRASMIX	10.00	10.00	10.0000	0.0000											
Self certifying performance without FSA, NRCS or other Technical Service Provider certification? No															
Person who certified performance: Gus															
Affiliation: NRCS															
Performance report: Completed according to technical specifications.															
Date Referred to TSP: 07/01/2025															
Certification Referral Expiration Date: 08/01/2025															
Date Received from TSP: 07/06/2025															
TSP/Self Certification Date: 07/05/2025															
FSA_848B PDF FSA_848B PDF-SP															
Back															

234 Viewing Existing TSP Certifications (Continued)**E Field Descriptions and Actions**

The following table provides the field descriptions and actions for the View TSP Certification - Component Rate Practice Screen.

Field	Description/Action
Practice Extents	Displays information for the practice.
Components Extents	Displays information for the component.
Performance Report	Displays text entered during the TSP certification process.
TSP/Self Certification Date	Displays the date of the TSP/Self certification.
FSA_848B PDF	CLICK “FSA_848B PDF” to open or save FSA-848B. Note: After the user opens the certification, the “Print” option will be available.
FSA_848B PDF-SP	CLICK “FSA_848B PDF” to open or save a Spanish version of FSA-848B. Note: After the user opens the certification, the “Print” option will be available.
Back	CLICK “Back” to return to the Practice Summary Screen.

235-250 (Reserved)

Section 4 Payments

251 Request Payment

A Overview

After the producer certification and the TSP certification have both been submitted for a practice, the status of the practice will update to “Pending Certification” and payment can be requested for the practice. Search for the agreement to be paid according to paragraph 42. Navigate to the Practice Summary Screen by using the Agreement Summary link according to paragraph 202, or by using the Show option according to paragraph 203. Select the practice with “Pending Certification” status.

B Example of the Agreement Summary Screen

The following screen is displayed when the user chooses “Agreement Summary” from the “Links” column of the search results according to paragraph 202. CLICK the practice identifier (2-CP21) to open the Practice Summary Screen for the practice with a status of “Pending Certification”.

Menu		Agreement Summary						
Welcome COUNTY USER		Control No : 29_101_2025_0095				Creation Date : 07/01/2025		
CRP Program		Applicant Name : IMA PRODUCER				Project Area ID : 1667		
Select Program		Agreement Status : PARTIALLY_EARNED				Contract Number : 11313		
New Application						Add/View Notes		
Search		Extend Practice						
Retry Payment		Select a Practice Code to access the Practice Summary.						
Reports								
Practice	Practice Status	Practice End Date	Practice Extent Approved	Cost-Share Approved (\$)	Practice Complete	Total Installation Cost (\$)	Acres Served	
2-CP21 Filter Strips	PENDING_CERTIFICATION	05/09/2027	10.00	125.00	Y	280.00	10.00	
1-CP21 Filter Strips	PAID	06/30/2026	10.00	150.00	Y	320.00	10.00	
Back								

251 Request Payment (Continued)

C Example of the Expanded Search Results Screen

The following screen is displayed when the user chooses “Show” from the “Show/Hide Practice Summary” column of the search results according to paragraph 203. CLICK “Producer/TSP Certification” to open the Practice Summary Screen for the practice with a status of “Pending Certification”.

Search Results									
Below is a list of assistance requests for the criteria you selected.									
New Search Your request: State=Missouri, County=Johnson, Control Number=250095									
Cost Share Agreement/Application search results									
Control Number	Applicant Name	Agreement/Application Status	State County	Date Created	Approval Date	Show/Hide Practice Summary	Links	Forms	Letters
29_101_2025_0095	IMA PRODUCER	PARTIALLY_EARNED	Missouri - Johnson	07/01/2025	10/01/2023	Hide	Agreement Summary Revise Terminate Extend Practices Manage PIP Add/View Notes	FSA848 SP FSA848A SP FSA848B SP View Certifications	Approval Letter SP
Practice Summary									
Practice Control Number		Practice Status	Action(s)		Process Status				
29-101-2025-0095-01-CP21		PAID	Producer/TSP Certification		EnvironmentCompliance_UnNeeded NeedsDetermination_Complete_Unneeded ProducerCertification_Partial TSPCertification_Partial				
29-101-2025-0095-02-CP21		PENDING_CERTIFICATION	Producer/TSP Certification		EnvironmentCompliance_UnNeeded NeedsDetermination_Complete_Unneeded ProducerCertification_Complete TSPCertification_Complete				

251 Request Payment (Continued)

D Example of the Practice Summary Screen

The following is an example of the Practice Summary Screen that displays after the user follows the steps in subparagraph B or C.

Menu		Practice Summary						
Welcome COUNTY USER		Control No : 29_101_2025_0095				Creation Date : 07/01/2025		
CRP Program		Applicant Name : IMA PRODUCER				Project Area ID : 1667		
Select Program		Agreement Status : PARTIALLY_EARNED				Contract Number : 11313		
New Application		Add/View Notes						
Search		Selected Practice: 02-CP21						
Retry Payment		Filter Strips						
Reports		Is the selected practice for a Management Activity? : No						
		This practice is not for management activity and is eligible for cost share payments.						
		Is this cost share for re-establishment or an authorized CREP riparian buffer "management" maintenance payment? : No						
		This practice is not for re-establishment or an authorized CREP riparian buffer and is eligible for PIP (if authorized for the practice and cost share is paid).						
		This is a PIP eligible practice.						
*Certification Number	*Program Year	Producer Signature Date	TSP Signature Date	Producer Actual Cost Certified (\$)	Certification Links		Payment Status	
		07/01/2025	07/01/2025	280.00	Producer Complete	TSP Complete	Not Sent	
Total Certifications for the Practice				280.00				
Total Cost Share from Other Sources for the Practice(\$)				10.00				
Back Request Payment								

E Action

On the Practice Summary Screen, CLICK “Request Payment” to display the Certify and Pay Main Screen.

252 Certify and Pay Main Screen**A Overview**

CLICK “Request Payment” on the Practice Summary Screen to display the Certify and Pay Main Screen.

Review the amount displayed under the “Current Cost Share Earned” column. This is the amount that will be paid to the producer(s).

Cost share is calculated at the component level. See Exhibit 21 for examples of cost share calculation examples.

Any payments made to entities may round up or down based on the calculated amount attributed to each member.

If the Current Cost Share Earned amount is negative, depending on the system used to obligate the agreement, either a receivable or pending overpayment will be created if the previous payment was certified and signed in NPS. Receivables are created for cost share agreements associated with CRP-1’s approved before October 1, 2020, and pending overpayments are created for cost share agreements associated with CRP-1’s approved on or after October 1, 2020. If the previous payment was not certified and signed in NPS, the payment amount in NPS will be adjusted according to the negative Current Cost Share Earned amount.

If the Current Cost Share Earned amount is incorrect:

- CLICK “Cancel” to return to the Agreement Summary Screen
- select the practice with the incorrect payment amount
- CLICK “Producer” to open the Producer Certification and correct any issues with Current Actual Cost or Current Extent Performed before proceeding.

If multiple practices are listed on the Certify and Pay Main Screen, the user may select 1, several, or all practices listed on the screen to submit 1 or multiple payment request(s) at a single time.

Note: Both the producer certification and TSP certification must be completed before attempting to certify and pay. If either the producer certification status or TSP certification status is incomplete, the error message “Producer Certification and TSP Certification must be completed for a practice before payment.” will display.

252 Certify and Pay Main Screen (Continued)

B Example of the Certify and Pay Main Screen

The following is an example of the Certify and Pay Main Screen. This screen displays the calculated cost share payment amount. If the practice is eligible to receive a PIP through CSS, the PIP will be issued simultaneously with the cost share payment. PIP amounts are not displayed on this screen. See Part 7 for issuing and managing final PIP for cost share agreements associated to continuous signups 55, 57, 59, 61, and 63.

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

Certify and Pay Main

Control No : 29_101_2025_0095
Applicant Name : IMA PRODUCER
Agreement Status : PARTIALLY_EARNED

Creation Date : 07/01/2025
Project Area ID : 1667
Contract Number : [11313](#)
[Add/View Notes](#)

Following table lists all practices on the contract for payment.

Practices Summary							
Select	Practice Control Number	Practice Status	Fund ID	Certification Complete	Current CostShare Earned.	Prior CostShare Earned	Payment Data
☐	29-101-2025-0095-02-CP21	Pending Certification	3307	Yes	125.00	0	View

FSA_848B PDF
FSA_848B PDF-SP

* COF Signature Date (MM/DD/YYYY) :

CCC 770 Completion Date (MM/DD/YYYY):

Submit
Cancel

If the Current Cost Share Earned amount is incorrect:

- CLICK “Cancel” to return to the Agreement Summary Screen
- select the practice with the incorrect payment amount
- CLICK “Producer” in the “Certification Link” column of the Practice Summary Screen to open the Producer Certification and correct any issues with Current Actual Cost or Current Extent Performed before proceeding.

252 Certify and Pay Main Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Certify and Pay Main Screen.

Field	Description/Action
Select	CLICK the checkbox of the practice(s) to be paid.
Practice Control Number	Displays the application control number and applicable practice(s).
Practice Status	Displays the current status of the practice.
Fund ID	Displays the Fund code for the practice.
Certification Complete	Displays if the practice has been certified as complete or not.
Current Cost Share Earned	Displays the amount of cost share to be paid based on the current certification(s).
Prior Cost Share Earned	Displays the cumulative amount of cost share previously paid.
Payment Data	Allows users to view the payment data. CLICK “View” to display the Component Rate Practice Screen for viewing only. This screen contains a summary of the payment information and is useful to view the distribution of the payment among multiple producers when more than 1 producer is receiving a share of the payment. See subparagraph D for an example of the Component Rate Practice Screen.
FSA_848B PDF	CLICK “FSA_848B PDF” to print FSA-848B and obtain a signature if signature has not previously been obtained.
FSA_848B PDF-SP	CLICK “FSA_848B PDF-SP” for the Spanish version to print FSA-848B and obtain a signature if signature has not previously been obtained.
COF Signature Date (MM/DD/YYYY)	Enter the date COC or COC Representative signed FSA-848B approving payment. Users can manually enter the date or use the calendar widget to populate the date. Note: The acronym “COF” is used on this screen to represent “County Office” instead of its most common definition of “Common Obligation Framework” in Exhibit 1.
CCC-770 Completion Date (MM/DD/YYYY)	Enter the date CCC-770 CRP-CS was completed. Date is not required if no CCC-770 CRP-CS was completed. Users can manually enter the date or use the calendar widget to populate the date.
Submit	CLICK “Submit” to navigate to the Certify and Pay Main Confirmation Screen.
Cancel	CLICK “Cancel” to navigate to the Agreement Summary Screen.

252 Certify and Pay Main Screen (Continued)

D Example of Component Rate Practice Screen

The following is an example of the Component Rate Practice Screen after the user CLICKS “View” from the Payment Data field. This screen contains a summary of the payment information including distribution of the payment among multiple producers when more than 1 producer is receiving a share of the payment. After reviewing the information on this screen, CLICK “Back” to return to the Certify and Pay Main Screen.

Menu		Certify and Pay - Component Rate Practice									
Welcome COUNTY USER											
CRP Program											
Select Program		Control No : 29_101_2025_0095									
New Application		Applicant Name : IMA PRODUCER									
Search		Agreement Status : PARTIALLY_EARNED									
Retry Payment		Creation Date : 07/01/2025									
Reports		Project Area ID : 1667									
		Contract Number : 11313									
		Add/View Notes									
Following table lists all Component Rate practices on the contract for Record and Pay. All required fields are denoted by an asterisk{*}											
Selected Practice: 02-CP21											
Components											
Name	Extent Requested	Avg Actual Cost (\$)	Max CostShare % Regular	Max Costshare % LIM-RES SOC-DIS BEG-FMR	Extent Approved	Extent performed					
NoTillDrill	10.00	25.00	50.00%	50.00%	10.00	10.0000					
Name	LIM-RES SOC-DIS BEG-FMR	Cost Share Percent (%)	Current Actual Percent Share (%)	Approved Amount (\$)	Current Actual Cost (\$)	Current Cost Share Earned (\$)	Prior Cost Share Earned (\$)	Current Extent Performed	Prior Extent Performed		
IMA PRODUCER	No	50.00%	100.00%	125.00	280.00	125.00	0.00	10.0000	0.0000		
Back											

253 Certify and Pay Main - Confirmation Screen

A Overview

The Certify and Pay Main - Confirmation Screen will be displayed after a practice is selected for payment and “Submit” is selected on the Certify and Pay Main Screen according to paragraph 251. This screen is the final opportunity to confirm that the payment information is correct.

B Example of Certify and Pay Main - Confirmation Screen

The following is an example of the Certify and Pay Main - Confirmation Screen.

Menu		Certify and Pay Main - Confirmation																										
Welcome COUNTY USER																												
CRP Program																												
Select Program																												
New Application																												
Search																												
Retry Payment																												
Reports																												
		Control No : 29_101_2025_0095 Applicant Name : IMA PRODUCER Agreement Status : PARTIALLY_EARNED Creation Date : 07/01/2025 Project Area ID : 1667 Contract Number : 11313 Add/View Notes																										
		Following table lists all practices on the contract for payment.																										
		<table border="1"> <thead> <tr> <th colspan="7">Practices Summary</th> </tr> <tr> <th>Practice Control Number</th> <th>Practice Status</th> <th>Fund ID</th> <th>Certification Complete</th> <th>Current CostShare Earned.</th> <th>Prior CostShare Earned</th> <th>Payment Data</th> </tr> </thead> <tbody> <tr> <td>29-101-2025-0095-02-CP21</td> <td>Pending Certification</td> <td>3307</td> <td>Yes</td> <td>125.00</td> <td>0</td> <td>View</td> </tr> </tbody> </table>						Practices Summary							Practice Control Number	Practice Status	Fund ID	Certification Complete	Current CostShare Earned.	Prior CostShare Earned	Payment Data	29-101-2025-0095-02-CP21	Pending Certification	3307	Yes	125.00	0	View
Practices Summary																												
Practice Control Number	Practice Status	Fund ID	Certification Complete	Current CostShare Earned.	Prior CostShare Earned	Payment Data																						
29-101-2025-0095-02-CP21	Pending Certification	3307	Yes	125.00	0	View																						
		COF Signature Date: 07/01/2025 CCC 770 Completion Date:																										
		Confirm Cancel																										

C Action

On the Certify and Pay Main - Confirmation Screen:

- CLICK “View” to see the Certify and Pay - Component Rate Practice Screen

Note: See paragraph 252 D.

- CLICK “Confirm” to complete the process and proceed to the Certify and Pay Search Results
- CLICK “Cancel” to cancel the process and return to the Certify and Pay Main Screen.

253 Certify and Pay Main - Confirmation Screen (Continued)

D Payment Submission Confirmation

The following is an example of the Certify and Pay Search Results Screen displayed after the payment has been sent from CSS to the payment system. When the practice is eligible for PIP, confirmation messages for both the cost share (Certification Payment) and the PIP are displayed. There is also a message stating the payments will be available in NPS and CPR the next business day; however, CRP cost share payments and PIP are immediately processed and are available the same day.

Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports	Certify and Pay Search Results						
	• Certification Payment scheduled for practice CP23 for contributor IMA PRODUCER • Initial PIP Payment scheduled for practice CP23 for contributor IMA PRODUCER • These payments will be available in NPS and in the Common Payment Reports the next business day.						
	1 2 3 4 5 Next> >>						
	Agreement results						
Agreement Number	Applicant Name	Agreement Status	State County	Date Revision Began	Approval Date	Forms	

254 Retry Payment

A Overview

The Retry Payment link from the left navigation menu allows users to attempt to reprocess failed payments. Retry Payment only applies to eFMS-obligated cost share agreements (agreements associated to CRP-1's with original approval dates before October 1, 2020).

Note: When the approval date of the associated CRP-1 is on or after October 1, 2020, the agreement is obligated in COF. Users must use CPR to reprocess failed COF-obligated payments.

The Retry Payment Results Screen will display all failed payments for eFMS-obligated cost share agreements.

B Example of Retry Payment Results Screen

The following is an example of the Retry Payment Results Screen.

Menu

Welcome COUNTY USER

CRP Program

Select Program

New Application

Search

Retry Payment

Reports

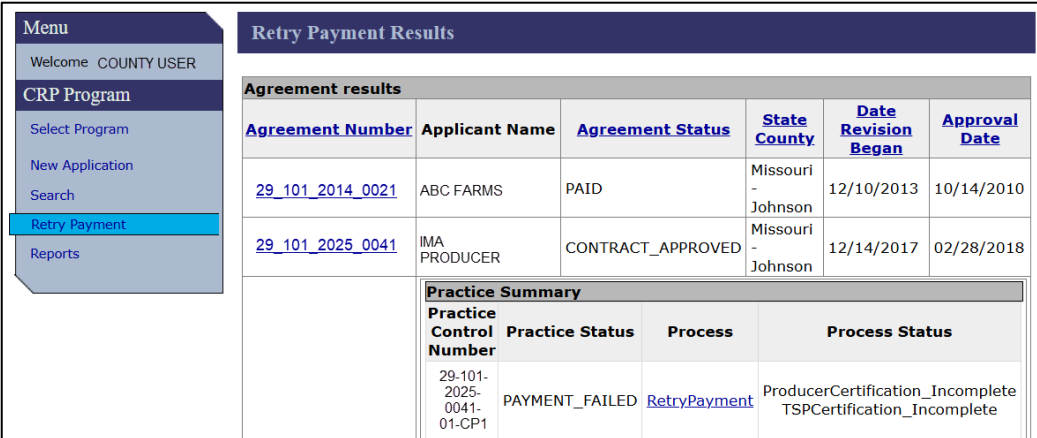
Retry Payment Results

Agreement results

Agreement Number	Applicant Name	Agreement Status	State County	Date Revision Began	Approval Date
29_101_2014_0021	ABC FARMS	PAID	Missouri - Johnson	12/10/2013	10/14/2010
29_101_2025_0041	IMA PRODUCER	CONTRACT_APPROVED	Missouri - Johnson	12/14/2017	02/28/2018

254 **Retry Payment (Continued)****C Steps to Retry Payments**

The following table provides the steps needed to reprocess failed payments.

Step	Description/Action
1	CLICK the agreement number on the Retry Payment Results Screen.
2	The Practice Summary pop-up screen is displayed. CLICK “Retry Payment”. 
3a	The Retry Payment Screen is displayed. This screen displays the failure reason. Users must review the failure reason and resolve the issue, if possible, before proceeding. When researching the issue, the subsidiary year used by CRP for cost share payment eligibility is the: • FY in which the initial payment attempt was made on the agreement • FY of the approval date for the original version of the CRP-1 for AGI issues • current FY for conservation compliance. The Notes page can be used to determine when an initial payment attempt was made on an agreement or practice. The subsidiary year menu in CCMS displays the applicable subsidiary year used for AGI determinations.

254 **Retry Payment (Continued)****C Steps to Retry Payments (Continued)**

Step	Description/Action
3b	On the Retry Payment Screen, CLICK: “Retry Payment” to reprocess Note: The Retry Payment Confirmation Screen will be displayed. “Do Not Retry” to mark a payment failure for removal from the retry list, if the failure reason is a valid reason and cannot be resolved Note: See paragraph 256 for further instructions. “Cancel” to cancel the process and return to the Retry Payment Results Screen.

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

Retry Payment

Control No : 29_101_2025_0041
Applicant Name : IMA PRODUCER
Agreement Status : CONTRACT_APPROVED

Creation Date : 02/28/2025
Project Area ID : 1667
Contract Number : 11094
[Add/View Notes](#)

Following table lists all contributors on the practice that have failed payments

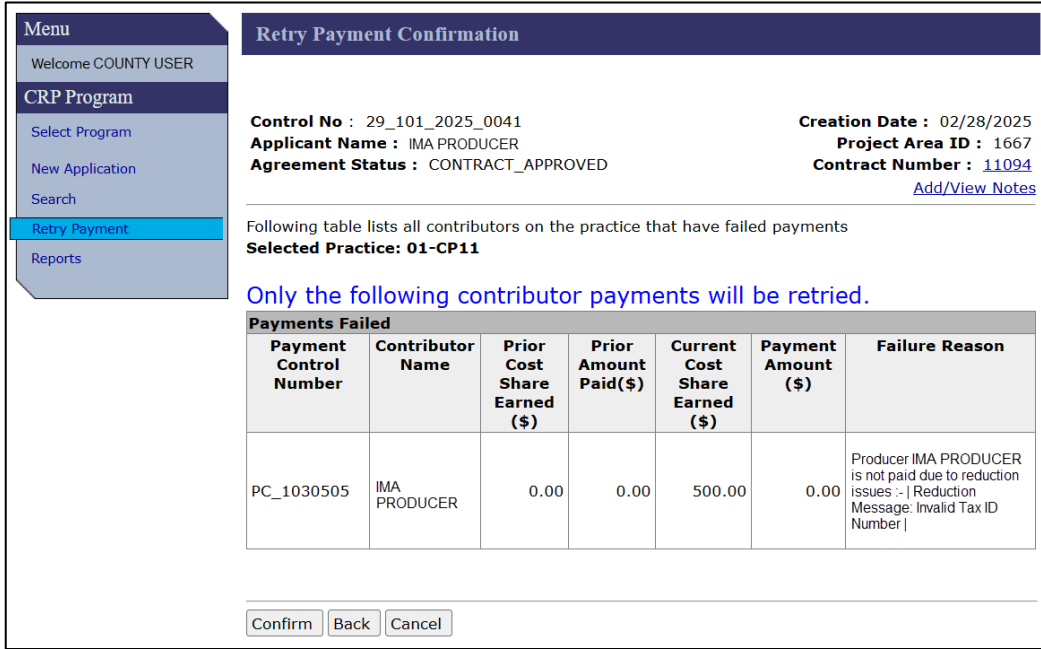
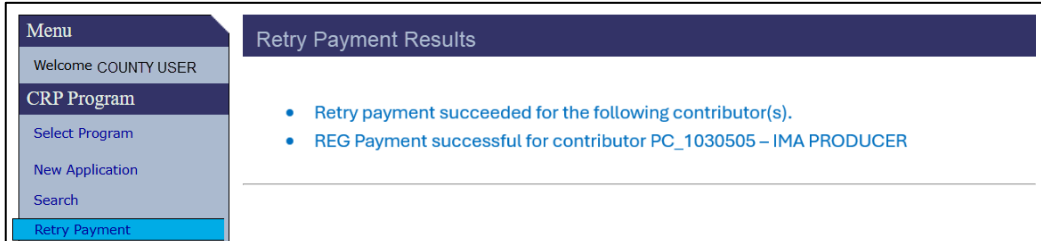
Selected Practice: 01-CP11

Payments Passed					
Payment Control Number	Contributor Name	Prior Cost Share Earned (\$)	Prior Amount Paid (\$)	Current Cost Share Earned (\$)	Payment Amount (\$)
PC_1030505	IMA PRODUCER	0.00	0.00	500.00	500.00

Only the following contributor payments will be retried.

Payments Failed							
Payment Control Number	Contributor Name	Prior Cost Share Earned (\$)	Prior Amount Paid (\$)	Current Cost Share Earned (\$)	Payment Amount (\$)	Failure Reason	Remove Valid Contributor Payment Failures
PC_1030505	IMA PRODUCER	0.00	0.00	500.00	0.00	Producer IMA PRODUCER is not paid due to reduction issues: - Reduction Message: Invalid Tax ID Number	Do Not Retry

254 **Retry Payment (Continued)****C Steps to Retry Payments (Continued)**

Step	Description/Action
4	CLICK “Retry Payment” to display the Retry Payment Confirmation Screen. On the Retry Payment Confirmation Screen, CLICK: • “Confirm” to submit the failed payment(s) for reprocessing • “Back” to return to the Retry Payment Screen • “Cancel” to return to the Retry Payment Results Screen. 
5	CLICK “Confirm” to redisplay the Retry Payment Results Screen. The following is an example of a payment that was successfully reprocessed. See paragraph 255 when the retried payment fails. 

255 Failed Retry Payment

A Overview

After “Confirm” is selected on the Retry Payment Confirmation Screen, an attempt to make the payment is processed. If the retry fails, the Retry Payment Screen will be displayed with a failure message.

B Example of Failed Payment

The following is an example of a message when the payment failed.

Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment	Retry Payment Errors • Retry payment failed for the contributor(s) with the following errors • Producer IMA PRODUCER is not paid due to reduction issues:- Reduction Message: Invalid Tax ID Number

C Action

When a retry fails, use the following table to determine the next action.

IF...	THEN...
a different failure reason is displayed	the user should research the new failure reason and correct the issue before retrying the payment.
the same failure message is displayed	the user should contact the State Office specialist for help in resolving the issue.
the State Office specialist has verified the recommended steps and still cannot resolve the issue	the State Office specialist should submit the issue to the PDD SharePoint Site according to paragraph 3.

256 Marking Valid Failures

A Overview

When a practice will not be paid because of valid nonpayment eligibility reasons, the user can remove the practice from the retry payment list.

Note: Removing the practice from the list will also remove it from the expired practice report and de-obligate the practice.

B Steps to Remove from Retry Payment List

The following table provides the steps for removing a practice from the Retry Payment list.

Step	Description/Action
1	CLICK the agreement number on the Retry Payment Results Screen.
2	The Practice Summary pop-up screen is displayed. CLICK “Retry Payment” to display the Retry Payment Screen.

Menu

Welcome COUNTY USER

CRP Program

Select Program

New Application

Search

Retry Payment

Reports

Retry Payment Results

Agreement results

Agreement Number	Applicant Name	Agreement Status	State County	Date Revision Began	Approval Date
29_101_2014_0021	ABC FARMS	PAID	Missouri - Johnson	12/10/2013	10/14/2010
29_101_2025_0041	IMA PRODUCER	CONTRACT_APPROVED	Missouri - Johnson	12/14/2017	02/28/2018

Practice Summary

Practice Control Number	Practice Status	Process	Process Status
29-101-2018-0044-01-CP1	PAYMENT_FAILED	RetryPayment	ProducerCertification_Incomplete TSPCertification_Incomplete

256 Marking Valid Failures (Continued)

B Steps to Remove from Retry Payment List (Continued)

Step	Description/Action																												
3	On the Retry Payment Screen, CLICK “Do Not Retry”. The Retry Payment Screen is redisplayed and includes an option to mark the payment failure as valid. Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports Retry Payment Control No : 29_101_2025_0041 Applicant Name : IMA PRODUCER Agreement Status : CONTRACT_APPROVED Creation Date : 02/28/2025 Project Area ID : 1667 Contract Number : 11094 Add/View Notes Following table lists all contributors on the practice that have failed payments Selected Practice: 01-CP11 Payments Passed <table border="1"> <thead> <tr> <th>Payment Control Number</th> <th>Contributor Name</th> <th>Prior Cost Share Earned (\$)</th> <th>Prior Amount Paid (\$)</th> <th>Current Cost Share Earned (\$)</th> <th>Payment Amount (\$)</th> </tr> </thead> <tbody> <tr> <td>PC_1030505</td> <td>IMA PRODUCER</td> <td>0.00</td> <td>0.00</td> <td>500.00</td> <td>500.00</td> </tr> </tbody> </table> Only the following contributor payments will be retried. Payments Failed <table border="1"> <thead> <tr> <th>Payment Control Number</th> <th>Contributor Name</th> <th>Prior Cost Share Earned (\$)</th> <th>Prior Amount Paid (\$)</th> <th>Current Cost Share Earned (\$)</th> <th>Payment Amount (\$)</th> <th>Failure Reason</th> <th>Remove Valid Contributor Payment Failures</th> </tr> </thead> <tbody> <tr> <td>PC_1030505</td> <td>IMA PRODUCER</td> <td>0.00</td> <td>0.00</td> <td>500.00</td> <td>0.00</td> <td>Producer IMA PRODUCER is not paid due to reduction issues: - Reduction Message: Invalid Tax ID Number </td> <td>Do Not Retry</td> </tr> </tbody> </table> Retry Payment Cancel	Payment Control Number	Contributor Name	Prior Cost Share Earned (\$)	Prior Amount Paid (\$)	Current Cost Share Earned (\$)	Payment Amount (\$)	PC_1030505	IMA PRODUCER	0.00	0.00	500.00	500.00	Payment Control Number	Contributor Name	Prior Cost Share Earned (\$)	Prior Amount Paid (\$)	Current Cost Share Earned (\$)	Payment Amount (\$)	Failure Reason	Remove Valid Contributor Payment Failures	PC_1030505	IMA PRODUCER	0.00	0.00	500.00	0.00	Producer IMA PRODUCER is not paid due to reduction issues: - Reduction Message: Invalid Tax ID Number	Do Not Retry
Payment Control Number	Contributor Name	Prior Cost Share Earned (\$)	Prior Amount Paid (\$)	Current Cost Share Earned (\$)	Payment Amount (\$)																								
PC_1030505	IMA PRODUCER	0.00	0.00	500.00	500.00																								
Payment Control Number	Contributor Name	Prior Cost Share Earned (\$)	Prior Amount Paid (\$)	Current Cost Share Earned (\$)	Payment Amount (\$)	Failure Reason	Remove Valid Contributor Payment Failures																						
PC_1030505	IMA PRODUCER	0.00	0.00	500.00	0.00	Producer IMA PRODUCER is not paid due to reduction issues: - Reduction Message: Invalid Tax ID Number	Do Not Retry																						

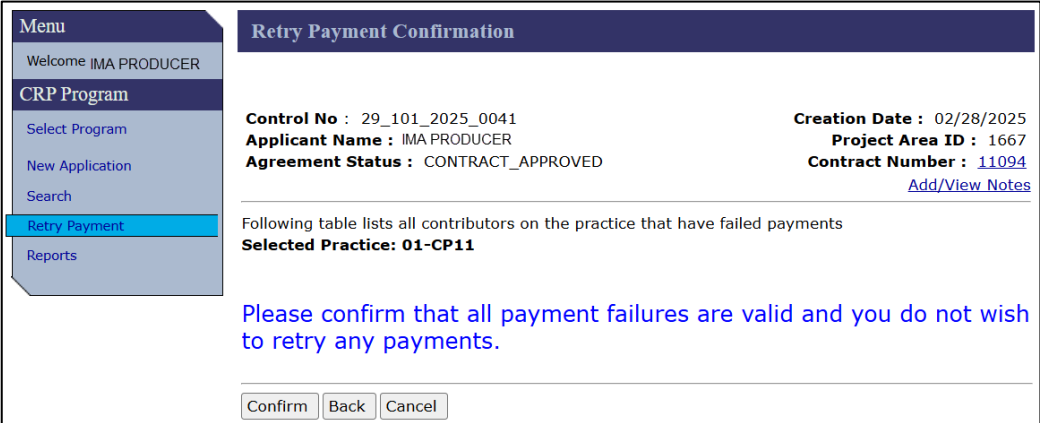
256 Marking Valid Failures (Continued)

B Steps to Remove from Retry Payment List (Continued)

Step	Description/Action																																										
4	CLICK “Mark Valid Failures” to display the Retry Payment Confirmation Screen. Note: To revert the status of the failed payment back to “Do Not Retry” and restore the option to retry the payment, CLICK “Reinstate” instead of “Mark Valid Failures”. Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports Retry Payment Control No : 29_101_2025_0041 Applicant Name : IMA PRODUCER Agreement Status : CONTRACT_APPROVED Creation Date : 02/28/2025 Project Area ID : 1667 Contract Number : 11094 Add/View Notes Following table lists all contributors on the practice that have failed payments Selected Practice: 01-CP11 <table border="1"> <thead> <tr> <th colspan="6">Payments Passed</th> </tr> <tr> <th>Payment Control Number</th><th>Contributor Name</th><th>Prior Cost Share Earned (\$)</th><th>Prior Amount Paid (\$)</th><th>Current Cost Share Earned (\$)</th><th>Payment Amount (\$)</th> </tr> </thead> <tbody> <tr> <td>PC_1030505</td><td>IMA PRODUCER</td><td>0.00</td><td>0.00</td><td>500.00</td><td>500.00</td> </tr> </tbody> </table> The following contributor payment failures will be marked as valid and unavailable to retry. <table border="1"> <thead> <tr> <th colspan="8">Valid Payment Failures</th> </tr> <tr> <th>Payment Control Number</th><th>Contributor Name</th><th>Prior Cost Share Earned (\$)</th><th>Prior Amount Paid(\$)</th><th>Current Cost Share Earned (\$)</th><th>Payment Amount (\$)</th><th>Failure Reason</th><th>Reinstate Contributor Payment</th> </tr> </thead> <tbody> <tr> <td>PC_1030505</td><td>IMA PRODUCER</td><td>0.00</td><td>0.00</td><td>500.00</td><td>0.00</td><td>Producer IMA PRODUCER is not paid due to reduction Issues:- Reduction Message: Invalid Tax ID Number </td><td>Reinstate</td> </tr> </tbody> </table> Mark Valid Failures Cancel	Payments Passed						Payment Control Number	Contributor Name	Prior Cost Share Earned (\$)	Prior Amount Paid (\$)	Current Cost Share Earned (\$)	Payment Amount (\$)	PC_1030505	IMA PRODUCER	0.00	0.00	500.00	500.00	Valid Payment Failures								Payment Control Number	Contributor Name	Prior Cost Share Earned (\$)	Prior Amount Paid(\$)	Current Cost Share Earned (\$)	Payment Amount (\$)	Failure Reason	Reinstate Contributor Payment	PC_1030505	IMA PRODUCER	0.00	0.00	500.00	0.00	Producer IMA PRODUCER is not paid due to reduction Issues:- Reduction Message: Invalid Tax ID Number	Reinstate
Payments Passed																																											
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Payment Control Number	Contributor Name	Prior Cost Share Earned (\$)	Prior Amount Paid(\$)	Current Cost Share Earned (\$)	Payment Amount (\$)	Failure Reason	Reinstate Contributor Payment																																				
PC_1030505	IMA PRODUCER	0.00	0.00	500.00	0.00	Producer IMA PRODUCER is not paid due to reduction Issues:- Reduction Message: Invalid Tax ID Number	Reinstate																																				

256 Marking Valid Failures (Continued)

B Steps to Remove from Retry Payment List (Continued)

Step	Description/Action
5	On the Retry Payment Confirmation Screen, CLICK “Confirm” to complete the process. 
6	The Retry Payments Results Screen is displayed, and the practice is no longer on the list.

257-300 (Reserved)

Section 5 Historical Certifications

301 View Existing Certifications Screen - Certification Summary

A Overview

CLICK “View Certifications” in the “Forms” column of the Search Results Screen (paragraph 43) to display the View Existing Certifications Screen. This screen provides a date-specific list of certifications previously entered for the selected agreement in chronological order. Users can select an individual date to see the data for certifications entered on that date.

Note: If multiple certifications were entered on a single date, the data is summarized as a single certification.

B Example of View Existing Certifications Screen - Certification Summary

The following is an example of the View Existing Certifications Screen - Certification Summary.

Menu

- Welcome COUNTY USER
- CRP Program**
 - Select Program
 - New Application
 - Search**
 - Retry Payment
 - Reports

View Existing Certifications

Control No : 29_101_2025_0096 **Creation Date :** 07/02/2025
Applicant Name : IMA PRODUCER **Project Area ID :** 1667
Agreement Status : PARTIALLY_EARNED **Contract Number :** [11276](#)
[Add/View Notes](#)

Following table lists all practices on the contract for producer certification

Certification Summary		
COF Signature Date	Certification	Links
07/02/2025	Partial	FSA848B SP

[Print Report of Certifications and Payments](#)

[Cancel](#)

301 View Existing Certifications Screen - Certification Summary (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the View Existing Certifications Screen - Certification Summary.

Field	Description/Action
COF Signature Date	This date reflects the date the payment that resulted from the producer certification was requested in the system. If multiple certifications are recorded for an application on the same date, all amounts from each individual certification are aggregated into a single cumulative amount for that date. CLICK on the date to expand the row to display a summary of the practices included in the certification(s) for that date. See paragraph 302 for the expanded Practice Summary view.
Certification	Displays as: • “Partially Earned” until all practices on the application are marked as complete in the producer certification(s) • “Final” after all practices are marked complete in the producer certification(s). Note: Although this data element displays for each certification date, the designation of “Partially Earned” or “Final” is from the overall application perspective. All certifications show as “Partial” until the last practice is marked as complete. When the last practice is marked as complete the value updates to “Final” for all certifications shown in the list.
Links	CLICK “FSA-848B” to generate FSA-848B specific to the practice(s) extents performed reported on that date. CLICK “SP” to generate FSA-848B in Spanish. Note: For partial certifications with a practice not marked as complete, there are no entries in the producer certification for Total Installation Cost or Acres Served. These practice-level data elements correctly show as blank on FSA-848B when there are no later certifications marked as practice complete. However, if a later certification exists with the practice marked as complete, the Total Installation Cost reported on the later certification will be displayed in Item 12 J of FSA-848B. Other than that data element, FSA-848B reflects only the data specific to the partial certification for the date selected.
Print Report of Certifications and Payments	Generates a report of all certifications and resulting payments or overpayments for the selected agreement and any previous versions of the agreement if payments were issued on prior versions of the agreement (paragraph 724).
Cancel	Returns the user to the previous Search results screen.

302 View Existing Certifications Screen - Practice Summary

A Overview

CLICK the COF Signature Date of any certification to display an expanded Practice Summary view of the View Existing Certifications Screen. This screen contains details of the practices included in the payment request corresponding to that date. If multiple certification dates exist, each certification date must be selected individually if the user wants to see all certifications expanded on the same screen.

B Example of the View Existing Certifications Screen - Practice Summary

The following is an example of the View Existing Certifications Screen - Practice Summary after the certification has been expanded by clicking on the COF Signature Date.

Menu
Welcome COUNTY USER
CRP Program
[Select Program](#)
[New Application](#)
[Search](#)
[Retry Payment](#)
[Reports](#)

View Existing Certifications

Control No : 29_101_2025_0096
Applicant Name : IMA PRODUCER
Agreement Status : PARTIALLY_EARNED

Creation Date : 07/02/2025
Project Area ID : 1667
Contract Number : [11276](#)
[Add/View Notes](#)

Following table lists all practices on the contract for producer certification

Certification Summary																				
COF Signature Date	Certification		Links																	
07/02/2025	Partial		FSA848B SP																	
<table border="1"> <thead> <tr> <th colspan="4">Practice Summary</th> </tr> <tr> <th>Practice Control Number</th> <th>Practice Status</th> <th>Cost Share Earned (\$)</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>29-101-2025-0096-01-CP30</td> <td>PAID</td> <td>67.00</td> <td>ProducerCertification_Final TSPCertification_Final</td> </tr> <tr> <td>29-101-2025-0096-02-CP30</td> <td>PARTIALLY_EARNED</td> <td>1707.00</td> <td>ProducerCertification_Partial TSPCertification_Partial</td> </tr> </tbody> </table>					Practice Summary				Practice Control Number	Practice Status	Cost Share Earned (\$)	Status	29-101-2025-0096-01-CP30	PAID	67.00	ProducerCertification_Final TSPCertification_Final	29-101-2025-0096-02-CP30	PARTIALLY_EARNED	1707.00	ProducerCertification_Partial TSPCertification_Partial
Practice Summary																				
Practice Control Number	Practice Status	Cost Share Earned (\$)	Status																	
29-101-2025-0096-01-CP30	PAID	67.00	ProducerCertification_Final TSPCertification_Final																	
29-101-2025-0096-02-CP30	PARTIALLY_EARNED	1707.00	ProducerCertification_Partial TSPCertification_Partial																	

[Print Report of Certifications and Payments](#)
[Cancel](#)

302 View Existing Certifications Screen - Practice Summary (Continued)**C Fields and Descriptions for Practice Summary**

The following table provides the fields, descriptions, and actions for the View Existing Certifications Screen - Practice Summary.

Field	Description/Action
Practice Control Number	Displays the identifier for each instance of a practice included in that date's certification(s). Practice instances contain a sequence number and the practice identifier. The screenshot in subparagraph B shows 2 instances of practice CP30 were certified (01-CP30 and 02-CP30).
Practice Status	Displays as: • "Paid" if the practice instance was marked complete in the producer certification for that date or in a subsequent certification for that practice instance • "Partially Earned" if the practice instance was not marked as complete in the producer certification for that date or in any subsequent producer certifications for the practice instance.
Cost Share Earned	Displays the total cumulative cost share earned for all certifications for the specific practice instance.
Status	Displays as: • "Producer Certification Final" and "TSP Certification Final" if the practice instance was marked complete in the producer certification for that date, or in a subsequent certification for that practice instance • "Producer Certification Partial" and "TSP Certification Partial" if the practice instance was not marked as complete in the producer certification for that date or in any subsequent producer certifications for the practice instance.

303 Interpreting the View Existing Certifications Screen

A Overview

Interpreting the certification information on the View Existing Certifications Screen can be complicated when some data elements are specific to a single certification on a specific date, and other data elements are dynamically updated with information from subsequent certifications and no longer represent the value for that data element as it existed on the certification date. This paragraph helps users understand the values displayed.

B Example of Multiple Certification Dates on View Existing Certifications Screen - Certification Summary

The following is an example of the View Existing Certifications Screen - Certification Summary when multiple certification dates exist on an application.

The certification for COF Signature Date “07/02/2025” is the same certification as in paragraph 301, but some data elements for the “07/02/2025” certification have been dynamically updated based on information entered during the “07/07/2025” certification.

Menu		View Existing Certifications													
Welcome COUNTY USER		Control No : 29_101_2025_0096	Creation Date : 07/02/2025												
CRP Program		Applicant Name : IMA PRODUCER	Project Area ID : 1667												
Select Program		Agreement Status : PAID	Contract Number : 11276												
New Application		Add/View Notes													
Search		Following table lists all practices on the contract for producer certification													
Retry Payment		<table border="1"> <thead> <tr> <th colspan="3">Certification Summary</th> </tr> <tr> <th>COF Signature Date</th> <th>Certification</th> <th>Links</th> </tr> </thead> <tbody> <tr> <td>07/02/2025</td> <td>Final</td> <td>FSA848B SP</td> </tr> <tr> <td>07/07/2025</td> <td>Final</td> <td>FSA848B SP</td> </tr> </tbody> </table>		Certification Summary			COF Signature Date	Certification	Links	07/02/2025	Final	FSA848B SP	07/07/2025	Final	FSA848B SP
Certification Summary															
COF Signature Date	Certification	Links													
07/02/2025	Final	FSA848B SP													
07/07/2025	Final	FSA848B SP													
Reports		Print Report of Certifications and Payments													
		Cancel													

Note: See subparagraph 301 B for an example of the View Existing Certifications Screen - Certification Summary.

303 Interpreting the View Existing Certifications Screen (Continued)**C Fields, Comparison, and Explanation for Certification Summary**

The following table provides a comparison of the values for certifications received on 2 separate dates. This table highlights that certain data elements on the initial certification are changed based on updates made during a subsequent certification. As a result, FSA-848B generated immediately after entering the initial certification will look different than FSA-848B generated for that same initial certification, but after the second certification is added to the system.

Field	07/02/2025 Value	07/07/2025 Value	Explanation
COF Signature Date	07/02/2025	07/07/2025	The 07/02/2025 date remains unchanged and represents the same certification in paragraph 301.
			The 07/07/2025 date represents a new certification added on that date.
Certification	Partial	Final	The “Partial” value displayed in paragraph 301 displayed because only 1 of the 3 practice instances on the agreement had been marked as complete.
			The “Final” value displayed in paragraph 303 displays because all 3 of the practice instances on the agreement have now been marked as complete.
Links	FSA-848B SP	FSA-848B SP	Links for printing the English and Spanish versions of FSA-848B remain the same. Most of the information on FSA-848B is specific to the individual certification date. See paragraph 305 for an explanation of information on specific FSA-848’s.

304 Interpreting the View Existing Certifications Screen - Practice Summary

A Overview

Just as the View Existing Certifications Screen - Certification Summary is dynamically updated when additional certifications are added, the View Existing Certifications Screen - Practice Summary also contains data elements that are dynamically updated with information from subsequent certifications. This paragraph helps users understand the values displayed on the View Existing Certifications Screen - Practice Summary.

B Example of Multiple Certification Dates on the View Existing Certifications Screen - Practice Summary

The following is an example of the View Existing Certifications Screen - Practice Summary when multiple certification dates exist on an application. All certification dates have been expanded to display practice details for all certifications.

The certification for COF Signature Date “07/02/2025” is the same certification as in paragraphs 301 and 302, but some data elements for the “07/02/2025” certification have been dynamically updated based on information entered during the “07/07/2025” certification.

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

View Existing Certifications

Control No : 29_101_2025_0096
Applicant Name : IMA PRODUCER
Agreement Status : PAID

Creation Date : 07/02/2025
Project Area ID : 1667
Contract Number : [11276](#)
[Add/View Notes](#)

Following table lists all practices on the contract for producer certification

Certification Summary																				
COF Signature Date	Certification			Links																
07/02/2025	Final			FSA848B SP																
<table> <thead> <tr> <th colspan="4">Practice Summary</th> </tr> <tr> <th>Practice Control Number</th> <th>Practice Status</th> <th>Cost Share Earned (\$)</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>29-101-2025-0096-01-CP30</td> <td>PAID</td> <td>67.00</td> <td>ProducerCertification_Final TSPCertification_Final</td> </tr> <tr> <td>29-101-2025-0096-02-CP30</td> <td>PAID</td> <td>1707.00</td> <td>ProducerCertification_Final TSPCertification_Final</td> </tr> </tbody> </table>					Practice Summary				Practice Control Number	Practice Status	Cost Share Earned (\$)	Status	29-101-2025-0096-01-CP30	PAID	67.00	ProducerCertification_Final TSPCertification_Final	29-101-2025-0096-02-CP30	PAID	1707.00	ProducerCertification_Final TSPCertification_Final
Practice Summary																				
Practice Control Number	Practice Status	Cost Share Earned (\$)	Status																	
29-101-2025-0096-01-CP30	PAID	67.00	ProducerCertification_Final TSPCertification_Final																	
29-101-2025-0096-02-CP30	PAID	1707.00	ProducerCertification_Final TSPCertification_Final																	
07/07/2025	Final			FSA848B SP																
<table> <thead> <tr> <th colspan="4">Practice Summary</th> </tr> <tr> <th>Practice Control Number</th> <th>Practice Status</th> <th>Cost Share Earned (\$)</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>29-101-2025-0096-02-CP30</td> <td>PAID</td> <td>1707.00</td> <td>ProducerCertification_Final TSPCertification_Final</td> </tr> <tr> <td>29-101-2025-0096-03-CP30</td> <td>PAID</td> <td>1540.00</td> <td>ProducerCertification_Final TSPCertification_Final</td> </tr> </tbody> </table>					Practice Summary				Practice Control Number	Practice Status	Cost Share Earned (\$)	Status	29-101-2025-0096-02-CP30	PAID	1707.00	ProducerCertification_Final TSPCertification_Final	29-101-2025-0096-03-CP30	PAID	1540.00	ProducerCertification_Final TSPCertification_Final
Practice Summary																				
Practice Control Number	Practice Status	Cost Share Earned (\$)	Status																	
29-101-2025-0096-02-CP30	PAID	1707.00	ProducerCertification_Final TSPCertification_Final																	
29-101-2025-0096-03-CP30	PAID	1540.00	ProducerCertification_Final TSPCertification_Final																	

Print Report of Certifications and Payments

Cancel

Note: See subparagraph 302 B for an example of View Existing Certifications Screen - Practice Summary.

304 Interpreting the View Existing Certifications Screen - Practice Summary (Continued)**C Comparison of Certifications by Dates**

The following table provides a comparison of the values for certifications received on 2 separate dates.

Field	07/02/2025 Value	07/07/2025 Value	Explanation
Practice Control Number	01-CP30 and 02-CP30	02-CP30 and 03-CP30	The 07/02/2025 certification contained practice instances 01 and 02 of Practice CP30. The 07/07/2025 certification contained a second certification for practice instance 02-CP30 and a new certification for practice instance 03-CP30.
Practice Status	01-CP30 = Paid 02-CP30 = Partially Earned	01-CP30 = Paid 02-CP30 = Paid 03-CP30 = Paid	On the 07/02/2025 certification, practice instance 01-CP30 was marked as complete resulting in a “Paid” status, while practice instance 02-CP30 was not marked as complete resulting in a “Partially Earned” status. On the 07/07/2025 certification both practice instance 02-CP30 and practice instance 03-CP30 were marked as complete resulting in statuses of “Paid” for each practice instance. As a result, the status of practice instance 02-CP30 now shows as “Paid” for both the 07/02/2025 and the 07/07/2025 certification. Just looking at the 07/07/2025 certification, the user loses insight into the true 07/02/2025 status of practice instance 02-CP30 as it existed on 07/02/2025.

304 Interpreting the View Existing Certifications Screen - Practice Summary (Continued)

C Comparison of Certifications by Dates (Continued)

Field	07/02/2025 Value	07/07/2025 Value	Explanation
Cost Share Earned	01-CP30 = \$67.00 02-CP30 = \$420.00	01-CP30 = \$67.00 02-CP30 = \$1,707.00 03-CP30 = \$1,540.00	On the 07/02/2025 certification practice instance 01-CP30 was paid \$67.00 and marked as complete. The \$67.00 represented full payment for the practice instance 01-CP30. Practice instance 02-CP30 was paid a partial payment of \$420.00 for partial performance of the practice. On the 07/07/2025 certification, practice instance 02-CP30 reported the remaining performance for the practice and was paid \$1,287.00 making the total cumulative payment amount for practice instance 02-CP30 \$1,707.00. This total cumulative payment amount of \$1,707.00 now shows for both certifications, although it was not the actual amount paid on either of the partial certifications. Practice instance 03-CP30 was paid \$1,540.00 which represented full performance and payment for the practice on that single certification.
Status	01-CP30 Producer Certification and TSP Certification = Final 02-CP30 Producer Certification and TSP Certification = Partial	01-CP30 Producer Certification and TSP Certification = Final 02-CP30 Producer Certification and TSP Certification = Final 03-CP30 Producer Certification and TSP Certification = Final	On the 07/02/2025 certification, practice instance 01-CP30 was marked as complete resulting in a “Final” status. Practice instance 02-CP30 was not marked as complete resulting in a “Partial” Status. On the 07/07/2025 certification, practice instance 01-CP30 was marked as complete, practice instance 02-CP30 was marked as complete, and practice instance 03-CP30 was marked as complete resulting in statuses of “Final” for all 3 practices. The “Final” status for practice instance 02-CP30 is updated for both certifications and no longer represents the true value for that practice instance as of the 07/02/2025 certification date.

305 Interpreting FSA-848B Generated from View Existing Certifications Screen

A Overview

Because the View Existing Certifications Screen contains limited information and can be difficult to interpret when multiple certifications exist for an agreement, users may find it beneficial to generate FSA-848B for a specific certification date. Some data elements of FSA-848B dynamically update prior certifications with data from later certifications. FSA-848B's generated from the View Existing Certifications Screen provide more detailed insight into individual certifications than the View Existing Certifications Screen can provide.

Notes: The link to FSA-848B on the View Existing Certifications Screen is the only location within CSS to view FSA-848B by the specific certification date. FSA-848B links from other locations within CSS always print based on the most recent certification date.

Only cost share payments are displayed on FSA-848B. PIP payments issued through CSS are not shown on FSA-848B.

B Interpretation of FSA-848B Key Points - Single Partial Certification

The following screenshots and tables provide examples of FSA-848B generated from the View Existing Certifications Screen for a partial certification that is the first and only certification for the cost share agreement at the time FSA-848B is generated. These examples correspond to the information in paragraphs 301 and 302 for the 07/02/2025 certification. FSA-848B will only display in this exact manner when a single certification date exists. When an additional certification is added to the agreement, some data elements on FSA-848B will be dynamically updated based on the subsequent certification(s) and will no longer appear as they do in these screenshots. See subparagraph 305 C for data elements that update dynamically based on subsequent certifications.

The following is an example of FSA-848B, Section 9. Practices Performed.

FSA-848B (06-16-25)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency		1. ST. & CO. Code : 29 101						
COST-SHARE PERFORMANCE CERTIFICATION AND PAYMENT (See Page 3 for Privacy Act and Burden Statements.) THIS CERTIFICATION AND REQUEST FOR PAYMENT is submitted by the undersigned owners, operators, tenants, and/or producers (who individually will herein be referred to as "the Participant"). By signing this form, the Participant agrees to the following: 1) the Participant requested cost-share assistance to perform practice(s) designed to meet the objectives of the program referenced on FSA-848; 2) the Participant agrees that this practice(s) would not be performed without Federal cost-sharing; and, 3) for the practice(s) approved, the Participant agrees to refund all or part of the funds paid to him/her, as determined appropriate by the Approving Official, if, before expiration of the lifespan of the specified practice(s), the Participant (a) destroys the approved practice(s), or (b) voluntarily relinquishes control of or title to, the land on which the approved practice(s) has been established, and the new owner and/or operator of the land does not agree in writing to properly maintain the practice(s) for the remainder of its life span. The Participant further agrees that if he or she began the practice(s) before receiving written approval, he or she may be denied cost-share funding. Further, the Participant hereby authorizes a representative of USDA to have access to the practice site area(s). Further, the participant understands that form FSA-848B-1 is by reference incorporated herein. BY SIGNING THIS CERTIFICATION, THE PARTICIPANT ACKNOWLEDGES RECEIPT OF THE FOLLOWING FORMS: FSA-848B AND ANY ADDENDUM THERETO. NOTE: To receive payment or credit for any cost-shares earned on these practice(s), report performance below, by completing Items 9 and 10, and file with the issuing FSA county office by the practice expiration date(s) listed on the FSA-848A.				2. County Office Name, Address and Telephone Number						
3. Application Number 29_101_2025_0096		4. Agreement Number 29_101_2025_0096								
5. Program Year		6. Disaster ID Number Non-Project Area								
7. Program Code CRP		8. Contract ID (If applicable) 11276								
9. PRACTICES PERFORMED										
A. Farm No.	B. Tract No.	C. Field No.	D. Practice Control No.	E. Practice Units	F. Practice Extent Approved	G. Is the Practice Complete? (YES or NO)	H. Acres Served	I. Approved Cost-Share	J. Total Installation Cost	K. If practice is not complete and cost-share is still requested for this practice, list codes for completed components.
48	1532		29-101-2025-0096-01-CP30	Acre	20.00	YES	20.00	\$67.00	\$200.00	
48	1532		29-101-2025-0096-02-CP30	Acre	14.00	NO		\$1707.00		SITEPREPGRS
48	1532		29-101-2025-0096-03-CP30	Acre	20.00	NO		\$1540.00		
L. TOTALS:								\$3314.00		

305 Interpreting FSA-848B Generated from the View Existing Certifications Screen (Continued)

B Interpretation of FSA-848B Key Points - Single Partial Certification (Continued)

The following table provides a summary of key points for interpreting FSA-848B, Section 9, Practices Performed.

FSA-848B, Section 9, Practices Performed	
Key Data Element	Key Points
Item D - Practice Control Number	For most sections of FSA-848B only practices with performance reported are displayed. Section 9 displays all approved practices regardless if performance was reported on the practice or not. Practice control numbers consist of: • 2-digit State code • 3-digit county code • 4-digit FY in which the agreement was created Note: The 4-digit FY is only an identifier for the cost share agreement and does not necessarily reflect the CRP-1 approval year, CRP-1 start year, or the program year associated with the cost share payment. • 4-digit sequential identifier Note: The 4-digit sequential identifier starts as “0001” for the first agreement created in the FY and increases by 1 number for each subsequent agreement created. • 2-digit practice instance Note: The 2-digit practice instance starts as “01” for the first instance of a specific CRP practice number on the agreement and increases by 1 for each subsequent instance of the same CRP practice number on the agreement. • CRP practice identifier. Note: The CRP practice identifier will always be a combination of alpha and numerical characters beginning with the Conservation Practice or “CP” followed by additional numbers and letters specific to the practice. Note: The combination of the 2-digit practice instance and the CRP practice identifier (the last 2 items of the practice control number) will be referred to as “Practice Instance” to identify specific line entries on FSA-848B throughout this subparagraph.

305 Interpreting FSA-848B Generated from the View Existing Certifications Screen (Continued)

B Interpretation of FSA-848B Key Points - Single Partial Certification (Continued)

FSA-848B, Section 9, Practices Performed	
Key Data Element	Key Points
Item G - Is the practice complete?	Only practice instance 01-CP30 was marked as complete during the producer certification shown in subparagraph B. Practice instance 02-CP30 had performance reported but was not marked complete. Even though practice instance 03-CP30 had no performance reported on the 07/02/2025 certification date, the practice still displays in Section 9 to document the approved extents and cost share amount. Practice instances with no performance reported and practice instances with performance reported, but not marked as complete, have the same appearance.
Item H - Acres Served	This data element only populates in the producer certification process for practices marked as complete. Only practice instance 01-CP30, which was marked as complete in the 07/02/2025 certification, had the opportunity to enter acres served. Practice instance 02-CP30 had performance reported but was not marked as complete so no acres served could be entered. Practice instance 03-CP30 had no performance reported on the certification. Practice instances with no performance reported and practice instances with performance reported, but not marked as complete, have the same appearance.
Item J - Total Installation Cost	This data element only appears in the producer certification process for practices marked as complete. Only practice instance 01-CP30 had the opportunity to enter total installation cost because it was the only practice marked as complete in the 07/02/2025 certification. Practice instance 02-CP30 had performance reported but was not marked complete so no total installation cost was entered. Practice instance 03-CP30 had no performance reported on the certification. Practice instances with no performance reported and practice instances with performance reported, but not marked as complete, have the same appearance.
Item K - If practice is not complete and cost-share is still requested for this practice, list codes for completed components.	When a practice is designated as not complete and the user has highlighted any completed component(s) according to subparagraph 211 C, the highlighted component(s) will display.

305 Interpreting FSA-848B Generated from the View Existing Certifications Screen (Continued)

B Interpretation of FSA-848B Key Points - Single Partial Certification (Continued)

The following is an example of FSA-848B, Section 12, Practice Extent Performed.

12. PRACTICE EXTENT PERFORMED										
A Farm No.	B Tract No.	C Field No.	D Practice Control No.	E Practice Units	F Practice Extent Approved	G Practice Extent Performed	H Acres Served	I Approved Cost-Share	J Total Installation Cost	K Cost-Share Earned
48	1532		29-101-2025-0096-01-CP30	Acre	20.00	20.00	20.00	\$ 67.00	\$ 200.00	\$ 67.00
48	1532		29-101-2025-0096-02-CP30	Acre	14.00	14.00		\$ 1707.00	\$ 0.00	\$ 420.00
L. TOTALS:								\$ 1774.00	\$ 200.00	\$ 487.00

The following table provides a summary of key points for interpreting FSA-848B, Section 12, Practice Extent Performed.

FSA-848B, Section 12, Practice Extent Performed	
Key Data Element	Key Points
Item G - Practice Extent Performed	Item G is populated based on the TSP certification, not the producer certification. However, calculation of payments is based on the producer certification at the component level.
Item H - Acres Served	Only practice instance 01-CP30 could enter acres served. Acres served can only be entered when a practice is marked as complete. Practice instance 02-CP30 was not marked as complete so even though performance was reported, no acres served could be reported. Because no performance was reported for practice 03-CP30 on this certification, this practice instance does not display in Section 12.
Item J - Total Installation Cost	Only practice instance 01-CP30 could enter total installation cost because it was the only practice marked as complete. Although no total installation cost could be entered for practice instance 02-CP30 because it was not marked as complete, total installation cost populates as \$0.00 because performance was reported for this practice. When a subsequent certification is entered for this practice and the practice is marked complete and total installation cost is entered, this initial certification will be updated with total installation cost. Because no performance was reported for practice 03-CP30 on this certification, this practice instance does not display in Section 12.

305 Interpreting FSA-848B Generated from the View Existing Certifications Screen (Continued)

B Interpretation of FSA-848B Key Points - Single Partial Certification (Continued)

FSA-848B, Section 12, Practice Extent Performed	
Key Data Element	Key Points
Item K - Cost Share Earned	Cost share earned displays for both practices 01-CP30 and 02-CP30 because both practices earned cost share because of the 07/02/2025 certification. Cost share amounts display regardless of whether the practice was marked complete or not. Cost share amounts displayed in Item K are specific to the 07/02/2025 certification date and will not change. Printing FSA-848B from the link on the View Existing Certifications screen always provides insight into the specific cost share amount related to the specific certification date selected.

305 Interpreting FSA-848B Generated from the View Existing Certifications Screen (Continued)

B Interpretation of FSA-848B Key Points - Single Partial Certification (Continued)

The following is an example of FSA-848B, Section 13, Component Extent Performed.

13. COMPONENT EXTENT PERFORMED										
A. Farm No.	B. Tract No.	C. Field No.	D. Practice Control No.	E. Component No.	F. Component Title	G. Component Units	H. Component Extent Approved	I. Approved Cost-Share	J. Component Extent Performed	K. Cost-Share Earned
48	1532		29-101-2025-0096-01-CP30	14BQ4	CP4D - Mixture 4 (orchardgrass, timothy, bluegrass, ladino clover)	Acre	20.00	\$ 67.00	20.0000	\$67.00
48	1532		29-101-2025-0096-02-CP30	14BQ1	CP4D - Mixture 1 (little bluestem, sideoats grama, alfalfa, forbs)	Acre	14.00	\$ 1287.00	0.0000	\$0.00
48	1532		29-101-2025-0096-02-CP30	SITEPREP RS	Site preparation for grass planting	Acre	14.00	\$ 420.00	14.0000	\$420.00

The following table provides a summary of key points for interpreting FSA-848B, Section 13, Component Extent Performed.

FSA-848B, Section 13, Component Extent Performed	
Key Data Element	Key Points
Item E Component No.	For practice instances with performance reported on the selected certification date, all components on the practice instances are displayed, even those with zero extents performed.
Item J - Component Extent Performed	Only practice instances 01-CP30 and 02-CP30 are displayed in this section because those are the only 2 practices that had performance reported in the 07/02/2025 certification. All components associated with both practices are displayed. Even though no performance was reported for component 14BQ1 on practice instance 02-CP30, the component is shown with zero extents performed for this certification. Item J is populated based on the TSP certification, not the producer certification. However, calculation of payments is based on the producer certification at the component level.
Item K - Cost Share Earned	Cost share earned for the specific certification date selected on the View Existing Certifications screen is broken down by each component providing greater detail of the cost share amounts than is displayed in Section 12.

305 Interpreting FSA-848B Generated from the View Existing Certifications Screen (Continued)

B Interpretation of FSA-848B Key Points - Single Partial Certification (Continued)

The following is an example of FSA-848B, Section 17, Cost-Share Details.

17. COST-SHARE DETAILS									
A Farm No.	B Tract No.	C Field No.	D Practice Control No.	E Component No.	F Participant's Name	G Program Accounting Code	H Partial or Final Payment for Practice	I Partial or Final Payment for Agreement	J Cost-Share Earned
48	1532		29-101-2025-0096-01-CP30	14BQ4	IMA PRODUCER	3307	Final	Final	\$67.00
48	1532		29-101-2025-0096-02-CP30	14BQ1	IMA PRODUCER	3307	Partial	Partial	\$0.00
48	1532		29-101-2025-0096-02-CP30	SITEPREPGRS	IMA PRODUCER	3307	Partial	Partial	\$420.00

The following table provides a summary of key points for interpreting FSA-848B, Section 17, Cost-Share Details.

FSA-848B, Section 17, Cost Share Details	
Key Data Element	Key Points
Item F - Participant's Name	When multiple participants are receiving a share of the cost share, the payments are further broken down to show the specific cost share amount received by each participant by component. Section 17 provides the highest level of detail available for the distribution of cost share.
Item H - Partial or Final Payment for Practice	If a practice was marked as complete during the producer certification, "Final" will display. If a practice was not marked as complete during the producer certification, "Partial" will display. When multiple components are displayed for a practice, the value will be the same for all components since this is a practice level data element.
Item I - Partial or Final Payment for Agreement	Although the column name implies that this data element reflects an agreement level status, it does not. This column simply restates the value from Item H. When all practices have been marked as complete, all rows in column I will display as "Final". This will cause Item E of Section 18 to be updated with the cumulative sum of all cost share payment amounts for all producers on all certifications for the agreement.

**305 Interpreting FSA-848B Generated from the View Existing Certifications Screen
(Continued)**

B Interpretation of FSA-848B Key Points - Single Partial Certification (Continued)

FSA-848B, Section 17, Cost Share Details	
Key Data Element	Key Points
Item J - Cost Share Earned	The value displayed represents the portion of the payment for the component that was earned by the specific participant shown in column F. This value is calculated using Current Extent Performed certified by producer (not shown on form). If TSP determines a different extent performed than the producer certified, contact the producer to rectify the discrepancy. The amount shown reflects the payment amount sent to the payment process. Adjustments made by direct attribution software may reduce the actual amount of the payment received by the participant or in some cases slightly increase the payment amount because of rounding.

305 Interpreting FSA-848B Generated from the View Existing Certifications Screen (Continued)

B Interpretation of FSA-848B Key Points - Single Partial Certification (Continued)

The following is an example of FSA-848B, Section 18, Performance Approval.

18. USDA USE ONLY - Performance Approval	A. Signature of FSA Representative	B. Date (MM-DD-YYYY)	C. Total Approved Cost-Share \$3314.00	D. Current Earned Amount \$ 487.00	E. If Final, Total Cost- Share Earned \$

The following table provides a summary of key points for interpreting FSA-848B, Section 18, Performance Approval.

FSA-848B, Section 18, Performance Approval	
Key Data Element	Key Points
Item C - Total Approved Cost Share	This amount represents the total approved cost share for all practices on the agreement. Since this amount cannot change without a revision to the agreement, the same amount will always be displayed regardless of the number of certifications of performance.
Item D - Current Amount Earned	This amount represents the total cost share for all practice instances resulting from the certifications entered on the date selected from the View Existing Certifications Screen.
Item E - If Final, Total Cost Share Earned	This will always display as \$0.00 until all practice instances on the agreement have been marked as complete in the producer certification. When all practice instances have been marked as complete, the total cumulative cost share amount for all producers on all certifications for the agreement displays.

305 Interpreting FSA-848B Generated from the View Existing Certifications Screen (Continued)

C Interpretation of FSA-848B Key Points - Partial Certification with Subsequent Certification

The following screenshots and tables provide examples of FSA-848B generated from the View Existing Certifications Screen for the 07/02/2025 partial certification in subparagraph B, except that this FSA-848B was generated after a subsequent certification has been entered for the cost share agreement (paragraph 304). These examples provide a comparison to subparagraph B to highlight data elements that were dynamically updated based on the subsequent certification, and no longer provide a true representation of the 07/02/2025 partial certification. Once a subsequent certification is loaded for the agreement FSA-848B cannot be printed with just the information on the version of FSA-848B shown in subparagraph B.

The following is an example of FSA-848B, Section 9, Practices Performed.

FSA-848B (06-16-25)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency								
COST-SHARE PERFORMANCE CERTIFICATION AND PAYMENT										
(See Page 3 for Privacy Act and Burden Statements.)										
9. PRACTICES PERFORMED										
A. Farm No.	B. Tract No.	C. Field No.	D. Practice Control No.	E. Practice Units	F. Practice Extent Approved	G. Is the Practice Complete? (YES or NO)	H. Acres Served	I. Approved Cost-Share	J. Total Installation Cost	K. If practice is not complete and cost-share is still requested for this practice, list codes for completed components.
48	1532		29-101-2025-0096-01-CP30	Acre	20.00	YES	20.00	\$67.00	\$200.00	
48	1532		29-101-2025-0096-02-CP30	Acre	14.00	YES	14.00	\$1707.00	\$4000.00	
48	1532		29-101-2025-0096-03-CP30	Acre	20.00	YES	20.00	\$1540.00	\$3600.00	
L. TOTALS:								\$3314.00		

The following table provides a summary of key points for interpreting FSA-848B, Section 9. Practices Performed.

FSA-848B, Section 9, Practices Performed	
Key Data Element	Key Points
Item G - Is the practice complete?	All 3 practice instances show as being complete. On the original version of FSA-848B before the subsequent certification was added, only practice instance 01-CP30 was marked as complete. Practice instances 02-CP30 and 03-CP30 were not marked as complete when the 07/02/2025 certification was entered. These practices now show as complete based on the fact that they were marked complete when the subsequent 07/07/2025 certification was entered. To verify if a practice truly was marked as complete at the time the initial certification was entered on 07/02/2025, the user must view the initial producer certification on the Practice Summary Screen according to paragraph 214.

**305 Interpreting FSA-848B Generated from the View Existing Certifications Screen
(Continued)**

C Interpretation of FSA-848B Key Points - Partial Certification with Subsequent Certification (Continued)

FSA-848B, Section 9, Practices Performed	
Key Data Element	Key Points
Item H - Acres Served	All 3 practice instances now show a value for acres served. This data element remains unchanged for practice instance 01-CP30 since this practice was truly marked as complete on the 07/02/2025 certification. Practice instances 02-CP30 and 03-CP30 did not have acres served entered during the 07/02/2025 certification. This data element is now being populated based on information entered during the 07/07/2025 certification and no longer reflects the true data from 07/02/2025.
Item J - Total Installation Cost	All 3 practice instances now show a value for total installation cost. This data element remains unchanged for practice instance 01-CP30 since this practice was marked as complete on the 07/02/2025 certification. Practice instances 02-CP30 and 03-CP30 did not have total installation cost entered during the 07/02/2025 certification. This data element is now being populated based on information entered during the 07/07/2025 certification and no longer reflects the true data from 07/02/2025.

305 Interpreting FSA-848B Generated from the View Existing Certifications Screen (Continued)

C Interpretation of FSA-848B Key Points - Partial Certification with Subsequent Certification (Continued)

The following is an example of FSA-848B, Section 12, Practice Extent Performed.

12. PRACTICE EXTENT PERFORMED										
A. Farm No.	B. Tract No.	C. Field No.	D. Practice Control No.	E. Practice Units	F. Practice Extent Approved	G. Practice Extent Performed	H. Acres Served	I. Approved Cost-Share	J. Total Installation Cost	K. Cost-Share Earned
48	1532		29-101-2025-0096-01-CP30	Acre	20.00	20.00	20.00	\$67.00	\$200.00	\$67.00
48	1532		29-101-2025-0096-02-CP30	Acre	14.00	14.00	14.00	\$1707.00	\$4000.00	\$420.00
L. TOTALS:								\$1774.00	\$4200.00	\$487.00

The following table provides a summary of key points for interpreting FSA-848B, Section 12, Practice Extent Performed.

FSA-848B, Section 12, Practice Extent Performed	
Key Data Element	Key Points
Item H - Acres Served	The acres served value in Section 12 no longer reflects the true value entered during the initial 07/02/2025 certification for practice 02-CP30. The 14.00 value was entered for practice 02-CP30 on the 07/07/2025 certification after that practice was marked as complete. Note: Because no performance was reported for practice instance 03-CP30 on the 07/02/2025 certification, no information for this practice instance displays in any of the remaining sections of FSA-848B for this date.
Item J - Total Installation Cost	As in Section 9, total installation cost is picked up for practice instance 02-CP30 from the subsequent 07/07/2025 certification and displays. Ideally this value would not display, since it is not a data element that was populated on the initial 05/27/2025 certification date that the form is supposed to represent.
Item K - Cost Share Earned	Cost share earned displays only for practices 01-CP30 and 02-CP30 because these are the only 2 practices that earned cost share resulting from the 07/02/2025 certification. The cost share amounts only reflect the cost share earned on 07/02/2025.

305 Interpreting FSA-848B Generated from the View Existing Certifications Screen (Continued)

C Interpretation of FSA-848B Key Points - Partial Certification with Subsequent Certification (Continued)

The following is an example of FSA-848B, Section 13, Component Extent Performed.

13. COMPONENT EXTENT PERFORMED										
A. Farm No.	B. Tract No.	C. Field No.	D. Practice Control No.	E. Component No.	F. Component Title	G. Component Units	H. Component Extent Approved	I. Approved Cost-Share	J. Component Extent Performed	K. Cost-Share Earned
48	1532		29-101-2025-0096-01-CP30	14BQ4	CP4D - Mixture 4 (orchardgrass, timothy, bluegrass, ladino clover)	Acre	20.00	\$67.00	20.0000	\$67.00
48	1532		29-101-2025-0096-02-CP30	14BQ1	CP4D - Mixture 1 (little bluestem, sideoats grama, alfalfa, forbs)	Acre	14.00	\$1287.00	0.0000	\$0.00
48	1532		29-101-2025-0096-02-CP30	SITEPREPG RS	Site preparation for grass planting	Acre	14.00	\$420.00	14.0000	\$420.00

The following table provides a summary of key points for interpreting FSA-848B, Section 13. Component Extent Performed.

FSA-848B, Section 13. Component Extent Performed	
Key Data Element	Key Points
All Data Elements	Section 13 reflects the data for the initial 07/02/2025 certification exactly as reflected in the version of FSA-848B created in subparagraph B. No data elements are impacted by the subsequent 07/07/2025 certification.

305 Interpreting FSA-848B Generated from the View Existing Certifications Screen (Continued)

C Interpretation of FSA-848B Key Points - Partial Certification with Subsequent Certification (Continued)

The following is an example of FSA-848B, Section 17, Cost-Share Details.

17. COST-SHARE DETAILS									
A. Farm No.	B. Tract No.	C. Field No.	D. Practice Control No.	E. Component No.	F. Participant's Name	G. Program Accounting Code	H. Partial or Final Payment for Practice	I. Partial or Final Payment for Agreement	J. Cost-Share Earned
48	1532		29-101-2025-0096-01-CP30	14BQ4	IMA PRODUCER	3307	Final	Final	\$67.00
48	1532		29-101-2025-0096-02-CP30	14BQ1	IMA PRODUCER	3307	Partial	Partial	\$0.00
48	1532		29-101-2025-0096-02-CP30	SITEPREPGRS	IMA PRODUCER	3307	Partial	Partial	\$420.00

The following table provides a summary of key points for interpreting FSA-848B, Section 17, Cost-Share Details.

FSA-848B, Section 17, Cost Share Details	
Key Data Element	Key Points
All Data Elements	Section 17 reflects the data for the initial 07/02/2025 certification exactly as reflected in the version of FSA-848B created in subparagraph B. No data elements are impacted by the subsequent 07/07/2025 certification.

305 Interpreting FSA-848B Generated from the View Existing Certifications Screen (Continued)

C Interpretation of FSA-848B Key Points - Partial Certification with Subsequent Certification (Continued)

The following is an example of FSA-848B, Section 18, Performance Approval.

18. USDA USE ONLY - Performance Approval	A. Signature of FSA Representative	B. Date (MM-DD-YYYY)	C. Total Approved Cost-Share \$ 3314.00	D. Current Earned Amount \$ 487.00	E. If Final, Total Cost-Share Earned \$ 3314.00

The following table provides a summary of key points for interpreting FSA-848B, Section 18, Performance Approval.

FSA-848B, Section 18, Performance Approval	
Key Data Element	Key Points
Item D - Current Amount Earned	This amount continues to represent the total cost share for only practice instances entered on the initial 07/02/2025 certification. It is not impacted by the subsequent 07/07/2025 certification.
Item E - If Final, Total Cost Share Earned	Because Section 9 picked up the practice complete value of “Yes” for all practices from the 07/07/2025 certification, this data element now displays an amount equal to the total of all certifications for the agreement and does not match the cost share earned on the initial 07/02/2025 certification.

305 Interpreting FSA-848B Generated from the View Existing Certifications Screen (Continued)

D Interpretation of FSA-848B Key Points - Subsequent Certification

The following screenshots and tables provide examples of FSA-848B generated from the View Existing Certifications Screen for the second certification dated 07/07/2025 in paragraph 304. In this certification the producer reported additional performance on a previously partially earned practice and full performance of a previously unreported practice, marking both practices as complete. This resulted in all 3 practices on the application being designated as complete.

The following is an example of FSA-848B, Section 9, Practices Performed.

FSA-848B (06-16-25)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency								
COST-SHARE PERFORMANCE CERTIFICATION AND PAYMENT										
(See Page 3 for Privacy Act and Burden Statements.)										
9. PRACTICES PERFORMED										
A. Farm No.	B. Tract No.	C. Field No.	D. Practice Control No.	E. Practice Units	F. Practice Extent Approved	G. Is the Practice Complete? (YES or NO)	H. Acres Served	I. Approved Cost-Share	J. Total Installation Cost	K. If practice is not complete and cost-share is still requested for this practice, list codes for completed components.
48	1532		29-101-2025-0096-01-CP30	Acre	20.00	YES	20.00	\$67.00	\$200.00	
48	1532		29-101-2025-0096-02-CP30	Acre	14.00	YES	14.00	\$1707.00	\$4000.00	
48	1532		29-101-2025-0096-03-CP30	Acre	20.00	YES	20.00	\$1540.00	\$3600.00	
L. TOTALS:								\$3314.00		

The following table provides a summary of key points for interpreting FSA-848B, Section 9, Practices Performed, for a subsequent certification where all practices are marked as complete.

FSA-848B, Section 9, Practices Performed	
Key Data Element	Key Points
Item G - Is the practice complete?	All 3 practice instances show as being complete. This information is a true representation that matches the cumulative historical data for all certifications that had been entered by the 07/07/2025 certification date.
Item H - Acres Served	All 3 practice instances contain data for acres served. This information is a true representation that matches the cumulative historical data for all certifications that had been entered by the 07/07/2025 certification date.
Item J - Total Installation Cost	All 3 practice instances now show a value for total installation cost. This information is a true representation that matches the cumulative historical data for all certifications that had been entered by the 07/07/2025 certification date.

305 Interpreting FSA-848B Generated from the View Existing Certifications Screen (Continued)

D Interpretation of FSA-848B Key Points - Subsequent Certification (Continued)

The following is an example of FSA-848B, Section 12, Practice Extent Performed.

12. PRACTICE EXTENT PERFORMED										
A. Farm No.	B. Tract No.	C. Field No.	D. Practice Control No.	E. Practice Units	F. Practice Extent Approved	G. Practice Extent Performed	H. Acres Served	I. Approved Cost-Share	J. Total Installation Cost	K. Cost-Share Earned
48	1532		29-101-2025-0096-02-CP30	Acre	14.00	0.00	14.00	\$ 1707.00	\$ 4000.00	\$ 1287.00
48	1532		29-101-2025-0096-03-CP30	Acre	20.00	20.00	20.00	\$ 1540.00	\$ 3600.00	\$ 1540.00
L. TOTALS:								\$ 3247.00	\$ 7600.00	\$ 2827.00

The following table provides a summary of key points for interpreting FSA-848B, Section 12, Practice Extent Performed, for a subsequent certification where all practices are marked as complete.

FSA-848B, Section 12, Practice Extent Performed	
Key Data Element	Key Points
Item H - Acres Served	Acres served display for both practice instance 02-CP30 and 03-CP30 because both practice instances were marked as complete when the 07/07/2025 certifications were entered, making the acres served data element a required data element. Note: Because no performance was reported for practice instance 01-CP30 on the 07/07/2025 certification, no information for this practice instance displays in any of the remaining sections of FSA-848B generated for the 07/07/2025 certification date.
Item J - Total Installation Cost	Total installation cost displays for both practice instance 02-CP30 and 03-CP30 because both practice instances were marked as complete when the 07/07/2025 certifications were entered, making the total installation cost data element a required data element.
Item K - Cost Share Earned	Cost share earned displays only for practices 02-CP30 and 03-CP30 because these are the only 2 practices that earned cost share resulting from the 07/07/2025 certification. Cost share earned for practice instance 02-CP30 is only the amount earned for the 07/07/2025 certification on this practice and does not include the cost share earned for the component previously certified on 07/02/2025 for this practice instance.

305 Interpreting FSA-848B Generated from the View Existing Certifications Screen (Continued)

D Interpretation of FSA-848B Key Points - Subsequent Certification (Continued)

The following is an example of FSA-848B, Section 13, Component Extent Performed.

13. COMPONENT EXTENT PERFORMED										
A. Farm No.	B. Tract No.	C. Field No.	D. Practice Control No.	E. Component No.	F. Component Title	G. Component Units	H. Component Extent Approved	I. Approved Cost-Share	J. Component Extent Performed	K. Cost-Share Earned
48	1532		29-101-2025-0096-02-CP30	14BQ1	CP4D - Mixture 1 (little bluestem, sideoats grama, alfalfa, forbs)	Acre	14.00	\$ 1287.00	14.0000	\$ 1287.00
48	1532		29-101-2025-0096-02-CP30	SITEPREPGRS	Site preparation for grass planting	Acre	14.00	\$ 420.00	0.0000	\$ 0.00
48	1532		29-101-2025-0096-03-CP30	TREEPLHARD	Tree Seedling Planting (hardwood) - (includes trees, equipment, & labor)	Each	1000.00	\$ 290.00	1000.0000	\$ 290.00
48	1532		29-101-2025-0096-03-CP30	SITEPREPTR EE	Site preparation for tree planting	Acre	20.00	\$ 1250.00	20.0000	\$ 1250.00

The following table provides a summary of key points for interpreting FSA-848B, Section 13, Component Extent Performed, for a subsequent certification where all practices are marked as complete.

FSA-848B, Section 13, Component Extent Performed	
Key Data Element	Key Points
Item E Component No.	For practice instances with performance reported on the selected certification date, all components on the practice instances are displayed, even those with zero extents reported as performed.
Item J - Component Extent Performed	Only practice instances 02-CP30 and 03-CP30 are displayed in this section because those are the only 2 practices that had performance reported in the 07/07/2025 certification. All components associated with both practices are displayed. Even though no performance was reported for component SITEPREPGRS on practice instance 02-CP30, the component is shown with zero extents performed for this certification.
Item K - Cost Share Earned	Cost share earned for the specific 07/07/2025 certification date selected on the View Existing Certifications screen is broken down by each component providing greater detail of the cost share amounts than is displayed in Section 12.

305 Interpreting For FSA-848B Generated from the View Existing Certifications Screen (Continued)

D Interpretation of FSA-848B Key Points - Subsequent Certification (Continued)

The following is an example of FSA-848B, Section 17, Cost-Share Details.

17. COST-SHARE DETAILS									
A. Farm No.	B. Tract No.	C. Field No.	D. Practice Control No.	E. Component No.	F. Participant's Name	G. Program Accounting Code	H. Partial or Final Payment for Practice	I. Partial or Final Payment for Agreement	J. Cost-Share Earned
48	1532		29-101-2025-0096-02-CP30	14BQ1	IMA PRODUCER	3307	Final	Final	\$1287.00
48	1532		29-101-2025-0096-02-CP30	SITEPREPGRS	IMA PRODUCER	3307	Final	Final	\$0.00
48	1532		29-101-2025-0096-03-CP30	TREEPLHARD	IMA PRODUCER	3307	Final	Final	\$290.00
48	1532		29-101-2025-0096-03-CP30	SITEPREPTREE	IMA PRODUCER	3307	Final	Final	\$1250.00

The following table provides a summary of key points for interpreting FSA-848B, Section 17, Cost-Share Details, for a subsequent certification where all practices are marked as complete.

FSA-848B, Section 17, Cost-Share Details	
Key Data Element	Key Points
Item H - Partial or Final Payment for Practice	All practice instances show as final because they were marked as complete during producer certification.
Item I - Partial or Final Payment for Agreement	Between the prior 07/02/2025 certification and the current 07/07/2025 certification, all practice instances on this agreement have been marked complete, so all values show as "Final".
Item J - Cost Share Earned	The value displayed represents the portion of the payment for the component that was earned by the specific participant shown in column F. Only payments resulting from the current 07/07/2025 certification are shown.

305 Interpreting For FSA-848B Generated from the View Existing Certifications Screen (Continued)

D Interpretation of FSA-848B Key Points - Subsequent Certification (Continued)

The following is an example of FSA-848B, Section 18, Performance Approval.

18. USDA USE ONLY - Performance Approval	A. Signature of FSA Representative	B. Date (MM-DD-YYYY)	C. Total Approved Cost-Share \$3314.00	D. Current Earned Amount \$ 2827.00	E. If Final, Total Cost-Share Earned \$ 3314.00

The following table provides a summary of key points for interpreting FSA-848B, Section 18, Performance Approval, for a subsequent certification where all practices are marked as complete.

FSA-848B, Section 18, Performance Approval	
Key Data Element	Key Points
Item D - Current Amount Earned	This amount represents the total cost share for only the practice instances entered on the subsequent 07/07/2025 certification and does not include payments earned on the initial 07/02/2025 certification.
Item E - If Final, Total Cost Share Earned	Because Section 9 contains practice complete values of “Yes” for all practices, data element displays an amount equal to the sum of all payments earned for all certifications for the agreement and does not match the cost share earned on just this subsequent 07/07/2025 certification.

306-400 (Reserved)

Part 6 Agreement Maintenance

Section 1 Extending Practices

401 Practice Extensions

A Overview

The practice extension process begins with a written request from the producer to extend 1 or more practices. COC or other applicable approval authority will review the producer's request and approve or disapprove the request. Those actions will be documented in the COC minutes. If the request is disapproved, no action is needed in CSS.

For approved extension requests, the new practice end date and the date of the approval decision are loaded in CSS using the Extend Practice Screen. Using a link in the search results, the user can quickly navigate directly to the practice(s) to be extended, enter the revised end date(s) and the date the extension was approved, which immediately updates the practice end date(s) in the system without going through the agreement revision process.

Note: Practice end dates may still be extended as part of the revision process. However, if only the practice end date is being changed, use Extend Practices.

B Extend Practices Link

CSS search results contain an Extend Practices link for agreements in a status eligible to have practice end dates extended. Agreement statuses eligible to have practices extended include Approved, Partially Earned, Paid, and Revise Complete. The following is an example of the Search Results Screen containing an Extend Practices link. CLICK "Extend Practices" to navigate to the Extend Practice Screen.

Menu		Search Results								
Welcome COUNTY USER		Below is a list of assistance requests for the criteria you selected.								
CRP Program		New Search								
Select Program		Your request: State=Missouri, County=Johnson, Control Number=240199								
New Application		Cost Share Agreement/Application search results								
Search		Control Number	Applicant Name	Agreement/Application Status	State County	Date Created	Approval Date	Show/Hide Practice Summary	Links	Forms
Retry Payment		29_101_2024_0199	JOE FARMER	CONTRACT_APPROVED	Missouri - Johnson	05/29/2024	09/01/2022	Show	Agreement Summary	FSA848 SP
Reports									Revise	FSA848A SP
									Terminate	Approval Letter SP
									Extend Practices	FSA848B SP
									Add/View Notes	

Note: There is also an Extend Practice button on the Agreement Summary Screen that can be used to access the Extend Practice Screen (paragraph 203).

401 Practice Extensions (Continued)

C Example of Extend Practice Screen

The following is an example of the Extend Practice Screen.

Menu		Extend Practice					
Welcome COUNTY USER		Control No : 29_101_2024_0199				Creation Date : 05/29/2024	
CRP Program		Applicant Name : JOE FARMER				Project Area ID : 1667	
Select Program		Agreement Status : CONTRACT_APPROVED				Contract Number : 11211	
New Application		Add/View Notes					
Search							
Retry Payment							
Reports							
Practice	Practice Status	Extent Needed / Approved	Start Date	End Date	Requested End Date		Apply For All
01-CP4D	APPROVED	5.00	05/29/2024	05/28/2025			Apply For All
03-CP4D	APPROVED	5.00	08/15/2024	08/14/2025			Apply For All
Follow policy guidance for limitations on extending End Date and proper approving authority							
* Determination Date(MM/DD/YYYY) :							Approve Extension
Back to Agreement Summary							

D Fields, Descriptions, and Actions

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

Field	Description/Action
Requested End Date	Enter the new practice end date as requested by the producer and approved by COC or higher-level approving authority. The requested end date must be later than the existing end date. Use the requested end date data field in the header row if applying the same new practice end date for all practices at once. If only certain specific practices will be extended, or if different requested end dates will be applied to multiple practices, use the individual requested end date data fields within the practice row. Enter the requested end date in MM/DD/YYYY format by typing the date in the data field or using the calendar tool located to the right of the data field.
Apply For All	If the user wants to apply the same requested end date to all practices at once, after entering the requested end date in the header row, CLICK “Apply for All” to populate the date in all practice rows at once.

401 Practice Extensions (Continued)**D Fields, Descriptions, and Actions (Continued)**

Field	Description/Action
Determination Date	Enter the date the approving authority (COC or higher-level authority) approved the extension. Enter the requested end date in MM/DD/YYYY format by typing the date in the data field or using the calendar tool located to the right of the data field
Approve Extension	After a requested end date has been entered for 1 or more practices and the determination date has been entered, CLICK “Approve Extension” to update the end date of the selected practice(s). The Extend Practice Screen is closed, and the Agreement Summary Screen is displayed.
Back to Agreement Summary	CLICK “Back to Agreement Summary” to navigate to the Agreement Summary Screen without saving any edits.

402-410 (Reserved)

Section 2 Revising Agreements

411 Search Agreements for Revision

A Overview

Revising an agreement:

- allows the user to change items including, but not limited to, participants, participant share, components used, extents of components approved
- is applicable to approved, partially earned, and paid agreements
- will result in a new system-generated suffix that corresponds to the original agreement number
- will change the status of the prior version of the agreement by making it unable to be edited, except for prior versions with payments issued

Note: Prior versions of the agreement when payments have been issued will receive a “Finalized” status and can still be edited to enter:

- zero dollar/zero extent producer certifications for the purpose of de-obligating funds
 - negative producer costs and negative extents performed to create overpayments for partial terminations of the associated CRP-1.
- cannot be used to correct an erroneous payment.

Note: Erroneous payments are corrected through the certify and pay process. See paragraph 921 and Exhibit 30.

411 Search Agreements for Revision (Continued)

B Initiating a Revision

Begin the revision process by searching for the agreement to be revised according to paragraph 42. CLICK “Revise” from the “Links” column of the search results.

Menu

Welcome COUNTY USER

CRP Program

Select Program

New Application

Search

Retry Payment

Reports

Search Results

Below is a list of assistance requests for the criteria you selected.

[New Search](#)

Your request: State=Missouri, County=Johnson, Control Number=250108

Cost Share Agreement/Application search results

Control Number	Applicant Name	Agreement/Application Status	State County	Date Created	Approval Date	Show/Hide Practice Summary	Links	Forms	Letters
29_101_2025_0108	IMA PRODUCER	CONTRACT_APPROVED	Missouri - Johnson	07/21/2025	11/01/2021	Show	Agreement Summary Revise Terminate Extend Practices Manage PIP Add/View Notes	FSA848 SP FSA848A SP FSA848B SP	Approval Letter SP

412 Revising Agreements

A Overview

CLICK “Revise” from the Search Results Screen to display the Revise Contract Screen for the selected agreement.

When payments have been made on the agreement being revised, CSS determines the revision will follow the “Finalize Path”. When no payments have been made on the agreement being revised, CSS determines the revision will follow the “Revise Path”.

Note: When an existing CRP contract is revised and results in multiple successor CRP contracts, multiple successor cost share agreements may be necessary. One of the successor CRP contracts can be handled with a revision to the original cost share agreement, and new cost share agreements must be created for any additional successor contracts with unfinished work that qualifies for cost share.

412 Revising Agreements (Continued)

B Examples of Revise Contract Screen

The following is an example of the initial view of the Revise Contract Screen when no payments have been made. The revision will follow the “Revise Path”.

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

Revise Contract

Control No : 29_101_2025_0108
Applicant Name : IMA PRODUCER
Agreement Status : CONTRACT_APPROVED

Creation Date : 07/21/2025
Project Area ID : 1667
Contract Number : [11204](#)
[Add/View Notes](#)

Below is the list of practices and their cost share information of an application.

Practice Control Number	Program Code	Practice Code	Program Accounting Code - Funds Available	Total CostShare Approved Amount (\$)	CostShare Earned (\$)
29-101-2025-0108-01-CP27	CRP	CP27	3307	2400.00	0
29-101-2025-0108-01-CP28	CRP	CP28	3307	926.00	0

Please note: If the source contract associated to this contract needs to be revised, it should be in an approved status before continuing with this CSS revision.

* Revision Reason :

Agreement Description :

Contract Number Suffix :

412 Revising Agreements (Continued)

C Examples of Revise Contract Screen (Continued)

The following is an example of the Revise Contract Screen when prior payments have been made. A message is displayed that the payments remain with the existing contract. The revision will follow the “Finalize Path”.

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

Revise Contract

Control No : 29_101_2022_0164
Applicant Name : JOE FARMER
Agreement Status : PARTIALLY_EARNED

Creation Date : 05/02/2022
Project Area ID : 1667
Contract Number : [11173](#)
[Add/View Notes](#)

Below is the list of practices and their cost share information of an application.

Practice Control Number	Program Code	Practice Code	Program Accounting Code - Funds Available	Total CostShare Approved Amount (\$)	CostShare Earned (\$)
29-101-2022-0164-01-CP22	CRP	CP22	3307	140.00	14.00
29-101-2022-0164-02-CP22	CRP	CP22	3307	67.00	13.00

Please note: If the source contract associated to this contract needs to be revised, it should be in an approved status before continuing with this CSS revision.


Payments have been previously made against this contract, and since its managed by CPF the payments (and its certifications) will stay with existing contract.

* Revision Reason :

Agreement Description :

Contract Number Suffix :

412 Revising Agreements (Continued)

E Fields Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Revise Contract Screen.

Field/Link	Description/Action
Practices Summary fields	Displays the Practice Control Number, Program Code, Practice Code, Program Accounting Code - Funds Available, Total Cost Share Approved Amount (\$), and Cost Share Earned (\$).
Revision Reason	Select 1 of the following reasons for the revision from the drop-down menu: • Acreage due to CLU certification • Reconstitution • Participant and/or Shares • Acres transferred to EWRP, WRP, EWP • Contract Extension • Mid-Contract Management • Due to Conservation Plan • Due to Incorrect Data Entry • Due to Inheritance • Other. Note: If the only reason for the revision is to extend a practice end date, do not revise the agreement. See paragraph 401 to extend the practice instead of revising the agreement.
Agreement Description	Optional field to enter a description of the agreement. Warning: Do not enter PII.
Contract Number Suffix	Enter the suffix number of the approved CRP-1 contract associated with the cost share agreement number, if applicable.
Continue	CLICK “Continue” to proceed with the revision.
Cancel	CLICK “Cancel” to navigate to the Search Results Screen.

413-430 (Reserved)

Section 3 Revise Path - Revisions of Agreements with No Prior Payments

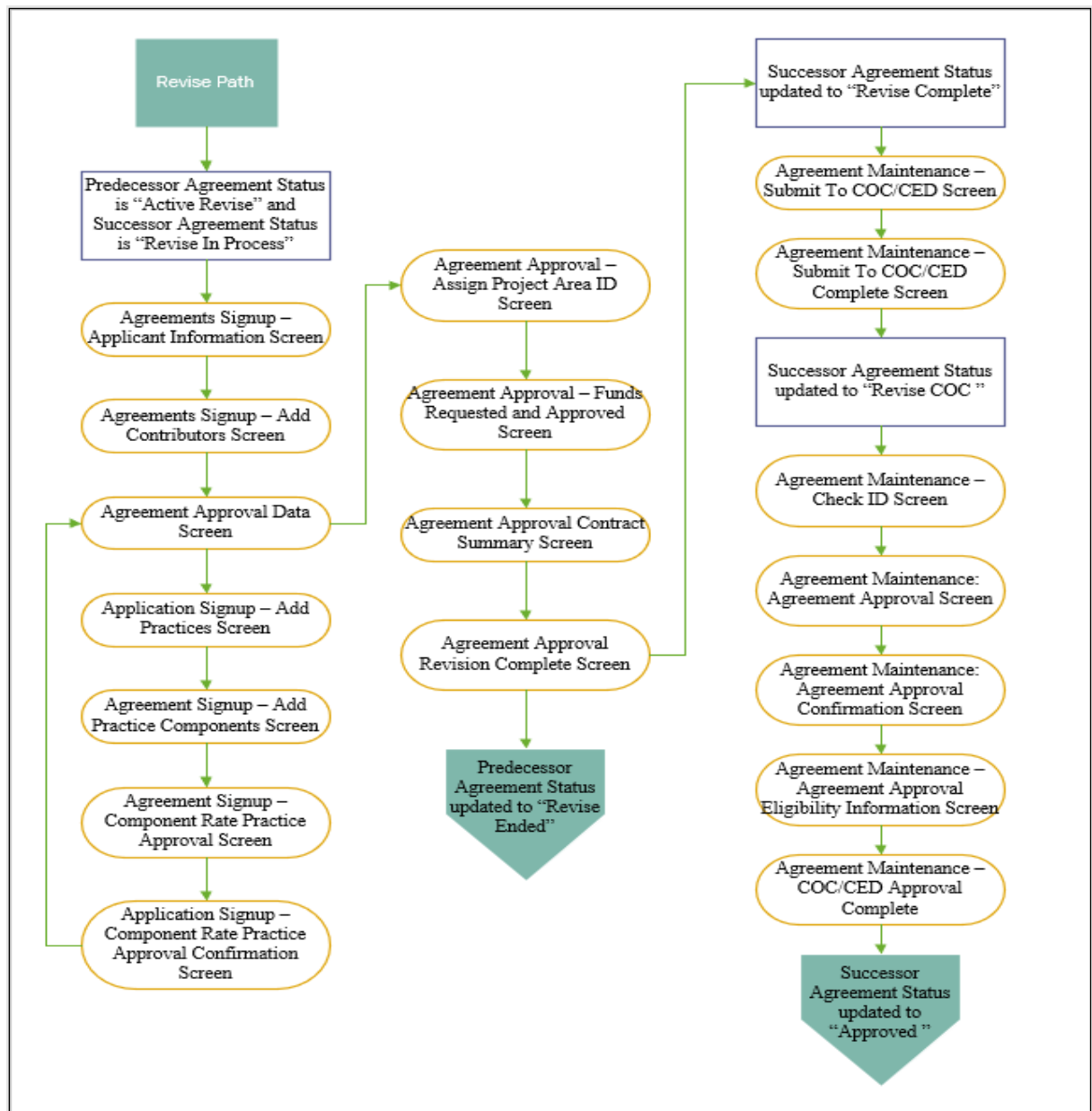
431 Revise Path Flow Chart

A Overview

This section provides instructions for revising an agreement using the “Revise Path” approach.

B Flow Chart of Revise Path Screens

The following flow chart provides the progression of “Revise Path” screens.



432 Revise Path Instructions

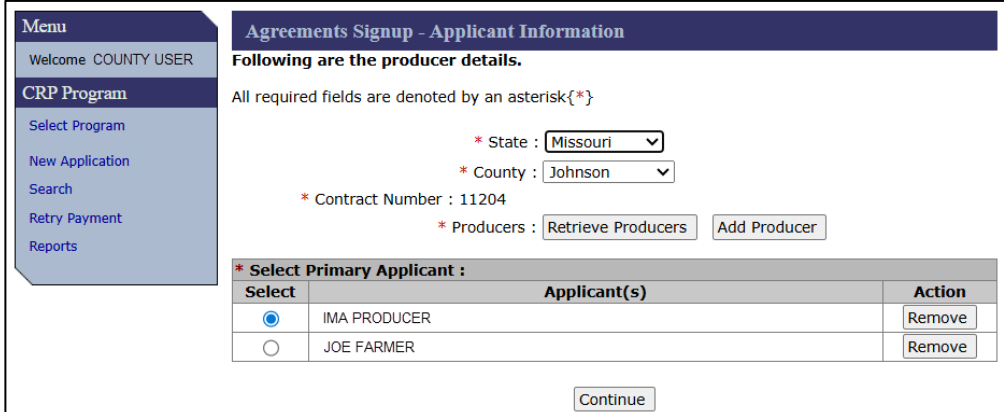
A Overview

When revising an agreement using the “Revise Path” approach, users will:

- navigate through each screen outlined in the flow chart
- only revise screens applicable to the reason for the revision.

B Revise Path

The following table provides the instructions for revising an agreement using the “Revise Path” approach.

Step	Action
1	The Agreements Signup - Applicant Information Screen is displayed after user CLICKS “Continue” from the Revise Contract Screen when no prior payments have been issued on the agreement being revised. If a producer will be added, CLICK either of the following: • “Retrieve Producers” to add all producers on the CRP-1 to the agreement • “Add Producer” to add a single producer at a time. Note: The SCIMS Customer Search Screen is displayed. Select the producer from SCIMS. Note: A producer not on the CRP-1 cannot be added to the cost share agreement. CLICK “Remove” to remove a producer that is not a participant on the agreement. CLICK “Continue” to proceed to the Agreements Signup - Add Contributors Screen. Note: CLICK the “Select” radio button to change the primary applicant if necessary. If the producer designated as the primary applicant is removed, the user must designate a different primary applicant before continuing. 

432 Revise Path Instructions (Continued)

B Revise Path (Continued)

Step	Action																								
2	On the Agreements Signup - Add Contributors Screen, add or edit field numbers as applicable. CLICK “Save and Go to Contract Summary” to proceed to the Agreement Approval Screen. Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports Agreements Signup - Add Contributors Control No : 29_101_2025_0108A Creation Date : 07/21/2025 Applicant Name : IMA PRODUCER Project Area ID : 1667 Agreement Status : REVISE_IN_PROCESS Contract Number : 11204 Add/View Notes Following are the Producer/Contributor details. All required fields are denoted by an asterisk{*} <table border="1"> <thead> <tr> <th colspan="6">Producer Farm Details</th></tr> <tr> <th>* Producer(s)</th><th>Farm No.</th><th>Tract No.</th><th>* Field No.</th><th>State</th><th>County</th></tr> </thead> <tbody> <tr> <td>IMA PRODUCER JOE FARMER</td><td>0000048</td><td>0001532</td><td> 1 </td><td>29</td><td>101</td></tr> <tr> <td>IMA PRODUCER</td><td>0000512</td><td>0001694</td><td> </td><td>29</td><td>101</td></tr> </tbody> </table> Save & Go To Contract Summary < Back	Producer Farm Details						* Producer(s)	Farm No.	Tract No.	* Field No.	State	County	IMA PRODUCER JOE FARMER	0000048	0001532	1	29	101	IMA PRODUCER	0000512	0001694		29	101
Producer Farm Details																									
* Producer(s)	Farm No.	Tract No.	* Field No.	State	County																				
IMA PRODUCER JOE FARMER	0000048	0001532	1	29	101																				
IMA PRODUCER	0000512	0001694		29	101																				

432 Revise Path Instructions (Continued)

B Revise Path (Continued)

Step	Action												
3	The Agreement Approval Screen is displayed. If the revision: - includes adding or modifying components, CLICK “Edit” and continue to step 4 - does not affect components, CLICK “Continue” and continue to step 10. Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports Agreement Approval Control No : 29_101_2025_0108A Applicant Name : IMA PRODUCER Agreement Status : REVISE_IN_PROCESS Creation Date : 07/21/2025 Project Area ID : 1667 Contract Number : 11204 Add/View Notes Below is the list of practices associated with an application. <table><tr><th colspan="3">Practice Summary</th></tr><tr><th>Practice Control Number</th><th>Process State</th><th>Approval Data</th></tr><tr><td>29-101-2025-0108-01-CP27</td><td>EnvironmentCompliance_UnNeeded ProducerCertification_Incomplete TSPCertification_Incomplete</td><td>Edit</td></tr><tr><td>29-101-2025-0108-01-CP28</td><td>EnvironmentCompliance_UnNeeded ProducerCertification_Incomplete TSPCertification_Incomplete</td><td>Edit</td></tr></table> Continue Cancel	Practice Summary			Practice Control Number	Process State	Approval Data	29-101-2025-0108-01-CP27	EnvironmentCompliance_UnNeeded ProducerCertification_Incomplete TSPCertification_Incomplete	Edit	29-101-2025-0108-01-CP28	EnvironmentCompliance_UnNeeded ProducerCertification_Incomplete TSPCertification_Incomplete	Edit
Practice Summary													
Practice Control Number	Process State	Approval Data											
29-101-2025-0108-01-CP27	EnvironmentCompliance_UnNeeded ProducerCertification_Incomplete TSPCertification_Incomplete	Edit											
29-101-2025-0108-01-CP28	EnvironmentCompliance_UnNeeded ProducerCertification_Incomplete TSPCertification_Incomplete	Edit											

Note: If a new field number was added to the application using the “Field No” column on the Agreement Signup - Add Contributors Screen in Step 2, the user will receive an error message stating, “The farms below are not associated to any other practice” with the Farm / Tract / Field combination that is not associated displayed.

To resolve this error message the user must either:

- CLICK “Edit” to associate the added field to a practice
- CLICK “Cancel”, reselect the application being revised, and remove the added field if the field was added in error.

432 Revise Path Instructions (Continued)

B Revise Path (Continued)

Step	Action
4	The Application Signup - Add Practices Screen is displayed after “Edit” is selected from the Agreement Approval Data Screen. Note: Even though the user navigates through the Application Signup - Add Practices Screen during the revision process, policy does not permit adding a practice to an approved agreement and the software enforces this limitation. CSS uses a component rate or practice rate to calculate the cost share, according to the Program and the County’s Program Provisioning information. Starting with Signup 53, CRP only uses component rates. Component rate is now defaulted, and modification is not permitted for CRP. For Signup 52 and prior CRP contracts, the user must select either practice rate or component rate when adding a practice to FSA-848. Select the check box for the applicable farm/tract/field row associated with the practice and enter the total number of acres enrolled for each field. Note: Total practice acres cannot exceed the total farmland acres on the tract as recorded in MIDAS Farm Records. CLICK “Save & Add Practice Component(s)” to display the Agreement Signup - Add Practice Components Screen.

432 Revise Path Instructions (Continued)

B Revise Path (Continued)

Step	Action
5	The Agreement Signup - Add Practice Components Screen allows users to add components by selecting from a drop-down list of available components that may be associated with the practice. Note: Existing components cannot be removed; however, the extent approved can be changed to zero. After selecting a component to be added, CLICK “Add” to populate the newly selected component in the list of components included for the practice. The Agreement Signup -Add Practice Components Screen is redisplayed. CLICK “Save & Continue” to proceed to the Agreement Signup-Component Rate Practice Approval Screen.

432 Revise Path Instructions (Continued)

B Revise Path (Continued)

Step	Action
6	On the redisplayed Agreement Signup - Add Practice Components Screen: - enter the extent approved for added component(s) - CLICK "Save & Continue" to proceed to the Agreement Signup - Component Rate Practice Approval Screen.

Menu
Welcome COUNTY USER
CRP Program
[Select Program](#)
[New Application](#)
[Search](#)
[Retry Payment](#)
[Reports](#)

Agreement Signup - Add Practice Components

Control No : 29_101_2025_0108A
Applicant Name : IMA PRODUCER
Agreement Status : REVISE_IN_PROCESS

Creation Date : 07/21/2025
Project Area ID : 1667
Contract Number : [11204](#)
[Add/View Notes](#)

Add or Edit components.

All required fields are denoted by an asterisk{*}

Selected Practice: 01-CP27

* Practice extent(Acre): 20.00

* Select Components :

**Only the selected ones will be added to the application*

Component Name	Component Unit	Rate Type	Avg Actual Cost(\$)	Regular CostShare (%)	LIM-RES SOC-DIS BEG-FMR CostShare (%)	*Extent Approved	Remove Link
SHRUBS	Acre	Percent of Cost - Not to Exceed	1658.92	50.00 %	50.00 %		Remove

Component Name	Component Unit	Rate Type	Avg Actual Cost(\$)	Regular CostShare (%)	LIM-RES SOC-DIS BEG-FMR CostShare (%)	Extent Approved
SITEPREPGRS	Acre	Percent of Cost - Not to Exceed	60.00	50.00 %	50.00 %	20.00
NATVGRASMIX	Pounds of Pure Live Seed	Percent of Cost - Not to Exceed	30.00	50.00 %	50.00 %	120.00

B Revise Path (Continued)

Step	Action
7	On the Agreement Signup - Component Rate Practice Approval Screen: • update the practice begin date, if applicable • update the extent approved, if applicable Note: If the extent is increased, the obligated amount is automatically increased for CRP, but no money will be collected or distributed during this step. • enter the share percentage(s) Note: The sum of the percent shares for all producers must equal 100 percent. • CLICK "Continue to Next Step" to proceed to the Application Signup - Component Rate Practice Approval Confirmation Screen.

Menu

Welcome COUNTY USER

CRP Program

Select Program

New Application

Search

Retry Payment

Reports

Agreement Signup - Component Rate Practice Approval

Control No : 29_101_2025_0108A

Applicant Name : IMA PRODUCER

Agreement Status : REVISE_IN_PROCESS

Creation Date : 07/21/2025

Project Area ID : 1667

Contract Number : 11204

Following fields need to be filled out for Component Rate practice approval.
All required fields are denoted by an asterisk{*}

Selected Practice : 01-CP27

Management Activity : No

This practice is not for management activity and is eligible for cost share payments.

Re-establishment : No

This practice is not for re-establishment or an authorized CREP riparian buffer and is eligible for PIP (if authorized for the practice and cost share is paid).

* Practice Begin Date(MM/DD/YYYY) :

* Practice End Date(MM/DD/YYYY) :

Practice Extents					
Extent Requested			Extent Approved		
20.00			20.00		

Components					
Name	Extent Requested	Avg Actual Cost Per Unit(\$)	Max Cost/Share Regular(%)	Max Cost Share LIM-RES SOC-DIS BEG-FMR(%)	Extent Approved
SHRUBS	0.00	\$ 1658.92	50.00 %	50.00 %	2.00
	Name		LIM-RES SOC-DIS BEG-FMR		Percent Share(%)
	IMA PRODUCER		No		0.00
	JOE FARMER		No		0.00
SITEPREPGRS	20.00	\$ 60.00	50.00 %	50.00 %	20.00
	Name		LIM-RES SOC-DIS BEG-FMR		Percent Share(%)
	JOE FARMER		No		35.00
	IMA PRODUCER		No		65.00
NATVGRASMIX	120.00	\$ 30.00	50.00 %	50.00 %	120.00
	Name		LIM-RES SOC-DIS BEG-FMR		Percent Share(%)
	JOE FARMER		No		35.00
	IMA PRODUCER		No		65.00

432 Revise Path Instructions (Continued)

B Revise Path (Continued)

Step	Action
8	On the Application Signup - Component Rate Practice Approval Confirmation Screen: - review information for accuracy - CLICK "Continue to Next Step" to proceed to the Agreement Approval Screen.

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

Application Signup - Component Rate Practice Approval Confirmation

Control No : 29_101_2025_0108A **Creation Date :** 07/21/2025
Applicant Name : IMA PRODUCER **Project Area ID :** 1667
Agreement Status : REVISE_IN_PROCESS **Contract Number :** [11204](#)

Following is the Component Rate practice approval summary.

Selected Practice : 01-CP27
Practice Begin Date : 07/21/2025
Practice End Date : 07/20/2026

Practice Extents	
Extent Requested	Extent Approved
20.00	20.00

Components						
Name	Extent Requested	Avg Actual Cost Per Unit(\$)	Max Cost/Share Regular(%)	Max Cost Share LIM-RES SOC-DIS BEG-FMR(%)	Extent Approved	Total Cost(\$)
SHRUBS	0.00	\$ 1658.92	50.00 %	50.00 %	2.00	\$ 3317.84
	Name	LIM-RES SOC-DIS BEG-FMR	Percent Share(%)	Amount Approved(\$)		
	IMA PRODUCER	No	65.00 %	\$ 1078.00		
	JOE FARMER	No	35.00 %	\$ 581.00		
SITEPREPGRS	20.00	\$ 60.00	50.00 %	50.00 %	20.00	\$ 1200.00
	Name	LIM-RES SOC-DIS BEG-FMR	Percent Share(%)	Amount Approved(\$)		
	JOE FARMER	No	35.00 %	\$ 210.00		
	IMA PRODUCER	No	65.00 %	\$ 390.00		
NATVGRASMIX	120.00	\$ 30.00	50.00 %	50.00 %	120.00	\$ 3600.00
	Name	LIM-RES SOC-DIS BEG-FMR	Percent Share(%)	Amount Approved(\$)		
	JOE FARMER	No	35.00 %	\$ 630.00		
	IMA PRODUCER	No	65.00 %	\$ 1170.00		

432 Revise Path Instructions (Continued)

B Revise Path (Continued)

Step	Action									
9	On the Agreement Approval Screen, repeat steps 4 through 8 for additional practices, if necessary. After all practices with changes have been updated, CLICK “Continue” to proceed to the Agreement Approval - Assign Project Area ID Screen. Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports Agreement Approval Control No : 29_101_2025_0108A Applicant Name : IMA PRODUCER Agreement Status : REVISE_IN_PROCESS Creation Date : 07/21/2025 Project Area ID : 1667 Contract Number : 11204 Add/View Notes Below is the list of practices associated with an application. <table border="1"> <thead> <tr> <th>Practice Control Number</th><th>Process State</th><th>Approval Data</th></tr> </thead> <tbody> <tr> <td>29-101-2025-0108-01-CP27</td><td>EnvironmentCompliance_UnNeeded ProducerCertification_Incomplete TSPCertification_Incomplete</td><td>Edit</td></tr> <tr> <td>29-101-2025-0108-01-CP28</td><td>EnvironmentCompliance_UnNeeded ProducerCertification_Incomplete TSPCertification_Incomplete</td><td>Edit</td></tr> </tbody> </table> Continue Cancel	Practice Control Number	Process State	Approval Data	29-101-2025-0108-01-CP27	EnvironmentCompliance_UnNeeded ProducerCertification_Incomplete TSPCertification_Incomplete	Edit	29-101-2025-0108-01-CP28	EnvironmentCompliance_UnNeeded ProducerCertification_Incomplete TSPCertification_Incomplete	Edit
Practice Control Number	Process State	Approval Data								
29-101-2025-0108-01-CP27	EnvironmentCompliance_UnNeeded ProducerCertification_Incomplete TSPCertification_Incomplete	Edit								
29-101-2025-0108-01-CP28	EnvironmentCompliance_UnNeeded ProducerCertification_Incomplete TSPCertification_Incomplete	Edit								
10	On the Agreement Approval - Assign Project Area ID Screen: - enter the description of the site (optional field) - CLICK “Continue” to proceed to the Agreement Approval Screen. Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports Agreement Approval - Assign Project Area ID Control No : 29_101_2025_0108A Applicant Name : IMA PRODUCER Agreement Status : REVISE_IN_PROCESS Creation Date : 08/11/2025 Project Area ID : 1667 Contract Number : 11204 Selected Project Area ID :Non-Project Area - 1667 Description of Site : Continue Back									

432 Revise Path Instructions (Continued)

B Revise Path (Continued)

Step	Action																
11	On the Agreement Approval Screen, CLICK “Save & Continue”. Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports Agreement Approval Control No : 29_101_2025_0108A Applicant Name : IMA PRODUCER Agreement Status : REVISE_IN_PROCESS Creation Date : 07/21/2025 Project Area ID : 1667 Contract Number : 11204 Add/View Notes Below is the list of practices associated with the application. All required fields are denoted by an asterisk{*} <table border="1"> <thead> <tr> <th colspan="4">Practice Summary</th></tr> <tr> <th>Practice Control Number</th><th>Process State</th><th>Requested Costshare(\$)</th><th>Approve Cost Share</th></tr> </thead> <tbody> <tr> <td>29-101-2025-108-01-CP27</td><td>EnvironmentCompliance_UnNeeded ProducerCertification_Incomplete TSPCertification_Incomplete</td><td>\$2400.00</td><td>\$4059.00</td></tr> <tr> <td>29-101-2025-108-01-CP28</td><td>EnvironmentCompliance_UnNeeded ProducerCertification_Incomplete TSPCertification_Incomplete</td><td>\$926.00</td><td>\$926.00</td></tr> </tbody> </table> Warning: Other practices will not be approved on this contract unless approval data is entered on previous screen Save & Continue Back	Practice Summary				Practice Control Number	Process State	Requested Costshare(\$)	Approve Cost Share	29-101-2025-108-01-CP27	EnvironmentCompliance_UnNeeded ProducerCertification_Incomplete TSPCertification_Incomplete	\$2400.00	\$4059.00	29-101-2025-108-01-CP28	EnvironmentCompliance_UnNeeded ProducerCertification_Incomplete TSPCertification_Incomplete	\$926.00	\$926.00
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29-101-2025-108-01-CP28	EnvironmentCompliance_UnNeeded ProducerCertification_Incomplete TSPCertification_Incomplete	\$926.00	\$926.00														
12	The Agreement Approval Screen is redisplayed. CLICK “Revise Complete”. Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports Agreement Approval Control No : 29_101_2025_0108A Applicant Name : IMA PRODUCER Agreement Status : REVISE_IN_PROCESS Creation Date : 07/21/2025 Project Area ID : 1667 Contract Number : 11204 Add/View Notes Below is the list of practices and their cost share information of an application. <table border="1"> <thead> <tr> <th colspan="4">Approved Practices</th></tr> <tr> <th>Practice Control Number</th><th>Process State</th><th>Requested Costshare(\$)</th><th>Approved Costshare(\$)</th></tr> </thead> <tbody> <tr> <td>29-101-2025-0108-01-CP27</td><td>EnvironmentCompliance_UnNeeded ProducerCertification_Incomplete TSPCertification_Incomplete</td><td>\$2400.00</td><td>\$4059.00</td></tr> <tr> <td>29-101-2025-0108-01-CP28</td><td>EnvironmentCompliance_UnNeeded ProducerCertification_Incomplete TSPCertification_Incomplete</td><td>\$926.00</td><td>\$926.00</td></tr> </tbody> </table> ReviseComplete Back	Approved Practices				Practice Control Number	Process State	Requested Costshare(\$)	Approved Costshare(\$)	29-101-2025-0108-01-CP27	EnvironmentCompliance_UnNeeded ProducerCertification_Incomplete TSPCertification_Incomplete	\$2400.00	\$4059.00	29-101-2025-0108-01-CP28	EnvironmentCompliance_UnNeeded ProducerCertification_Incomplete TSPCertification_Incomplete	\$926.00	\$926.00
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432 Revise Path Instructions (Continued)

B Revise Path (Continued)

Step	Action
13	The Agreement Approval Screen is redisplayed indicating the revision is complete. CLICK “Continue to Submit To COC/CED”. See paragraph 433 for further instructions.  The screenshot shows a web application interface. On the left is a vertical menu with the following items: 'Menu', 'Welcome COUNTY USER', 'CRP Program' (highlighted), 'Select Program', 'New Application', 'Search', 'Retry Payment', and 'Reports'. The main content area has a dark blue header bar that says 'Agreement Approval'. Below this, there are three lines of text: 'Control No : 29_101_2025_0108A', 'Applicant Name : IMA PRODUCER', and 'Agreement Status : REVISE_COMPLETE'. To the right of these, there are three lines of text: 'Creation Date : 07/21/2025', 'Project Area ID : 1667', and 'Contract Number : 11204'. In the center of the main content area, the text 'Revision is Complete.' is displayed. At the bottom of the screen, there are three buttons: 'Exit', 'Continue to Submit To COC/CED', and 'Back'.

433 Submit To COC/CED Screen

A Overview

CLICK “Continue to Submit to COC/CED” on the Agreement Approval Screen to display the Agreement Maintenance - Submit To COC/CED Screen. On this screen, select “Yes” and CLICK “Submit”.

If the user clicked “Exit” on the Agreement Approval Screen instead, the user can continue the revision process by searching for the agreement in process according to paragraph 482 using the “Submit To COC/CED” link in the search results to open the Agreement Maintenance - Submit To COC/CED Screen.

B Example of Agreement Maintenance - Submit To COC/CED Screen

The following is an example of the Agreement Maintenance - Submit To COC/CED Screen.

Menu		Agreement Maintenance - Submit To COC/CED	
Welcome COUNTY USER			
CRP Program		Control No : 29_101_2025_0108A Applicant Name : IMA PRODUCER Agreement Status : REVISE_COMPLETE	
Select Program New Application Search Retry Payment Reports		Creation Date : 08/11/2025 Project Area ID : 1667 Contract Number : 11204 Add/View Notes	
		Revision Reason : Other	
		Do you wish to submit to COC/CED approval at this time:	
		Yes : ☒	
		No : ☐	
		Submit Cancel	

C Action

On the Submit To COC/CED Screen, CLICK:

- “Submit” to complete the process of submitting the application to COC/CED
- “Cancel” to exit the process and leave the revision with its current status of “Revise Complete”.

434 Agreement Maintenance COC/CED Complete Screen

A Overview

CLICK “Yes” and “Submit” according to paragraph 433 to display the Agreement Maintenance - Submit To COC/CED Complete Screen.

B Example of Agreement Maintenance - Submit To COC/CED Complete Screen

The following is an example of the Agreement Maintenance - Submit To COC/CED Complete Screen.

Agreement Maintenance - Submit To COC/CED Complete	
Control No : 29_101_2025_0108A Applicant Name : IMA PRODUCER Agreement Status : REVISE_COMPLETE	Creation Date : 08/11/2025 Project Area ID : 1667 Contract Number : 11204
Submit to COC/CED is Complete.	
Continue to COC/CED Approval Cancel	

C Action

On the Agreement Maintenance - Submit To COC/CED Complete Screen, CLICK “Continue to COC/CED Approval” to display the Agreement Maintenance: Agreement Approval Screen (paragraph 563).

Note: CLICK “Cancel” on this screen to stop the process and display the “Submit To COC Screen”. Status of the revision remains “Revise Complete”.

435-450 (Reserved)

Section 4 Finalize Path - Revisions when Prior Payments Exist

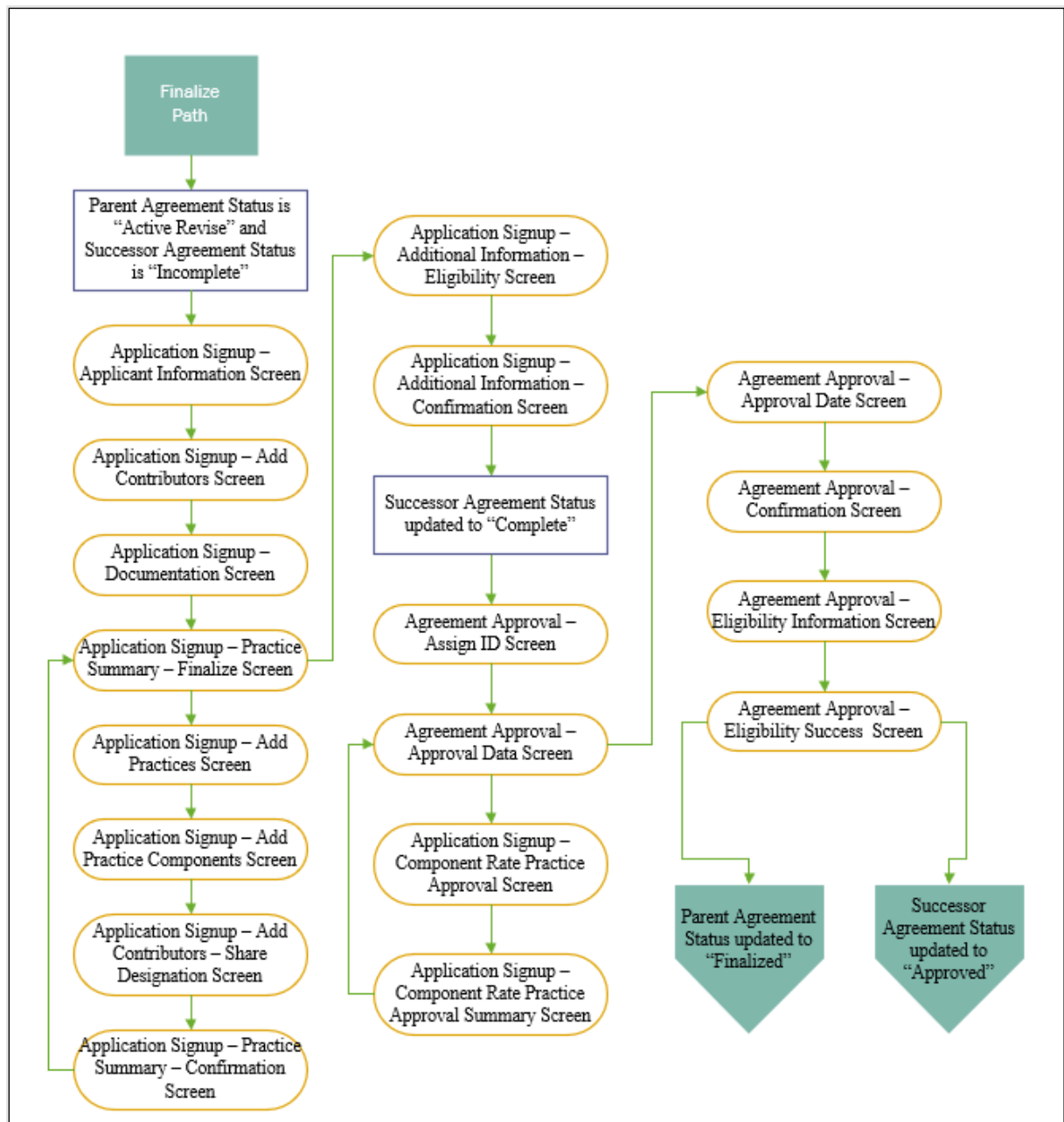
451 Finalize Path Flowchart

A Overview

This section provides instructions for revising an agreement using the “Finalize Path” approach.

B Flow Chart of Finalize Path Screens

The following flow chart provides the progression of “Finalize Path” screens.



452 Finalize Path Instructions

A Overview

When revising an agreement using the “Finalize Path” approach, the user will navigate through each screen outlined in the flow chart. Users will only revise screens applicable to the reason for the revision.

Important: When the parent agreement is in “Active Revise” status **and** the successor agreement is in “Incomplete” status, this indicates the revision is using the “Finalize Path”. Users will select the agreement in the “Incomplete” status to complete the revision using the “Finalize Path” approach.

The following is an example of the Search Results Screen for an agreement with multiple revisions.

Search Results										
Below is a list of assistance requests for the criteria you selected.										
New Search Your request: State=Missouri, County=Johnson, Control Number=250104										
Cost Share Agreement/Application search results										
Control Number	Applicant Name	Agreement/Application Status	State County	Date Created	Approval Date	Show/Hide Practice Summary	Links	Forms	Letters	
29_101_2025_0104	IMA PRODUCER	FINALIZED	Missouri - Johnson	07/14/2025	11/21/2019	Show	Agreement Summary Terminate Add/View Notes	FSA848 SP		
29_101_2025_0104A	JOE FARMER	REVISE_ENDED	Missouri - Johnson	07/14/2025	07/14/2025	Show	Add/View Notes	FSA848 SP		
29_101_2025_0104B	JOE FARMER	ACTIVE_REVISE	Missouri - Johnson	07/14/2025	07/14/2025	Show	Add/View Notes	FSA848 SP		
29_101_2025_0104C	JOE FARMER	INCOMPLETE	Missouri - Johnson	07/16/2025		Show	Edit Cancel-Revision Add/View Notes	FSA848 SP		

452 Finalize Path Instructions (Continued)

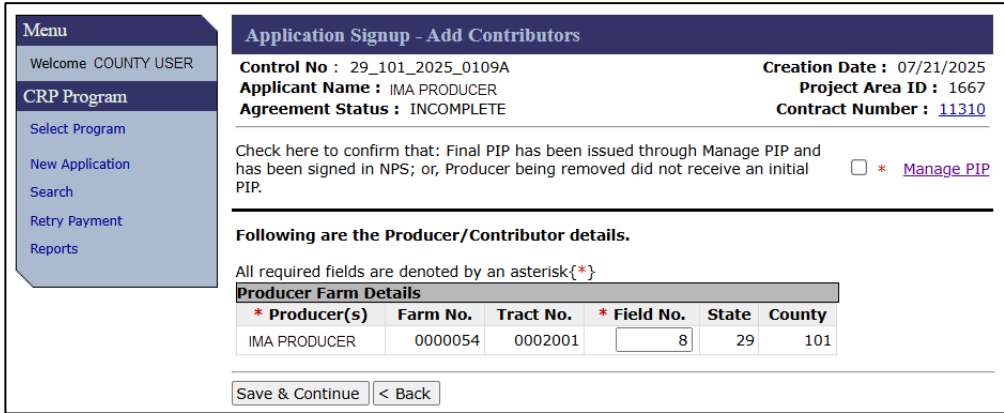
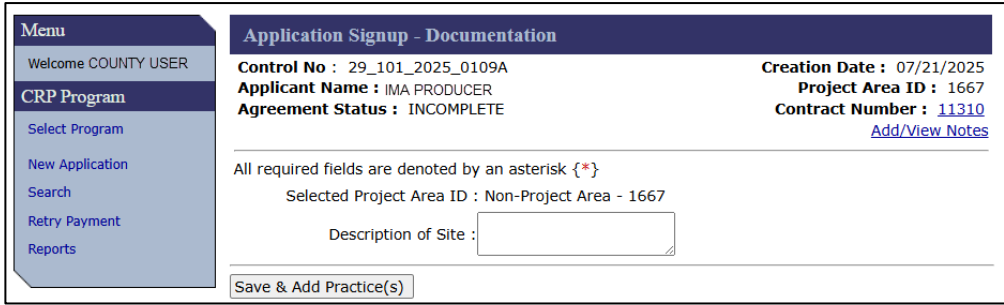
B Finalize Path

The following table provides instructions for revising an agreement using the “Finalize Path” approach.

Step	Action
1	CLICK “Continue” from the Revise Contract Screen to display the Application Signup - Applicant Information Screen. If a producer will be added, CLICK “Add Producer”. The SCIMS Customer Search Screen is displayed. Select the producer from SCIMS. Note: A producer not on the CRP-1 cannot be added to the cost share agreement. The following actions are available. CLICK: • “Remove” to remove a producer that is not a participant on the cost share agreement • “Continue” to proceed to the Application Signup - Add Contributors Screen • the “Select” radio button to change the primary applicant, if necessary. Note: If the producer designated as the primary applicant is removed, the user must designate a different primary applicant before continuing.

452 Finalize Path Instructions (Continued)

B Finalize Path (Continued)

Step	Action
2	On the Application Signup - Add Contributors Screen: - check the box to confirm that the final PIP was issued, if applicable Note: For revisions where an initial PIP was issued on the predecessor agreement and the system determines a producer has been removed from the successor agreement, a Manage PIP validation and link is displayed. Check the box to confirm that the final PIP was issued. - edit or add field numbers, if applicable - CLICK “Save and Continue”. Note: The Application Signup - Documentation Screen is displayed. 
3	On the Application Signup - Documentation Screen: - enter description of site (optional) - CLICK “Save & Add Practice(s)”. 

452 Finalize Path Instructions (Continued)

B Finalize Path (Continued)

Step	Action
4	The Application Signup - Practice Summary Screen is displayed. If there are no changes, CLICK “Continue to Next Step” and continue to Step 9. If there are changes to an existing practice, CLICK: • “Edit” to add or edit practice components • “Remove” to remove the practice. Important: Users must remove practices that were paid and marked as complete on a prior version of the agreement to avoid confusion about needing to complete performance under this current revision. Paid practices with full extent previously performed are carried forward to the new agreement, but since the full extent has already been performed, the extent approved is defaulted to zero in the new version of the agreement. Unless there will be a modification to increase the extent that will be performed, the user should remove that practice from the revised version of the agreement. Warning: Do not change the zero approved extents carried forward back to the extents approved on the prior version of the agreement.  If a new practice instance will be added, CLICK “Add Another Practice”. Follow paragraph 84 to add a new instance of a practice.

452 Finalize Path Instructions (Continued)

B Finalize Path (Continued)

Step	Action
5	CLICK “Edit” for a practice on the Application Signup - Practice Summary Screen to display the Application Signup - Add Practices Screen. The answers to “Is the practice for a Management Activity?” and “Is this cost share for re-establishment or an authorized CREP riparian buffer “management” maintenance payment?” can be edited on this screen. The answers determine if the practice will receive cost share and PIP. The default values carried forward are the values that existed on the prior version of the agreement. If a question was answered incorrectly in the previous version of the agreement, select the correct answer. Note: If an incorrect answer for “Is this cost share for re-establishment or an authorized CREP riparian buffer “management” maintenance payment?” resulted in no PIP being issued when cost share was paid under the previous version of the agreement, see Exhibit 28 for instructions on re-issuing the cost share payment with a corresponding PIP. To add or edit components on the practice, CLICK “Save and Add Practice Components”. The Application Signup - Add Practice Components Screen is displayed.

452 Finalize Path Instructions (Continued)

B Finalize Path (Continued)

Step	Action
6	The Application Signup - Add Practice Components Screen allows users to add, remove, or edit practice components. For each component, unpaid extents from the previous version of the agreement are carried forward to the current version. Components where the full extents were paid on the previous version of the agreement are carried forward to the current version of the agreement with 0.00 showing as the extent requested. This allows the user to increase the extents that can be paid if necessary, such as for payments re-issued after entering a negative certification on the previous “Finalized” version of the agreement. See Exhibit 28, subparagraph 4 A for an example of extents being re-added to the agreement so payments can be reissued. If no additional extents are needed, remove the already paid components with 0.00 extents requested from the current version of the agreement. Removal of the previously paid components has no negative impact on the previous version of the agreement. Payments issued under previous versions of the agreement are managed under the previously finalized version of the agreement if full or partial refunds are required. To add a component, select the component from the drop-down list and CLICK “Add”. See paragraph 85 for steps to add practice components. CLICK “Remove” to remove a component. Under the “Finalize Path” for revisions, unwanted existing components can be removed as part of the revision process. To change the component extent approved, change the value in the “Extent Requested” column. After editing the practice components, CLICK “Save and Add Component”. The data applicable to the previously existing and any newly selected component(s) from Program Provisioning is displayed. See Part 9 for information on Program Provisioning.

452 Finalize Path Instructions (Continued)

B Finalize Path (Continued)

Step	Action																								
6 Cont.	Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports Application Signup - Add Practice Components Control No : 29_101_2025_0109A Applicant Name : IMA PRODUCER Agreement Status : INCOMPLETE Creation Date : 07/21/2025 Project Area ID : 1667 Contract Number : 11310 Add/View Notes Add or Edit component rate. All required fields are denoted by an asterisk{*} Selected Practice : 01-CP21 Management Activity : No This practice is not for management activity and is eligible for cost share payments. Re-establishment : No This practice is not for re-establishment or an authorized CREP riparian buffer and is eligible for PIP (if authorized for the practice and cost share is paid). * Practice extent (Acre) : 15.00 * Select Components : Select Components Add *Only the selected ones will be added to the application <table border="1"> <thead> <tr> <th>Component Code</th> <th>Rate Type</th> <th>Component Unit</th> <th>Avg Actual Cost (\$)</th> <th>Regular CostShare (%)</th> <th>LIM-RES SOC-DIS BEG-FMR CostShare (%)</th> <th>*Extent Requested</th> <th>Remove Link</th> </tr> </thead> <tbody> <tr> <td>NATVGRASMIX-5 way native grass mix</td> <td>Percent of Cost - Not to Exceed</td> <td>Pounds of Pure Live Seed</td> <td>30.00</td> <td>50.00 %</td> <td>50.00 %</td> <td> 0.00 </td> <td>Remove</td> </tr> <tr> <td>NOTILLDRL-No till drill</td> <td>Percent of Cost - Not to Exceed</td> <td>Acre</td> <td>50.00</td> <td>50.00 %</td> <td>50.00 %</td> <td> 15.00 </td> <td>Remove</td> </tr> </tbody> </table> Save & Add Component Back	Component Code	Rate Type	Component Unit	Avg Actual Cost (\$)	Regular CostShare (%)	LIM-RES SOC-DIS BEG-FMR CostShare (%)	*Extent Requested	Remove Link	NATVGRASMIX-5 way native grass mix	Percent of Cost - Not to Exceed	Pounds of Pure Live Seed	30.00	50.00 %	50.00 %	0.00	Remove	NOTILLDRL-No till drill	Percent of Cost - Not to Exceed	Acre	50.00	50.00 %	50.00 %	15.00	Remove
Component Code	Rate Type	Component Unit	Avg Actual Cost (\$)	Regular CostShare (%)	LIM-RES SOC-DIS BEG-FMR CostShare (%)	*Extent Requested	Remove Link																		
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NOTILLDRL-No till drill	Percent of Cost - Not to Exceed	Acre	50.00	50.00 %	50.00 %	15.00	Remove																		

Note: In this example the user removes the NATVGRASMIX component and adds a TXTest component.

452 Finalize Path Instructions (Continued)

B Finalize Path (Continued)

Step	Action
7	On the Application Signup - Add Contributors Screen, designate the share of the expenses that each producer is responsible for. Note: When a practice has multiple components and there are multiple producers associated with the application: - enter the percent share(s) for the first component - CLICK “Copy Percent Share Values” to assign the same shares to all components. CLICK “Confirm Contributions” to confirm the changes. The screen is redisplayed.

452 Finalize Path Instructions (Continued)

B Finalize Path (Continued)

Step	Action																																								
8	On the redisplayed Application Signup - Add Contributors Screen, CLICK “Practice Summary” to proceed to the Application Signup - Practice Summary Screen. Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports Application Signup - Add Contributors Control No : 29_101_2025_0109A Creation Date : 07/21/2025 Applicant Name : IMA PRODUCER Project Area ID : 1667 Agreement Status : INCOMPLETE Contract Number : 11310 Add/View Notes Following are the contributor details. All required fields are denoted by an asterisk {*} <table border="1"> <thead> <tr> <th colspan="5">Components</th></tr> <tr> <th>Component Code</th><th colspan="4">Extent Requested</th></tr> </thead> <tbody> <tr> <td>NOTILLDRL-No till drill</td><td colspan="4">15.00</td></tr> <tr> <td></td><td>Producer</td><td>LIM-RES SOC-DIS BEG-FMR</td><td>*Percent Share(%)</td><td>Requested Cost Share(\$)</td></tr> <tr> <td></td><td>IMA PRODUCER</td><td>No</td><td>100 %</td><td>375</td></tr> <tr> <td>TXTest-Herbaceous Weed Control</td><td colspan="4">15.00</td></tr> <tr> <td></td><td>Producer</td><td>LIM-RES SOC-DIS BEG-FMR</td><td>*Percent Share(%)</td><td>Requested Cost Share(\$)</td></tr> <tr> <td></td><td>IMA PRODUCER</td><td>No</td><td>100 %</td><td>188</td></tr> </tbody> </table> Practice Summary Back	Components					Component Code	Extent Requested				NOTILLDRL-No till drill	15.00					Producer	LIM-RES SOC-DIS BEG-FMR	*Percent Share(%)	Requested Cost Share(\$)		IMA PRODUCER	No	100 %	375	TXTest-Herbaceous Weed Control	15.00					Producer	LIM-RES SOC-DIS BEG-FMR	*Percent Share(%)	Requested Cost Share(\$)		IMA PRODUCER	No	100 %	188
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	IMA PRODUCER	No	100 %	188																																					

452 Finalize Path Instructions (Continued)

B Finalize Path (Continued)

Step	Action																																																												
9	On the Application Signup - Practice Summary Screen, CLICK “Update Practice” to confirm the edits to the components. Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports Application Signup - Practice Summary Control No : 29_101_2025_0109A Applicant Name : IMA PRODUCER Agreement Status : INCOMPLETE Creation Date : 07/21/2025 Project Area ID : 1667 Contract Number : 11310 Add/View Notes Following is the practice summary. Practice : 01-CP21 Management Activity : No This practice is not for management activity and is eligible for cost share payments. Re-establishment : No This practice is not for re-establishment or an authorized CREP riparian buffer and is eligible for PIP (if authorized for the practice and cost share is paid). <table border="1"> <thead> <tr> <th colspan="4">Farms</th></tr> <tr> <th>Farm</th><th>Tract</th><th>Field</th><th>Acres</th></tr> </thead> <tbody> <tr> <td>0000054</td><td>0002001</td><td>8</td><td>15.00</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="6">Components</th></tr> <tr> <th>Component Code</th><th colspan="5">Extent Requested</th></tr> </thead> <tbody> <tr> <td>NOTILLDRL-No till drill</td><td colspan="5">15.00</td></tr> <tr> <td></td><td>Producer</td><td>Producer Type</td><td>LIM-RES SOC-DIS BEG-FMR</td><td>*Percent Share(%)</td><td>Requested Cost Share(\$)</td></tr> <tr> <td></td><td>IMA PRODUCER</td><td>Individual</td><td>No</td><td>100 %</td><td>375</td></tr> <tr> <td>TXTest-Herbaceous Weed Control</td><td colspan="5">15.00</td></tr> <tr> <td></td><td>Producer</td><td>Producer Type</td><td>LIM-RES SOC-DIS BEG-FMR</td><td>*Percent Share(%)</td><td>Requested Cost Share(\$)</td></tr> <tr> <td></td><td>IMA PRODUCER</td><td>Individual</td><td>No</td><td>100 %</td><td>188</td></tr> </tbody> </table> Do you want to add this Practice? Update Practice Back Cancel	Farms				Farm	Tract	Field	Acres	0000054	0002001	8	15.00	Components						Component Code	Extent Requested					NOTILLDRL-No till drill	15.00						Producer	Producer Type	LIM-RES SOC-DIS BEG-FMR	*Percent Share(%)	Requested Cost Share(\$)		IMA PRODUCER	Individual	No	100 %	375	TXTest-Herbaceous Weed Control	15.00						Producer	Producer Type	LIM-RES SOC-DIS BEG-FMR	*Percent Share(%)	Requested Cost Share(\$)		IMA PRODUCER	Individual	No	100 %	188
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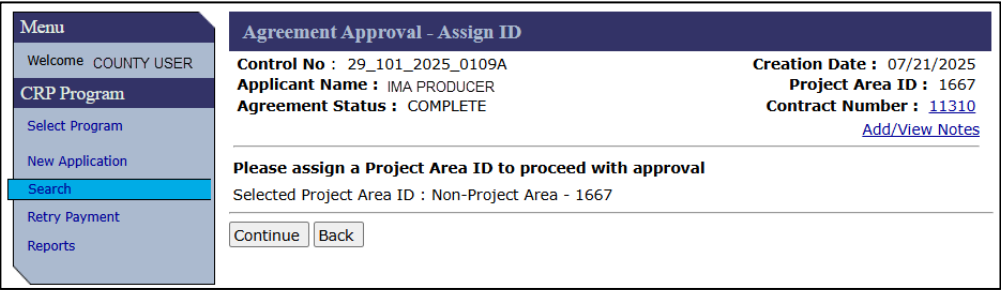
452 Finalize Path Instructions (Continued)

B Finalize Path (Continued)

Step	Action
10	The original version of the Application Signup - Practice Summary Screen from Step 4 is displayed with an updated requested cost share amount for the practice that reflects any changes resulting from the edits. CSS automatically calculates requested cost share based on the component and practice rate information entered in the Program Provisioning software. See Part 9 for information on Program Provisioning for CRP. Select another practice to edit if necessary. When all edits for all practices are complete, CLICK “Continue to Next Step” to proceed to the Application Signup - Additional Information Screen. 
11	On the Application Signup - Additional Information Screen, CLICK “Application Information Complete”. Note: The Program Eligibility section is used for other programs and is not applicable to CRP. 

452 Finalize Path Instructions (Continued)

B Finalize Path (Continued)

Step	Action
12	The Application Signup - Additional Information Screen is redisplayed indicating that the eligibility check was successful. CLICK “Proceed to Agreement Approval”. 
13	On the Agreement Approval - Assign ID Screen, CLICK “Continue”. Note: The same information is displayed if accessing from the “Go to Approval” link on the Search Results Screen. 
14	On the Agreement Approval Screen, CLICK: • “Add” to select the practice for approval and the Application Signup - Component Rate Practice Approval Screen is displayed (see step 15) Note: The “Add” link will only be available for practices with no existing approval information entered. • “Edit” to edit the component rate practice approval data including: • practice begin and end dates • practice and component extents approved • shares

452 Finalize Path Instructions (Continued)

B Finalize Path (Continued)

Step	Action												
14 Cont.	“Remove” to remove the approval data for the practice Note: The “Edit” and “Remove” links will only be available if approval information exists for that practice. Notes: If retired rates exist for the components included in the application, a message is displayed alerting users to make changes in the Program Provisioning software before proceeding. If this message is displayed the user should contact their State Office. If a component’s effective end date has passed the user is instructed to remove the component or update the effective end date in program provisioning. “Continue” to complete the approval process (go to step 17) if approval data exists for all practices and does not need editing. Note: The “Continue” button becomes available as soon as approval data exists for at least 1 practice. Warnings: All practices must have approval data entered before clicking “Continue”. Failure to enter approval data will result in the practice being disapproved. The user must be careful to avoid this situation since disapproval of practices should not happen on CRP cost share agreements. “Disapprove All” should never be used for CRP cost share agreements. Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports Agreement Approval Control No : 29_101_2025_0076A Applicant Name : IMA PRODUCER Agreement Status : COMPLETE Creation Date : 07/21/2025 Project Area ID : 1667 Contract Number : 11204 Add/View Notes Below is the list of practices associated with an application. <table><thead><tr><th colspan="3">Practice Summary</th></tr><tr><th>Practice Control Number</th><th>Process State</th><th>Approval Data</th></tr></thead><tbody><tr><td>29-101-2025-0076-01-CP21</td><td>EnvironmentCompliance_UnNeeded NeedsDetermination_Complete_Unneeded</td><td>Add</td></tr><tr><td>29-101-2025-0076-01-CP23</td><td>EnvironmentCompliance_UnNeeded NeedsDetermination_Complete_Unneeded</td><td>Edit Remove</td></tr></tbody></table> Continue Cancel Disapprove All	Practice Summary			Practice Control Number	Process State	Approval Data	29-101-2025-0076-01-CP21	EnvironmentCompliance_UnNeeded NeedsDetermination_Complete_Unneeded	Add	29-101-2025-0076-01-CP23	EnvironmentCompliance_UnNeeded NeedsDetermination_Complete_Unneeded	Edit Remove
Practice Summary													
Practice Control Number	Process State	Approval Data											
29-101-2025-0076-01-CP21	EnvironmentCompliance_UnNeeded NeedsDetermination_Complete_Unneeded	Add											
29-101-2025-0076-01-CP23	EnvironmentCompliance_UnNeeded NeedsDetermination_Complete_Unneeded	Edit Remove											

452 Finalize Path Instructions (Continued)

B Finalize Path (Continued)

Step	Action
15	On the Application Signup - Component Rate Practice Approval Screen: • enter practice begin date Note: The practice end date will auto populate 1 year from the practice begin date, but is editable. • verify prepopulated extent approved is correct and edit if necessary Note: Users cannot remove practices or components within the practice approval process; however, users can enter zero in the Extent Approved field. • verify the share percentage(s) Note: The percent share is prepopulated from what was previously entered for the component but can be edited. Users should verify that the prepopulated data is correct before continuing. The sum of the percent shares for all producers must equal 100 percent. • CLICK “Continue to Next Step” after all information has been verified.

452 Finalize Path Instructions (Continued)

B Finalize Path (Continued)

Step	Action																																																														
15 Cont.	Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports Application Signup - Component Rate Practice Approval Control No : 29_101_2025_0109A Creation Date : 07/21/2025 Applicant Name : IMA PRODUCER Project Area ID : 1667 Agreement Status : COMPLETE Contract Number : 11310 Following fields need to be filled out for component rate practice approval. All required fields are denoted by an asterisk {*} Selected Practice : 01-CP21 Management Activity : No This practice is not for management activity and is eligible for cost share payments. Re-establishment : No This practice is not for re-establishment or an authorized CREP riparian buffer and is eligible for PIP (if authorized for the practice and cost share is paid). * Practice Begin Date(MM/DD/YYYY) : 07/21/2025 * Practice End Date(MM/DD/YYYY) : 07/20/2026 <table border="1"> <thead> <tr> <th colspan="2">Practice Extents</th> </tr> <tr> <th>Extent Requested</th> <th>* Extent Approved</th> </tr> </thead> <tbody> <tr> <td>15.00</td> <td> 15.00 </td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="7">Components</th> </tr> <tr> <th>Component Code</th> <th>Avg Actual Cost (\$)</th> <th>Regular CostShare(%)</th> <th>LIM-RES SOC-DIS BEG-FMR CostShare(%)</th> <th>Extent Requested</th> <th>* Extent Approved</th> <th>Component Unit</th> </tr> </thead> <tbody> <tr> <td>NOTILLDRL- No till drill</td> <td>\$ 50.00</td> <td>50.00 %</td> <td>50.00 %</td> <td>15.00</td> <td> 15.00 </td> <td>Acre</td> </tr> <tr> <td colspan="2">Producer</td> <td colspan="2">LIM-RES SOC-DIS BEG-FMR</td> <td colspan="2">* Percent Share(%)</td> <td></td> </tr> <tr> <td colspan="2">IMA PRODUCER</td> <td colspan="2">No</td> <td colspan="2"></td> <td> 100.00 </td> </tr> <tr> <td>TXTest- Herbaceous Weed Control</td> <td>\$ 25.00</td> <td>50.00 %</td> <td>50.00 %</td> <td>15.00</td> <td> 15.00 </td> <td>Acre</td> </tr> <tr> <td colspan="2">Producer</td> <td colspan="2">LIM-RES SOC-DIS BEG-FMR</td> <td colspan="2">* Percent Share(%)</td> <td></td> </tr> <tr> <td colspan="2">IMA PRODUCER</td> <td colspan="2">No</td> <td colspan="2"></td> <td> 100.00 </td> </tr> </tbody> </table> Continue to Next Step Cancel	Practice Extents		Extent Requested	* Extent Approved	15.00	15.00	Components							Component Code	Avg Actual Cost (\$)	Regular CostShare(%)	LIM-RES SOC-DIS BEG-FMR CostShare(%)	Extent Requested	* Extent Approved	Component Unit	NOTILLDRL- No till drill	\$ 50.00	50.00 %	50.00 %	15.00	15.00	Acre	Producer		LIM-RES SOC-DIS BEG-FMR		* Percent Share(%)			IMA PRODUCER		No				100.00	TXTest- Herbaceous Weed Control	\$ 25.00	50.00 %	50.00 %	15.00	15.00	Acre	Producer		LIM-RES SOC-DIS BEG-FMR		* Percent Share(%)			IMA PRODUCER		No				100.00
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Producer		LIM-RES SOC-DIS BEG-FMR		* Percent Share(%)																																																											
IMA PRODUCER		No				100.00																																																									

452 Finalize Path Instructions (Continued)

B Finalize Path (Continued)

Step	Action																																																																						
16	The Application Signup - Component Rate Practice Approval Summary Screen displays: • requested and approved extents for the practices and components • estimated cost of installing the practice (Average Actual Cost \$) • selected contributors, estimated contributions, and the approved cost share. CSS automatically calculates approved cost share. After the user has verified the information, CLICK “Continue to Next Step”. Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports Application Signup - Component Rate Practice Approval Summary Control No : 29_101_2025_0109A Applicant Name : IMA PRODUCER Agreement Status : COMPLETE Creation Date : 07/21/2025 Project Area ID : 1667 Contract Number : 11310 Following is the Component Rate practice approval summary. Selected Practice : 01-CP21 Management Activity : No This practice is not for management activity and is eligible for cost share payments. Re-establishment : No This practice is not for re-establishment or an authorized CREP riparian buffer and is eligible for PIP (if authorized for the practice and cost share is paid). * Practice Begin Date(MM/DD/YYYY) : 07/21/2025 * Practice End Date(MM/DD/YYYY) : 07/20/2026 <table border="1"> <thead> <tr> <th colspan="2">Practice Extents</th></tr> <tr> <th>Extent Requested</th><th>* Extent Approved</th></tr> </thead> <tbody> <tr> <td>15.00</td><td>15.00</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="8">Components</th></tr> <tr> <th>Component Code</th><th>Avg Actual Cost (\$)</th><th>Regular CostShare(%)</th><th>LIM-RES SOC-DIS BEG-FMR CostShare(%)</th><th>Extent Requested</th><th>* Extent Approved</th><th>Component Unit</th><th>Total Cost(\$)</th></tr> </thead> <tbody> <tr> <td>NOTILLDRL- No till drill</td><td>\$ 50.00</td><td>50.00 %</td><td>50.00 %</td><td>15.00</td><td>15.00</td><td>Acre</td><td>\$ 750.00</td></tr> <tr> <td></td><td>Producer</td><td>LIM-RES SOC-DIS BEG-FMR</td><td></td><td>* Percent Share(%)</td><td>Amount Approved(\$)</td><td></td><td></td></tr> <tr> <td></td><td>IMA PRODUCER</td><td>No</td><td></td><td>100.00 %</td><td>\$ 375.00</td><td></td><td></td></tr> <tr> <td>TXTest- Herbaceous Weed Control</td><td>\$ 25.00</td><td>50.00 %</td><td>50.00 %</td><td>15.00</td><td>15.00</td><td>Acre</td><td>\$ 375.00</td></tr> <tr> <td></td><td>Producer</td><td>LIM-RES SOC-DIS BEG-FMR</td><td></td><td>* Percent Share(%)</td><td>Amount Approved(\$)</td><td></td><td></td></tr> <tr> <td></td><td>IMA PRODUCER</td><td>No</td><td></td><td>100.00 %</td><td>\$ 188.00</td><td></td><td></td></tr> </tbody> </table> Continue to Next Step <Back Cancel	Practice Extents		Extent Requested	* Extent Approved	15.00	15.00	Components								Component Code	Avg Actual Cost (\$)	Regular CostShare(%)	LIM-RES SOC-DIS BEG-FMR CostShare(%)	Extent Requested	* Extent Approved	Component Unit	Total Cost(\$)	NOTILLDRL- No till drill	\$ 50.00	50.00 %	50.00 %	15.00	15.00	Acre	\$ 750.00		Producer	LIM-RES SOC-DIS BEG-FMR		* Percent Share(%)	Amount Approved(\$)				IMA PRODUCER	No		100.00 %	\$ 375.00			TXTest- Herbaceous Weed Control	\$ 25.00	50.00 %	50.00 %	15.00	15.00	Acre	\$ 375.00		Producer	LIM-RES SOC-DIS BEG-FMR		* Percent Share(%)	Amount Approved(\$)				IMA PRODUCER	No		100.00 %	\$ 188.00		
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	IMA PRODUCER	No		100.00 %	\$ 188.00																																																																		

452 Finalize Path Instructions (Continued)

B Finalize Path (Continued)

Step	Action
17	CLICK “Continue” on the Agreement Approval Screen according to Step 14 to display an alternate version of the Agreement Approval Screen for entry of the COC/CED Approval Date. On this alternate version of the Agreement Approval Screen, CLICK “Print FSA-848A” or “Print FSA-848A PDF-SP” to obtain COC signature(s). After FSA-848A has been completed: - enter the COC/CED approval date recorded on FSA-848A Note: For revisions, this is the actual approval date of the revised agreement, not the approval date of the original CRP-1. - CLICK “Continue” to display the final version of the Agreement Approval Screen.

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

Agreement Approval
Control No : 29_101_2025_0109A
Applicant Name : IMA PRODUCER
Agreement Status : COMPLETE
Creation Date : 07/21/2025
Project Area ID : 1667
Contract Number : [11310](#)
[Add/View Notes](#)

Below is the list of practices associated with the application.

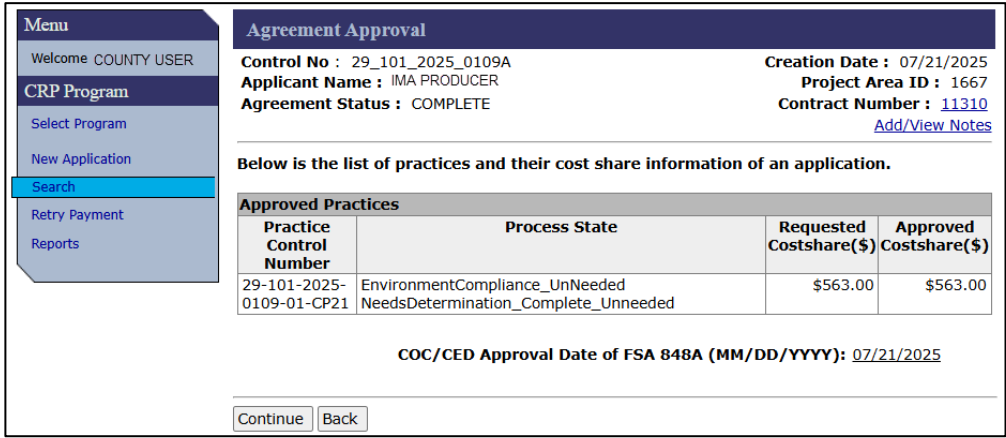
All required fields are denoted by an asterisk{*}

Practice Summary			
Practice control Number	Process State	Requested Costshare(\$)	Approved Costshare (\$)
29-101-2025-0109-01-CP21	EnvironmentCompliance_UnNeeded	\$563.00	\$ 563.00

* COC/CED Approval Date of FSA 848A (MM/DD/YYYY): 
[if continuing now]

452 Finalize Path Instructions (Continued)

B Finalize Path (Continued)

Step	Action
18	The final version of the Agreement Approval Screen displays: • all approved practices • all disapproved practices • cost share information. Note: Practices without approval information will automatically be disapproved. The user must be careful to avoid this situation since disapproval of practices should not happen on CRP cost share agreements. CLICK “Continue” after reviewing all information and verifying that the information is correct. The Agreement Approval - Eligibility Information Screen is displayed. 

452 Finalize Path Instructions (Continued)

B Finalize Path (Continued)

Step	Action												
19	The Agreement Approval - Eligibility Information Screen displays program eligibility. CLICK “Approve” to display The Agreement Approval - Eligibility Success Screen. Notes: Program Eligibility questions are not applicable to CRP. This functionality is for other cost share programs. “Disapprove All” should not be used for CRP cost share agreements. Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports Agreement Approval - Eligibility Information Control No : 29_101_2025_0109A Applicant Name : IMA PRODUCER Agreement Status : COMPLETE Creation Date : 07/21/2025 Project Area ID : 1667 Contract Number : 11310 Add/View Notes Below is the eligibility information of an application. Program Eligibility <table><thead><tr><th>Question</th><th>*Yes/No</th><th>Reason</th></tr></thead><tbody><tr><td colspan="3">Nothing found to display.</td></tr></tbody></table> Eligibility Flags <table><thead><tr><th>Name</th><th>Type</th><th>Eligible</th></tr></thead><tbody><tr><td>IMA PRODUCER</td><td>00</td><td>N/A</td></tr></tbody></table> Approve Disapprove All Back	Question	*Yes/No	Reason	Nothing found to display.			Name	Type	Eligible	IMA PRODUCER	00	N/A
Question	*Yes/No	Reason											
Nothing found to display.													
Name	Type	Eligible											
IMA PRODUCER	00	N/A											

452 Finalize Path Instructions (Continued)

B Finalize Path (Continued)

Step	Action
20	After selecting “Approve” on the Agreement Approval - Eligibility Information Screen, the Agreement Approval - Eligibility Success Screen is displayed. The obligation process will run to update the obligation. Agreements originally obligated through: - eFMS will obligate and return the user to the “Search Results Screen” Note: Status of the agreement is updated to “Contract Approved”. - COF will show as approval in process. The following is an example of the Agreement Approval-Eligibility Success Screen for a COF-obligated agreement. 
21	Users will generate and mail the approval letter with a copy of the FSA-848A signed by COC/CED. Search for the agreement and CLICK the “Approval Letter” link.

453-480 (Reserved)

Section 5 Agreements in Process

481 Agreements in the Process of Revision or Reinstatement

A Overview

An agreement in process is an agreement for which a revision or reinstatement has been started, but the revised agreement (referred to as the successor agreement) or the reinstatement has not yet been approved. If the user exits the revision or reinstatement process, CSS retains any edits that were committed to the record. After exiting the revision or reinstatement process, the user must search for the agreement again according to paragraph 42 to either continue the process or cancel out of the process. From the search results, select the link that represents the next step in the process. Links for continuing or canceling the revision or reinstatement are located at the top of the “Links” column. Examples of links that continue the process of revising or reinstating an agreement include Edit, Go to Approval, Submit to COC/CED, Approve-Revise, Cancel Revision, and Cancel Reinstatement.

The agreement being revised (referred to as the predecessor agreement) is displayed in search results with a status of “Active_Revise”. The successor agreement for the incomplete revision is displayed with the same agreement number and the next available suffix.

B Statuses for Agreements in Process

The status of the agreement in process varies.

For revisions:

- on the “Revise Path”, the status of the successor agreement will be “Revise In Process” or “Revise Complete”
- progressing down the “Finalize Path”, the status of the successor agreement will be “Incomplete” or “Complete” depending on the stage of the revision.

For reinstatements, the status of the agreement will be “Revise In Process” or “Revise Complete”.

C Search Method for Agreements in Process

When searching for an agreement in process, it is useful to see not only the agreement being searched for, but also any previous versions of the agreement in the search results. Statuses of previous versions of the agreement can provide insight into the revision path being used (Revise vs. Finalize), and insight to determine if the current action is a revision or a reinstatement. If searching by control number, it is recommended to search for agreements in process using only the last 6 digits of the control number without a suffix. This displays all versions of the agreement in the search results.

482 Search for Agreements in Process - Revise Path Revisions

A Examples of Search for Revise Path Revisions

The following search results show revisions using the “Revise Path” (see Part 6, Section 3). The latest version of the agreement being revised may have a status of “Revise in Process”, “Revise Complete”, or “Revise COC”. Status of the revision depends on the step at which the revision process was previously halted. The predecessor version of the agreement will always have a status of “Active Revise” when the revision uses the “Revise” path.

The following is an example of the Search Results Screen showing a revision with Revise In Process status.

Search Results										
Below is a list of assistance requests for the criteria you selected.										
New Search										
Your request: State=Missouri, County=Johnson, Control Number=250068										
Cost Share Agreement/Application search results										
Control Number	Applicant Name	Agreement/Application Status	State County	Date Created	Approval Date	Show/Hide Practice Summary	Links	Forms	Letters	
29_101_2025_0068	JOE FARMER	ACTIVE_REVISE	Missouri - Johnson	05/19/2025	11/05/2019	Show	Add/View Notes	FSA848 SP		
29_101_2025_0068A	JOE FARMER	REVISE_IN_PROCESS	Missouri - Johnson	05/20/2025		Show	Edit Cancel-Revision Add/View Notes	FSA848 SP		

The following is an example of the Search Results Screen showing a revision with Revise Complete status.

Search Results										
Below is a list of assistance requests for the criteria you selected.										
New Search										
Your request: State=Missouri, County=Johnson, Control Number=250108										
Cost Share Agreement/Application search results										
Control Number	Applicant Name	Agreement/Application Status	State County	Date Created	Approval Date	Show/Hide Practice Summary	Links	Forms	Letters	
29_101_2025_0108	IMA PRODUCER	ACTIVE_REVISE	Missouri - Johnson	07/21/2025	11/01/2021	Show	Manage PIP Add/View Notes Edit	FSA848 SP		
29_101_2025_0108A	IMA PRODUCER	REVISE_COMPLETE	Missouri - Johnson	08/11/2025		Show	Submit to COC/CED Cancel-Revision Extend Practices Add/View Notes	FSA848 SP		

482 Search for Agreements in Process - Revise Path Revisions (Continued)

A Examples of Search for Revise Path Revisions (Continued)

The following is an example of the Search Results Screen showing a revision with Revise COC status.

Menu		Search Results								
Welcome COUNTY USER		Below is a list of assistance requests for the criteria you selected.								
CRP Program		New Search								
Select Program		Your request: State=Missouri, County=Johnson, Control Number=250108								
New Application		Cost Share Agreement/ Application search results								
Search		Control Number	Applicant Name	Agreement/Application Status	State County	Date Created	Approval Date	Show/Hide Practice Summary	Links	Forms
Retry Payment		29_101_2025_0108	IMA PRODUCER	ACTIVE_REVISE	Missouri - Johnson	07/21/2025	11/01/2021	Show	Manage PIP Add/View Notes	FSA848 SP
Reports		29_101_2025_0108A	IMA PRODUCER	REVISE_COC	Missouri - Johnson	08/11/2025		Show	Approve-Revise Cancel-Revision Add/View Notes	FSA848 SP FSA848A SP Approval Letter SP

B Actions

Specific revision process links are listed in the row for the latest version of the agreement. CLICK:

- “Edit” to edit the agreement according to paragraph 432
- “Submit to COC/CED” to submit the completed revision for approval or disapproval determinations
- “Approve-Revise” to enter the approval or disapproval determination
- “Cancel-Revision” to discard the current revision and return the previous agreement to its prior status.

Note: Follow paragraph 485 to cancel a “Revise Path” revision.

483 Search for Agreements in Process - Finalize Path Revisions

A Overview

“Finalize Path” revisions can have an “Incomplete” or “Complete” status, depending on the step the revision was in when the user exited the revision process.

B Search Results for Finalize Path Revisions

The following search results show a “Finalize Path” revision with an incomplete status because it has not yet been marked complete. The latest version of the agreement has an “Incomplete” status, and the previous version has an “Active Revise” status.

Search Results										
Below is a list of assistance requests for the criteria you selected.										
New Search Your request: State=Missouri, County=Johnson, Control Number=250063										
Cost Share Agreement/Application search results										
Control Number	Applicant Name	Agreement/Application Status	State County	Date Created	Approval Date	Show/Hide Practice Summary	Links	Forms	Letters	
29_101_2025_0063	JOE FARMER	ACTIVE_REVISE	Missouri - Johnson	05/12/2025	11/01/2021	Show	Add/View Notes	FSA848 SP		
29_101_2025_0063A	JOE FARMER	INCOMPLETE	Missouri - Johnson	05/20/2025		Show	Edit Cancel-Revision Add/View Notes	FSA848 SP		

The following search results show a “Finalize Path” revision with a “Complete” status after the revision was marked complete, but before approval. The latest version of the agreement has a “Complete” status, and the previous version has an “Active Revise” status.

Search Results										
Below is a list of assistance requests for the criteria you selected.										
New Search Your request: State=Missouri, County=Johnson, Control Number=250099										
Cost Share Agreement/Application search results										
Control Number	Applicant Name	Agreement/Application Status	State County	Date Created	Approval Date	Show/Hide Practice Summary	Links	Forms	Letters	
29_101_2025_0099	JOE FARMER	ACTIVE_REVISE	Missouri - Johnson	07/10/2025	06/01/2019	Show	Add/View Notes	FSA848 SP		
29_101_2025_0099A	JOE FARMER	COMPLETE	Missouri - Johnson	07/11/2025		Show	Go To Approval Un-Submit Cancel-Revision Add/View Notes	FSA848 SP	Generate Referral Letter	

483 Search Results for Agreements in Process - Finalize Path Revisions (Continued)**C Actions**

Specific revision process links are listed in the row for the “Incomplete” or “Complete” version of the agreement. CLICK:

- “Edit” to edit the agreement according to paragraph 452
- “Cancel-Revision” to discard the current revision and return the previous agreement to its prior status
- “Go To Approval” to begin the approval process according to subparagraph 452 B, Step 13
- “Un-Submit” to return a revision with a Complete status to an Incomplete status if edits are needed before approval.

Note: Follow paragraph 487 to cancel a “Finalize Path” revision.

484 Search for Agreements in Process - Reinstatements

A Overview

Reinstatements of terminated agreements initially receive a “Revise in Process” status. The status will update to “Revise Complete” and “Revise COC” as the application moves forward through the process. Although they share a common status with revisions, users **must not** revise data while reinstating a terminated agreement. Revisions made during the reinstatement process can corrupt the data and make the reinstatement impossible to approve. To revise a terminated agreement, reinstate the agreement exactly as it was at the time it was terminated and then process a revision.

B Search Results for Reinstatements

The following search results show a reinstatement of an agreement that has never been revised. The agreement status is “Revise in Process” but there is no suffix on the agreement control number and no previous version of the agreement exists, indicating it is a reinstatement and not a revision.

Search Results										
Below is a list of assistance requests for the criteria you selected.										
New Search Your request: State=Missouri, County=Johnson, Control Number=220188										
Cost Share Agreement/Application search results										
Control Number	Applicant Name	Agreement/Application Status	State County	Date Created	Approval Date	Show/Hide Practice Summary	Links	Forms	Letters	
29_101_2022_0188	JOE FARMER	REVISE_IN_PROCESS	Missouri - Johnson	05/16/2022	05/15/2022	Show	Edit Cancel-Revision Add/View Notes	FSA848 SP		

484 Search Results for Agreements in Process - Reinstatements (Continued)

B Search Results for Reinstatements (Continued)

The following search results show an agreement reinstatement with a prior version that does not have “Active Revise” status. This indicates the “Revise in Process” version of the agreement is a reinstatement, not a revision.

Search Results										
Below is a list of assistance requests for the criteria you selected.										
New Search Your request: State=Missouri, County=Johnson, Control Number=240234										
Cost Share Agreement/Application search results										
Control Number	Applicant Name	Agreement/Application Status	State County	Date Created	Approval Date	Show/Hide Practice Summary	Links	Forms	Letters	
29_101_2024_0234	JOE FARMER	FINALIZED	Missouri - Johnson	07/23/2024	10/01/2020	Show	Agreement Summary Terminate Add/View Notes Edit	FSA848 SP		
29_101_2024_0234A	JOE FARMER	REVISE_IN_PROCESS	Missouri - Johnson	07/23/2024	07/23/2024	Show	Cancel-Reinstate Add/View Notes	FSA848 SP		

Note: The link may sometimes show as “Cancel Revision” instead of “Cancel Reinstate” for reinstatements.

C Actions

Specific reinstatement process links are listed in the row for the “Revise in Process” version of the agreement. CLICK:

- “Edit” to resume the reinstatement process

Note: **Do not** modify data during the reinstatement.

- “Cancel-Revision” or “Cancel Reinstate” (whichever link is available) to discard the current reinstatement and return the agreement to its previous “Terminate Contract” status.

Note: Follow paragraph 488 to cancel a reinstatement.

485 Cancel Revision - Revise Path

A Overview

Cancelling a revision using the “Revise Path” is similar to, but slightly different than cancelling a revision using the “Finalize Path”. CLICK “Cancel Revision” from the Search results screen for a revision using the “Revise Path” to display the Agreement Maintenance - Cancel Revision Screen.

B Agreement Maintenance Cancel Revision Screen

The following is an example of the Agreement Maintenance - Cancel Revision Screen.

Menu	Agreement Maintenance - Cancel Revision	
Welcome COUNTY USER		
CRP Program		
Select Program		
New Application		
Search		
Retry Payment		
Reports		
	Control No : 29_101_2025_0068A Applicant Name : JOE FARMER Agreement Status : REVISE_IN_PROCESS	Creation Date : 05/20/2025 Project Area ID : 1667 Contract Number : 11116 Add/View Notes
	Revision Reason : Reconstitution	
	Do you wish to cancel this Revision request at this time?	
	Yes Back	

C Action

To cancel the revision, CLICK “Yes”. The Agreement Maintenance - Cancellation Screen is displayed indicating successful cancellation of the revision.

CLICK “Back” to stop the cancellation process.

486 Agreement Maintenance - Cancellation Screen (Revision)

A Overview

After “Yes” is selected on the Agreement Maintenance - Cancel Revision Screen, the Agreement Maintenance - Cancellation (Revision) Screen is displayed.

B Example of Agreement Maintenance - Cancellation Screen

The following is an example of the Agreement Maintenance - Cancellation Screen.

Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports	Agreement Maintenance - Cancellation <table> <tr> <td>Control No : 29_101_2025_0068</td> <td>Creation Date : 05/19/2025</td> </tr> <tr> <td>Applicant Name : JOE FARMER</td> <td>Project Area ID : 1667</td> </tr> <tr> <td>Agreement Status : CONTRACT_APPROVED</td> <td>Contract Number : 11116</td> </tr> </table> Contract Revision Cancellation request is successfully processed. Continue	Control No : 29_101_2025_0068	Creation Date : 05/19/2025	Applicant Name : JOE FARMER	Project Area ID : 1667	Agreement Status : CONTRACT_APPROVED	Contract Number : 11116
Control No : 29_101_2025_0068	Creation Date : 05/19/2025						
Applicant Name : JOE FARMER	Project Area ID : 1667						
Agreement Status : CONTRACT_APPROVED	Contract Number : 11116						

C Action

CLICK “Continue”.

Depending on the status of the revision when the user selected the “Cancel Revision” link, the Edit Contract, Submit to COC/CED, or COC/CED Approval Screen is displayed. The cancel revision process is complete. No further action is needed on whatever screen is displayed.

The latest revision is removed from the system and the status of the predecessor agreement is reverted from “Active Revise” to its previous status.

487 Cancel Revision - Finalize Path

A Overview

The approach to cancelling a revision using the “Finalize Path” is the same whether the status of the revision is “Incomplete” or “Complete”. CLICK “Cancel Revision” from the Search Results screen for a revision using the “Finalize Path” to display the Application Signup - Inactivate Screen.

B Application Signup - Inactivate Screen

The following is an example of the Application Signup - Inactivate Screen.

Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports	Application Signup - Inactivate Control No : 29_101_2025_0110A Applicant Name : JOE FARMER Agreement Status : INCOMPLETE Creation Date : 08/05/2025 Project Area ID : 1667 Contract Number : 11239 Add/View Notes This Application has been selected for Inactivation. A reason for inactivation is required. Please select from the following: * Select inactivation reason Please confirm inactivate application. Confirm Cancel

487 Cancel Revision - Finalize Path (Continued)

C Action

The user must first select 1 of the following reasons:

- R1 - Producer no longer interested
- R2 - Producer not environmentally compliant
- R3 - Practice not needed.

The reasons are targeted toward inactivation of a new application and do not fit well for cancellation of a revision. The specific reason selected does not impact cancellation of the revision in any way. After selecting a reason the user can either:

- CLICK “Confirm” to continue the cancellation process and move to the Application Signup - Inactivate Confirmation Screen
- CLICK “Cancel” to stop the cancellation process.

Note: Inactivate Application Screen will be displayed. The revision will remain in process with the status it had before the revision started, either “Incomplete” or “Complete”.

D Application Signup - Inactivate Confirmation Screen

The following is an example of the Application Signup - Inactivate Confirmation Screen.

Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports	Application Signup - Inactivate Confirmation Control No : 29_101_2025_0110A Applicant Name : JOE FARMER Agreement Status : INCOMPLETE Creation Date : 08/05/2025 Project Area ID : 1667 Contract Number : 11239 Add/View Notes Inactivate Reason: R1-Producer no longer interested Once Inactivate is complete, the record will be permanently disabled. Do you wish to Inactivate this Application? Select Yes to Inactivate, or No to Cancel. Yes No

Note: The message stating that the record will be permanently disabled applies only to the revised version of the agreement and does not impact previous versions.

487 Cancel Revision - Finalize Path (Continued)

E Action

CLICK “Yes” to confirm cancellation of the revision and complete the cancellation process. The Inactivate Application Screen will be displayed with the message “Inactivate Application has been successfully saved” indicating the revision was cancelled.

CLICK “No” to exit the cancellation process. The Inactivate Application Screen will be displayed without a confirmation message. The revision was not cancelled and the revision in process remains in the system.

F Inactivate Application Screen

The following is an example of the Inactivate Application Screen containing a confirmation message that the cancellation of the revision was successfully completed.

Menu

Welcome COUNTY USER

CRP Program

Select Program

New Application

Search

Retry Payment

Reports

Inactivate Application

- Inactivate Application has been successfully saved

12345Next>>>

Application results

Control Number	Primary Applicant	Application Status	State County	Date Created	Inactivate Application
29_101_2017_0019	BIG FARM CORPORATION	INCOMPLETE	Missouri - Johnson	02/14/2017	Inactivate Application
29_101_2017_0026	IMA PRODUCER	INCOMPLETE	Missouri - Johnson	02/14/2017	Inactivate Application

488 Agreement Maintenance - Cancel Reinstatement Screen

A Overview

Cancelling reinstatements returns the agreement in process to its previous “Terminate Contract” status. After selecting the “Cancel Reinstatement” link from the Search Results Screen, the Agreement Maintenance - Cancel Reinstatement Screen is displayed.

B Example of Agreement Maintenance - Cancel Reinstatement Screen

The following is an example of the Agreement Maintenance - Cancel Reinstatement Screen.

Agreement Maintenance - Cancel Reinstatement	
Control No : 29_101_2024_0234A	Creation Date : 07/23/2024
Applicant Name : JOE FARMER	Project Area ID : 1667
Agreement Status : REVISE_IN_PROCESS	Contract Number : 11100
Add/View Notes	
Do you wish to cancel this Reinstatement request at this time?	
Yes	Back

C Action

On the Agreement Maintenance - Cancel Reinstatement Screen, CLICK:

- “Yes” to cancel the reinstatement

Note: The Agreement Maintenance - Cancellation Screen is displayed.

- “Back” to return to the Search Results Screen.

489 Agreement Maintenance - Cancellation Screen (Reinstate)

A Overview

After “Yes” is selected on the Agreement Maintenance - Cancel Reinstate Screen, the Agreement Maintenance - Cancellation Screen is displayed.

B Example of Agreement Maintenance - Cancellation Screen

The following is an example of the Agreement Maintenance - Cancellation Screen.

Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports	Agreement Maintenance - Cancellation Control No : 29_101_2024_0234A Applicant Name : JOE FARMER Agreement Status : REVISE_IN_PROCESS Creation Date : 07/23/2024 Project Area ID : 1667 Contract Number : 11100 Contract Reinstate Cancellation request is successfully processed. Continue

C Action

CLICK “Continue”. The Edit Contract Screen is displayed. No further actions are needed on this screen. The contract that was being reinstated is returned to “Terminate Contract” status.

490-500 (Reserved)

Section 6 Terminate/Reinstate Agreements**501 Termination of CRP-1 - Impact on Cost Share Agreements****A Overview**

A termination of a CRP contract may require a refund of previously paid cost share and PIP payments. If refunds are not due according to 2-CRP policy or are being waived, **do not** terminate the cost share agreement. See 2-CRP for policy on terminations not subject to refunds and waiving refunds due.

Users can terminate multiple versions of an agreement if revisions have been made.

If an unwanted receivable is created during the termination process, do not withdraw the receivable in NRRS without approval. Withdrawing the receivable causes the payment and cost share systems to be out of synch. Contact the State specialist to load the case on SharePoint before withdrawing the receivable.

B Determining and Processing Refund Amounts

The termination of an agreement will automatically process the full refund amounts during the termination.

C Proration of Cost Share Refunds Resulting from CRP-1 Terminations

Policy in 2-CRP allows prorated refunds under certain conditions. Do not use the terminate agreement process if refunds will be prorated. If a prorated refund of a contract is approved, enter negative extents into new producer and TSP certifications that reflect the prorated amounts. See Exhibit 17 for an example of a full CRP-1 termination with a prorated refund of cost share payments.

502 Partial Termination of CRP-1 - Impact on Cost Share Agreements

A Overview

A partial termination of a CRP contract may require a partial refund of previously paid cost share and PIP payments. To ensure a receivable is created for the correct amount, the user must enter the correct negative extents and producer actual costs on a new certification. See Exhibits 18 and 19 for examples of negative certifications for a partial CRP termination with a full refund of CRP cost share on the terminated acres. See 2-CRP for policy on required refunds.

B Determining and Processing CSS Refund Amounts for Partial Terminations of CRP-1

The following table describes how to process the required refund of cost share payments and calculate the negative extents to enter on the new producer certification.

Step	Action	
1	Determine percentage of acres by practice being terminated by dividing acres terminated by practice by total acres of the practice.	
2	Determine cost reduction of each component by multiplying total actual cost for the component by the percentage determined in step 1.	
3	Enter the negative amount for each component in the current actual cost.	
4	For components measured in acres, the amount of acres for the practice being terminated will be the negative extent for the component.	
5	For components measured in units other than acres, determine the negative extent according to the following table.	
	IF the component is...	THEN determine the negative extent as...
	applied evenly across all acres such as pounds of seed or fertilizer	the prior extent performed multiplied by the percentage determined in step 1. Round to the appropriate whole unit or fraction of a unit depending on the component. See Exhibit 18.
	associated to a specific identifiable location	impacted units based on the terminated acreage. Examples: Fence on or adjacent to terminated acreage is impacted by the termination. Negative extents are determined as the feet of fence associated with the terminated acres. See Exhibit 19. A livestock crossing is either impacted (full refunds) or still functioning with the remaining acres (no refund). Refunds would not be required on 20 percent of a crossing if 20 percent of the CRP acreage is being terminated. Negative extents will be all or nothing based on the functional unit.

502 Partial Termination of CRP-1 - Impact on Cost Share Agreements (Continued)**B Determining and Processing CSS Refund Amounts for Partial Terminations of CRP-1 (Continued)**

Step	Action
6	Enter the negative extent determined in step 4 or 5 depending on the unit of measure for the component.
7	Select “Yes” that the practice is complete.
8	Add or edit cost share from other sources, if applicable.
9	Enter total installation cost of the portion of the practice not terminated, determined by subtracting the total actual costs reduced for terminated portion of all components from the total actual cost of all components for the practice.
10	Enter acres served, determined by acres served initially entered for the practice minus the acres terminated.
11	Select completed components.
12	Enter current date for date receipts and documentation received.
13	Enter Producer Signature Date (date of the producer’s written request to terminate acres).
14	CLICK “Continue to Next Step”.
15	Finish producer certification by reviewing the information entered and CLICK “Submit”. If there is cost share from other sources, an additional screen is displayed before submitting is enabled. See paragraph 213 for additional information.
16	Complete a new TSP certification with the correct negative values of Current Extent Performed for both the practice and components. Answer the self-certification question as “Yes” and enter a statement in the performance report block indicating this is a partial termination.
17	Complete the Certify and Pay process to send the overpayment amount to NRRS (for eFMS-obligated agreements) or CPR (for COF-obligated agreements).

C Proration of Partial Terminations

Policy in 2-CRP allows prorated refunds under certain conditions. Subparagraph B does not cover prorated refunds. The first time a prorated refund of a contract is approved, the steps in subparagraph B can be used by applying the proration percentage to the negative extents.

A partial termination that has been prorated will cause the extents to be out of sync and any subsequent partial termination must consider amounts refunded for prorated prior partial terminations.

If a prorated cost share refund for a partial termination has been processed and additional cost share payments or additional partial terminations are needed, submit the case to the State specialist to be posted on the national SharePoint site for assistance in determining the actual costs and extents performed to be entered in CSS.

See Exhibit 20 for an example of prorated cost share refund for a partial CRP-1 termination.

503 Terminating a Cost Share Agreement

A Overview

If a full refund of cost share payments is needed for a CRP cost share agreement, the most efficient way to create the overpayment is to terminate the cost share agreement. When payments have been issued on multiple versions of the cost share agreement, termination of 1 version of the agreement only impacts payments for certifications associated to that specific version of the agreement. Begin the agreement termination process by searching for the agreement to be terminated according to paragraph 42 and CLICK “Terminate” in the “Links” column.

B Example of Search Results for Terminating an Agreement

The following is an example of the Search Results Screen when selecting a specific agreement.

Search Results										
Below is a list of assistance requests for the criteria you selected.										
New Search Your request: State=Missouri, County=Johnson, Control Number=240240										
Cost Share Agreement/Application search results										
Control Number	Applicant Name	Agreement/Application Status	State County	Date Created	Approval Date	Show/Hide Practice Summary	Links	Forms	Letters	
29_101_2024_0240	IMA PRODUCER	REVISE_ENDED	Missouri - Johnson	07/24/2024	09/01/2020	Show	Add/View Notes	FSA848 SP		
29_101_2024_0240A	IMA PRODUCER	CONTRACT_APPROVED	Missouri - Johnson	07/24/2024	05/29/2025	Show	Agreement Summary	FSA848 SP		
							Revise	FSA848A SP		
							Terminate	FSA848A SP	Approval Letter SP	
							Extend Practices	FSA848B SP		
							Add/View Notes			

C Action

CLICK “Terminate” from the “Links” column. The Agreement Maintenance - Terminate Agreement Screen is displayed.

504 Terminate Agreement Screen

A Overview

CLICK “Terminate” to display the Agreement Maintenance - Terminate Agreement Screen.

B Example of Terminate Agreement Screen

The following is an example of the Agreement Maintenance - Terminate Agreement Screen.

Menu
Welcome COUNTY USER
CRP Program
[Select Program](#)
[New Application](#)
[Search](#)
[Retry Payment](#)
[Reports](#)

Agreement Maintenance - Terminate Agreement

Control No : 29_101_2024_0240A
Applicant Name : IMA PRODUCER
Agreement Status : CONTRACT_APPROVED

Creation Date : 07/24/2024
Project Area ID : 1667
Contract Number : [11253](#)
[Add/View Notes](#)

Below is the list of practices and their cost share information of an application.

Practices Summary				
Practice Control Number	Program Code	Practice Code	Total CostShare Approved Amount (\$)	CostShare Earned (\$)
29-101-2024-0240-01-CP21	CRP	CP21	\$919.00	\$

* Termination Reason :

504 Terminate Agreement Screen (Continued)**C Fields Descriptions and Actions**

The following table provides the fields, descriptions, and actions for the Agreement Maintenance - Terminate Agreement Screen.

Field/Link	Description/Action
Practices Summary fields	Displays the Practice Control Number, Program Code, Practice Code, Total Cost Share Approved Amount (\$), and Cost Share Earned (\$).
Termination Reason	Select 1 of the following reasons for the termination from the drop-down menu: • Acreage due to CLU certification • Reconstitution • Participant and/or Shares • Acres transferred to EWRP, WRP, EWP • Contract Extension • Mid-Contract Management • Due to Conservation Plan • Due to Incorrect Data Entry • Due to Inheritance • Other.

The following table provides the fields, descriptions, and actions for the Agreement Maintenance - Terminate Agreement Screen.

Field/Link	Description/Action
Continue	CLICK "Continue" to navigate to the Agreement Maintenance - Terminate Agreement Confirmation Screen.
Back	CLICK "Back" to navigate to the Terminate Contract Screen or Search Results Screen depending on the approach used to select the agreement.

505 Terminate Agreement Confirmation Screen

A Overview

CLICK “Continue” on the Agreement Maintenance - Terminate Agreement Screen to display the Terminate Agreement Confirmation Screen.

A message is displayed to review all prior payments, warning the user that overpayments or receivables will be created for prior payments when terminating the agreement.

CLICK “Yes” to continue the termination process, or CLICK “No” to exit the termination process.

B Example of Terminate Agreement Confirmation Screen

The following is an example of the Agreement Maintenance - Terminate Agreement Confirmation Screen.

Menu	Agreement Maintenance - Terminate Agreement	
Welcome COUNTY USER		
CRP Program		
Select Program	Control No : 29_101_2024_0240A	Creation Date : 07/24/2024
New Application	Applicant Name : IMA PRODUCER	Project Area ID : 1667
Search	Agreement Status : CONTRACT_APPROVED	Contract Number : 11253
Retry Payment		Add/View Notes
Reports		
Termination Reason : Other Please review all prior payments for this agreement. When terminating an agreement, overpayments/receivables will be created for all prior payments. Are you sure you want to Terminate this agreement? Yes No		

506 Terminate Complete Screen

A Overview

After selecting “Yes” on the Agreement Maintenance - Terminate Agreement Confirmation Screen, the Agreement Maintenance - Terminate Complete Screen is displayed.

CLICK “Continue to COC/CED Approval”. The Agreement Maintenance: Agreement Approval Screen is displayed.

B Example of Terminate Complete Screen

The following is an example of the Agreement Maintenance - Terminate Complete Screen.

Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports	Agreement Maintenance - Terminate Complete Control No : 29_101_2024_0240A Applicant Name : IMA PRODUCER Agreement Status : TERMINATE_COC Creation Date : 07/24/2024 Project Area ID : 1667 Contract Number : 11253 Terminate is partially Complete, please go to COC/CED Approval to complete the termination. Continue to COC/CED Approval Cancel

507 Agreement Approval Screen

A Overview

CLICK “Continue to COC/CED Approval” on the Agreement Maintenance - Terminate Complete Screen to display the Agreement Maintenance: Agreement Approval Screen.

On the Agreement Maintenance: Agreement Approval Screen:

- enter the COC/CED approval date
- CLICK “Continue”.

Note: The Agreement Maintenance: Approval Confirmation Screen is displayed.

B Example of Agreement Approval Screen

The following is an example of the Agreement Maintenance: Agreement Approval Screen.

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

Agreement Maintenance:Agreement Approval

Control No : 29_101_2024_0240A
Applicant Name : IMA PRODUCER
Agreement Status : TERMINATE_COC

Creation Date : 07/24/2024
Project Area ID : 1667
Contract Number : [11253](#)
[Add/View Notes](#)

Below is the list of practices associated with the application.

All required fields are denoted by an asterisk{*}

Practice Summary			
Practice Control Number	Process State	Requested Costshare(\$)	Approved Costshare(\$)
29-101-2024-0240-01-CP21	EnvironmentCompliance_UnNeeded ProducerCertification_Incomplete TSPCertification_Incomplete	\$919.00	\$919.00

* Terminate COC/CED Approval Date. (MM/DD/YYYY) : 
[if continuing now]

508 Agreement Approval Confirmation Screen

A Overview

CLICK “Continue” on the Agreement Maintenance: Agreement Approval Screen to display the Agreement Maintenance: Agreement Approval Confirmation Screen.

CLICK “Continue” to navigate to the Agreement Maintenance: Terminate Final Screen.

B Example of Agreement Approval Confirmation Screen

The following is an example of the Agreement Maintenance: Agreement Approval Confirmation Screen.

Menu
Welcome COUNTY USER
CRP Program
[Select Program](#)
[New Application](#)
[Search](#)
[Retry Payment](#)
[Reports](#)

Agreement Maintenance:Agreement Approval

Control No : 29_101_2024_0240A
Applicant Name : IMA PRODUCER
Agreement Status : TERMINATE_COC

Creation Date : 07/24/2024
Project Area ID : 1667
Contract Number : [11253](#)
[Add/View Notes](#)

Below is the list of practices associated with the application.

Practice Summary			
Practice Control Number	Process State	Requested Costshare(\$)	Approved Costshare(\$)
29-101-2024-0240-01-CP21	EnvironmentCompliance_UnNeeded ProducerCertification_Incomplete TSPCertification_Incomplete	\$919.00	\$919.00

* Terminate COC/CED Approval Date.(MM/DD/YYYY) : [08/07/2025](#)

509 Terminate Final Screen

A Overview

CLICK “Continue” on the Agreement Maintenance: Agreement Approval Confirmation Screen to display the Agreement Maintenance: Terminate Final Screen.

CLICK “Approve” to navigate to the Agreement Maintenance - COC/CED Approval Complete Screen.

B Example of Terminate Final Screen

The following is an example of the Agreement Maintenance: Terminate Final Screen.

Menu	Agreement Maintenance: Terminate final	
Welcome COUNTY USER		
CRP Program		
Select Program		
New Application		
Search		
Retry Payment		
Reports		

- Terminating this agreement will generate:
- De-obligation of \$919.00 for cost share on practice 01-CP21
- De-obligation of \$92.00 for PIP on practice 01-CP21

Control No : 29_101_2024_0240A	Creation Date : 07/24/2024
Applicant Name : IMA PRODUCER	Project Area ID : 1667
Agreement Status : TERMINATE_COC	Contract Number : 11253
	Add/View Notes

Do you wish to Approve the termination of this agreement.

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Agreement Maintenance: Terminate Final Screen.

Field/Link	Description/Action
Reject	Edit Contract Screen is displayed. Agreement status remains “Terminate COC”.
Approve	CLICK “Approve” to approve the termination. The Agreement Maintenance - COC/CED Approval Complete Screen is displayed.
Back	CLICK “Back” to navigate to the Agreement Maintenance: Agreement Approval Confirmation Screen.

Note: The message in blue font advises the user of the amount of funds that will be de-obligated when the termination is completed.

If prior payments have been issued, a message notifying the user of amount(s) to be cancelled is displayed, and on completion of the termination, receivables or overpayments will be created for the cancelled amounts.

510 COC/CED Approval Complete Screen

A Overview

CLICK “Approve” on the Agreement Maintenance: Terminate Final Screen to display the Agreement Maintenance - COC/CED Approval Complete Screen.

After a termination has been approved by COC, all funds associated with the agreement will be de-obligated. Receivables or overpayments will be established if prior payments have been issued (signed in NPS).

B Example of Agreement Maintenance - COC/CED Approval Complete Screen

The following is an example of the Agreement Maintenance - COC/CED Approval Complete Screen.

Menu	Agreement Maintenance - COC/CED Approval Complete	
Welcome COUNTY USER	• PIP deobligation success for the practice. • Deobligation success for the practice.	
CRP Program		
Select Program		
New Application		
Search		
Retry Payment		
Reports		
	Control No : 29_101_2024_0240A Applicant Name : IMA PRODUCER Agreement Status : TERMINATE_COC	Creation Date : 07/24/2024 Project Area ID : 1667 Contract Number : 11253
	COC Approval is Complete	
	Continue	

C Action

CLICK “Continue” to display the COC/CED Approval Screen. No further actions are needed. The termination process is complete.

511 Reinstatement Agreement Screen

A Overview

Most terminated agreements are allowed to be reinstated. Agreements that had a status of “Finalized” at the time the agreement was terminated are an exception and are not allowed to be reinstated. Begin the reinstatement process by searching for the agreement to be reinstated using “Search” from the left navigation menu and CLICK “Reinstatement” from the search results to display the Agreement Maintenance - Reinstatement Agreement Screen.

Warning: The system allows the user to edit many data elements during the reinstatement process; however, the user **must not** make edits during the reinstatement process or errors will occur. The agreement must be reinstated exactly as it was when the agreement was terminated. Once the agreement has been reinstated, users can revise the agreement.

B Example of Agreement Maintenance - Reinstatement Agreement Screen

The following is an example of the Agreement Maintenance - Reinstatement Agreement Screen.

Menu		Agreement Maintenance - Reinstatement Agreement	
Welcome COUNTY USER			
CRP Program			
Select Program		Control No : 29_101_2024_0240A	Creation Date : 07/24/2024
New Application		Applicant Name : IMA PRODUCER	Project Area ID : 1667
Search		Agreement Status : TERMINATE_CONTRACT	Contract Number : 11253
Retry Payment			Add/View Notes
Reports			
		Termination Reason : Other	
		Do you wish to reinstate this Agreement ?	
		Yes No	

511 Reinstatement Agreement Screen (Continued)**C Fields Descriptions and Actions**

The following table provides the fields, descriptions, and actions for the Reinstatement Agreement Screen.

Field/Button	Description/Action
Termination Reason	Displays the reason the agreement was terminated.
Yes	CLICK “Yes” to change the agreement status to “Revise in Process”. The Agreement Maintenance - Reinstatement Agreement Complete Screen is displayed.
No	CLICK “No” to not change the agreement status. The agreement is not reinstated. The Terminate Contract Screen is displayed. This screen lists all agreements in the county either in a status that can be terminated or have already been terminated. Direct access to this screen was removed from the software because it was not a useful or user-friendly screen. No action is necessary on this screen.

512 Reinstatement Agreement Complete Screen

A Overview

After “Yes” is selected on the Agreement Maintenance - Reinstatement Agreement Screen, the Reinstatement Agreement Complete Screen is displayed.

Note: The “Re-instate of agreement complete” message does not mean that the agreement has been returned to “Contract Approved” status. The agreement must go through the agreement revision process to facilitate COC/CED approval of the reinstatement. See subparagraph C for additional required actions.

B Example of Reinstatement Agreement Complete Screen

The following is an example of the Agreement Maintenance - Reinstatement Agreement Complete Screen.

Menu		Agreement Maintenance - Reinstatement Agreement Complete	
Welcome COUNTY USER			
CRP Program			
Select Program		Control No : 29_101_2024_0240A	
New Application		Applicant Name : IMA PRODUCER	
Search		Agreement Status : REVISE_IN_PROCESS	
Retry Payment		Creation Date : 07/24/2024	
Reports		Project Area ID : 1667	
		Contract Number : 11253	
		Re-instate of agreement complete.	
		Continue	

C Action

On the Agreement Maintenance - Reinstatement Agreement Complete Screen, CLICK “Continue”.

Important: Additional steps are needed to return the agreement to a “Contract Approved” status.

To complete the reinstatement, follow paragraph 484.

Note: The status of the agreement being reinstated will initially be “Revise in Process” and will update to “Revise Complete” and “Revise COC” as it moves through the same screens as a revision; however, no changes should be made. If changes are needed, follow Section 2, “Revising Agreements” **after** the agreement has been reinstated.

513-560 (Reserved)

Section 7 COC/CED Approval

561 COC/CED Approvals

A Overview

After agreements have been revised, reinstated, or terminated, the user must record COC approval of the action being taken.

Begin the process of entering the approval information by searching for the agreement according to paragraph 42. Search results will contain links specific to the process being completed for the agreement (revision, reinstatement, or termination).

This section also applies to final approval actions for “Revise Path” revisions (paragraph 434).

B Examples of Search Results for COC/CED Approvals

The following examples display search results for agreements being revised, reinstated, and terminated. Depending on the process-specific status of the agreement, the names of the links will vary.

The following is an example of the Search Results Screen with a Revise COC status revision.

Menu

Welcome COUNTY USER

CRP Program

Select Program

New Application

Search

Retry Payment

Reports

Search Results

Below is a list of assistance requests for the criteria you selected.

New Search

Your request: State=Missouri, County=Johnson, Control Number=180114

Cost Share Agreement/Application search results

Control Number	Applicant Name	Agreement/Application Status	State County	Date Created	Approval Date	Show/Hide Practice Summary	Links	Forms	Letters
29_101_2018_0114	ROLLY RANCHER	ACTIVE_REVISE	Missouri - Johnson	08/22/2018	08/22/2018	Show	Add/View Notes	FSA848 SP	
29_101_2018_0114A	ROLLY RANCHER	REVISE_COC	Missouri - Johnson	08/22/2018		Show	Approve-Revise Cancel-Revision Add/View Notes	FSA848 SP FSA848A SP	Approval Letter SP

561 COC/CED Approvals (Continued)

B Examples of Search Results for COC/CED Approvals

The following is an example of the Search Results Screen with a Revise COC status reinstatement.

Search Results										
Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports	Below is a list of assistance requests for the criteria you selected. New Search Your request: State=Missouri, County=Johnson, Control Number=250074									
	Cost Share Agreement/Application search results									
	Control Number	Applicant Name	Agreement/Application Status	State County	Date Created	Approval Date	Show/Hide Practice Summary	Links	Forms	Letters
	29_101_2025_0074	JOE FARMER	FINALIZED	Missouri - Johnson	05/22/2025	10/01/2023	Show	Agreement Summary Terminate Add/View Notes	FSA848 SP	
	29_101_2025_0074A	IMA PRODUCER	REVISE_COC	Missouri - Johnson	05/23/2025	06/01/2025	Show	Approve-Revise Cancel-Reinstate Add/View Notes	FSA848 SP FSA848A SP	Approval Letter SP

The following is an example of the Search Results Screen with a Terminate COC status termination.

Search Results										
Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports	Below is a list of assistance requests for the criteria you selected. New Search Your request: State=Missouri, County=Johnson, Control Number=240113									
	Cost Share Agreement/Application search results									
	Control Number	Applicant Name	Agreement/Application Status	State County	Date Created	Approval Date	Show/Hide Practice Summary	Links	Forms	Letters
	29_101_2024_0113	JOE FARMER	TERMINATE_COC	Missouri - Johnson	12/11/2023	10/01/2022	Show	Approve-Terminate Cancel-Termination Manage PIP Add/View Notes	FSA848 SP FSA848A SP FSA848B SP	Approval Letter SP

561 COC/CED Approvals (Continued)

C Links Descriptions and Actions

Links specific to COC/CED approval are described in the following table.

Link	Description/Action
Approve Revise	Used to enter the approval determination for a revision or reinstatement. The Agreement Maintenance - Check ID Screen is displayed (paragraph 562).
Approve-Terminate	Used to enter the approval determination for a termination. The Agreement Maintenance - Check ID Screen is displayed (paragraph 562).
Cancel Revision	Used to discard the current revision and return the previous agreement to its prior status. The Agreement Maintenance - Cancel Revision Screen is displayed. Follow paragraph 485 to cancel a “Revise Path” revision.
Cancel Reinstatement	Used to discard the current reinstatement and return the agreement to its prior “Terminate Contract” status. The Agreement Maintenance - Cancel Reinstatement Screen is displayed. Follow paragraph 488 to cancel a reinstatement.
Cancel-Termination	Used to discard the current termination and return the agreement to its prior status. Follow paragraph 566 to cancel the termination.
Manage PIP	Takes the user to the Manage PIP screen. Although not part of the termination process, the Manage PIP link sometimes plays a critical part in termination of an agreement. If a refund of cost share and PIP payments will be required, and someone other than the producer(s) who received the initial PIP will be responsible for refunding the cost share and PIP payments, the final PIP must be issued before the agreement is terminated (paragraph 705). Note: Manage PIP only applies to cost share agreements associated to CRP-1’s approved under signups 55, 57, 59, 61, and 63, and only applies when those cost share agreements were created before 1/28/2026.

562 Agreement Maintenance - Check ID Screen

A Overview

The Agreement Maintenance - Check ID Screen is displayed after “Approve-Revise” or “Approve Terminate” is selected from the Search Results Screen.

Note: Screens for agreement revisions, agreement reinstatements, and agreement terminations are the same except for the status of the agreement being revised or reinstated is “Revise COC” while the status of the agreement being terminated is “Terminate COC”. Examples used in the screens are for an agreement revision.

B Example of Agreement Maintenance - Check ID Screen

The following is an example of the Agreement Maintenance - Check ID Screen.

Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports	Agreement Maintenance - Check ID Control No : 29_101_2025_0108A Applicant Name : IMA PRODUCER Agreement Status : REVISE_COC Creation Date : 08/11/2025 Project Area ID : 1667 Contract Number : 11204 Add/View Notes Following are the Agreement project area details * Project Area ID : Non-Project Area Description of Site : Continue Back

C Action

On the Agreement Maintenance - Check ID Screen, CLICK “Continue” to proceed to the Approval Screen.

563 Agreement Maintenance: Agreement Approval Screen

A Overview

The Agreement Maintenance: Agreement Approval Screen is displayed after “Continue” is selected from the Agreement Maintenance - Check ID Screen.

This screen also displays when the user CLICKS “Continue to COC/CED Approval” from the Agreement Maintenance - Submit to COC/CED Complete Screen (paragraph 434).

B Example of Agreement Maintenance: Agreement Approval Screen

The following is an example of the Agreement Maintenance: Agreement Approval Screen.

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

Agreement Maintenance:Agreement Approval

Control No : 29_101_2025_0108A
Applicant Name : IMA PRODUCER
Agreement Status : REVISE_COC

Creation Date : 08/11/2025
Project Area ID : 1667
Contract Number : [11204](#)
[Add/View Notes](#)

Below is the list of practices associated with the application.

All required fields are denoted by an asterisk{*}

Practice Summary			
Practice Control Number	Process State	Requested Costshare(\$)	Approved Costshare(\$)
29-101-2025-0108-01-CP21	EnvironmentCompliance_UnNeeded ProducerCertification_Incomplete TSPCertification_Incomplete	\$2400.00	\$4059.00
29-101-2025-0108-01-CP23	EnvironmentCompliance_UnNeeded ProducerCertification_Incomplete TSPCertification_Incomplete	\$926.00	\$926.00

* Revised COC/CED Approval Date of FSA 848A (MM/DD/YYYY)  :
[if continuing now]

Continue Back

563 Agreement Maintenance: Agreement Approval Screen (Continued)**C Field Descriptions and Actions**

The following table provides the fields, descriptions, and actions for the Practice Summary on the Agreement Maintenance: Agreement Approval Screen.

Field/Link	Description/Action
Practice Control Number	Displays the application control number and applicable practice(s).
Process State	Not applicable to CRP cost share.
Requested Costshare(\$)	Displays the dollar amount of cost share requested.
Approved Costshare(\$)	Displays the dollar amount of cost share approved to be obligated.
Revised COC/CED Approval Date of FSA 848A (MM/DD/YYYY)	Enter date COC/CED approved the revision. Note: Do not enter the approval date of the original CRP-1.
Continue	The Agreement Maintenance: Agreement Approval Screen will be redisplayed.
Back	The Agreement Maintenance - Check ID Screen is displayed.

563 Agreement Maintenance: Agreement Approval Screen (Continued)

D Redisplayed Agreement Maintenance: Agreement Approval Screen

The following is an example of the Agreement Maintenance: Agreement Approval Screen after the COC/CED approval date has been successfully entered.

Menu		Agreement Maintenance:Agreement Approval	
Welcome COUNTY USER			
CRP Program			
Select Program		Control No : 29_101_2025_0108A	
New Application		Applicant Name : IMA PRODUCER	
Search		Creation Date : 08/11/2025	
Retry Payment		Project Area ID : 1667	
Reports		Agreement Status : REVISE_COC	
		Contract Number : 11204	
		Add/View Notes	
Below is the list of practices associated with the application.			
Practice Summary			
Practice Control Number	Process State	Requested Costshare(\$)	Approved Costshare(\$)
29-101-2025-0108-01-CP21	EnvironmentCompliance_UnNeeded ProducerCertification_Incomplete TSPCertification_Incomplete	\$2400.00	\$4059.00
29-101-2025-0108-01-CP23	EnvironmentCompliance_UnNeeded ProducerCertification_Incomplete TSPCertification_Incomplete	\$926.00	\$926.00
* Revised COC/CED Approval Date of FSA 848A(MM/DD/YYYY) : 08/11/2025			
Continue		Back	

E Action

After all information has been reviewed, CLICK “Continue”.

For agreement revisions and reinstatements, the Agreement Maintenance - Approval Eligibility Information Screen is displayed. See paragraph 564 for additional information.

For agreement terminations, the Agreement Terminate Final Screen is displayed. See paragraph 509 for additional information.

564 Agreement Maintenance - Agreement Approval Eligibility Information Screen

A Overview

For agreement revisions, the Agreement Maintenance - Agreement Approval Eligibility Screen is displayed.

B Example of Agreement Maintenance - Agreement Approval Eligibility Screen

The following is an example of the Agreement Maintenance - Agreement Approval Eligibility Screen.

Menu

Welcome COUNTY USER

CRP Program

Select Program

New Application

Search

Retry Payment

Reports

Agreement Maintenance - Agreement Approval Eligibility Information

- Revising this agreement will generate:
- Amount Obligated: \$2400.00 Approved Amount: \$4059.00 Amount to be Obligated: \$1659.00
- Pip amount Obligated: \$2400.00 Pip approved Amount: \$4059.00 Pip amount to be Obligated: \$1659.00

Control No : 29_101_2025_0108A **Creation Date :** 08/11/2025

Applicant Name : IMA PRODUCER **Project Area ID :** 1667

Agreement Status : REVISE_COC **Contract Number :** 11204

[Add/View Notes](#)

Below is the eligibility information of an application.

Program Eligibility

Question	*Yes/No	Reason
Nothing found to display.		

Eligibility Flags

Name	Type	Eligible
IMA PRODUCER	00	N/A
JOE FARMER	00	N/A

Reject Approve Back

C Action

On the Agreement Maintenance - Agreement Approval Eligibility Screen, CLICK:

- “Approve”

Note: The Agreement Maintenance - COC/CED Approval Complete Screen is displayed (paragraph 565).

- “Reject” to reject COC/CED approval

Note: The status of the agreement is reverted to “Revise in Process” when COC/CED approval is rejected. Edits made to the agreement as part of the revision process are retained. Because the status has been changed back to “Revise in Process”, additional edits can be made to the revised agreement.

- “Back” to return to the Agreement Maintenance: Agreement Approval Screen.

565 Agreement Maintenance - COC/CED Approval Complete Screen

A Overview

CLICK “Approve” on the Agreement Maintenance - Agreement Approval Eligibility Information Screen to display the Agreement Maintenance - COC/CED Approval Complete Screen.

After a revision has been COC approved, the timing of the obligation process will depend on the funding system for the contract. If the Agreement Status is “Contract Approved”, the obligation was processed through eFMS. If the Agreement Status shows “Approval In Process”, the obligation will be funded through COF.

B Example of COF Agreement Maintenance - COC/CED Approval Complete Screen

The following is an example of the COF Agreement Maintenance - COC/CED Approval Complete Screen.

Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports	Agreement Maintenance - COC/CED Approval Complete Obligation successful for the agreement Control No : 29_101_2025_0108A Applicant Name : IMA PRODUCER Agreement Status : APPROVAL_INPROCESS Creation Date : 08/11/2025 Project Area ID : 1667 Contract Number : 11204 COC Approval is Complete Continue

565 Agreement Maintenance - COC/CED Approval Complete Screen (Continued)

C Example of eFMS Agreement Maintenance - COC/CED Approval Complete Screen

The following is an example of the eFMS Agreement Maintenance - COC/CED Approval Complete Screen.

Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports	Agreement Maintenance - COC/CED Approval Complete • PIP Obligation success for the practice. • Obligation success for the practice. Control No : 29_101_2023_0080B Applicant Name : IMA RANCHER Agreement Status : CONTRACT_APPROVED Creation Date : 03/24/2023 Project Area ID : 1667 Contract Number : 11142 COC Approval is Complete Continue

D Action

CLICK “Continue” to display the COC/CED Approval Screen. This screen lists other applications, revisions, reinstatements, and terminations awaiting approval, if any.

566 Agreement Maintenance - Cancel Termination Screen

A Overview

CLICK the “Cancel Termination” link from the Search Results Screen to display the Agreement Maintenance - Cancel Termination Screen.

B Example of Agreement Maintenance - Cancel Termination Screen

The following is an example of the Agreement Maintenance - Cancel Termination Screen.

Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports	Agreement Maintenance - Cancel Termination Control No : 29_101_2024_0113 Applicant Name : IMA PRODUCER Agreement Status : TERMINATE_COC Creation Date : 12/11/2023 Project Area ID : 1667 Contract Number : 11253 Add/View Notes Do you wish to cancel this Termination request at this time? Yes Back

C Action

CLICK “Yes”. The Agreement Maintenance-Cancellation Screen is displayed (paragraph 567).

567 Agreement Maintenance - Cancellation Screen

A Overview

CLICK “Yes” on the Agreement Maintenance - Cancel Termination Screen to display the Agreement Maintenance - Cancellation Screen.

B Example of Agreement Maintenance - Cancellation Screen

The following is an example of the Agreement Maintenance - Cancellation Screen.

Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports	Agreement Maintenance - Cancellation <table> <tr> <td>Control No : 29_101_2024_0113</td> <td>Creation Date : 12/11/2023</td> </tr> <tr> <td>Applicant Name : IMA PRODUCER</td> <td>Project Area ID : 1667</td> </tr> <tr> <td>Agreement Status : TERMINATE_COC</td> <td>Contract Number : 11253</td> </tr> </table> Contract Termination Cancellation request is successfully processed. Continue	Control No : 29_101_2024_0113	Creation Date : 12/11/2023	Applicant Name : IMA PRODUCER	Project Area ID : 1667	Agreement Status : TERMINATE_COC	Contract Number : 11253
Control No : 29_101_2024_0113	Creation Date : 12/11/2023						
Applicant Name : IMA PRODUCER	Project Area ID : 1667						
Agreement Status : TERMINATE_COC	Contract Number : 11253						

C Action

CLICK “Continue” to display the COC/CED Approval Screen. This screen lists other applications, revisions, reinstatements, and terminations awaiting approval, if any.

568-700 (Reserved)

Part 7 Practice Incentive Payments**701 PIP's****A Overview**

PIP's are:

- an incentive payment made to an eligible CRP participant to whom CCC has made a cost share payment for completing the installation of a CRP practice that is an eligible continuous CRP signup practice
- a percentage of the cost of installing the practice and are calculated as the lesser of either of the following:
 - PIP percentage multiplied by the producer's actual cost
 - PIP percentage multiplied by the average actual cost (from Program Provisioning) multiplied by the extent approved multiplied by the producer's share
- calculated at the component level
- limited according to 2-CRP
- automatically sent to NPS at the time of cost share payment with the exception of the final PIP (paragraph 702).

Note: See 2-CRP for the PIP percentage for each applicable signup and practice. See Exhibit 22 for examples of PIP calculations.

B Action

CSS automatically calculates and issues the PIP simultaneously with the cost share payment. The same producer cost and extent performed information from the producer certification used to calculate the cost share payment is used to calculate the PIP. Generally, no special action is needed to issue the PIP. See paragraph 702 for an exception to the general rule for certain cost share agreements associated with non-CREP continuous signups 55, 57, 59, 61, and 63 CRP contracts when the cost share agreement was approved between June 14, 2021, and September 30, 2025.

701 PIP's (Continued)**C Viewing PIP Amounts**

CSS provides very limited visibility into PIP during the normal cost share payment process. The Certify and Pay Main Confirmation Screen (paragraph 253) confirms that both a cost share payment and PIP are scheduled after a request for payment is successful. However, payment amounts are not shown in the confirmation message. The Report of Certifications and Payments contains PIP amounts and issue dates information (paragraph 725).

702 2-Phase PIP's**A Overview**

Issuance of 2-Phase (split) PIP's applies to cost share agreements associated with non-CREP CRP contracts approved under non-CREP continuous signups 55, 57, 59, 61, and 63. Under split-PIP provisions, an initial 40 percent PIP was issued concurrently with the cost share payment and a final 10 percent PIP was issued when the user entered a final PIP trigger in CSS. Policy authorizing split-PIP's was discontinued on January 28, 2026.

Existing approved cost share agreements that were created and approved before January 28, 2026, still use split-PIP functionality in CSS. To comply with current policy that requires the full PIP to be issued concurrently with the cost share payment, users must take additional steps in CSS to issue **both** the initial and final PIP at the time the cost share payment is issued. Issuance of the 10 percent final PIP is accomplished using the Manage PIP Screen in CSS.

702 2-Phase PIP's (Continued)

B Issuing Final PIP

For split-PIP cost share agreements, the initial 40 percent PIP is issued simultaneously with the cost share payment without any additional action required from the user. Under split-PIP policy in effect between June 14, 2021, and January 27, 2026, the final 10 percent PIP was considered fully earned at the time the initial 40 percent PIP was paid, but was not issued until the earlier of:

- the NRCS status review for practice establishment was completed and the review date entered in CSS
- a producer who received an initial PIP was removed from the CRP contract during a revision of the CRP contract.

Because of these 2 possible triggers for the final PIP, CSS provides functionality for the user to issue the final PIP either by:

- checking a box to confirm the producer being removed by the revision is eligible to receive the final PIP
- entering an NRCS review date.

Because of the January 28, 2026, change to PIP policy eliminating split-PIP's, final PIP's are now always issued using the NRCS review date functionality. Users will no longer wait for NRCS to complete a status review to issue the final PIP. Instead, when an initial PIP is issued, the user will immediately issue the final PIP using the policy change date, January 28, 2026, as the NRCS review date.

Example: A Signup 57 agreement has a total eligible cost to complete the practice of \$200. \$80 (40 percent of eligible costs) will be paid as the initial PIP simultaneously with the cost share payment and \$20 (10 percent of eligible costs) will be paid for the final PIP when the user enters 01/28/2026 as the NRCS review date on the Manage PIP Screen.

702 2-Phase PIP's (Continued)**C Action**

To issue the final PIP for a practice, from the CRP Home Screen:

- CLICK "Search" from the left navigation menu
- enter search criteria to find the agreement that has received an initial PIP on 1 or more practices but has not yet been paid the final PIP
- CLICK "Manage PIP" from the "Links" column.

The Manage PIP Screen will only be available on PIP-eligible agreements that have received a cost share payment and an initial PIP.

An agreement must be in 1 of the following statuses to process a final PIP payment:

- "Paid"
- "Partially Earned"
- "Finalized".

Note: Managing a PIP payment is 1 of the limited actions allowed on a "Finalized" status.

The Manage PIP - Ineligible Status Screen is displayed if the practice is not in an eligible status to receive a final PIP. See paragraph 706 for an example of the Manage PIP - Ineligible Status Screen.

703 Issuing Final PIP Payment Using NRCS Review Date

A Overview

After an NRCS Review date is entered and “Save” is selected on the Manage PIP Screen, the final PIP is triggered.

B Example of Manage PIP Screen

The following is an example of the Manage PIP Screen.

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

Manage PIP

Control No : 29_101_2025_0095
Applicant Name : IMA PRODUCER
Agreement Status : PAID

Creation Date : 07/01/2025
Project Area ID : 1667
Contract Number : 11313
[Add/View Notes](#)

Manage Predecessor/Successor Final PIP Payment

Producer being removed by the revision of this agreement is eligible for Final PIP payment. ☐

Manage NRCS Review Date

Practices Summary							
Practice Control Number	Total Actual Cost(\$)	Cost Share from other sources(\$)	Total Cost Share Paid(\$)	Total PIP Paid(\$)	Final PIP yet to be Paid(\$)	NRCS Review Date	PIP Payment Details
01-CP21	\$320.00	\$0.00	\$150.00	\$120.00	\$30.00		Show Details
02-CP21	\$280.00	\$10.00	\$125.00	\$100.00	\$25.00		Show Details

C Action

On the Manage PIP Screen:

- enter the NRCS Review Date as 01/28/2026 for all practice rows that do not already contain a date
- CLICK “Save”.

Note: The “Final PIP yet to be Paid(\$)” displayed amount is an estimate based on cost share earned and may not reflect the actual final PIP earned.

703 Issuing Final PIP Payment Using NRCS Status Review Date (Continued)

D Example of Manage PIP Screen After NRCS Review Date Successfully Saved

The following is an example of the Manage PIP Screen after NRCS Review Date has been successfully entered and saved.

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

Manage PIP

Control No : 29_101_2025_0095
Applicant Name : IMA PRODUCER
Agreement Status : PAID

Creation Date : 07/01/2025
Project Area ID : 1667
Contract Number : 11313
[Add/View Notes](#)

- Information on this page has been saved successfully.
- \$30 PIP_F Payment scheduled for practice CP21 for contributor IMA PRODUCER.
- \$25 PIP_F Payment scheduled for practice CP21 for contributor IMA PRODUCER.

Manage Predecessor/Successor Final PIP Payment

Producer being removed by the revision of this agreement is eligible for Final PIP payment. ☐

Manage NRCS Review Date

Practices Summary							
Practice Control Number	Total Actual Cost(\$)	Cost Share from other sources(\$)	Total Cost Share Paid(\$)	Total PIP Paid(\$)	Final PIP yet to be Paid(\$)	NRCS Review Date	PIP Payment Details
01-CP21	\$320.00	\$0.00	\$150.00	\$150.00	\$0.00	08/05/1025	Show Details
02-CP21	\$280.00	\$10.00	\$125.00	\$125.00	\$0.00	08/05/2025	Show Details

E Verifying PIP Amounts

After the Manage PIP Screen is redisplayed, a success message containing the final PIP amounts will be shown on the screen. The “Final PIP yet to be Paid” amount in the Manage NRCS Review Date table will be reduced to \$0.00.

To view full PIP information for the cost share agreement, CLICK “Print Report of Certifications and Payments” (paragraph 704).

704 Viewing PIP Payment Information

A Overview

The producer certification, cost share, initial PIP, and final PIP data for agreements can be viewed on the Report of Certifications and Payments.

B Example of Report of Certifications and Payments with PIP

The following is an example of the Report of Certifications and Payments.

State: Missouri (29) County: Johnson (101)		UNITED STATES DEPARTMENT OF AGRICULTURE FARM SERVICE AGENCY				Prepared: 08/13/2025 02:45:06 PM Page: 1 of 1	
PROGRAM: COST SHARE SYSTEM (CSS) CRP REPORT OF CERTIFICATIONS AND PAYMENTS							
Agreement Information							
Program Code	State	County	Agreement Number	Contract Number	Disaster Name	Approval Date	
CRP	Missouri (29)	Johnson (101)	29_101_2025_0111	11239	N/A	07/28/2023	
Practice Information							
Practice Code	Rate Type	Requested Cost Share Amount	Approved Cost Share Amount	Approved Practice Extents	Unit of Measure	PIP Amount	Cost Share From Other Sources
01-CP21	Component	\$ 2,500.00	\$ 2,500.00	10.00	Acre	\$ 2,500.00	\$ 0.00
Certification 1 - Practice 01-CP21							
Producer Certification	Producer Signature	Practice Complete	Component Code	Producer Actual Cost	Extent Approved	Extent Performed	Calculated Cost Share Amount
	07/28/2025	Yes	99011723Test	\$ 6,100.00	5,000.00	5,000.0000	\$ 2,500.00
TSP Certification	Referred to TSP	TSP Signature	Practice Extents Performed	Component Code	Component Extent Performed		
	None	07/28/2025	10.00	99011723Test	5,000.0000		
Payment *	COF Signature	Cost Share Amount	Producer Name		Payment Type		
	07/28/2025	\$ 2,500.00	IMA PRODUCER		Cost Share		
		\$ 2,000.00	IMA PRODUCER		Initial PIP		
Final PIP Payments							
NRCS Review Date		08/13/2025					
Predecessor/Successor Payment Indicator		No					
Payment Date	Payment Amount	Producer Name		Payment Type	Payment Trigger		
08/13/2025	\$ 500.00	IMA PRODUCER		Final PIP	Added NRCS Review Date		

*Payment amounts shown represent amounts calculated by CSS prior to applying any producer or payment reductions. The payment data reflected on this report may differ from the amounts that are actually paid in NPS.

Note: When the final PIP is paid as the result of entering the NRCS Status Review Date, as shown in this example, the “Payment Trigger” will show as “Added NRCS Review Date”. For agreements where the final PIP was paid because a participant who received an initial PIP was removed from the CRP contract before the NRCS status review was conducted and before the policy was changed to always issue the final PIP at the same time as the initial PIP, the “Payment Trigger” will show as “Added Predecessor/Successor Payment”.

705 Verifying Final PIP Before Revising or Terminating FSA-848A**A Overview**

Final PIP's are considered earned at the time the cost share and initial PIP are paid. In all cases, the final PIP must be issued to the same participant(s) who received the initial PIP. This becomes especially important when a partial or full termination of the CRP contract occurs, and the person(s) who received the initial PIP will not be responsible for refunding cost share and PIP.

An example of this would be when land is sold to a purchaser choosing to terminate part or all of the land from CRP after assuming the CRP contract. The successor will be responsible for the refund of cost share and PIP on the terminated acres in this scenario. The full PIP must first be paid to the original participant(s) who received the initial PIP before calculating the refund amount. Only after the full PIP has been issued can the correct refund amount for the terminated acres be determined.

Another example would be when a waiver of the refunds of cost share and PIP have been approved. When a waiver applies, the participant is entitled to keep the full PIP.

B Verifying Final PIP for a Specific Agreement

After searching for the agreement to be revised or terminated, CLICK the "Manage PIP" link in the search results to verify the full PIP has been issued. If the amount in the "Final PIP yet to be Paid" column for any practice is anything other than \$0.00, the final PIP has not yet been paid for that practice. The user must enter 01/28/2026 in the NRCS Review Date for that practice and CLICK "Save" to trigger the final PIP.

Important: The final PIP must be signed in NPS before proceeding with the revision or termination. If the revision or termination is completed while the final PIP is unsigned in NPS, the final PIP will be cancelled instead of issued to the original participant.

Note: When a final PIP was issued because a producer who received an initial PIP was removed from the CRP-1, an NRCS review date will not be present, but the "Final PIP yet to be Paid" amount will be zero. Do not enter an NRCS review date in this scenario.

705 Verifying Final PIP Before Revising or Terminating FSA-848A (Continued)

C Example of Manage PIP Screen - Final PIP's Issued

The following is an example of the Manage PIP Screen when all practices have been issued final PIP.

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

Manage PIP

Control No : 29_101_2025_0095
Applicant Name : IMA PRODUCER
Agreement Status : PAID

Creation Date : 07/01/2025
Project Area ID : 1667
Contract Number : [11313](#)
[Add/View Notes](#)

Manage Predecessor/Successor Final PIP Payment

Producer being removed by the revision of this agreement is eligible for Final PIP payment. ☐

Manage NRCS Review Date

Practice Control Number	Total Actual Cost(\$)	Cost Share from other sources(\$)	Total Cost Share Paid(\$)	Total PIP Paid(\$)	Final PIP yet to be Paid(\$)	NRCS Review Date	PIP Payment Details
01-CP21	\$320.00	\$0.00	\$150.00	\$150.00	\$0.00	08/11/2025	Show Details
02-CP21	\$280.00	\$10.00	\$125.00	\$125.00	\$0.00	08/11/2025	Show Details

D Verifying Final PIP's for an Entire Administrative County

The Unpaid Final PIP Payments Report (paragraph 724) can be used to proactively verify that all cost share agreements for a county where an initial PIP was paid have also received the final PIP. This report is expected to be empty. Any agreements included in the report are agreements where an initial PIP has been paid for a practice, but 1 or more practices with initial PIP's issued have unpaid final PIP's remaining. If an agreement is discovered on this report, the user should research the case and immediately take action to issue the final PIP according to paragraph 703.

E Verifying Final PIP's for a State

State specialists can run the Unpaid Final PIP Payments Report for an entire State by selecting "All" for the county selection. This report can then be used to verify counties do not have any unissued final PIP's.

706 Manage PIP - Ineligible Status Screen

A Overview

The Manage PIP - Ineligible Status Screen is displayed when a practice is not in an eligible status. PIP-eligible agreements with no cost share or initial PIP issued will display the following message, “The practice(s) on this agreement is not in an eligible status to issue Final PIP payment.”

B Example of Manage PIP - Ineligible Status Screen

The following is an example of the Manage PIP - Ineligible Status Screen.

Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports	Manage PIP Control No : 29_101_2025_0097 Applicant Name : XYZ CORP Agreement Status : CONTRACT_APPROVED Creation Date : 07/09/2025 Project Area ID : 1667 Contract Number : 11313 Add/View Notes The practice(s) on this agreement is not in a eligible status to issue Final PIP payment. Back

707-720 (Reserved)

Part 8 Forms, Letters, and Reports

721 Viewing and Printing Forms and Letters

A Overview

Links to generate forms and letters are in the search results for an agreement. The specific forms and letters available for an agreement depend on the status of the agreement. Only forms and letters applicable to the current status of the agreement are displayed.

B Example of Search Results Screen with Forms and Letters Links

The following is an example of a Search Results Screen with links to forms and letters.

Menu

Welcome COUNTY USER

CRP Program

Select Program

New Application

Search

Retry Payment

Reports

Search Results

Below is a list of assistance requests for the criteria you selected.

New Search

Your request: State=Missouri, County=Johnson

<<

<Prev

63

64

65

66

67

Next>

>>

Cost Share Agreement/Application search results

Control Number	Applicant Name	Agreement/Application Status	State County	Date Created	Approval Date	Show/Hide Practice Summary	Links	Forms	Letters
29_101_2025_0046	IMA PRODUCER	PARTIALLY_EARNED	Missouri - Johnson	03/05/2025	03/01/2024	Show	Agreement Summary Revise Terminate Extend Practices Manage PIP Add/View Notes	FSA848 SP FSA848A SP FSA848B SP View Certifications	Approval Letter SP

C Actions

Use the links in the “Forms” and “Letters” columns to open PDF images of the forms and letters that can be viewed and printed. CLICK the link to generate the form or letter in English. CLICK “SP” under the name of the form or letter to generate the Spanish version (paragraph 722).

The “View Certifications” link in the “Forms” column displays the View Existing Certifications Screen (paragraph 301).

722 Available Forms and Letters

A Overview

The letters and forms available for selection are based on the status of the application or agreement.

B List of Available Forms and Letters

The following table provides the available forms and letters to print.

Letter/Form	Description	Print Option
Approval Letter	Letter to the Producer stating their cost share request for the indicated practice(s) has been approved.	Available if the application is approved.
Disapproval Letter	Letter to the Producer stating their cost share request for the indicated practice(s) has been disapproved. CRP cost share agreements are created based on practices needed for CRP contracts and disapproval letters are not used.	N/A
Referral Letter	Applications with “Complete” status will have a Referral Letter link, but the letter is not applicable to CRP.	N/A
FSA-848	FSA-848, Cost-Share Application	Available if the application started with producer assigned and farm(s), tract(s), and field(s) selected. FSA-848 is available for all application and agreement statuses.
FSA-848A	FSA-848A, Cost-Share Agreement	Available if the application is approved.
FSA-848B	FSA-848B, Cost-Share Certifications and Payments	Available if the application is approved.
View Certifications	Displays the View Existing Certifications Screen.	Available if certifications of performance exist for the agreement.

Note: CLICK “SP” found under the name of the form or letter to generate the document in Spanish.

723 Report Search Criteria

A Overview

Several standard reports are available for State and County Offices to use as tools for cost share applications and agreements.

Some reports are customizable and allow the users to further define the search criteria, while other reports do not allow users to alter the search criteria.

To access reports, CLICK “Reports” from the bottom of the left navigation menu. The Report Search Criteria Screen is displayed.

B Example of the Report Search Criteria Screen

The following is an example of the Report Search Criteria Screen for reports that are not customizable.

The screenshot displays the 'Report Search Criteria' interface. On the left, a navigation menu is visible with the 'Reports' option selected. The main content area contains several dropdown menus for filtering search results: 'Program' is set to 'CRP', 'Report Name' is set to 'FSA-848A - Practices Nearing Expiration', 'Report Format' is set to 'PDF', 'State' is set to 'Missouri', and 'County' is set to 'Johnson'. At the bottom of the form are 'Search' and 'Clear' buttons.

C Action

On the Report Search Criteria Screen:

- select the applicable report from the drop-down menu
- CLICK “Search”.

723 Report Search Criteria (Continued)

D Example of the Report Search Criteria Screen for Customizable Reports

The following is an example of Report Search Criteria Screen allowing users to customize the report. User must enter a Report Begin Date and a Report End Date to generate letters for all agreements with practices expiring between the report begin date and the report end date. Letters are only available in PDF format.

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

Report Search Criteria

Program : CRP ▼

Report Name : FSA-848 LETTERS - CRP Practice Expiration Reminder ▼

* Report Begin Date (MM/DD/YYYY): 09/10/2025

* Report End Date (MM/DD/YYYY):

Report Format : PDF ▼

State : Missouri ▼

County : Johnson ▲

Search Clear

723 Report Search Criteria (Continued)

E Example of the Report Search Criteria Screen for the Status Management Report

The following is an example of the Report Search Criteria Screen for the Status Management Report.

Menu

Welcome COUNTY USER

CRP Program

Select Program

New Application

Search

Retry Payment

Reports

Report Search Criteria

Program : CRP

Report Name : Status Management Report - CSS Applications/Agreements

Agreement/Application Status: ALL
ACTIVE_REVISE
ACTIVE_TERMINATE
COMPLETE

Practice Status: ALL
APPROVED
DISAPPROVED
INCOMPLETE

Include Inactivated?: ☐

Beginning Creation Date (MM/DD/YYYY):

Ending Creation Date (MM/DD/YYYY):

Beginning Practice Expiration Date (MM/DD/YYYY):

Ending Practice Expiration Date (MM/DD/YYYY):

Report Format : CSV

State : Missouri

County : Johnson

Project Area ID : [ID Not Assigned]
Non-Project Area - 1667

Search Clear

F Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Status Management Report.

Field	Description/Action
Program	Program name is defaulted to CRP based on the program selected according to paragraph 22. No further action is needed.
Report Name	Displays the name of the selected report.
Agreement/ Application Status	User may select 1 or multiple statuses. Default value is "All". CLICK to select an individual status. Click and hold the CTRL key while clicking multiple individual statuses to select more than 1 but not all statuses.

723 Report Search Criteria (Continued)

F Field Descriptions and Actions(Continued)

Field	Description/Action
Practice Status	User may select 1 or multiple statuses. Default value is “All”. CLICK to select an individual status. Click and hold the CTRL key while clicking multiple individual statuses to select more than 1 but not all statuses.
Include Inactivated?	CLICK in the box to select this option. When selected, the report will include applications that were started but inactivated without being approved in the system. This report is the only insight available to users for inactivated applications. Inactivated applications cannot be searched through the normal user interface.
Beginning Creation Date	The beginning creation date is the date the cost share application was created. This field is optional but recommended. Leaving this field blank will include applications and agreements created from the initial release date of the cost share software (2013). Enter the earliest beginning creation date needed for the report. Example: To see all applications created calendar year 2023, enter 1/1/2023.
Ending Creation Date	The ending creation date is the ending date range that will be included in the report. This field is optional. If left blank the report will include all applications created after the selected beginning creation date through the date the report is run. Example: To see a report of all applications created in 2023, enter 12/31/2023 as the ending date.
Beginning Practice Expiration Date	Enter the beginning practice expiration date for the report. This is an optional field.
Ending Practice Expiration Date	Enter the ending practice expiration date for the report. This is an optional field.
Report Format	This report is only available in CSV format.
State	Available States are limited to States with which the user is associated. Only 1 State may be selected at a time.
County	Users may select 1 or multiple counties from the list of counties displayed. Only counties associated to the user are displayed. CLICK “All” to select all counties in the list, or click and hold the CTRL key and click on each county to be selected.
Project Area ID	User must select “Non-Project Area - 1667” or the report will not contain any data.
Search	After entering search criteria, CLICK “Search” to run the report.
Clear	CLICK “Clear” to remove all selected search criteria.

724 Available Reports

A Overview

Users can view and print most of the reports in either PDF or CSV format.

PDF format generates a static report that can only be printed or viewed.

CSV format generates a report as an Excel spreadsheet the user can sort and reformat. When saving, users must change from .csv to .xls format to retain formatting changes.

Note: Only 1 report can be created at a time.

B Example of the Available Reports

The following is an example of the list of available reports.

Menu	Report Search Criteria
Welcome COUNTY USER	Program : CRP
CRP Program	Report Name :
Select Program	FSA-848A - Practices Nearing Expiration
New Application	FSA-848A - Practices Nearing Expiration
Search	FSA-848 LETTERS - Practices Nearing Expiration
Retry Payment	FSA-848A - Customizable CRP Practice Expiration Report
Reports	FSA-848A - Customizable CRP Practice Expiration Report With Components
	FSA-848 LETTERS - CRP Practice Expiration Reminder
	Status Management Report - CSS Applications/Agreements
	FSA-848A - Practices With Expiration Date Exceeded
	ALL FSA-848 - Pending Approval
	ALL FSA-848A - Approved, but Not Paid
	ALL FSA-848B - Partially Earned or Fully Paid
	Unpaid Final PIP Payments Report
	Final PIP Payments Report
CRP Home FSA Internet FSA Site Map Policies and Links	Back to Top ^ White House

724 Available Reports (Continued)

B County Office Report Descriptions

The following table provides the report and expected results for County Office reports.

Report	Result
FSA-848A - Practices Nearing Expiration	Use this report to identify producers who should be sent Practices Nearing Expiration letters. Report displays all practices with a “Practice Completion Date” that falls within the next 59 calendar days from the date that the report is run. Agreements with multiple practices will have multiple rows displayed in the report if more than 1 practice associated with the agreement expires in the next 59 days. This report includes practice statuses with no performance reported (“Approved”), and practices with performance reported (“Partially Earned” or “Pending Certification”).
FSA-848 LETTERS - Practices Nearing Expiration	Use to generate reminder letters to all producers listed on the Practices Nearing Expiration report. Letters are generated for any practice with a “Practice Completion Date” within 59 days of the date the option is selected.
FSA-848A - Customizable CRP Practice Expiration Report	This report is customizable by the user. Report displays all agreements with practices that expire within a user-defined date range. The beginning date must be either the current date or a future date.
FSA-848A - Customizable CRP Practice Expiration Report with Components	This report is customizable by the user. Report displays all agreements with practices that expire within a user-defined date range. Components associated with each practice are displayed in the report. The beginning date must be either the current date or a future date. Suggested Use: This report can be run at the beginning of a new FY using a start date of the first day of the FY and an end date of the last day of the FY to provide a complete listing of all practices scheduled to be completed in the county during the FY.
FSA-848 LETTERS - CRP Practice Expiration Reminder	Use this option to generate reminder letters to all producers with Practices Expiring within the user selected date range. Suggested Use: Run this report at the beginning of the FY with a designated time frame of the entire FY to proactively send reminder letters to producers that they have a practice scheduled to be completed during the FY.

724 Available Reports (Continued)

B County Office Report Descriptions (Continued)

Report	Result
Status Management Report - CSS Applications/Agreements	Use this report to proactively manage all applications and agreements regardless of status. Data displayed in the report will vary based on the search criteria entered by the user. Potential uses include but are not limited to creating the following: • A report of expiring practices with a longer lead time than the standard 59-day report. • An all-encompassing report displaying all applications and agreements created within a specific time frame. • A report displaying specific practice statuses - for example, a report showing just practices with a status of “Partially Earned” could be used to assist the user in identifying practices that may be completed but the user failed to mark the “Practice complete?” question as “Yes”. • A report showing all approved practices that have not received payment. This report would effectively eliminate the gap left by the existing “All FSA-848A Approved but Not Paid” and the “All FSA-848B - Partially Earned or Fully Paid” reports. Neither of these reports displays unpaid practices existing on agreements where 1 or more other practices on the agreement received a payment. The report is generated in CSV format making it easy to save as an Excel file so the user can sort data by any of the report elements. Potential data elements that provide useful sort order include “Agreement/Application Status”, “Practice Status”, “Producer Name”, “Practice Code”, “Approved Date”, “Practice Expiration Date”, and “Creation Date”.

724 Available Reports (Continued)

B County Office Report Descriptions (Continued)

Report	Result
FSA-848A Practices with Expiration Date Exceeded	Use this report to identify applications and agreements needing action because the completion date for the practice(s) included on the application or agreement has passed. Report contains all practices that have passed the Practice Expiration Dates and the “Practice complete?” question that appears in the Producer Certification process has not been answered with “Yes”. Practice statuses in the report include: • “Approved” (no performance reported) • “Partially Earned” (partial performance reported with a payment issued) • “Pending Approval” (approval data including practice expiration date entered but no COC/CED approval date for the application) • “Pending Certification” (TSP and producer certification of performance, but no COF Signature Date entered for the payment) • “Payment Failed” (payment attempted but not successful).

724 Available Reports (Continued)

B County Office Report Descriptions (Continued)

Report	Result
All FSA-848 - Pending Approval	Use this report to identify applications and agreements that have been edited, revised, or terminated but not yet approved by COC. Report lists all unapproved applications and agreements that contain at least 1 practice. Applications or agreements that: • have been started but have no practice added do not display on this report • have a practice added but have no producer signature and submitted dates entered will display with “Incomplete” status • have producer signature and submitted dates entered but have not been approved display with “Complete” status • are being revised following the “Revise Path” but the revised agreement has not been approved will display with a status of: • “Revise in Process” before being designated “Revise Complete” on the Agreement Approval Screen • “Revise Complete” after being designated “Revise Complete” but before being submitted to COC/CED • “Revise COC” after being submitted to COC/CED but before COC approval • are being revised following the “Finalize Path” but the revised agreement has not been approved will display with a status of: • “Incomplete” before the practice data has been edited or reviewed and the revision has been designated as “Complete” • “Complete” after the revision has been designated as “Complete” but before the COC/CED approval date has been entered and the revision approved • “Terminate COC” when being terminated but the termination has not been approved.

724 Available Reports (Continued)

B County Office Report Descriptions (Continued)

Report	Result
All FSA-848A - Approved, but Not Paid	Use this report to identify agreements that have been approved but no payment (partial or final) has been issued for any practice associated with the agreement. The report lists all cost share agreements (FSA-848A's) with a breakdown by practice without any payments issued for any practices on the agreement. Agreements containing multiple practices will display multiple rows in the report. Practices that have had performance certified (both producer certification and TSP certification) but have not requested a payment in CSS display with a status of "Pending Certification". Practices that have not had performance certified display with a status of "Approved".
All FSA-848B - Partially Earned or Fully Paid	Use this report to identify all agreements where 1 or more cost share payments have been issued. The report lists all agreements on which at least one C/S payment (partial or final) has been issued. Practices that have been paid with "Practice complete?" answered as: • "Yes" during the certification process display in the report as "Paid" • "No" display in the report as "Partially Earned". Agreements containing multiple practices will be listed multiple times if a C/S payment was issued on more than 1 practice, 1 line for each practice. In some circumstances not all practices associated with the agreement will be listed on the report, such as when some but not all approved practices on the application have been paid. Practices on which no cost share has been paid will not display on this report. Notes: The unpaid practices that do not show on this report will also not show in the "All FSA-848A - Approved but Not Paid" report because that report does not show agreements where at least 1 practice has received a payment. The "Status Management Report - CSS Applications/ Agreements" can be used to identify unpaid practices on partially earned agreements.

724 Available Reports (Continued)

B County Office Report Descriptions (Continued)

Report	Result
Unpaid Final PIP Payments Report	This report displays all split-PIP eligible cost share agreements where the initial PIP payment has been issued but the final PIP payment has not. Split-PIP-eligible agreements where the initial PIP payment has not yet been issued will not be displayed in the report. Split-PIP-eligible agreements where both the initial PIP payment and the final PIP payment have been issued will not be displayed in the report. This report is intended to make users aware of split-PIP-eligible agreements that still require action to have the final PIP payment issued. According to current PIP policy, final PIP's should be issued immediately using an NRCS review date of January 28, 2026, for any practices displayed in this report.
Final PIP Payments Report	This report displays split-PIP-eligible cost share agreements for CRP contracts. The report displays all split-PIP-eligible cost share agreements regardless of whether the final PIP payment has been issued and whether the date of the NRCS status review has been documented in CSS. This report was originally intended to display only agreements for CRP contracts in their third year or later to help users verify that status reviews were timely documented in the system and final PIP payments were issued. The January 28, 2026, change to PIP policy that eliminated split PIP's eliminated the need to track this activity.
Report of Certifications and Payments	This report is not accessible through the "Reports" link on the left navigation menu. Because this report is specific to a control number, it is accessed using the "View Certifications" link found in the "Forms" column of the search results. This report outlines all certification and payment activities for an application family (initial application and any revisions). See paragraph 725 for a detailed explanation of the Report of Certifications and Payments.

724 Available Reports (Continued)**C State Office Report Descriptions**

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

- the location of the reports link on the left navigation menu is under the “State” heading toward the top
- only 1 report can be created at a time; however, State Office users can select more than 1 county that will be displayed on reports by using “CTRL + CLICK” to select multiple counties, or CLICK “ALL” to include all counties in a single report
- State Office users can view and print reports in CSV format only.

State Office users cannot run either of the “LETTERS” reports.

725 Report of Certifications and Payments**A Overview**

The Report of Certifications and Payments is designed to be a comprehensive outline of all certification and payment activities for an application family (initial agreement and any revised versions of the agreement). The report contains separate sections for each version of the agreement. Each section of the agreement contains separate rows for each practice and its corresponding certification and payment activities.

Because the number of practices, components, and certifications can vary for every cost share agreement, each Report of Certifications and Payments can appear drastically different. Certifications are shown by individual certification date. When multiple certifications exist for a specific practice, all certifications for that practice are grouped together in chronological order (initial certification first, followed by subsequent certifications).

The report shows both cost share payments and PIP payments (when applicable) by the date the payment request is sent from CSS to the payment system. The report displays all factors used to calculate cost share and PIP payments such as Producer Actual Cost, Extent Performed, and Cost Share From Other Sources. This paragraph explains the layout and appearance of the report. See Exhibits 21, 22, and 23 for detailed explanations of calculations for cost share, PIP, and total compensation limitations.

The report automatically expands to the number of pages needed to display all information. There are logical subsections of the report but to save space, pages may break in the middle of any given subsection, with the remainder of that subsection displaying on the next page.

725 Report of Certifications and Payments (Continued)

B Example of the Report of Certifications and Payments - Initial Page

The following is an example of the initial page of the Report of Certifications and Payments. This example contains multiple practice instances, multiple components on each practice instance, and multiple certifications, making the report 3 pages. In less complicated cases all certification and payment information may be displayed on a single page.

State: Missouri (29) County: Johnson (101)		UNITED STATES DEPARTMENT OF AGRICULTURE FARM SERVICE AGENCY				Prepared: 08/25/2025 09:05:18 AM Page:1 of 3		
PROGRAM: COST SHARE SYSTEM (CSS) CRP REPORT OF CERTIFICATIONS AND PAYMENTS								
Agreement Information								
Program Code	State	County	Agreement Number	Contract Number	Disaster Name	Approval Date		
CRP	Missouri (29)	Johnson (101)	29_101_2025_0116	11239	N/A	07/28/2023		
Practice Information								
Practice Code	Rate Type	Requested Cost Share Amount	Approved Cost Share Amount	Approved Practice Extents	Unit of Measure	PIP Amount	Cost Share From Other Sources	
02-CP21	Component	\$ 3,038.00	\$ 3,038.00	5.00	Acre	\$ 3,038.00	\$ 0.00	
Certification 1 - Practice 02-CP21								
Producer Certification	Producer Signature	Practice Complete	Component Code	Producer Actual Cost	Extent Approved	Extent Performed	Calculated Cost Share Amount	Producer Name
	08/19/2025	No	SHRUBS	\$ 0.00	3.00	0.0000	\$ 0.00	IMA PRODUCER
			DRILLGRSLND	\$ 110.00	2.00	2.0000	\$ 50.00	IMA PRODUCER
			GRSLGMMIX	\$ 1,050.00	20.00	20.0000	\$ 500.00	IMA PRODUCER
TSP Certification	Referred to TSP	TSP Signature	Practice Extents Performed	Component Code	Component Extent Performed			
	None	08/19/2025	2.00	SHRUBS	0.0000			
				DRILLGRSLND	2.0000			
				GRSLGMMIX	20.0000			
Payment *	COF Signature	Cost Share Amount	Producer Name		Payment Type			
	08/19/2025	\$ 550.00	IMA PRODUCER		Cost Share			
		\$ 440.00	IMA PRODUCER		Initial PIP			
Final PIP Payments								
NRCS Review Date		08/25/2025						
Predecessor/Successor Payment Indicator		No						
Payment Date	Payment Amount	Producer Name		Payment Type	Payment Trigger			
08/25/2025	\$ 110.00	IMA PRODUCER		Final PIP	Added NRCS Review Date			
Practice Information								
Practice Code	Rate Type	Requested Cost Share Amount	Approved Cost Share Amount	Approved Practice Extents	Unit of Measure	PIP Amount	Cost Share From Other Sources	
01-CP21	Component	\$ 2,250.00	\$ 2,250.00	15.00	Acre	\$ 2,250.00	\$ 0.00	

725 Report of Certifications and Payments (Continued)

C Explanation of the Report of Certifications and Payments - Initial Page

The following table describes each section of the Report of Certifications and Payments - Initial Page.

Section	Explanation
Header	Contains administrative State and county information, report name, date and time the report was prepared, current page number, and total number of pages.
Agreement Information	The report is broken into sections with different subsections for each version of the agreement (Agreement Number) if the cost share agreement is revised over the life of the associated CRP contract. Agreement information includes the State, county, agreement number (including suffix), and associated CRP contract number.
Practice Information	Practice Code (02-CP21 in this example) represents the unique identifier for a single practice instance. Practice level information such as the component type, requested and approved cost share amounts, approved practice extents, unit of measure, total PIP amount, and cost share from other sources display immediately below the header and above the sections for individual certifications of performance. All information related to certifications and payments for the specific practice instance identified in the header is within the box outlining that practice instance. This information is specific to the initial version of the agreement. The same practice instance may also be displayed under a later version of the agreement if the practice is not fully completed and reported before the agreement being revised.
Certification 1	For each certification that occurs on a practice instance there will be subsections of producer certification, TSP certification, and resulting payment or overpayment. Producer certification information displays the date the performance was reported, whether the practice is complete, and all data elements reported by the producer used in the payment calculations. When more than 1 producer shares in the practice installation, separate rows are displayed for each producer's inputs. TSP certification displays the TSP signature date and the practice and component level extents completed. Payment subsection displays the County Office signature date, payment amounts, producer(s) receiving payment(s), and payment type. Payment amounts can be negative when the certification results in an overpayment.

725 Report of Certifications and Payments (Continued)

C Explanation of the Report of Certifications and Payments - Initial Page (Continued)

Section	Explanation
Final PIP Payment	Because final PIP is specific to a single practice instance, this information is included in the box that encompasses the practice instance. Because final PIP is not issued as part of a single certification, it is shown in a separate subsection of the practice instance information. This section contains payment dates, amounts, producers receiving payment, and the payment trigger. There are 2 possible payment triggers for final PIP; entry of an NRCS status review date, or removal of a producer who received an initial PIP from the CRP contract. Whichever event occurs first becomes the final payment trigger for the practice. For NRCS status review triggers the date the review was completed is displayed and the predecessor/successor payment indicator is “No”. For final PIP’s triggered by removal of a producer from the CRP-1, the predecessor/successor payment indicator is “Yes”.
Practice Information (Second Instance)	The second instance of practice information displayed near the bottom of the initial page in this example is the beginning of a new section for another practice (01-CP21) that also has certifications of performance submitted under the original version of the agreement. Most of the information for this practice is on page 2 of the report (see subparagraph D) and is explained in subparagraph E.

725 Report of Certifications and Payments (Continued)

D Example of the Report of Certifications and Payments - Subsequent Page

The following is an example of the Report of Certifications and Payments - Subsequent Page.

State: Missouri (29) County: Johnson (101)		UNITED STATES DEPARTMENT OF AGRICULTURE FARM SERVICE AGENCY PROGRAM: COST SHARE SYSTEM (CSS) CRP REPORT OF CERTIFICATIONS AND PAYMENTS				Prepared: 08/25/2025 09:05:18 AM Page: 2 of 3	

Certification 1 - Practice 01-CP21								
Producer Certification	Producer Signature	Practice Complete	Component Code	Producer Actual Cost	Extent Approved	Extent Performed	Calculated Cost Share Amount	Producer Name
	08/18/2025	No	SITEPREPGRS	\$ 440.00	15.00	7.0000	\$ 210.00	IMA PRODUCER
			NATVGRASMIX	\$ 1,700.00	120.00	56.0000	\$ 840.00	IMA PRODUCER
TSP Certification	Referred to TSP	TSP Signature	Practice Extents Performed	Component Code	Component Extent Performed			
	None	08/18/2025	7.00	SITEPREPGRS	7.0000			
				NATVGRASMIX	56.0000			
Payment *	COF Signature	Cost Share Amount	Producer Name	Payment Type				
	08/18/2025	\$ 1,050.00	IMA PRODUCER	Cost Share				
		\$ 840.00	IMA PRODUCER	Initial PIP				

Certification 2 - Practice 01-CP21								
Producer Certification	Producer Signature	Practice Complete	Component Code	Producer Actual Cost	Extent Approved	Extent Performed	Calculated Cost Share Amount	Producer Name
	08/19/2025	Yes	SITEPREPGRS	\$ 500.00	15.00	8.0000	\$ 240.00	ROBERT S FRYE
			NATVGRASMIX	\$ 2,000.00	120.00	64.0000	\$ 960.00	ROBERT S FRYE
TSP Certification	Referred to TSP	TSP Signature	Practice Extents Performed	Component Code	Component Extent Performed			
	None	08/19/2025	8.00	SITEPREPGRS	8.0000			
				NATVGRASMIX	64.0000			
Payment *	COF Signature	Cost Share Amount	Producer Name	Payment Type				
	08/19/2025	\$ 1,200.00	IMA PRODUCER	Cost Share				
		\$ 960.00	IMA PRODUCER	Initial PIP				

Final PIP Payments				
NRCS Review Date		08/25/2025		
Predecessor/Successor Payment Indicator		No		
Payment Date	Payment Amount	Producer Name	Payment Type	Payment Trigger
08/25/2025	\$ 450.00	IMA PRODUCER	Final PIP	Added NRCS Review Date

725 Report of Certifications and Payments (Continued)**E Explanation of the Report of Certifications and Payments - Subsequent Page**

The following table describes each section of the Report of Certifications and Payments - Subsequent Page.

Section	Explanation
Header	The header information on the subsequent page is the same as the header information on the initial page except for the page number. Every page of the report contains header information.
Agreement Information	Because this subsequent page is a continuation of information associated with the original version of the agreement the agreement information is not displayed. Agreement information will be displayed only when the agreement version changes from the previous version.
Certification 1 and Certification 2	Page 2 of the report in subparagraph D demonstrates a practice instance with certifications that occurred on 2 separate dates. When a practice instance has more than 1 certification, the information for individual certifications is displayed in chronological order. The first certification will display above the second certification. The information is the same as described in subparagraph C.
Final PIP Payments	Final PIP information is the same as described in subparagraph C.

725 Report of Certifications and Payments (Continued)

F Example of the Report of Certifications and Payments - Final Page

The following is an example of the Report of Certifications and Payments - Final Page.

State: Missouri (29) County: Johnson (101)		UNITED STATES DEPARTMENT OF AGRICULTURE FARM SERVICE AGENCY				Prepared: 08/25/2025 09:05:18 AM Page:3 of 3		
PROGRAM: COST SHARE SYSTEM (CSS) CRP REPORT OF CERTIFICATIONS AND PAYMENTS								
Agreement Information								
Program Code	State	County	Agreement Number	Contract Number	Disaster Name	Approval Date		
CRP	Missouri (29)	Johnson (101)	29_101_2025_0116A	11239	N/A	08/25/2025		
Practice Information								
Practice Code	Rate Type	Requested Cost Share Amount	Approved Cost Share Amount	Approved Practice Extents	Unit of Measure	PIP Amount	Cost Share From Other Sources	
02-CP21	Component	\$ 3,318.00	\$ 3,318.00	5.00	Acre	\$ 3,318.00	\$ 3,000.00	
Certification 1 - Practice 02-CP21								
Producer Certification	Producer Signature	Practice Complete	Component Code	Producer Actual Cost	Extent Approved	Extent Performed	Calculated Cost Share Amount	Producer Name
	08/25/2025	Yes	SHRUBS	\$ 7,000.00	4.00	4.0000	\$ 3,318.00	IMA PRODUCER
			DRILLGRSLND	\$ 0.00	0.00	0.0000	\$ 0.00	IMA PRODUCER
			GRSLGMMIX	\$ 0.00	0.00	0.0000	\$ 0.00	IMA PRODUCER
TSP Certification	Referred to TSP	TSP Signature	Practice Extents Performed	Component Code	Component Extent Performed			
	None	08/25/2025	5.00	SHRUBS	4.0000			
				DRILLGRSLND	0.0000			
				GRSLGMMIX	0.0000			
Payment *	COF Signature	Cost Share Amount	Producer Name		Payment Type			
	08/25/2025	\$ 1,346.00	IMA PRODUCER		Cost Share			
		\$ 2,654.00	IMA PRODUCER		Initial PIP			

*Payment amounts shown represent amounts calculated by CSS prior to applying any producer or payment reductions. The payment data reflected on this report may differ from the amounts that are actually paid in NPS.

725 Report of Certifications and Payments (Continued)**G Explanation of Certifications and Payments - Final Page**

The following table describes each section of the Report of Certifications and Payments - Final Page.

Section	Explanation
Header	The header information on the final page is the same as the header information on previous pages. Every page of the report contains header information.
Agreement Information	In this example, the third and final page of the report contains an Agreement Information because this page displays information for a revised agreement, 29_101_2025_0116A. All data on the final page in this example is specific to the revised version of the agreement.
Practice Information	The practice 02-CP21 shown in this example is the same practice on page 1 of the report in subparagraph B, except it represents the changed appearance of the practice after the revision. Approved practice extents did not change but the approved extents for the previously unpaid component “SHRUBS” were increased from 3.0000 on the original version of the agreement to 4.0000 on the revised version. Approved extents for components “DRILLGRSLND” and “GRSLGMMIX” show as 0.0000 because these components had their full approved extents reported as performed and paid under the previous version of the agreement. The revised approved component extents are displayed as part of the producer certification.
Certification 1	This certification represents the first (and only) certification for practice 02-CP21 under the revised agreement. Certification information is the same as on the previous pages. In this example the remaining approved component extents are reported as performed and are paid.
Final PIP Payments	Final PIP information is not displayed as part of the practice information for this agreement because the final PIP has not yet been issued. Only after the final PIP is issued will it display on the report.

726-750 (Reserved)

Part 9 Program Provisioning for CRP

Section 1 General Information

751 Accessing Program Provisioning

A Overview

State Conservation Specialists can permit or deny creation of components by county users for use within their State.

County users in States where permission is granted to create components will create components in Program Provisioning.

Every FSA administrative county has its own program provisioning county dataset. When creating C/S agreements CSS uses the dataset from the physical location county. Components are added to the dataset when a county user in the physical location has either created or copied a component.

Access Program Provisioning according to the following table.

Step	Action
1	Access the FSA Applications Intranet page at https://intranet.fsa.usda.gov/fsa/applications.asp .
2	Under “FSA Applications”, “Applications Directory”, CLICK “A-C”.
3	CLICK “Conservation - Program Provisioning”.
4	The Program Provisioning Home Screen will be displayed.

B Example of Program Provisioning Home Screen

The following is an example of the Program Provisioning Home Screen.

You are logged in as a **County user**

Program Provisioning Menu

Welcome No User Name

Practice Provisioning

Program Provisioning Home

Program Provisioning.

The Program Provisioning module will serve as a central repository used to define the attributes of CEPD programs for Conservation and Energy Software applications. Attributes may include but are not limited to, program, practice, component and fund information. Attributes will vary from program to program.

Please select a task area from the menu on the left to continue.

751 Accessing Program Provisioning (Continued)

C Action

On the Program Provisioning Home Screen, CLICK “Practice Provisioning” to display the Program Provisioning Menu Screen.

752-760 (Reserved)

Section 2 County Office Functions

761 Program Provisioning Menu - County User

A Overview

The Program Provisioning Menu Screen allows county users to create or modify:

- practice rate
- component
- component group.

After the county user selects Practice Provisioning from Program Provisioning Home Screen, the County User version of the Program Provisioning Menu Screen will be displayed.

B Example of Program Provisioning Menu Screen

The following is an example of the Program Provisioning Menu Screen when the State specialist has granted the county permission to create components.

You are logged in as a **County user**

Program Provisioning Menu Welcome No User Name Practice Provisioning	Program Provisioning Menu
Program Provisioning Menu for County user	
Practice Rate	
Component	Create Modify/Copy
Component Group	Create Modify
Back to Top ^	

PRPROVCountyUserMenu01

The following is an example of the Program Provisioning Menu Screen when the State specialist has **not** granted the county permission to create components.

You are logged in as a **County user**

Program Provisioning Menu Welcome No User Name Practice Provisioning	Program Provisioning Menu
Program Provisioning Menu for County user	
Practice Rate	
Component	Modify/Copy
Component Group	Modify
Back to Top ^	

PRPROVCountyUserMenu01

761 Program Provisioning Menu - County User (Continued)

C Field Description and Actions

The following table provides the field descriptions and actions for the Program Provisioning Menu Screen.

Field/Button	Description/Action
Practice Provisioning	CLICK “Practice Provisioning” to navigate to the Program Provisioning Menu Screen.
Practice Rate Create/Modify	Creates a practice rate for use in creating cost share agreements. Practice rates are not authorized for use in CRP cost share for CRP-1’s approved under Signups 53 and later and are not addressed in this paragraph.
Component Create	Creates components for use in creating cost share agreements.
Component Modify/Copy	Modifies existing components in the county program provisioning dataset. Copies components created by the State specialist or other users. Copying a component adds the component to the user’s county dataset. Note: Modify/Copy is also used to view existing components. There is not a true “View” option in program provisioning. Users must use the search function under the Modify/Copy functionality to open and view an existing component.
Component Group Create	Groups components from within the county dataset. Component groups allow users to group components commonly used together for a specific practice. Selecting the group is intended to allow the user to populate multiple components to the practice in a cost share application with a single selection. This functionality to use component groups when creating a cost share agreement has not been implemented in CSS. Creation of component groups is not covered in this paragraph.
Component Group Modify	Modifies existing component groups in the county dataset. Use of component groups has not been implemented in CSS, so modification of component groups is not covered in this paragraph.

762 Creating Components - County User

A Overview

CLICK “Create” in the “Component” row to display the Create or Modify Component Screen.

Note: Once a newly created component has been saved, the Category, Sub Category, Component Code, Descriptive Title, and Unit of Measure are no longer editable by the county user. The national automation administrative specialist can correct erroneous data elements except for Component Code.

B Example of Create or Modify Component Screen

The following is an example of the Create or Modify Component Screen.

Program Provisioning Menu

Welcome No User Name

Practice Provisioning

Create or Modify Component

Create Component

All required fields are denoted by an asterisk {*}

* Select Counties : ☐ Missouri-Johnson

* Category : Select Category

* Sub Category :

* Component Code :

* Descriptive Title :

* Unit of Measure : Select unit of measure

* Rate Type : Select Rate Type

* Average Actual Unit Cost (\$) :

* Average Unit Cost for SDA - Not Gender (\$) :

* Effective Start Date (MM/dd/yyyy) :

* Effective End Date (MM/dd/yyyy) :

Regular Cost Share Percentage :

Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage:

Save

762 Creating Components - County User (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Create or Modify Component Screen.

Field	Description/Action
Practice Provisioning	CLICK “Practice Provisioning” to navigate to the Program Provisioning Menu Screen. Warning: Clicking without first saving edits for a new component will result in all edits being lost.
Select Counties	Select the county for which the component is being created. Only counties assigned to the user are displayed for selection.
Category	Select the category for the component from the drop-down menu. See Exhibit 9 for Category to CRP Practice relationships. Components created will only be available for selection in CSS for practices associated to the category under which the component was created. Example: Practice CP1 is associated to Category “(04) Planting” in Exhibit 9 but is not associated to Category “(07 Earthwork/Structural Work”. Components created using Category “(04) Planting” will be displayed in the component drop-down list when creating Practice CP1 on a cost share application. Components created using Category “(07) Earthwork/Structural Work” will not display in the component drop-down list when creating Practice CP1 on a cost share application.
Subcategory	Select the subcategory that most closely represents the component being created from the drop-down menu.

762 Creating Components - County User (Continued)

C Fields, Descriptions, and Actions (Continued)

Field	Description/Action
Component Code	Enter a component code for the new component being created. Component codes are the unique identifier for the specific component and cannot be duplicated. If a component already exists for the identifier entered, user will receive a hard stop error message stating “Component Code <XXXX> already exists”. User must change the proposed identifier for the new component to something else and reattempt the save. Component codes consist of any combination of alphabetical or numeric characters. Special characters including but not limited to “#”, “%”, and “!” are not permitted. User must enter at least 1 alpha/numeric character but no more than 12 alpha/numeric characters for the component identifier.
Descriptive Title	Enter a descriptive title for the new component. Since component codes are limited to a maximum of 12 characters, users will frequently use abbreviations or code numbers for new components. The descriptive title may be up to 500 characters in length allowing user to be detailed and specifically identify the component.
Unit of Measure	Select the unit of measure from the drop-down menu.

762 Creating Components - County User (Continued)

C Fields, Descriptions, and Actions (Continued)

Field	Description/Action
Rate Type	Select the rate type for the component from the drop-down menu. Beginning with CRP Signup 53: - all CRP cost share must be paid using “Percent of Cost Not to Exceed” rate types - cost share for FMI and CLEAR30 payments must be paid using flat rates. Available rate types include the following: - Percent of Cost Not to Exceed - CSS pays: Lesser of Producer’s Extent Performed X Cost Share Rate or Producer’s Actual Cost X Cost Share Percentage - Percent of Cost - CSS pays: Lesser of Approved Amount or Producer’s Actual Cost X Cost Share Percentage - Flat Rate - CSS Pays: Lesser of Producer’s Extent Performed X cost share rate or Producer’s Actual Contribution Note: Percent of Cost and Flat Rate are not authorized for CRP contracts for Signup 53 and later. - FMI Flat Rate - CSS Pays: Lesser of Producer’s Extent Performed X FMI rate or Producer’s Actual Contribution Note: FMI Flat Rates are created by the National Office and are copied from the national list to the applicable county dataset. County and State users are not authorized to create FMI flat rates locally. - CLEAR30 Flat Rate - CSS Pays: Producer’s Extent Performed X CLEAR30 rate. Note: CLEAR30 Flat Rates are created by State specialists and are copied from the State list to the applicable county dataset. County users are not authorized to create CLEAR30 flat rates locally.

762 Creating Components - County User (Continued)

C Fields, Descriptions, and Actions (Continued)

Field	Description/Action
Average Actual Unit Cost	Enter 100 percent of the average actual cost for the local area. Costs may be entered up to 4 decimal places. Any decimal places not entered are considered as zeroes by the system. Note: Do not include a "\$" symbol or separating comma. A warning message will display for incorrectly entered cost.
Average Actual Unit Cost for SDA - Not Gender	This data element does not impact CRP cost share and only applies to BCAP cost share agreements. Enter the cost as the same amount used for the Average Actual Unit Cost data element unless that amount exceeds \$1,500.00. If the Average Actual Unit Cost exceeds \$1,500.00 enter "1500.00". Costs may be entered up to 4 decimal places. Any decimal places not entered are considered as zeroes by the system. Note: Do not include a "\$" symbol or separating comma. A warning message will display for incorrectly entered cost.
Effective Start Date	Enter the Effective Start Date as the date the component will be available for use in cost share applications using the MM/DD/YYYY format. Warning: Cost share agreement approvals will fail if the approval date is before the component effective start date.
Effective End Date	Enter the Effective End Date as the last date the component will be available for use in cost share applications using the MM/DD/YYYY format. Warning: Cost share agreement approvals will fail if the approval date is after the component effective end date. Note: If a user encounters an error indicating a component has expired, the effective end date of the component must be extended before the component can be used on a new application or revised agreement. For components created at the national level that are not editable by State or county employees, submit a request to extend the effective end date of the component to the national SharePoint site through the State specialist.

762 Creating Components - County User (Continued)

C Fields, Descriptions, and Actions (Continued)

Field	Description/Action
Regular Cost Share Percentage	Enter the Regular Cost Share Percentage for the component in whole numbers between 1 and 100. If the component being created will only be used for CRP cost share agreements, the regular cost share percentage can be entered as 50 percent. However, if the component may potentially be used in cost share applications such as ECP or EFRP, enter the regular cost share percentage as 75 percent. CRP cost share applications using this component only pay at the 50 percent rate since the CRP program limits cost share to a 50 percent rate.
Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage	Enter the Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage for the component in whole numbers between 1 and 100. This data element does not apply to CRP cost share and does not impact cost share calculations. If the component being created will only be used for CRP cost share agreements, the Lim Res, Soc Dis (NG), Beg Fmr cost share percentage can be entered as 50 percent. However, if the component may potentially be used in cost share applications such as ECP or EFRP, enter the Lim Res, Soc Dis (NG), Beg Fmr, cost share percentage as 90 percent. CRP cost share applications using this component only pay at the 50 percent rate since the CRP program limits cost share to a 50 percent rate.
Save	CLICK “Save” to navigate to the Component Confirmation (Confirm Creation of Component) screen. Validations are performed at the time “Save” is clicked. If required data elements are missing or invalid, self-explanatory error messages are displayed. Examples of error messages include the following. • “Component code <XXXX> already exists.” • “Component code is invalid.” • “Unit of Measure is required.” • “Regular Cost Share Percentage may not exceed 100.” Note: Except for error messages for missing required values, error messages only display 1 message at a time. After correcting the single displayed error message an additional error message may display on the next attempted save. All errors must be resolved before the save will be completed.

762 Creating Components - County User (Continued)

D Example of Component Confirmation Screen

The following is an example of the Component Confirmation Screen.

Program Provisioning Menu Welcome 15030 Practice Provisioning	Component Confirmation Confirm Creation of Component Selected Counties : Missouri-Johnson Category: Planting Sub Category: Conventional Component Code: Handplant Descriptive Title: Handplanting of tree seedlings. Unit of Measure: Hour Rate Type: Percent of Cost - Not to Exceed Average Actual Unit Cost (\$): 30 Average Unit Cost for SDA - Not Gender (\$): 30 Effective Start Date (MM/dd/yyyy): 01/16/2023 Effective End Date (MM/dd/yyyy): 12/31/2025 Regular Cost Share Percentage : 50 Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage : 50 Estimated Cost Share Rate Rate at 50% = 15.00 Rate at 75% = 22.50 Rate at 90% = 27.00 Is this the Component you want to create? Confirm Back

E Action

On the Component Confirmation Screen, CLICK:

- “Confirm” to save the new component
- “Back” to return to the Create or Modify Component Screen without saving entries

Note: Previously entered information remains populated on the screen.

- “Practice Provisioning” to return to the Program Provisioning Menu Screen without creating the new component.

763 Copying Components - County User**A Overview**

County users can copy components created by other users regardless of whether the State specialist has granted permission to create components.

State users can copy components created by other users. State users may be asked to copy components created by the National Office and provide those components to County Offices. Just as State users can grant or deny county users permission to edit data elements of a component, the National Office may also restrict State users from editing data elements of components created at the national level.

The process of copying a component begins from the Program Provisioning Menu Screen using the Modify Copy link. CLICK Modify/Copy on the Program Provisioning Menu Screen to display the List of Existing Components Screen.

763 Copying Components - County User (Continued)

B Example of List of Existing Components Screen

The following is an example of the default view of the List of Existing Components Screen. The screen defaults to the administrative county of the user.

The list shows components that already exist in the user's county dataset. To see components created by other users not yet in the user's county dataset, reset the selected county to "All Options".

List of Existing Components

National Component List

Please select Modify link for the Component you want to Modify

Program :

Practice :

Technical Practice :

State :

County :

Component Code :

Descriptive Title :

<u>Code</u>	<u>Descriptive Title</u>	<u>Status</u>	<u>Last Updated</u>	<u>Modify</u>
06-MPB1	Burning-Management	MODIFIED	10/10/2024	Modify/Copy
16AL-Burn	Prescribed Burning for site prep	MODIFIED	08/16/2022	Modify/Copy
2301382001	Multi Strand Barbed/Smooth Wire	MODIFIED	10/10/2024	Modify/Copy
2301382001RE	Multi Strand Barbed/Smooth Wire	MODIFIED	06/21/2023	Modify/Copy
002	Removal and Disposal of Brush and Trees	MODIFIED	11/15/2023	Modify/Copy
AL-MgInvas	Local Spot Treat and woody vegetation	MODIFIED	03/06/2021	Modify/Copy
AL-MgLDisk	Light Disking - Management	MODIFIED	09/21/2022	Modify/Copy
AL-RFTC-u12	Removal of forest trees on cropland up to 12"	MODIFIED	04/05/2023	Modify/Copy
AL-RFTC13-30	Removal of forest trees on cropland 13" to 30"	MODIFIED	05/24/2022	Modify/Copy
AL-RFTC31-Up	Removal of forest trees on cropland 31" and up	MODIFIED	04/05/2023	Modify/Copy
AL-RTNC-12	Removal of tree from non-cropland to repair or replace fences - up to 12"	MODIFIED	03/08/2022	Modify/Copy

67 items found, displaying 1 to 20.[First/Prev] **1, 2, 3, 4** [Next/Last]
[Back to Top ^](#)

763 Copying Components - County User (Continued)

C Fields Descriptions and Actions

The following table provides the fields, descriptions, and actions for the List of Existing Components Screen.

Field/Link	Description/Action
Program	Provides a list of programs indirectly associated to components through practices, component categories, and component subcategories. Note: Do not change the default value of “All Options”. If the user wants to limit the components displayed in the list to only components already associated to a specific CRP practice, the user must select that specific practice from the list. Only 1 practice can be selected at a time.
Practice	Lists Practices indirectly associated to components through component categories and component subcategories. Note: Do not change the default value of “All Options”. No practices will display if the user has not first selected a program. It is not necessary to select a practice. Doing so may unnecessarily prevent the desired component from displaying. It is recommended that this data field be left as “All Options”. If the user wants to limit the components displayed in the list to only components already associated to a specific CRP practice, the user must select that specific practice from the list. Only 1 practice can be selected at a time.
Technical Practice	Lists Technical Practices. Note: Do not change the default value of “All Options”. If the user wants to limit the components displayed in the list to only components already associated to a specific technical practice, the user must select that specific practice from the list. Only 1 practice can be selected at a time.

763 Copying Components - County User (Continued)

C Fields Descriptions and Actions (Continued)

Field/Link	Description/Action
State	Displays the user's State. It is recommended that the defaulted value be used if the user is attempting to copy a component created by their State specialist. Users may change this value if there is a specific component created either at the national level or by another State that the user wants to copy.
County	Displays the user's county. When copying a component, this data element must always be changed to "All Options". Leaving the data field populated as the default county will prevent the user from seeing any components that do not already exist in the county dataset.
Component Code	Allows the user to limit the search results to only the component codes containing the specific characters entered in the data field. Enter the component code if known, otherwise leave blank. Hint: Entering the full component code is not needed to find the specific component. A list of possible matches will be displayed.
Descriptive Title	Allows the user to limit the search results to only the descriptive titles containing the specific characters entered in the data field. Note: The full descriptive title does not need to be entered.
Search	CLICK "Search" to filter the view based on the filters completed. The Select Counties Screen will be displayed.
Modify/Copy	CLICK "Modify/Copy" to navigate to the Select Counties Screen.

764 Select Counties Screen

A Overview

The Select Counties Screen displays for all users, even users associated with only a single county.

The user must select a county before proceeding to the next screen. When a user is associated with multiple counties, the user must choose the county to which the component will be copied. Only counties associated to the user will be displayed for selection.

B Example of Select Counties Screen

The following is an example of the Select Counties Screen for a multi-county user.

The screenshot shows a web application interface. On the left is a 'Program Provisioning Menu' sidebar with 'Welcome No User Name' and a 'Practice Provisioning' link. The main area has a dark blue header with 'Select Counties' and 'Modify Component'. Below the header, the text '* Select Counties:' is followed by a box containing three unchecked checkboxes: 'Missouri-Caldwell', 'Missouri-Clay', and 'Missouri-Ray'. At the bottom right of the main area is a 'Next' button.

C Action

On the Select Counties Screen, CLICK:

- the applicable county(s)
- “Next”.

765 Create or Modify Component Screen

A Overview

The Create or Modify Component Screen allows users to copy or edit certain data elements.

The screen is initially displayed with the data for the component as it exists in the State dataset from which it was copied. Any data element with a red asterisk on the right side of the field name may be edited before saving. Only the data elements designated as “Changeable by County” by the State user who created the component will contain the red asterisk. Edits made on this screen apply only to the representation of the component in the county dataset where it will be created. Edits do not impact the attributes of the component as it exists in its originating dataset.

B Example of Create or Modify Component Screen

The following is an example of the Create or Modify Component Screen for a county user.

You are logged in as a **County user**

Program Provisioning Menu

Welcome 15030

Practice Provisioning

Create or Modify Component
Modify Component

All required fields are denoted by an asterisk {*}

Selected Counties :

Category : Earthwork/Structural Work

Sub Category: Structures

Component Code : 14A10

Descriptive Title : Annimal Guard 10 inches

Unit of Measure : Each

* Rate Type :

* Average Actual Unit Cost (\$) :

* Average Unit Cost for SDA - Not Gender (\$) :

* Effective Start Date (MM/dd/yyyy) :

* Effective End Date (MM/dd/yyyy) :

Regular Cost Share Percentage :

Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage:

Component Change History					
Rate Type	Average Actual Unit Cost(\$)	Average Unit Cost for SDA - Not Gender(\$)	Effective Start Date(MM/DD/YYYY)	Effective End Date(MM/DD/YYYY)	Changed Date(MM/DD/YYYY HH:mm:ss)
Flat Rate	\$ 16.00	\$ 0.00	07/01/2013	07/01/2030	06/25/2013 14:52:08
Flat Rate	\$ 16.00	\$ 0.00	07/01/2013	07/01/2030	01/25/2017 13:31:34
Flat Rate	\$ 16.00	\$ 0.00	08/23/2018	12/31/2021	08/23/2018 11:04:44
Flat Rate	\$ 16.00	\$ 0.00	08/23/2018	12/31/2021	08/23/2018 11:05:04

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765 Create or Modify Component Screen (Continued)

C Fields Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Create or Modify Components Screen.

Field/Link	Description/Action
The following first 5 data elements are only editable if the State specialist has granted permission for county users to edit the data element.	
A red asterisk will display to the right of the data field name if it is editable.	
Rate Type	Displays the rate type. Select a different rate type from the drop-down menu. Note: Rate types used for cost share applications for Signup 53 and later CRP contracts should always be “Percent of Cost - Not to Exceed”.
Average Actual Unit Cost	Displays the existing Average Actual Unit Cost. Costs may be entered up to 4 decimal places. Any decimal places not entered are considered as zeroes by the system. Note: Do not enter a “\$” symbol or a separating comma when entering values. For example, \$1,100.00 is entered as “1100.00”.
Average Actual Unit Cost for SDA - Not Gender	Displays the existing Average Actual Unit Cost for SDA - Not Gender or enter a different cost. Costs may be entered up to 4 decimal places. Any decimal places not entered are considered as zeroes by the system. Since this field only applies to BCAP cost share agreements, it does not affect CRP cost share calculations. Users must enter the cost as the same amount used for the Average Actual Unit Cost data element. If the Average Actual Unit Cost exceeds \$1,500.00 enter “1500.00”.
Effective Start Date	Displays the existing Effective Start Date in MM/DD/YYYY format. The date may be a past or future date; however, cost share agreement approvals will fail if the approval date is before the component effective start date.

765 Create or Modify Component Screen (Continued)

C Fields Descriptions and Actions (Continued)

Field/Link	Description/Action
Effective End Date	Displays the existing Effective End Date in MM/DD/YYYY format. The date may be a past or future date; however, cost share agreement approvals will fail if the approval date is after the component effective end date.
Regular Cost Share Percentage	Displays the regular cost share percentage. User may accept the existing Regular Cost Share Percentage for the component or enter a different percentage. Percentages are entered in whole numbers with acceptable values ranging between 1 and 100. Note: If the component may potentially be used in cost share applications such as ECP or EFRP, enter the regular cost share percentage as 75 percent. CRP cost share applications using this component only pay at the 50 percent rate since the CRP program limits cost share to a 50 percent rate.
Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage	Displays the existing Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage for the component. Percentages are entered in whole numbers with acceptable values ranging between 1 and 100. Note: This data element does not apply to CRP cost share and does not impact cost share calculations; however, if the component may potentially be used in cost share applications such as ECP or EFRP, enter the Lim Res, Soc Dis (NG), Beg Fmr, cost share percentage as 90 percent. CRP cost share applications using this component only pay at the 50 percent rate since the CRP program limits cost share to a 50 percent rate.

765 Create or Modify Component Screen (Continued)

C Fields Descriptions and Actions (Continued)

Field/Link	Description/Action
Changeable by County	The State user must designate if county users are permitted to change the following 5 data elements: • Rate Type • Average Actual Unit Cost • Average Unit Cost for SDA - Not Gender • Effective Start Date • Effective End Date. Adding a checkmark to the box means the data element to the left of the box can be changed by the county user. Leaving the box blank means the data element cannot be changed by the county user. Clicking in an empty box adds a checkmark. Clicking in a box containing a checkmark removes the checkmark.
Save	CLICK “Save” to save the information. The Component Confirmation Screen is displayed. If required data elements are missing or invalid, self-explanatory error messages are displayed and must be resolved before the save action is completed. Examples of error messages include: • “Component code <XXXX> already exists.” • “Component code is invalid.” • “Unit of measure is required.” • “Regular cost share percentage may not exceed 100.” Note: Except for error messages for missing required values, error messages only display 1 message at a time. After correcting the single displayed error message an additional error message may display on the next attempted save. All errors must be resolved before the save will be completed.

765 Create or Modify Component Screen (Continued)

D Example of Component Confirmation Screen

The following is an example of the Component Confirmation Screen.

You are logged in as a **County user**

Program Provisioning Menu

Welcome 15030

[Practice Provisioning](#)

Component Confirmation

Confirm Modifications to Component

Selected Counties : Missouri-Johnson

Category: Earthwork/Structural Work

Sub Category: Structures

Component Code: 14A10

Descriptive Title: Animal Guard 10 inches

Unit of Measure: Each

Rate Type: Flat Rate

Average Actual Unit Cost (\$): 16.00

Average Unit Cost for SDA - Not Gender (\$): 16.00

Effective Start Date (MM/dd/yyyy): 08/23/2018

Effective End Date (MM/dd/yyyy): 12/31/2021

Regular Cost Share Percentage : 50

Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage : 50

Estimated Cost Share Rate

Rate at 50% = 8.00

Rate at 75% = 12.00

Rate at 90% = 14.40

Are these the changes you want to make to this Component?

Confirm
Back

[Back to Top ^](#)

PRPROVComponentConfirmation01

E Actions

On the Component Confirmation Screen, CLICK:

- “Confirm” to keep the changes made

Note: Even if the user does not make changes to the component while copying, the overall component is considered modified because an additional representation of the component has been created in a new county dataset.

- “Back” to return to the Create or Modify Component Screen.

A message is displayed on the List of Existing Components Screen indicating the component was successfully modified.

766-780 (Reserved)

Section 3 State Office Functions

781 Program Provisioning Menu - State Office Users

A Overview

The Program Provisioning Menu Screen allows users to create or modify:

- practice rate
- component
- component group.

State specialists can create components for use in CRP cost share applications. Once created, county users can copy the State-created components to their county dataset.

The process for creating a component at the State level is the same as the county user process except that there are additional attributes that must be addressed by the State user. When creating components at the State level, the State specialist must determine which data elements of the component, if any, county users can edit.

B Example of Program Provisioning Menu Screen

The following is an example of the Program Provisioning Menu Screen for a State user.

You are logged in as a **State user**

Program Provisioning Menu

Welcome No User Name

Practice Provisioning

Program Provisioning Menu

Program Provisioning

	Counties allowed to Create?
Practice Rate	Create/ Modify No
Component	Create Modify/Copy Yes
Set County Permissions	County Permissions

PRPROVStateUserMenu01
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781 Program Provisioning Menu - State Office Users (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for a State user.

Field	Description/Action
Practice Rate	Allows State users to create or modify practice rates. Note: Practice rates are not authorized for use in CRP cost share for CRP-1 approved under Signups 53 and later and are not addressed in this handbook.
Component	Allows State users to create components. CLICK: • “Create” to navigate to the Create or Modify Component Screen Note: See paragraph 782. • “Modify/Copy” to navigate to the List of Existing Components Screen (paragraph 784).
Set County Permissions	Allows State users to set permissions for their State (paragraph 785).

782 Creating Components - State User**A Overview**

State specialists can create components for use in CRP cost share applications. Once created, county users can copy the State-created components to their county dataset. The basic process for creating a component at the State level is the same as the county user process except that there are additional attributes that must be addressed by the State user. When creating components at the State level, the State specialist must determine which data elements of the component, if any, county users can edit.

782 Creating Components - State User (Continued)

B Example of Create or Modify Component Screen for State User

The following is an example of the Create or Modify Component Screen for a State user.

You are logged in as a **State user**

Create or Modify Component

Create Component

All required fields are denoted by an asterisk {*}

States :

* Category :

* Sub Category :

* Component Code :

* Descriptive Title :

* Unit of Measure :

Rate Type :

* Average Actual Unit Cost (\$) :

* Average Unit Cost for SDA - Not Gender (\$) :

Effective Start Date (MM/dd/yyyy) :

Effective End Date (MM/dd/yyyy) :

Regular Cost Share Percentage :

Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage:

Changeable by

County

State

County ☐

Changeable by County ☐

Changeable by County ☐

Changeable by County ☐

Changeable by County ☐

782 Creating Components - State User (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Create or Modify Component (Create Component) Screen.

Field	Description/Action
Practice Provisioning	CLICK “Practice Provisioning” to navigate to the Program Provisioning Menu Screen. Warning: Clicking without first saving edits for a new component will result in all edits being lost.
States	Displays the State of the user.
Category	Select the category for the component from the drop-down menu. See Exhibit 9 for Category to CRP Practice relationships. Components created will only be available for selection in CSS for practices associated to the category under which the component was created. Example: Practice CP1 is associated to Category “(04) Planting” in Exhibit 9 but is not associated to Category “(07 Earthwork/Structural Work”. Components created using Category “(04) Planting” will be displayed in the component drop-down list when creating Practice CP1 on a cost share application. Components created using Category “(07) Earthwork/ Structural Work” will not display in the component drop-down list when creating practice CP1 on a cost share application.
Subcategory	Select the subcategory that most closely represents the component being created from the drop-down menu.
Component Code	Enter a component code for the new component being created. Component codes are the unique identifier for the specific component and cannot be duplicated. If a component already exists for the identifier entered, user will receive a hard stop error message stating “Component Code <XXXX> already exists.” User must change the proposed identifier for the new component to something else and reattempt the save. Component codes consist of any combination of alphabetical or numeric characters. Note: Special characters including but not limited to “#”, “%”, and “!” are not permitted. User must enter a minimum of 1 alpha/numeric character but no more than 12 alpha/numeric characters for the component identifier.

782 Creating Components - State User (Continued)

C Fields, Descriptions, and Actions (Continued)

Field	Description/Action
Descriptive Title	Enter a descriptive title for the new component. Since component codes are limited to a maximum of 12 characters, users will frequently use abbreviations or code numbers for new components. The descriptive title may be up to 500 characters in length allowing user to be detailed and specifically identify the component.
Unit of Measure	Select a single unit of measure from the drop-down menu.
Rate Type	Select the rate type for the component from the drop-down menu. Beginning with CRP Signup 53, all CRP cost share will be paid using “Percent of Cost Not to Exceed” rate types. Cost Share for FMI and CLEAR30 payments must be paid using flat rates. Available rate types include the following: • Percent of Cost Not to Exceed - CSS pays: Lesser of Producer’s Extent Performed X Cost Share Rate or Producer’s Actual Cost X Cost Share Percentage • Percent of Cost - CSS pays: Lesser of Approved Amount or Producer’s Actual Cost X Cost Share Percentage • Flat Rate - CSS Pays: Lesser of Producer’s Extent Performed X cost share rate or Producer’s Actual Contribution Note: Percent of Cost and Flat Rate are not authorized for CRP contracts for Signup 53 and later. • FMI Flat Rate - CSS Pays: Lesser of Producer’s Extent Performed X FMI rate or Producer’s Actual Contribution Note: FMI Flat Rates are created by the National Office and are copied from the national list to the applicable county dataset. County and State users are not authorized to create FMI flat rates locally. • CLEAR30 Flat Rate - CSS Pays: Producer’s Extent Performed X CLEAR30 rate. Note: CLEAR30 Flat Rates are created by State Specialists and are copied from the State list to the applicable county dataset. County users are not authorized to create CLEAR30 flat rates.

782 Creating Components - State User (Continued)

C Fields, Descriptions, and Actions (Continued)

Field	Description/Action
Average Actual Unit Cost	Enter 100 percent of the average actual cost for the local area. Costs may be entered up to four decimal places. Any decimal places not entered are considered as zeroes by the system. Note: Do not include a "\$" symbol or separating comma. A warning message will display for incorrectly entered cost.
Average Actual Unit Cost for SDA - Not Gender	This data element does not impact CRP cost share and only applies to BCAP cost share agreements. Enter the cost as the same amount used for the Average Actual Unit Cost data element unless that amount exceeds \$1,500.00. If the Average Actual Unit Cost exceeds \$1,500.00 enter "1500.00". Costs may be entered up to four decimal places. Any decimal places not entered are considered as zeroes by the system. Note: Do not include a "\$" symbol or separating comma. A warning message will display for incorrectly entered cost.
Effective Start Date	Enter the date the component will be available for use in cost share applications using the MM/DD/YYYY format. Warning: Cost share agreement approvals will fail if the approval date is before the component effective start date.
Effective End Date	Enter the last date the component will be available for use in cost share applications using the MM/DD/YYYY format. Warning: Cost share agreement approvals will fail if the approval date is after the component effective end date.

782 Creating Components - State User (Continued)

C Fields, Descriptions, and Actions (Continued)

Field	Description/Action
Regular Cost Share Percentage	Enter the Regular Cost Share Percentage for the component in whole numbers between 1 and 100. If the component being created will only be used for CRP cost share agreements, the regular cost share percentage can be entered as 50 percent. However, if the component may potentially be used in cost share applications such as ECP or EFRP, enter the regular cost share percentage as 75 percent. CRP cost share applications using this component only pay at the 50 percent rate since the CRP program limits cost share to a 50 percent rate.
Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage	This data element does not apply to CRP cost share and does not impact cost share calculations. Enter the Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage for the component in whole numbers between 1 and 100. If the component being created will only be used for CRP cost share agreements, the Lim Res, Soc Dis (NG), Beg Fmr cost share percentage can be entered as 50 percent. However, if the component may potentially be used in cost share applications such as ECP or EFRP, enter the Lim Res, Soc Dis (NG), Beg Fmr, cost share percentage as 90 percent. CRP cost share applications using this component only pay at the 50 percent rate since the CRP program limits cost share to a 50 percent rate.

782 Creating Components - State User (Continued)

C Fields, Descriptions, and Actions (Continued)

Field	Description/Action
Save	CLICK “Save” to navigate to the Component Confirmation Screen. Validations are performed at the time “Save” is clicked. If required data elements are missing or invalid, self-explanatory error messages are displayed and must be resolved before the save action is completed. Examples of error messages include the following. • “Component code <XXXX> already exists.” • “Component code is invalid.” • “Unit of Measure is required.” • “Regular Cost Share Percentage may not exceed 100.” Note: Except for error messages for missing required values, error messages only display 1 message at a time. After correcting the single displayed error message an additional error message may display on the next attempted save. All errors must be resolved before the save will be completed.
Changeable by County	The State user must designate whether county users are permitted to change the following 5 data elements: • Rate Type • Average Actual Unit Cost • Average Unit Cost for SDA - Not Gender • Effective Start Date • Effective End Date. Adding a checkmark to the box means the data element to the left of the box can be changed by the county user. Leaving the box blank means the data element cannot be changed by the county user. Clicking in an empty box adds a checkmark. Clicking in a box containing a checkmark removes the checkmark.
Save	CLICK “Save” to navigate to the Component Confirmation Screen.

782 Creating Components - State User (Continued)

D Example of Component Confirmation Screen

The following is an example of the Component Confirmation Screen.

You are logged in as a **State user**

Program Provisioning Menu

Welcome 18854

[Practice Provisioning](#)

Component Confirmation

Confirm Creation of Component

States :

Category: Planting

Sub Category: Tree Planting

Component Code: PlantTree

Descriptive Title: Hand planting of seedlings. Changeable by

Unit of Measure: Hour County

Rate Type: Percent of Cost - Not to Exceed No

Average Actual Unit Cost (\$): 35.00 Yes

Average Unit Cost for SDA - Not Gender (\$): 35.00 Yes

Effective Start Date (MM/dd/yyyy): 01/17/2023 No

Effective End Date (MM/dd/yyyy): 02/17/2024 No

Regular Cost Share Percentage : 75

Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage : 90

Estimated Cost Share Rate

Rate at 50% = 17.50

Rate at 75% = 26.25

Rate at 90% = 31.50

Is this the Component you want to create?

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PRPROVComponentConfirmation01

E Action

On the Component Confirmation Screen, CLICK:

- “Confirm” to save the data and navigate to the Program Provisioning Screen
- “Back” to navigate back to the Create or Modify Component Screen.

Note: Cost share percentages are lost during the Back process and should be re-entered before re-attempting to save the component.

783 Copying Component - State User

A Overview

State users can:

- copy components created by other users
- copy components created by the National Office
- provide those components to County Offices
- grant or deny county users permission to edit data elements of a component.

Note: The National Office may also restrict State users from editing data elements of components created at the national level.

783 Copying Component - State User (Continued)

B Example of the List of Component

The following is an example of the List of Existing Component Screen for a State user.

List of Existing Components

State Component List

Please select Modify link for the Component you want to Modify

Program :

Practice :

Technical Practice :

State :

County :

Component Code :

Descriptive Title :

<u>Code</u>	<u>Descriptive Title</u>	<u>Status</u>	<u>Last Updated</u>	<u>Modify</u>
100Excavator	Small Excavator	MODIFIED	10/14/2020	Modify/Copy
107LIM	LIME	MODIFIED	05/10/2023	Modify/Copy
11 barb wire	11-30 year old barb wire	MODIFIED	09/10/2013	Modify/Copy
11LIM	Lime	MODIFIED	05/07/2016	Modify/Copy
12 BOBCAT 60	PERSONAL EQUIPMENT - BOBCAT fence 11-30 year old 60%	MODIFIED	10/19/2020	Modify/Copy
14A10	Animal Guard 10 inches	MODIFIED	11/22/2023	Modify/Copy
14A12	Animal Guard 12 inches	MODIFIED	05/10/2023	Modify/Copy
14AIR	Air Seeding	MODIFIED	11/22/2023	Modify/Copy
14ASC	Anti-Seep Collar plastic	MODIFIED	05/10/2023	Modify/Copy
16MOCP1	This component covers all costs for seed(150%)/site prep/seeding/rolling/harrowing/cultipacking	MODIFIED	08/23/2018	Modify/Copy
16MOCP2	This component covers all costs for seed(150%)/site prep/seeding/rolling/harrowing/cultipacking	MODIFIED	12/09/2016	Modify/Copy
16MOCP23	All components for 23 practice including dirtwork/pipe/water control/seeding/etc.	MODIFIED	05/10/2023	Modify/Copy
2229500035	Removal and Disposal of Heavy Scattered Debris	MODIFIED	04/05/2024	Modify/Copy
36CRPWF	Wildlife Food Plot	MODIFIED	02/05/2016	Modify/Copy

277 items found, displaying 1 to 20.[First/Prev] [1](#), [2](#), [3](#), [4](#), [5](#), [6](#), [7](#), [8](#) [[Next/Last](#)]

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783 Copying Component - State User (Continued)

C Field Description and Actions

The following table provides the field descriptions and actions for the List of Component Screen used to copy a component for a State user.

Field/Link	Description/Action
Practice Provisioning	Returns the user to the Program Provisioning Menu Screen.
Program	Provides a list of programs indirectly associated to components through practices, component categories and component subcategories. If the user wants to limit the components displayed in the list to only components already associated to CRP practices, the user must select “CRP” so CRP practices will display in the practice drop-down list.
Practice	Provides a list of Practices indirectly associated to components through component categories and component subcategories. No practices will display if the user has not first selected a program. It is not necessary to select a practice. Doing so may unnecessarily prevent the desired component from displaying. It is recommended that this data field be left as “All Options”. If the user wants to limit the components displayed in the list to only components already associated to a specific CRP practice, the user must select that specific practice from the list. Only 1 practice can be selected at a time.
Technical Practice	Provides a list of Technical Practices. It is not necessary to select a technical practice. Doing so may unnecessarily prevent the desired component from displaying. It is recommended that this data field be left as “All Options”. If the user wants to limit the components displayed in the list to only components already associated to a specific technical practice, the user must select that specific technical practice from the list. Only 1 technical practice can be selected at a time.
State	Data field defaults to the State of the user. This must be changed to All options to view components created at the national level. Users may change this value to another State if there is a specific component created by that State that the user wants to copy.
County	Data field defaults to All Options. It is recommended that this data field be left as the defaulted All Options. Populating a county in this data field will limit the search results to only the components that exist in the selected county’s dataset.

783 Copying Component - State User (Continued)

C Field Description and Actions (Continued)

Field/Link	Description/Action
Component Code	Allows the user to limit the search results to only the component codes containing the specific characters entered in the data field. If the component code is known the most efficient way to search is to use the component code search with all other data fields set to “All Options” or blank when applicable. Typing the full component code is not needed to find the specific component. For example, if the user is searching for component “ABC123” if the user types “ABC” the component “ABC123” will display in the results. Any other component containing the text “ABC” will also display in the search results. Component “XYZABC12” would also display in the search results. Searches are not case specific. If the user searches for “abc” component “ABC123” will display in the search results because it contains the character string “abc” even though the case does not match.
Descriptive Title	Allows the user to limit the search results to only the descriptive titles containing the specific characters entered in the data field. Typing the full descriptive title is not needed to find the specific component. The descriptive title works in the same manner as the component code search. However, it may be difficult to anticipate which components contain the specific characters. As a result, the search results may not be effectively limited.
Search	Triggers the search process based on the criteria entered by the user.
Modify/Copy	User must CLICK “Modify/Copy” for the row of the component that they want to copy. The Create or Modify Component Screen will be displayed.

784 Modifying Components - State User**A Overview**

The Create or Modify Component Screen allows users to copy or edit certain data elements.

The screen is initially displayed with the data for the component as it exists in the State or national dataset from which it was copied. Data elements that may be changed by the State user include Rate Type, Average Actual Unit Cost, Average Unit Cost for SDA - Not Gender, Effective Start Date, and Effective End Date. National users may lock any of these 5 data fields and make them non-editable by State users for any given component. Only the data elements designated as “Changeable by State” by the national user are editable. Edits made on this screen apply only to the representation of the component in the State dataset where it will be created. Edits do not impact the attributes of the component as it exists in its originating dataset.

784 Modifying Components - State User (Continued)

B Example of Create or Modify Component Screen-State User

The following is an example of the Create or Modify Component Screen for a State user.

You are logged in as a **State user**

Program Provisioning Menu
 Welcome 18854
[Practice Provisioning](#)

Create or Modify Component
Modify Component

All required fields are denoted by an asterisk { * }

States :
 Category : Site Preparation
 Sub Category : Other Approved Method or Combination of Methods
 Component Code : 067LIM
 Descriptive Title : Conservation Cover LIME
 Unit of Measure : Ton
 Rate Type :

Changeable by
 County ☐
 State ☐
 County ☒
 Changeable by County ☒
 Changeable by County ☐
 Changeable by County ☒
 Changeable by County ☒

* Average Actual Unit Cost (\$) :
 Average Unit Cost for SDA - Not Gender (\$) : 14.00
 Effective Start Date (MM/dd/yyyy) :
 Effective End Date (MM/dd/yyyy) :
 Regular Cost Share Percentage :
 Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage:

Component Change History

Rate Type	Average Actual Unit Cost(\$)	Average Unit Cost for SDA - Not Gender(\$)	Effective Start Date(MM/DD/YYYY)	Effective End Date(MM/DD/YYYY)	Changed Date(MM/DD/YYYY HH:mm:ss)
Percent of Cost - Not to Exceed	\$ 14.00	\$ 0.00	03/14/2011	03/14/2026	09/24/2013 15:10:41
Percent of Cost - Not to Exceed	\$ 14.00	\$ 14.00	03/14/2011	12/31/2099	05/12/2022 09:50:52

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784 Modifying Components - State User (Continued)

C Fields Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Create or Modify Components Screen.

Field/Link	Description/Action
	Of the potentially editable data elements (Rate Type, Average Actual Unit Cost, Average Unit Cost for SDA - Not Gender, Effective Start Date, and Effective End Date), only the elements not restricted by the national level user will be editable. State users cannot see the designation made at the national level, but these attributes display without a box when not editable and within a box when the data field is editable.
Rate Type	Displays the rate type. Select a different rate type from the drop-down menu. Note: Rate types used for cost share applications for Signup 53 and later CRP contracts should always be “Percent of Cost - Not to Exceed”.
Average Actual Unit Cost	Displays the existing Average Actual Unit Cost. Costs may be entered up to four decimal places. Any decimal places not entered are considered as zeroes by the system. Note: Do not enter a “\$” symbol or a separating comma when entering values. For example, \$1,100.00 is entered as “1100.00”.
Average Actual Unit Cost for SDA - Not Gender	Displays the existing Average Actual Unit Cost for SDA - Not Gender or enter a different cost. Costs may be entered up to four decimal places. Any decimal places not entered are considered as zeroes by the system. This field only applies to BCAP cost share agreements and does not affect CRP cost share calculations. Users must enter the cost as the same amount used for the Average Actual Unit Cost data element. If the Average Actual Unit Cost exceeds \$1,500.00 enter “1500.00”.
Effective Start Date	Displays the existing Effective Start Date in MM/DD/YYYY format. The date may be a past or future date; however, cost share agreement approvals will fail if the approval date is before the component effective start date.
Effective End Date	Displays the existing Effective End Date in MM/DD/YYYY format. The date may be a past or future date; however, cost share agreement approvals will fail if the approval date is after the component effective end date.

784 Modifying Components - State User (Continued)

C Fields Descriptions and Actions (Continued)

Field/Link	Description/Action
Regular Cost Share Percentage	Displays the regular cost share percentage. User may accept the existing Regular Cost Share Percentage for the component or enter a different percentage. Percentages are entered in whole numbers with acceptable values ranging between 1 and 100. Note: If the component may potentially be used in cost share applications such as ECP or EFRP, enter the regular cost share percentage as 75 percent. CRP cost share applications using this component only pay at the 50 percent rate since the CRP program limits cost share to a 50 percent rate.
Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage	Displays the existing Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage for the component. Percentages are entered in whole numbers with acceptable values ranging between 1 and 100. Note: This data element does not apply to CRP cost share and does not impact cost share calculations; however, if the component may potentially be used in cost share applications such as ECP or EFRP, enter the Lim Res, Soc Dis (NG), Beg Fmr, cost share percentage as 90 percent. CRP cost share applications using this component only pay at the 50 percent rate since the CRP program limits cost share to a 50 percent rate.

784 Modifying Components - State User (Continued)

C Fields Descriptions and Actions (Continued)

Field/Link	Description/Action
Changeable by County	The State user must designate if county users are permitted to change the following 5 data elements: • Rate Type • Average Actual Unit Cost • Average Unit Cost for SDA - Not Gender • Effective Start Date • Effective End Date. Adding a checkmark to the box means the data element to the left of the box can be changed by the county user. Leaving the box blank means the data element cannot be changed by the county user. Clicking in an empty box adds a checkmark. Clicking in a box containing a checkmark removes the checkmark.
Save	CLICK “Save” to save the information. The Component Confirmation Screen is displayed. If required data elements are missing or invalid, self-explanatory error messages are displayed and must be resolved before the save action is completed. Examples of error messages include: • “Component code <XXXX> already exists.” • “Component code is invalid.” • “Unit of measure is required.” • “Regular cost share percentage may not exceed 100.” Note: Except for error messages for missing required values, error messages only display 1 message at a time. After correcting the single displayed error message an additional error message may display on the next attempted save. All errors must be resolved before the save will be completed.

784 Modifying Components - State User (Continued)

D Example of Component Confirmation Screen

The following is an example of the Component Confirmation Screen.

You are logged in as a **State user**

Program Provisioning Menu
 Welcome 18854
[Practice Provisioning](#)

Component Confirmation
Confirm Modifications to Component

States : Missouri

Category: Site Preparation
 Sub Category: Other Approved Method or Combination of Methods
 Component Code: 067LIM
 Descriptive Title: Conservation Cover LIME
 Unit of Measure: Ton
 Rate Type: Percent of Cost - Not to Exceed
 Average Actual Unit Cost (\$): 14.00
 Average Unit Cost for SDA - Not Gender (\$): 14.00
 Effective Start Date (MM/dd/yyyy): 03/14/2011
 Effective End Date (MM/dd/yyyy): 12/31/2031
 Regular Cost Share Percentage : 50
 Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage : 50

Changeable by County
 Yes
 No
 Yes
 Yes

Estimated Cost Share Rate
 Rate at 50% = 7.00
 Rate at 75% = 10.50
 Rate at 90% = 12.60

Are these the changes you want to make to this Component?

Confirm

Back

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PRPROVComponentConfirmation01

E Action

On the Component Confirmation Screen, **CLICK**:

- “Confirm” to keep the changes made

Note: Even if the user does not make changes to the component while copying, the overall component is considered modified because an additional representation of the component has been created in a new county dataset.

- “Back” to return to the Create or Modify Component Screen.

785 Setting County Permissions

A Overview

State specialists can grant permission to county users in their State to create components or set practice rates. State specialists may also prevent county users in their State from creating components or setting practice rates.

CLICK “County Permissions” on the Program Provisioning Menu (State User) to display the Set Permission Screen. Granting or preventing county user creation of components or setting of practice rates occurs on the Set Permission Screen.

B Example of Set Permission Screen

The following is an example of the Set Permission Screen.

You are logged in as a **State user**

Program Provisioning Menu
Welcome No User Name
Practice Provisioning

Set Permission

County Permissions

Permissions for state:: Iowa

Allow counties to create component? ☒

Allow counties to set a practice rate? ☐

Save

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785 Setting County Permissions (Continued)**C Fields Descriptions and Actions**

The following table provides the fields, descriptions, and actions for the Set Permissions Screen.

Field/Link	Description/Action
Practice Provisioning	CLICK “Practice Provisioning” to navigate to the Program Provisioning Menu Screen.
Allow counties to create component?	Entering a checkmark in the box permits county users to create components. Removing a checkmark from the box prevents county users from creating components. Clicking in an empty box adds a checkmark. Clicking in a box with a checkmark removes the checkmark.
Allow counties to set a practice rate.	Entering a checkmark in the box permits county users to set a practice rate. Removing a checkmark from the box prevents county users from setting a practice rate. Clicking in an empty box adds a checkmark. Clicking in a box with a checkmark removes the checkmark.
Save	Returns the user to the Program Provisioning Menu Screen and saves any edits that were made on the Set Permission Screen. A confirmation message “County Permissions have been successfully updated” is displayed on the Program Provisioning Menu Screen.

786-800 (Reserved)

Section 4 National Office Functions

801 Program Provisioning Menu - National User

A Overview

National automation specialists perform numerous functions in Program Provisioning to assist State and county users in program management of both program provisioning and cost share applications. An overview of national user functions is provided to enhance State and county users' understanding of program provisioning. The Program Provisioning Menu Screen for national users contains additional functions not available to State and county users. These additional functions allow the national specialist to assist State and county users in multiple ways.

B Example of Program Provisioning Menu Screen

The following is an example of the Program Provisioning Menu Screen for a National user.

You are logged in as a **National user**

Program Provisioning Menu

Welcome No User Name

Practice Provisioning

Program Provisioning Menu

Program Provisioning

				States allowed to Create?
Program	Create	Modify	Retire/UnRetire	N/A
Program Eligibility Questions	Create	Modify	Retire/UnRetire	N/A
Program Accounting Code	Create	Browse		N/A
Fund Code	Create	Browse		N/A
Practice	Create	Modify	Retire/UnRetire	N/A
Practice Rate				Yes
Technical Practice	Create	Modify	Retire/UnRetire	N/A
Category	Create	Modify	Retire/UnRetire	N/A
Sub Category	Create	Modify	Retire/UnRetire	N/A
Component	Create	Modify/Copy	Retire/UnRetire	Yes
Set State Permissions	State Permissions			

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PRPROVNationalAdminUserMenu01

801 Program Provisioning Menu - National User (Continued)

C Fields Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Program Provisioning Menu Screen for a National user.

Field/Link	Description/Action
Program	National users can create new programs in Program Provisioning. Using this action is rare since new conservation programs are typically authorized by legislation. National users can modify the attributes of existing programs. Attributes managed by the national user include but are not limited to if the program is eligible for cost share, if ledgers are applicable, and maximum cost share percentages at the program level. National users may also retire a program or unretire a previously retired program. A retired program is no longer visible or accessible in CSS.
Program Eligibility Questions	National users can create, modify, retire, and unretire program eligibility questions displayed in CSS. No eligibility questions are displayed in CSS for CRP. Eligibility for CRP cost share is based on the producer's eligibility to participate in CRP. When the CRP-1 is approved producers associated with the approved CRP contract are considered eligible to earn CRP cost share.
Program Accounting Code	Program Accounting Codes used in cost share applications are created by national users in program provisioning.
Fund Code	Fund Codes used in cost share applications are created by national users in program provisioning.
Practice	National users can create new practices, modify existing practices, and retire and unretire practices. Retired practices no longer display as a practice available for use in CSS. Component categories are associated to CRP practices in program provisioning by national users. Component categories play a critical role in CSS since only components created under a category associated to a specific CRP practice will be available for use in cost share applications for that practice.
Practice Rate	National users cannot set practice rates. However, national users control the ability of State users to set practice rates.

801 Program Provisioning Menu - National User (Continued)**C Fields Descriptions and Actions (Continued)**

Field/Link	Description/Action
Category	National users can create, modify, retire, and unretire component categories. Retired categories no longer display as a category in program provisioning. Any components associated to that category will no longer be available for use in CSS. Subcategories are associated to categories in program provisioning.
Subcategory	National users can create, modify, retire, and unretire component subcategories. Retired subcategories no longer display as a category in program provisioning. Any components associated to that subcategory will no longer be available for use in CSS. The only modification possible for a subcategory is the descriptive title of the subcategory. Association of subcategory to category is done at the category level. Association of practices to subcategories is done at the practice level.
Component	National users can create, modify, retire, and unretire components in program provisioning. For component modifications, national users can modify every component attribute except for the component code. State specialists can submit via SharePoint requests to modify attributes not editable by State or county users such as Category, Subcategory, Descriptive Title, and Unit of Measure if an error occurs during creation of a component by a State or county user. A component cannot be deleted once it has been created and saved, but national users can retire a component so that component no longer appears as a selection option in CSS. National users can also grant permission for State and county users to edit data elements of components or restrict the ability to edit those data elements.
Set State Permissions	National users can: • permit State users to create components or set practice rates • prevent State users from creating components or setting practice rates.

802-810 (Reserved)

Section 5 Multi-Level Component Representation

811 Upward Replication of Components at the County Level

A Overview

A unique dataset of components is available at the county, State, and national levels.

The same component code exists at all 3 levels; however, the county level component is maintained separately from the State level component, and the State level component is maintained separately from the National level component.

Multi-level component representations work according to a hierarchy of the county, State, and national levels with the county datasets being the lowest but most important level. Cost share agreements can only be created at the county level using components specific to that county. Even though State and national users can create and edit cost share agreements, the agreements are created and maintained at the administrative county level with components on the agreement selected from the county dataset of the physical location county of the tract. The State level is the next higher level in the hierarchy. The national level is the highest level of the hierarchy.

When a component is created at the county level, the component replicates to the State level and is created in the State and national databases. The initial creation is the only time the county user's edits replicate up to the higher levels. Immediately following this representation, all 3 levels are in synch.

Warning: As soon as edits are made to the component at any level, there is a possibility that the representation of the component will become out of synch with the other levels.

811 Upward Replication of Components at the County Level (Continued)

B Example of Upward Replication of County Created Component

The following is an example of the Create or Modify Component Screen for an upward replication of county-created components. This component was created by a county user.

Neither the State nor national user created component XYZ123, but a representation of this component was replicated into both the State and national databases.

When initially created, the component attributes will be the same for all 3 levels (county, State, and national).

Note: As edits are made, the attributes of the components will become out of sync and will no longer be the same component.

You are logged in as a **County user**

Create or Modify Component

Create Component

All required fields are denoted by an asterisk { * }

* Select Counties :

Select counties in which this component must be created
☒ Missouri-Johnson

* Category :

Animal Damage Control Devices

* Sub Category :

Any Device

* Component Code :

XYZ123

* Descriptive Title :

Cow Trap

* Unit of Measure :

Each

* Rate Type :

Percent of Cost - Not to Exceed

* Average Actual Unit Cost (\$) :

150.00

* Average Unit Cost for SDA - Not Gender (\$) :

150.00

* Effective Start Date (MM/dd/yyyy) :

02/15/2023

* Effective End Date (MM/dd/yyyy) :

02/15/2033

Regular Cost Share Percentage :

75

Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage:

90

Save

811 Upward Replication of Components at the County Level (Continued)

C Example of Saved Representation of the Component at the County Level

The following is an example of the Create or Modify Component Screen displaying the saved component information including the the Component Change History section.

Note: Once the screen has been saved, the Category, Sub Category, Component Code, Descriptive Title, and Unit of Measure are no longer editable by the county user. The National Office can correct any erroneous data elements except for the Component Code.

You are logged in as a **County user**

Create or Modify Component

Modify Component

All required fields are denoted by an asterisk {*****}

Selected Counties :

Category : Animal Damage Control Devices

Sub Category : Any Device

Component Code : XYZ123

Descriptive Title : Cow Trap

Unit of Measure : Each

* Rate Type :

* Average Actual Unit Cost (\$) :

* Average Unit Cost for SDA - Not Gender (\$) :

* Effective Start Date (MM/dd/yyyy) : 

* Effective End Date (MM/dd/yyyy) : 

Regular Cost Share Percentage :

Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage:

Component Change History

<u>Rate Type</u>	<u>Average Actual Unit Cost(\$)</u>	<u>Average Unit Cost for SDA - Not Gender(\$)</u>	<u>Effective Start Date(MM/DD/YYYY)</u>	<u>Effective End Date(MM/DD/YYYY)</u>	<u>Changed Date(MM/DD/YYYY HH:mm:ss)</u>
Percent of Cost - Not to Exceed	\$ 150.00	\$ 150.00	02/15/2023	02/15/2033	02/15/2023 17:00:55

812 Upward Replication of the Component at the State Level

A Overview

The following are the key points for upward replicated version of the component at the State level:

- exactly the same representation of the component created at the county level, but this representation is housed in the State level dataset
- Category, Sub Category, Component Code, Descriptive Title, and Unit of Measure are not editable by the State user
- other counties will be able to search and find the component in the State dataset if they want to copy the component
- replicates with all 5 “Changeable by County” data elements checked

Note: If the State changes its representation of these permissions, the changes will apply to other counties that attempt to copy the component, but they will not apply to the county that created the component

- county creation of the component is reflected in the State change history because even though the county created the record, the State representation of the component was simultaneously created in the State level database.

Note: Future changes to the component at the State level will only reflect changes made by a State user.

812 Upward Replication of the Component at the State Level (Continued)

B Example of Saved Representation of the Component at the State Level

The following is an example of the Create or Modify Component Screen displaying the saved component information at the State level including the the Component Change History section.

You are logged in as a **State user**

Create or Modify Component

Modify Component

All required fields are denoted by an asterisk {*}

States :

Category : Animal Damage Control Devices

Sub Category: Any Device

Component Code : XYZ123

Descriptive Title : Cow Trap

Unit of Measure : Each

Rate Type :

* Average Actual Unit Cost (\$) :

* Average Unit Cost for SDA - Not Gender (\$) :

Effective Start Date (MM/dd/yyyy) :

Effective End Date (MM/dd/yyyy) :

Regular Cost Share Percentage :

Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage:

Changeable by

County

State

County ☒

Changeable by County ☒

Changeable by County ☒

Changeable by County ☒

Changeable by County ☒

Component Change History					
<u>Rate Type</u>	<u>Average Actual Unit Cost(\$)</u>	<u>Average Unit Cost for SDA - Not Gender(\$)</u>	<u>Effective Start Date(MM/DD/YYYY)</u>	<u>Effective End Date(MM/DD/YYYY)</u>	<u>Changed Date(MM/DD/YYYY HH:mm:ss)</u>
Percent of Cost - Not to Exceed	\$ 150.00	\$ 150.00	02/15/2023	02/15/2023	02/15/2023 17:00:55

813 Replicated Representation of the Component at the National Level

A Overview

The following are the key points for the replicated version of the component at the national level:

- exactly the same representation of the component created at the county level, but this representation is housed in the national level dataset
- unlike the county and State level representations of the component, the Category, Sub Category, Descriptive Title, and Unit of measure are editable by the national user

Note: Edits made to these data elements by the national user replicate down to State and county versions of the component, but no record of the change is populated in the county and State versions of the change history.

- component code is not editable by any user at any level, including the national user

Note: Once created, a component code can never be deleted and that same component code can never be reused.

- State and county users can search for and find the component code in the national dataset
- replicates with all 5 “Changeable by County” and all 5 “Changeable by State” data elements checked

Note: If the national user changes its representation of these permissions the changes will apply to other States or counties that attempt to copy the component from the national level, but they will not apply to the county that created the component.

- county creation of the component is reflected in the national level change history because even though the county created the record, the national representation of the component was simultaneously created in the national level database.

Note: Future changes to the component history at the national level will only reflect changes made by a national user.

813 Replicated Representation of the Component at the National Level (Continued)

B Example of Saved Representation of the Component at the State Level

The following is an example of the Create or Modify Component Screen displaying saved component information including the the Component Change History section.

You are logged in as a **National user**

Create or Modify Component

Modify Component

All required fields are denoted by an asterisk { * }

* Category : Animal Damage Control Devices ▼

* Sub Category : Any Device ▼

Component Code : XYZ123

* Descriptive Title : Cow Trap

* Unit of Measure : Each ▼

Rate Type : Percent of Cost - Not to Exceed ▼

Average Actual Unit Cost (\$) : 150.00

Average Unit Cost for SDA - Not Gender (\$) : 150.00

Effective Start Date (MM/dd/yyyy) : 02/15/2023

Effective End Date (MM/dd/yyyy) : 02/15/2033

Regular Cost Share Percentage : 75

Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage: 90

Changeable by

State	County
Changeable by State	Changeable by County
☒	☒
Changeable by State	Changeable by County
☒	☒
Changeable by State	Changeable by County
☒	☒
Changeable by State	Changeable by County
☒	☒

Component Change History

Rate Type	Average Actual Unit Cost(\$)	Average Unit Cost for SDA - Not Gender(\$)	Effective Start Date(MM/DD/YYYY)	Effective End Date(MM/DD/YYYY)	Changed Date(MM/DD/YYYY HH:mm:ss)
Percent of Cost - Not to Exceed	\$ 150.00	\$ 150.00	02/15/2023	02/15/2033	02/15/2023 17:00:55

814 Downward Replication of Components Created at the State and National Level

A Overview

When a component is created at a higher level of the hierarchy (either State or national level) the component does not automatically replicate downward to lower levels. Components created at the State level replicate up to the national level, but county users can only get access to the newly State-created component by using the copy process to establish the component in their database. Components created at the national level do not replicate down to either State or county levels. State and county users can access national-created components by using the copy process to establish the national-created component in their database at their respective level.

Certain edits made to a component at a higher-level replicate down to lower-level versions of the component while others do not. The determining factor of whether edits to a component replicate down to lower levels is if the lower level has been designated as being able to edit the data element. If the lower-level user (county or State) can edit a data element, changes made to the component at a higher level do not overwrite the data element at the lower level. This prevents unknown and unexpected changes from occurring to the lower-level representation of the component. If the lower-level user cannot edit a data element, edits to that data element made at a higher level are replicated to the lower-level representation of the component. This provides a means for edits and corrections to be made on behalf of the lower level and keeps the data element in synch between the various levels.

The following are the key points for downward replicated edits:

- national user changed the descriptive title of component “XYZ123” originally created by the County Office from “Cow Trap” to “Cow Catcher” in the national version of the component
- since Descriptive Title is a data element that cannot be edited by county or State users, changes made at the national level will replicate down to the county and State versions of the component
- national user changed the “Changeable by” data element to restrict changes to Rate Type by county users and Effective End Date by State users
- the Component Change History is updated in the national representation of the component since the changes were made by the national user. The component history only displays 5 data elements. Since the changes made for this example did not affect any of the 5 data elements displayed, none of the changes made by the national user are reflected in the change history. The only noticeable change that can be derived from the component history at the national level is that 1 or more data elements were updated by a national user at 19:50:36 (7:50 PM) on the same day that the component was originally established in the database.

814 Downward Replication of Components Created at the State and National Level (Continued)

B Example of Downward Replication of Components Created at the State and National

The following is an example of the Create or Modify Component Screen displaying the saved component information including the the Component Change History section.

You are logged in as a **National user**

Create or Modify Component

Modify Component

All required fields are denoted by an asterisk { * }

* Category : Animal Damage Control Devices ▼

* Sub Category : Any Device ▼

Component Code : XYZ123

* Descriptive Title : Cow Catcher

* Unit of Measure : Each ▼

Rate Type : Percent of Cost - Not to Exceed ▼

Average Actual Unit Cost (\$) : 150.00

Average Unit Cost for SDA - Not Gender (\$) : 150.00

Effective Start Date (MM/dd/yyyy) : 02/15/2023

Effective End Date (MM/dd/yyyy) : 02/15/2033

Regular Cost Share Percentage : 75

Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage: 90

Changeable by

State	County
Changeable by State ☒	Changeable by County ☐
Changeable by State ☒	Changeable by County ☒
Changeable by State ☒	Changeable by County ☒
Changeable by State ☒	Changeable by County ☒
Changeable by State ☐	Changeable by County ☒

Component Change History					
Rate Type	Average Actual Unit Cost(\$)	Average Unit Cost for SDA - Not Gender(\$)	Effective Start Date(MM/DD/YYYY)	Effective End Date(MM/DD/YYYY)	Changed Date(MM/DD/YYYY HH:mm:ss)
Percent of Cost - Not to Exceed	\$ 150.00	\$ 150.00	02/15/2023	02/15/2033	02/15/2023 17:00:55
Percent of Cost - Not to Exceed	\$ 150.00	\$ 150.00	02/15/2023	02/15/2033	02/15/2023 19:50:36

815 State Representation of National User Changes Replicated Down**A Overview**

The following are the key points for downward replicated national edits in the State version of the component.

- the descriptive title reflects edits by the national user and now shows as “Cow Catcher”
- the Changeable by County for the Rate Type data element is now unchecked based on the edits by the national level

Note: If a county user copies this State version of the component, they cannot edit the rate type. Note that because the national version of the component still has the “Changeable by State” checked, the State user can change the rate type and can also re-check the changeable by county box if they choose to do so.

- the State user can no longer edit the effective end date because the national user unchecked the “Changeable by State” box for this data element and that change replicated down to the State version of the component
- even though changes occurred to the State version of component XYZ123 because of the national user edits, no row is added to change history of the State version of the component since no changes were made by the State user.

815 State Representation of National User Changes Replicated Down (Continued)

B Example of State Representation of National User Changes Replicated Down

The following is an example of the Create or Modify Component Screen for component XYZ123 at the State level after the county-created component was edited by a national level user.

You are logged in as a **State user**

Create or Modify Component

Modify Component

All required fields are denoted by an asterisk {*}

States :

Category : Animal Damage Control Devices

Sub Category: Any Device

Component Code : XYZ123

Descriptive Title : Cow Catcher

Unit of Measure : Each

Rate Type :

* Average Actual Unit Cost (\$) :

* Average Unit Cost for SDA - Not Gender (\$) :

Effective Start Date (MM/dd/yyyy) :

Effective End Date (MM/dd/yyyy) : 02/15/2033

Regular Cost Share Percentage :

Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage:

Changeable
by
County
State
County ☐
Changeable
by County
☒
Changeable
by County
☒
Changeable
by County
☒

Component Change History					
Rate Type	Average Actual Unit Cost(\$.)	Average Unit Cost for SDA - Not Gender(\$.)	Effective Start Date(MM/DD/YYYY)	Effective End Date(MM/DD/YYYY)	Changed Date(MM/DD/YYYY HH:mm:ss)
Percent of Cost - Not to Exceed	\$ 150.00	\$ 150.00	02/15/2023	02/15/2033	02/15/2023 17:00:55

816 County Representation of National User Changes Replicated Down

A Overview

The following are the key points for Downward Replicated National Edits in the County Version of the Component:

- the descriptive Title reflects edits by the national user and now shows as “Cow Catcher”
- even though the national user un-checked the “Changeable by County” box for Rate Type, that change did not apply to this county’s version of the component since this is the county that originally created the component
- even though changes occurred to the county version of component XYZ123 because of the national user edits, no row is added to the change history of the county version of the component since no changes were made by the county user.

B Example of the County Representation Screen

The following is an example of the County Representation Screen displaying component XYZ123 at the county level after the county-created component was edited by a national level user.

You are logged in as a **County user**

Create or Modify Component

Modify Component

All required fields are denoted by an asterisk {*}

Selected Counties :

Category : Animal Damage Control Devices
 Sub Category: Any Device
 Component Code : XYZ123
 Descriptive Title : Cow Catcher
 Unit of Measure : Each
 * Rate Type :

* Average Actual Unit Cost (\$) :
 * Average Unit Cost for SDA - Not Gender (\$) :
 * Effective Start Date (MM/dd/yyyy) :
 * Effective End Date (MM/dd/yyyy) :
 Regular Cost Share Percentage :
 Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage:

Component Change History					
Rate Type	Average Actual Unit Cost(\$)	Average Unit Cost for SDA - Not Gender(\$)	Effective Start Date(MM/DD/YYYY)	Effective End Date(MM/DD/YYYY)	Changed Date(MM/DD/YYYY HH:mm:ss)
Percent of Cost - Not to Exceed	\$ 150.00	\$ 150.00	02/15/2023	02/15/2033	02/15/2023 17:00:55

817 Component Change History

A Overview

Every component has a change history at every level (county, State, or national). To properly interpret the change history users must understand the limitations of change history in program provisioning. These limitations include the following:

- limited data elements are displayed in the change history
- entries in the change history only represent changes made by users at the specific level of the component

Note: Users at higher levels cannot view the true representation of a component at a lower level.

- ghost edits may be logged in the change history
- lack of insight from 1 level to another.

B Limited Data Elements Displayed in Change History

The following 5 main data elements of a component are displayed in the change history of a component:

- Rate Type
- Average Actual Unit Cost
- Average Unit Cost for SDA - Not Gender
- Effective Start Date
- Effective End Date.

In addition to these 5 data elements, the date and time a change is made to the component is also captured. Other changes such as changes to Regular Cost Share Percentage and Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage are not captured in change history, but will create a row in the change history if the user changes 1 of those data elements and CLICKS “Save” on the Modify Component Screen.

At the State level, components contain “Changeable by County” flags. At the national level, components contain both “Changeable by County” and “Changeable by State” settings. Edits to “Changeable by ...” settings are not reflected in the change history but will cause an additional row to be entered in the change history when a change to these settings is saved.

817 Component Change History (Continued)**B Limited Data Elements Displayed in Change History (Continued)**

Finally, Category, Sub Category, Descriptive Title, and Unit of Measure are not editable by State or county users but can be changed by a national user. Changes to these four data elements by a national user create a row in the change history at the national level, but this row does not provide any insight into what was changed. Edits to these four data elements by a national user result in updated information in State and county versions of the component, but do not insert a row into the change history of the State and county versions of the component.

C Change History and Component View are User-level Specific

Except for upward replication that occurs when a component is initially created at the county level or State level, edits made at 1 level of a component only result in an entry in the change history for that level of the component. National and State users cannot see entries in the change history for levels below their specific user level.

D Ghost Edits Cause an Entry in the Change History

Because there is no “View” option in program provisioning, users must search for components using the Modify/Copy option. If after viewing a component using this option, the user exits the page by clicking save without changing any data elements a row is added to the change history. This ghost edit row will look identical to the row above since none of the 5 editable data elements was changed, except the “Changed Date” data element will have a different date and time than the row above. The same results occur if the user changes either of the cost share percentage data elements. For this reason, it is impossible to distinguish which actions were taken to create the ghost edit row.

817 Component Change History (Continued)**E Lack of Insight Between Component Levels**

State and national users must be aware that even if the State or national user includes the specific county and State in their search criteria when searching for a component, the component returned that the State or national user can view is the representation of the component as it exists at the user's respective level. Because the representation of the component is unique at the State, county, and national level and edits made at the various levels can result in the representations for each level being out of synch with other levels, State and national users must understand that the only way a State or national user can be sure they are seeing the county-level representation of a component is to either have the county user send them a screen shot of the component as it exists in the county's database, or to conduct a screenshare session with the county user to look directly into the county database.

Including the specific State and county in a search for a component can be useful in determining if the component exists in the county database. If the State or county user searches for a component with the specific State and county in their search criteria and the search returns no results, that indicates the county has not yet copied that component into their database.

The following screens demonstrate the lack of insight that a State user has into county edits of the county version of a component.

817 Component Change History (Continued)

F Example of County User Updates Component

The following is an example of the Create or Modify Component Screen from previous examples using component XYZ123. The county user has updated the average actual cost values from \$150.00 to \$175.00.

You are logged in as a **County user**

Create or Modify Component

Modify Component

All required fields are denoted by an asterisk {*}

Selected Counties :

Category : Animal Damage Control Devices
 Sub Category: Any Device
 Component Code : XYZ123
 Descriptive Title : Cow Catcher
 Unit of Measure : Each

* Rate Type :

* Average Actual Unit Cost (\$) :

* Average Unit Cost for SDA - Not Gender (\$) :

* Effective Start Date (MM/dd/yyyy) :

* Effective End Date (MM/dd/yyyy) :

Regular Cost Share Percentage :

Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage:

Component Change History					
Rate Type	Average Actual Unit Cost(\$)	Average Unit Cost for SDA - Not Gender(\$)	Effective Start Date(MM/DD/YYYY)	Effective End Date(MM/DD/YYYY)	Changed Date(MM/DD/YYYY HH:mm:ss)
Percent of Cost - Not to Exceed	\$ 150.00	\$ 150.00	02/15/2023	02/15/2033	02/15/2023 17:00:55
Percent of Cost - Not to Exceed	\$ 175.00	\$ 175.00	02/15/2023	02/15/2033	02/27/2023 07:33:38

817 Component Change History (Continued)

G State User Searches for Component in Selected County

The State user searches for component XYZ123 limiting the search criteria to only Johnson County.

You are logged in as a **State user**

List of Existing Components

State Component List

Please select Modify link for the Component you want to Modify

Program : All Options ▼

Practice : All Options ▼

Technical Practice : All Options ▼

State : Missouri ▼

County : **Johnson** ▼

Component Code : XYZ123

Descriptive Title :



The State user selects “Modify/Copy” to view the component returned from the search results.

You are logged in as a **State user**

List of Existing Components

State Component List

Please select Modify link for the Component you want to Modify

Program : All Options ▼

Practice : All Options ▼

Technical Practice : All Options ▼

State : Missouri ▼

County : **Johnson** ▼

Component Code : XYZ123

Descriptive Title :

<u>Code</u>	<u>Descriptive Title</u>	<u>Status</u>	<u>Last Updated</u>	<u>Modify</u>
XYZ123	Cow Catcher	MODIFIED	02/27/2023	Modify/Copy 

817 Component Change History (Continued)

H State User View Remains Limited to State Version of the Component

Even though the State specialist specifically limited the search criteria to Johnson County, the version of the component that the State specialist sees is the State-level version of the component. Edits made by the county user are not reflected in this view. Neither is the county change history.

You are logged in as a **State user**

Create or Modify Component

Modify Component

All required fields are denoted by an asterisk {*}

States :

Category : Animal Damage Control Devices

Sub Category: Any Device

Component Code : XYZ123

Descriptive Title : Cow Catcher

Unit of Measure : Each

Rate Type :

* Average Actual Unit Cost (\$) :

* Average Unit Cost for SDA - Not Gender (\$) :

Effective Start Date (MM/dd/yyyy) :

Effective End Date (MM/dd/yyyy) :

Regular Cost Share Percentage :

Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage:

Changeable by
County ☐
State ☐
County ☐

Changeable by County ☒

Changeable by County ☒

Changeable by County ☒

Changeable by County ☒

Rate Type	Average Actual Unit Cost(\$)	Average Unit Cost for SDA - Not Gender(\$)	Effective Start Date(MM/DD/YYYY)	Effective End Date(MM/DD/YYYY)	Changed Date(MM/DD/YYYY HH:mm:ss)
Percent of Cost - Not to Exceed	\$ 150.00	\$ 150.00	02/15/2023	02/15/2033	02/15/2023 17:00:55

817 Component Change History (Continued)

H State User View Remains Limited to State Version of the Component (Continued)

The only insight the State specialist can gain from a county-specific search is to determine if the component exists in the county database. The fact that a component was returned in the search results indicates that the component exists in the specified county database. If the component did not exist in the specified county database, the State specialist would have received the following “No items found” search results.

<u>Code</u>	<u>Descriptive Title</u>	<u>Status</u>	<u>Last Updated</u>	Modify
Nothing found to display.				
No items found.				

818-840 (Reserved)

Section 6 Troubleshooting Missing Components During Cost Share Application Creation**841 Missing Components****A General Information**

When creating new CRP cost share agreements, users sometimes report that the component they intend to add to the cost share agreement is not available in the CSS drop-down listing of components. When this scenario occurs, it is almost always the result of 1 of the following conditions:

- the land included on the CRP contract is physically located in a county other than the administrative county and the physical location county has not copied the component into their dataset

Note: CSS uses physical location when determining the representation of the component to be added to the agreement.

- the component was created using a category not associated to the CRP practice on the agreement.

B Determining the Cause of the Missing Component

The most common reason a component does not display in the list of components available when adding a practice is that the tract containing the CRP is physically located outside of the administrative county and the component is not in the program provisioning dataset for the physical location county. Follow paragraph 842 to determine if physical location is the problem.

If physical location is not the reason the component does not display, follow paragraph 843 to verify that the category used to create the component maps to the selected practice.

842 Physical Location vs. Administrative County

A Overview

When a component is unavailable for use during creation of a CRP cost share agreement, first troubleshoot the issue to identify the physical location of the land containing the practice. Within CSS on the “Application Signup - Add Contributors” page, compare the administrative county listed in the application control number to the physical State and county shown for the tract containing the land associated with the cost share application.

B Example of Application Signup - Add Contributors Screen

The following is an example of the Application Signup - Add Contributors Screen. In this screen the administrative county is Johnson County, Missouri (29-101) but the physical location county for the tract containing the practice is Cass County, Missouri (29-037).

Application Signup - Add Contributors

Control No : 29_101_2023_0040
 Creation Date : 12/28/2022

Applicant Name : SAM FARMER
 Project Area ID : 0

Agreement Status : INCOMPLETE
 Contract Number : [25000](#)

Following are the Producer/Contributor details.

All required fields are denoted by an asterisk{*}

Producer Farm Details					
* Producer(s)	Farm No.	Tract No.	* Field No.	State	County
SAM FARMER	0000001	0000001	1	29	037

C Action

Search for the component in the physical location county in program provisioning.

Note: Only employees associated with the physical location county can access the program provisioning county dataset for that county. The administrative county employee will need assistance from an employee in the physical location county or a State specialist to search program provisioning to determine if the component exists in the physical county dataset.

842 Physical Location vs. Administrative County (Continued)

C Action (Continued)

In this example the search results in program provisioning indicate that Cass County, Missouri, has not copied component XYZ123 into the Cass County dataset.

You are logged in as a **County user**

List of Existing Components

County Component List

Please select Modify link for the Component you want to Modify

Program :

Practice :

Technical Practice :

State :

County :

Component Code :

Descriptive Title :

Code	Descriptive Title	Status	Last Updated	Modify
Nothing found to display.				
No items found.				

For this component to be available in the cost share agreement being created for Sam Farmer's Johnson County CRP contract 25000, the component must first be copied into the Cass County program provisioning dataset. Once the component is copied into the Cass County dataset, refresh the page in CSS and component XYZ123 should be displayed as a component available for selection. If the component still is not shown in the drop-down list for the practice, go to paragraph 843 to verify that the category used to create component XYZ123 is associated to the practice on the cost share application.

843 Verifying the Component Category Maps to the CRP Practice

A Overview

Another reason why components are not available for selection in CSS is the component was created using a category that does not map to the CRP practice. To verify the component maps to the CRP practice, the user needs to use both program provisioning and CSS. Begin the process of verifying the component category maps to the CRP practice by identifying the practice in CSS. Then review the component in program provisioning to determine the component category used to create the component maps to the selected practice.

B Determining the CRP Practice

In CSS, determine the practice being used on the cost share agreement using the Application Signup - Add Practice Component Screen. The following is an example of the CSS Application Signup - Add Practice Components Screen. The selected practice used for this example is CP21.

You are logged in as a **County user**

Application Signup - Add Practice Components

Control No : 29_101_2023_0040
Applicant Name : SAM FARMER
Agreement Status : INCOMPLETE

Creation Date : 12/28/2022
Project Area ID : 1667
Contract Number : [25000](#)
[Add/View Notes](#)

Add or Edit component rate.

All required fields are denoted by an asterisk{*}

Selected Practice : 01-CP21

Management Activity : No

Re-establishment : No

* Practice extent (Acre) :

* Select Components : Add

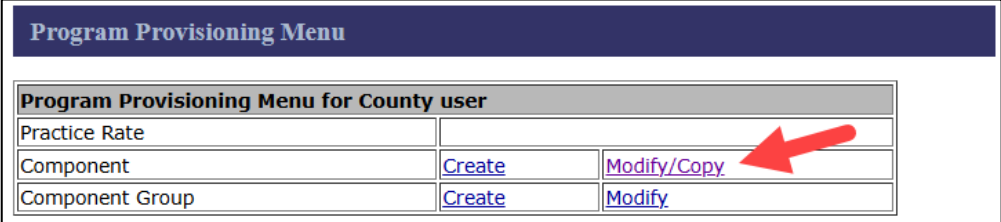
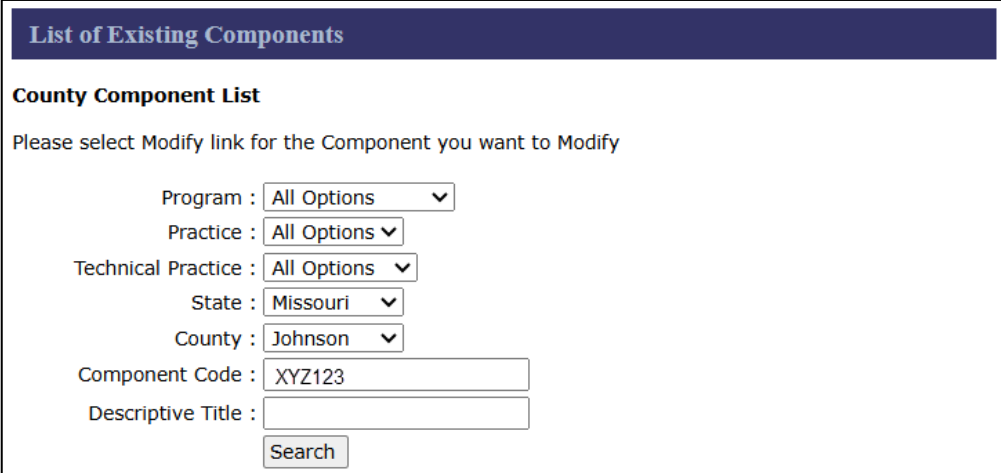
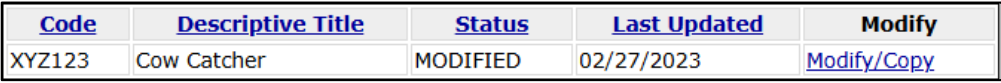
*Only the selected ones will be added to the application

Component Code	Rate Type	Component Unit	Avg Actual Cost (\$)	Regular CostShare (%)	LIM-RES SOC-DIS BEG-FMR CostShare (%)	*Extent Requested	Remove Link
Nothing found to display.							

843 Verifying the Component Category Maps to the CRP Practice (Continued)

C Review the Component in Program Provisioning

Use the steps in the following table to review the component in Program Provisioning.

Step	Action
1	Access program provisioning according to paragraph 751.
2	On the Program Provisioning Menu Screen, CLICK “Modify Copy” in the Component Row. 
3	Search for the desired component by entering the component code, then CLICK “Search”. 
4	In the search results for the component, CLICK “Modify/Copy”. 

843 Verifying the Component Category Maps to the CRP Practice (Continued)

D Example of Create or Modify Component Screen

The following is an example of the Create or Modify Component Screen.

The category “Animal Damage Control Devices” used to create this component is not associated to practice CP21 according to Exhibit 9 and is not authorized for use with practice CP21. For this reason, CSS does not display the component in the list of available components for practice CP21.

You are logged in as a **County user**

Create or Modify Component

Modify Component

All required fields are denoted by an asterisk {*}

Selected Counties :

Category : Animal Damage Control Devices

Sub Category: Any Device

Component Code : XYZ123

Descriptive Title : Cow Catcher

Unit of Measure : Each

* Rate Type :

* Average Actual Unit Cost (\$) :

* Average Unit Cost for SDA - Not Gender (\$) :

* Effective Start Date (MM/dd/yyyy) :

* Effective End Date (MM/dd/yyyy) :

Regular Cost Share Percentage :

Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage:

E Resolving Mismatches

If the county user or State specialist believes a specific component not currently available for use with a specific practice follows 2-CRP, Exhibit 11 policy and should be eligible for cost share:

- consider changing the associated category to a category that is associated to the practice. Category changes for existing components must be made by a national admin user. State specialists can submit requests to change a component category via SharePoint.
- contact CD to determine if Exhibit 9 should be updated to associate the current category to the desired practice.

844-900 (Reserved)

Part 10 Payments**Section 1 Program Payment Provisions****901 General Payment Provisions****A Overview**

The CRP cost share payment process determines:

- whether the producer is eligible to receive payment
- the payment amount that can be sent to NPS for disbursement
- the overpayment amount that will be automatically sent to NRCS for cost share agreements associated to CRP-1's with original approval dates before October 1, 2020
- the overpayment amount sent to the Pending Overpayment Report in CPR for cost share agreements associated to CRP-1's with original approval dates on or after October 1, 2020.

Notes: Original approval date refers to the approval date of the original version of the CRP-1, not the approval date of any subsequent CRP-1 revisions.

See 9-CM for general payment information.

Exhibit 30 contains a Quick Reference Guide for Payment Related Issues.

B Frequency of Payment Processing

Cost share and PIP payments are sent to the payment system for immediate processing. If payments are not found in NPS, check the Nonpayment/Reduction report in CPR according to 9-CM.

901 General Payment Provisions (Continued)

C Payment Due Date

61-FI provides general guidance for determining payment due dates for various programs.

The following table provides guidance for establishing payment due dates.

CRP-1 Original Approved	Obligation Source	Date Documents Received Includes	Date Receipts and Documents Received - See Part 5, Section 2
before October 1, 2020	eFMS	• FSA-848B • Receipts • CCC-902	Enter the date the last document was received. Warning: Do not enter a date until all documents have been received. Interest is calculated and automatically paid based on this date.
after October 1, 2020	COF	• FSA-848B • Receipts	Enter the date the last required cost share document was received. Note: Dates for payment eligibility documents will be determined by the payment systems. Online Payments will be used to calculate and issue the interest payment according to 61-FI.

Note: 61-FI defines the payment due date for cost share as “30 calendar days after the applicant provides required documentation”. Required documentation includes payment eligibility documentation, such as CCC-902. If payment eligibility documentation is filed after the later of the “Date Documents are Received” and “Producer Signature Date” is entered during the producer certification process, the payment due date calculated by CSS will be incorrect and the prompt payment interest calculated by CSS will be incorrect. Contact your State Office for guidance in correctly determining the payment due date and correctly issuing prompt payment interest in this scenario.

901 General Payment Provisions (Continued)**D Funds Control Process**

CRP cost share payments for an FSA-848 associated with a CRP-1 initially approved **before** October 1, 2020, use the Obligation Process through eFMS accounting which controls funding allotments by program year, monitors program spending, and halts program disbursements when the funding allocation has been exhausted. The funding is reserved for individual agreements through the obligation process at the time FSA-848A is approved.

Conservation Programs Funded Through eFMS	Fund Code
CRP if original CRP-1 was approved before October 1, 2020	3306
PIP if original CRP-1 was approved before October 1, 2020	3359

CRP cost share payments for an FSA-848 associated with a CRP-1 initially approved **on or after** October 1, 2020, use COF. If adequate funding is not available, producers who cannot be paid will be listed on the Failed Obligations/Insufficient Funds Report in the CPR System and the application will remain in a status of "Approval In Process".

Conservation Programs Funded through COF	Fund Code
CRP if original CRP-1 was approved on or after October 1, 2020	3307
Clear30	3360
FMI	3358
PIP if original CRP-1 was approved on or after October 1, 2020	3361

The funds for CRP cost share payments will be controlled at the national level and do not require State or county allotments.

Note: Initial CRP-1 approval date refers to the approval date of the original version of the CRP-1, not any subsequent revised CRP-1.

E Sequestering CSS Payments

CSS payments are not subject to sequestration.

902 Payment Eligibility Provisions**A Overview**

For CRP, CSS uses information contained in the web-based eligibility system for the year of the first payment request, except AGI and conservation compliance. Once the eligibility year is established, the year is retained for all future cost share payments associated with the agreement to determine if a producer or member of a joint operation is eligible to be paid for that year. Payment transaction dates are recorded in the Notes Data under Add/View Notes. See paragraph 89 for viewing notes.

Exception: AGI Eligibility is the FY of the CRP-1 approval. Farm/Tract Conservation Compliance is the current year.

Reminder: Eligibility determinations/certifications should accurately reflect COC determinations and producer certifications, as applicable. Documentation to support the determinations must be on file.

B CRP Subsidiary Eligibility

Web-based eligibility systems applicable to CRP payments determine how the web-based subsidiary eligibility data for payment processing will be used.

If a producer has multiple invalid subsidiary eligibility conditions, only the highest priority ineligible condition is displayed at a time on either of the following:

- Retry Payment Screen in CSS if the initial approval date of CRP-1 in CCMS is **before** October 1, 2020
- Nonpayment/Reduction Report in CPR if the initial approval date of CRP-1 in CCMS is **on or after** October 1, 2020.

903-920 (Reserved)

Section 2 CRP Cost Share Payments and Overpayments**921 CRP Cost Share Payments and Corrections****A Overview**

The CRP Cost Share payment process is a web-based integrated process that uses a wide range of information and other program determinations and values to determine whether a payment should be issued and the amount of gross payment, applicable reductions, and the net payment amount. For payments to be calculated correctly, all supporting files must be updated correctly.

B Cost Share Payments

Issuing Cost Share payments through the CRP CSS is covered in Part 5. Once a payment has been processed through the CRP CSS, it is sent to NPS to be issued. Procedure for NPS certifying and signing process is found in 1-FI.

921 CRP Cost Share Payments and Corrections (Continued)

C Correcting a Payment

If a payment is incorrect after the Certify and Pay process has been completed and submitted, do not place the payment on hold for Cancel in NPS. Instead, adjust the payment through the CSS certification process according to Part 5, Section 2. Additional guidance is provided in Exhibit 30.

IF the incorrect value is...	THEN...																																																	
Actual Cost	1	create a new (additional) Producer Certification by selecting “Add Certification” from the Certification Search Results on the Practice Summary Screen (paragraph 204).																																																
	2	enter the corrected actual costs in the “Current Actual Cost” field on the Create New Producer Certification - Component Rate Practice Screen. Example 1: The actual cost is \$650 split 60 percent/40 percent between producers. The user previously inaccurately entered \$500 total actual cost which resulted in an underpayment. Enter \$150 additional actual cost split 60 percent/40 percent to account for the difference: \$650 (correct cost) minus \$500 (amount previously entered) = \$150 (split \$90 and \$60). <table border="1"><thead><tr><th colspan="8">Components</th></tr><tr><th>Name</th><th>Extent Requested</th><th>Technical Practice</th><th>Avg Actual Cost (\$)</th><th>Max CostShare % Regular</th><th>Max Costshare % Limited Resource</th><th>Extent Needed</th><th>Extent Approved</th></tr></thead><tbody><tr><td>DBF1</td><td>13.00</td><td>500</td><td>\$ 51.00</td><td>75.00%</td><td>75.00%</td><td>13.00</td><td>13.00</td></tr><tr><th>Name</th><th>Limited Resource</th><th>Percent Share (%)</th><th>Approved Amount (\$)</th><th>*Current Actual Cost (\$)</th><th>Prior Costs (\$)</th><th>*Current Extent Performed</th><th>Prior Extent Performed</th></tr><tr><td>PROD A</td><td>No</td><td>60.00%</td><td>298.00</td><td>90.00</td><td>300.00</td><td>0</td><td>7.80</td></tr><tr><td>PROD B</td><td>No</td><td>40.00%</td><td>199.00</td><td>60.00</td><td>200.00</td><td>0</td><td>5.20</td></tr></tbody></table> Example 2: The total actual cost is \$650 split 60 percent/40 percent. The user previously inaccurately entered \$750 for the total actual cost which resulted in an overpayment. Enter -\$100 split 60 percent/40 percent for the actual cost to account for the difference: \$650 (correct cost) minus \$750 (amount previously entered) = -\$100 (split -\$60 and -\$40).	Components								Name	Extent Requested	Technical Practice	Avg Actual Cost (\$)	Max CostShare % Regular	Max Costshare % Limited Resource	Extent Needed	Extent Approved	DBF1	13.00	500	\$ 51.00	75.00%	75.00%	13.00	13.00	Name	Limited Resource	Percent Share (%)	Approved Amount (\$)	*Current Actual Cost (\$)	Prior Costs (\$)	*Current Extent Performed	Prior Extent Performed	PROD A	No	60.00%	298.00	90.00	300.00	0	7.80	PROD B	No	40.00%	199.00	60.00	200.00	0	5.20
	Components																																																	
Name	Extent Requested	Technical Practice	Avg Actual Cost (\$)	Max CostShare % Regular	Max Costshare % Limited Resource	Extent Needed	Extent Approved																																											
DBF1	13.00	500	\$ 51.00	75.00%	75.00%	13.00	13.00																																											
Name	Limited Resource	Percent Share (%)	Approved Amount (\$)	*Current Actual Cost (\$)	Prior Costs (\$)	*Current Extent Performed	Prior Extent Performed																																											
PROD A	No	60.00%	298.00	90.00	300.00	0	7.80																																											
PROD B	No	40.00%	199.00	60.00	200.00	0	5.20																																											
3	complete Certify and Pay according to Part 5. Either an additional payment of the difference will be sent to NPS, or an overpayment will be sent to NRRS or the Pending Overpayment Report.																																																	

921 CRP Cost Share Payments and Corrections (Continued)

C Correcting a Payment (Continued)

IF the incorrect value is...	THEN...	
Current Extent Performed	1	create a new (additional) Producer Certification by selecting “Add Certification” from the Certification Search Results with Practice Summary Screen.
	2	enter the amount of the corrected extent performed in the “Current Extent Performed” field on the Create New Producer Certification - Component Rate Practice Screen. Example 1: The extent performed is 11. The user previously inaccurately entered 10 for the producer which resulted in an underpayment. Enter 1 for the producer to account for the difference: 11 (correct extent) minus 10 (extent previously entered) = 1. Example 2: The extent performed is 9. The user previously inaccurately entered 12 for the producer which resulted in an overpayment. Enter -3 for the producer to account for the difference: 9 (correct extent) minus 12 (extent previously entered) = -3.
	3	complete Certify and Pay according to Part 5. Either an additional payment of the difference will be sent to NPS or an overpayment will be sent to NRRS.
TSP Certification Values	1	create a new TSP Certification by selecting “TSP” for the practice from the Practice Summary Screen displayed by clicking on the selected Practice Number from the Agreement Summary Screen.
	2	enter the difference between what should be entered and what is actually entered into the Current Extent Performed field. Example 1: 12 is entered into Prior Extent Performed. The amount should be 13. Enter 1 into the Current Extent Performed field. Example 2: 15 is entered into Prior Extent Performed. The amount should be 10. Enter -5 into the Current Extent Performed field.
	3	complete Certify and Pay according to Part 5. An additional payment of the difference will be sent to NPS.

Note: In the case of an **Overpayment**, if “Yes” is selected for the “Practice complete?” question, the Total Installation costs entry is displayed. Correct the total installation costs, if necessary, by entering the actual total installation costs incurred. Do not attempt to adjust the existing value by entering a negative amount in this data field.

921 CRP Cost Share Payments and Corrections (Continued)**D Canceling Payments**

After payment processing has been completed, County Offices will review the NPS payment worklist to ensure that the correct payments have been generated. The user will complete the following if an error is determined:

- payment should **not** be signed in NPS
- correct the condition causing the incorrect payment.

Notes: User intervention is not allowed for the cancellation process.

The incorrect payment will be issued if the:

- condition causing the incorrect payment is corrected in CSS, the system will automatically cancel the unsigned payment in NPS and recalculate the payment amount due
- payment amount is determined to be incorrect, and the payment has been signed in the NPS System, the payment can no longer be cancelled.

After the incorrect payment is made, the user must make corrections in CSS. “Add Certification” is used to create a new certification using negative costs and extents to correct an incorrect certification before the payment is signed, or to create a receivable for an overpayment after the payment is signed. Once the condition causing the incorrect payment has been corrected in CSS, the system will determine if the producer has been overpaid or underpaid. During the next Certify and Pay action in CSS, a receivable or overpayment will be created if the producer has been overpaid, or an additional payment will be sent to NPS if the producer has been underpaid.

921 CRP Cost Share Payments and Corrections (Continued)**D Canceling Payments (Continued)**

After cancelling the incorrect payment by entering negative amounts to zero out the effective net payment, the correct payment will be reissued according to the following table.

Step	Action
1	Complete a new Producer Certification with the correct amounts and dates.
2	Complete a new TSP Certification with the correct values.
3	Complete Certify and Pay to send a positive payment amount to NPS with the correct date.

922 Overpayments

A Overview

The CRP cost share payment process for agreements approved after October 1, 2020, is an integrated process that reads data from many systems to determine whether payments issued to a producer were earned in-full or in-part. These systems include:

- Subsidiary Eligibility System which includes data about eligibility, combined producer, and Business File
- SCIMS.

If a data element changes in any of these systems for the applicable payment year, the payment process is automatically triggered to recalculate the payable amount. The producer is overpaid if the information that has been changed results in the amount payable to be less than the amount originally paid to the producer. CSS does not initiate this process and does not change the calculated payment before the eligibility adjustments. Any overpayments created in error of this type must be resolved through the supporting system that triggered the overpayment.

B General Provisions for Overpayments

Policy and instructions on collecting overpayments, due dates, and charging interest is available in the applicable FI handbook.

C Overpayments of eFMS-obligated Agreements

eFMS-obligated agreements when an overpayment is processed will automatically be transferred to NRRS the same day. If an eligibility issue is encountered, the overpayment amount transferred may not be the correct amount and could be for the entire payment.

Users will correct the issue according to the following:

- correct the eligibility issue that caused the incorrect additional overpayment amount
- reprocess the payment to offset the incorrect amount of overpayment created
- do not write off any of the overpayment amount since this will cause cost share and the payment/overpayment systems to be out of sync.

If the issue cannot be resolved, the user will contact the State Office for assistance.

922 Overpayments (Continued)**D Overpayments of COF-obligated agreements**

COF-obligated agreements when an overpayment is processed will appear in CPR to be transferred to NRRS. If an eligibility issue is encountered, the overpayment amount may not be the correct amount and could be for the entire payment.

Since the overpayment has not been transferred to NRRS yet, the user should correct the issue that caused the incorrect amount. Once corrected, either recompute the overpayment from the report in CPR or wait for the payment process to trigger during a nightly run to correct the amount. Once the correct overpayment amount is shown on the pending overpayment report in CPR, the user should transfer the overpayment to NRRS.

Reports, Forms, Abbreviations, and Delegations of Authority**Reports**

None.

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
CCC-770 CRP-CS	CRP Cost Share Payment Checklist		252
CCC-902	Farm Operating Plan for Payment Eligibility 2009 and Subsequent Program Years		901
FSA-848 / FSA-848-1	Cost Share Request / Continuation		Text
FSA-848A / FSA-848A-1	Cost Share Agreement / Continuation	305	Text
FSA-848B / FSA-848B-1	Cost-Share Performance Certification and Payment / Continuation	305	Text

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

Abbreviations not listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
BEG-FMR	Beginning Farmer	85-86, 211
CD	Conservation Division	1, 2
CCMS	Conservation Contract Management System	1, 42, 43, 81, 83-86, 254, 705, 902
COF	Common Obligations Framework	142, 211, 254, 452, 502, 565, 901, 922
	County Office	252, 301-304, 724, 725
CPR	Common Payments Report	Text
CSS	Cost Share Software	Text
CSV	Comma separated value	723-724
C/S	Cost Share	45, 90, 211, 724, 731 Ex. 10, 28
eFMS	Electronic Funds Management System	452, 502, 565, 901, 922,
ISD	Information Solutions Division	2
LIM-RES	Limited Resource	85, 86, 211
PDD	Program Delivery Division	1-3, 255
PDF	Portable Document Format	Text
PIP	Practice Incentive Payment	Text
SOC-DIS	Socially Disadvantaged	85, 86, 211
TSP	Technical Service Provider	Text

Redelegations of Authority

None.

Definitions of Terms Used in This Handbook**Application**

Application means an FSA-848 or FSA-848A that has not been approved by COC or CED.

Agreement

Agreement means an FSA-848A that has been approved by COC or CED.

Eligible Cost

Eligible cost is the lesser of producer's actual cost or average actual cost (from Program Provisioning) multiplied by the extent approved.

Extent

Extent is a generic unit of measure used to calculate payments. The actual unit of measure for practices is always "acres". For components, the actual unit of measure includes, but is not limited to "each", "hour", and "pounds". Always verify the component extents entered correspond to the unit of measure being used when entering component extents.

Obligation

Obligation is a binding promise by the Government to pay, but that promise can be conditioned on certain criteria being met, including eligibility criteria.

Menu and Screen Index

The following screens are displayed in this handbook.

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View Producer Certification- Component Rate Practice Screen	214
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Statutes of Applications and Agreements and Their Associated Links

The following table provides the application statuses, descriptions of the application statuses, process links (other than Add/View Notes), and actions for Links selected from the Search Results.

Application Status	Application Status Description	Process Link	Action
Active Revise	Agreement in the process of being replaced by a revised agreement.	Manage PIP	Takes the user to the Manage PIP Screen. Displays only for non-CREP agreements for signups 55-63 containing PIP-eligible practice(s). See Part 7.
Active Terminate	Predecessor agreement where the termination of its successor agreement has been started but not completed.	None	Only the Add/View Notes link is displayed. No other action is permitted on an Active Terminate status agreement.
Approval In Process	Agreement has been submitted for approval to secure the funds. This status is applicable only to CRP contracts approved on or after December 4, 2020.	View Approval Status	Approval In Process status most often indicates that a problem occurred that prevented a successful approval. CLICK “View Approval Status” to navigate to the Agreement Approval-Eligibility Success screen (paragraph 143).
Approved	Agreement has been approved but no payments have been issued under the agreement.	Agreement Summary	Takes the user to the Agreement Summary Screen (paragraph 202).
		Revise	Takes the user to the Revise Contract Screen (paragraph 412).
		Terminate	Takes the user to the Agreement Maintenance - Terminate Agreement Screen (paragraph 504).
		Extend Practices	Takes the user to the Extend Practice Screen (paragraph 401).

Statuses of Applications and Agreements and Their Associated Links (Continued)

Application Status	Application Status Description	Process Link	Action
Approved (Cont.)		Manage PIP	Takes the user to the Manage PIP Screen. Displays only for non-CREP agreements for signups 55-63 containing PIP-eligible practice(s). See Part 7.
Cancelled	Status is not used.	N/A	N/A
Complete	Practices and components have been added to the application, but the application has not yet been approved. Agreements in the process of being revised may also have a “Complete” status. Revised agreements are identifiable by the control number having an alpha suffix.	Go To Approval	Takes the user to the Agreement Approval - Assign ID Screen. See paragraph 142 for new applications and Part 6 for revisions.
		Un-Submit	Takes the user to the Application Signup - Unsubmit Screen (paragraph 122).
		Inactivate Application	Takes the user to the Application Signup - Inactivate Screen (paragraph 123).
		Cancel Revision	Takes the user to the Application Signup - Inactivate Screen (paragraph 123).
Disapproved	All practices on the application have been disapproved.	Manage PIP	Displays only for non-CREP applications for signups 55-63 containing PIP-eligible practices. Takes the user to the Manage PIP Screen, but no action is permitted because of the “Disapproved” status.
Finalized	Agreement has been replaced with a successor agreement because of a revision.	Agreement Summary	Takes the user to the Agreement Summary Screen (paragraph 202).
		Terminate	Takes the user to the Agreement Maintenance - Terminate Agreement Screen (paragraph 504).
		Manage PIP	Takes the user to the Manage PIP Screen. Displays only for agreements containing PIP-eligible practice(s). See Part 7.

Statuses of Applications and Agreements and Their Associated Links (Continued)

Application Status	Application Status Description	Process Link	Action
Incomplete	Application does not have producer signature date and submitted date entered. Agreements in the process of being revised may also have an “Incomplete” status. Revised agreements are identifiable by the control number having an alpha suffix. Note: If no practices have been added to the application the Practice Summary is not displayed when the user CLICKS “Show” for the record on the Search Results Screen.	Edit	Takes the user to the Application Signup - Applicant Information Screen. See Part 4 for new applications and Part 6, Section 4 for revisions.
		Inactivate Application	Takes the user to the Application Signup - Inactivate Screen (paragraph 123).
		Cancel Revision	Takes the user to the Application Signup - Inactivate Screen (paragraph 123). Note: Even though the selected record is a revision (control number has a suffix), the system sees the cancellation of the revision as an application inactivation because revisions following the Finalize path have a status of Incomplete.
Paid	Payments have been issued under the agreement and all practices have been marked as “Practice Complete”.	Agreement Summary	Takes the user to the Agreement Summary Screen (paragraph 202).
		Revise	Takes the user to the Revise Contract Screen (paragraph 412).
		Terminate	Takes the user to the Agreement Maintenance - Terminate Agreement Screen (paragraph 504).
		Extend Practices	Takes the user to the Extend Practice Screen (paragraph 401).
		Manage PIP	Takes the user to the Manage PIP Screen. Displays only for non-CREP agreements for signups 55-63 containing PIP-eligible practice(s). See Part 7.

Statuses of Applications and Agreements and Their Associated Links (Continued)

Application Status	Application Status Description	Process Link	Action
Partially Earned	Payments have been issued under the agreement but not all practices have been marked as “Practice Complete”.	Agreement Summary	Takes the user to the Agreement Summary Screen (paragraph 202).
		Revise	Takes the user to the Revise Contract Screen (paragraph 412).
		Terminate	Takes the user to the Agreement Maintenance - Terminate Agreement Screen (paragraph 504).
		Extend Practices	Takes the user to the Extend Practice Screen (paragraph 401).
		Manage PIP	Takes the user to the Manage PIP Screen. Displays only for non-CREP agreements for signups 55-63 containing PIP-eligible practice(s). See Part 7.
Revise Approval In Process	Revised agreement has been submitted for approval to secure the funds. This status is applicable only to CRP contracts approved on or after December 4, 2020.	View Approval Status	Revise Approval In Process status most often indicates that a problem occurred that prevented a successful approval. CLICK “View Approval Status” to navigate to the Agreement Approval-Eligibility Success screen (paragraph 143).
Revise COC	Successor agreement of a revision that has been submitted to COC/CED for approval but has not yet been approved. Note: The Revise COC status also applies to a previously terminated agreement in the process of being reinstated and has been submitted to COC/CED for approval of the reinstatement.	Approve Revise	Takes the user to the Agreement Maintenance - Check ID Screen (paragraph 562).
		Cancel Revision	Takes the user to the Agreement Maintenance - Cancel Revision Screen (paragraph 485).
		Cancel Reinstate	Takes the user to the Agreement Maintenance - Cancel Reinstate Screen (paragraph 488).

Statuses of Applications and Agreements and Their Associated Links (Continued)

Application Status	Application Status Description	Process Link	Action
Revise Complete	Successor agreement of a revision that has been designated as complete but has not yet been submitted to COC/CED for approval. or Previously terminated agreement in the process of being reinstated that has not yet been submitted to COC/CED for approval.	Edit	Takes the user to the Agreements Signup - Applicant Information Screen (paragraph 432).
		Submit to COC/CED	Takes the user to the Agreement Maintenance - Submit to COC/CED Screen (paragraph 433).
		Extend Practices	Takes the user to the Extend Practice Screen (paragraph 401).
		Cancel Revision	Takes the user to the Agreement Maintenance - Cancel Revision Screen (paragraph 485).
		Cancel Reinstatement	Takes the user to the Agreement Maintenance - Cancel Reinstatement Screen (paragraph 488).
Revise Ended	Agreement that has been replaced with a successor contract through “Revise Agreement” process.	Manage PIP	Takes the user to the Manage PIP Screen. However, no action is possible because of the status of the agreement. Displays only for non-CREP agreements for signups 55-63 containing PIP-eligible practice(s).

Statuses of Applications and Agreements and Their Associated Links (Continued)

Application Status	Application Status Description	Process Link	Action
Revise In Process	Successor agreement of a revision that has not yet been designated “Revise Complete”. or Previously terminated agreement in the process of being reinstated that has not yet been designated “Revise Complete”.	Edit	Takes the user to the Agreements Signup - Applicant Information Screen (paragraph 432). Note: Reinstatements follow the same steps as a revision, but users must not change any data during the reinstatement. First complete the reinstatement, then revise the reinstated agreement if needed.
		Cancel Revision	Takes the user to the Agreement Maintenance - Cancel Revision Screen (paragraph 485).
		Cancel Reinstatement	Takes the user to the Agreement Maintenance - Cancel Reinstatement Screen (paragraph 488).
		Manage PIP	Takes the user to the Manage PIP Screen. However, no action is possible because of the status of the agreement. Displays only for non-CREP agreements for signups 55-63 containing PIP-eligible practice(s).

Statuses of Applications and Agreements and Their Associated Links (Continued)

Application Status	Application Status Description	Process Link	Action
Terminate COC	Agreement in the process of being terminated that has not yet received a “Terminate COC/CED Approval Date”.	Approve Terminate	Takes the user to the Agreement Maintenance - Check ID Screen (paragraph 561). From this screen the user can CLICK “Continue” to be taken to the Agreement Maintenance: Agreement Approval Screen to enter the approval date of the termination (paragraph 563).
		Cancel Termination	Takes the user to the Agreement Maintenance - Cancel Termination Screen (paragraph 566).
		Manage PIP	Takes the user to the Manage PIP Screen. However, no action is possible because of the status of the agreement. Displays only for non-CREP agreements for signups 55-63 containing PIP-eligible practice(s).
Terminate Contract	Agreement that has been terminated.	Reinstate	Takes the user to the Agreement Maintenance - Reinstate Agreement Screen (paragraph 511).
Terminate Ended	Predecessor of a terminated successor agreement. “Terminate Ended” status is given to the predecessor after the successor agreement is terminated. Exception: “Finalized” status agreements do not receive a “Terminate Ended” status when a successor agreement is terminated.	None	Only the Add/View Notes link is displayed. No other action is permitted on “Terminate Ended” status agreements.

Statutes of Practices and Their Associated Links

The following table provides the practice statuses, descriptions of the practice statuses, and process links available in the Practice Summary.

Note: To display the Practice Summary, CLICK “Show” in the “Show/Hide Practice Summary” column of the Search Results Screen (paragraph 45).

Practice Status	Practice Status Description	Process Link	Action
Approved	Practice has approval information added and the CED/COC approval has been entered. Once approved, the approved status follows the practice throughout subsequent processes such as revisions to the agreement. Practice status remains as “Approved” even when the agreement status is “Revise Ended”, “Terminate Contract” or “Terminate Ended”.	Producer/TSP Certification	Takes the user to the Practice Summary Screen (paragraph 204). Note: This process link displays only for practices on agreements with statuses of “Approved”, “Partially Earned”, and “Paid”.
Disapproved	Practice has been disapproved. CRP cost share agreements are based on conservation plans and cost share is considered approved at the time the CRP-1 is approved. It is not expected that disapproved practices should exist for CRP.	None	No action is permitted on a disapproved practice.

Statuses of Practices and Their Associated Links (Continued)

Practice Status	Practice Status Description	Process Link	Action
Incomplete	Practice has been added to an application, but no components have been added to the practice.	None	No practice process links are available for incomplete practices. CLICK “Edit” in the search results “Links” column to begin the process of adding components to the practice.
Paid	Performance has been certified for the practice and the practice has been designated as complete.	Producer/TSP Certification	Takes the user to the Practice Summary Screen (paragraphs 204 and 214). Note: This process link displays only for practices on agreements with statuses of “Contract Approved”, “Partially Earned”, and “Paid”.
Partially Earned	Performance has been reported on the practice and a payment has been issued, but the practice has not been designated as complete.	Producer/TSP Certification	Takes the user to the Practice Summary Screen (paragraphs 204 and 214). Note: This process link displays only for practices on agreements with statuses of “Contract Approved”, “Partially Earned”, and “Paid”.
Payment Failed	An eFMS-obligated practice failed because of producer eligibility or funds availability issues.	Retry Payment	Takes the user to the Retry Payment Screen (paragraph 254). Note: This process link displays only for practices on agreements with statuses of “Contract Approved”, “Partially Earned”, and “Paid”.

Statuses of Practices and Their Associated Links (Continued)

Practice Status	Practice Status Description	Process Link	Action
Pending Approval	Approval data has been entered for the practice, but COC/CED approval has not been entered.	None	No practice process links are displayed. This practice status is most frequently displayed with an application status of “Complete”. Use the “Go To Approval” link from the “Links” column of the Search Results Screen to enter CED/COC approval information (paragraph 142).
Pending Certification	Both producer and TSP certifications have been completed for the practice, and the practice is ready to request payment.	Producer/TSP Certification	Takes the user to the Practice Summary Screen (paragraph 251). Note: This process link displays only for practices on agreements with statuses of “Approved”, “Partially Earned”, and “Paid”.

Practices and Applicable Component Categories

The following table provides the practices and applicable component categories.

Note: Not all components created under an applicable component category are eligible for use with all practices. See 2-CRP, Exhibit 11 to verify that a component is authorized for use with the conservation practice.

Practice	Applicable Component Categories
CP1, Establishment of Permanent Introduced Grasses and Legumes	01,02,03,04,05,10,14,19,21
CP2, Establishment of Permanent Native Grasses	01,02,03,04,05,10,14,15,19,21
CP3, Tree Planting	01,02,03,04,05,10,14,15,17,21,22
CP3A, Hardwood Tree Planting	01,02,03,04,05,10,14,15,16,17,21,22
CP4B, Permanent Wildlife Habitat (Corridors)	01,02,03,04,05,10,14,21
CP4D, Permanent Wildlife Habitat	01,02,03,04,05,10,14,19,21,22
CP5A, Field Windbreak Establishment	01,02,03,04,05,11,14,16,21
CP8A, Grass Waterways	01,02,03,04,05,07,10,14,21
CP9, Shallow Water Areas for Wildlife	01,02,03,04,05,07,14,15,21
CP10, Vegetative Cover - Grass - Already Established	01,02,03,04,05,10,14,19,21
CP11, Vegetative Cover - Trees - Already Established	01,02,03,04,05,10,14,17,21,22
CP12, Wildlife Food Plot	01,02,03,04,05,14,21
CP15A, Establishment of Permanent Vegetative Cover (Contour Grass Strips)	01,02,03,04,05,07,10,14,21
CP15B, Establishment of Permanent Vegetative Cover (Contour Grass Strips) on Terraces	01,02,03,04,05,07,10,14,21
CP16A, Shelterbelt Establishment	01,02,03,04,05,10,11,14,16,21
CP17A, Living Snow Fences	01,02,03,04,05,10,11,14,21
CP18B, Establishment of Permanent Vegetation to Reduce Salinity	01,02,03,04,05,10,14,21
CP18C, Establishment of Permanent Salt Tolerant Vegetative Cover	01,02,03,04,05,10,14,21
CP21, Filter Strips	01,02,03,04,05,06,07,10,13,14,21

Practices and Applicable Component Categories (Continued)

Practice	Applicable Component Categories
CP21B, Denitrifying Bioreactor on Filter Strips	01,02,03,04,05,06,07,11,13,14,16,17,21
CP21S, Saturated Filter Strips	01,02,03,04,05,06,07,11,13,14,16,17,21
CP22, Riparian Buffer	01,02,03,04,05,06,07,10,11,13,14,15,16,17,21,22
CP22B, Denitrifying Bioreactor on Riparian Buffers	01,02,03,04,05,06,07,11,13,14,16,17,21,22
CP22S, Saturated Riparian Buffers	01,02,03,04,05,06,07,11,13,14,16,17,21,22
CP23, Wetland Restoration	01,02,03,04,05,07,10,14,15,16,17,21
CP23A, Wetland Restoration, Non-Floodplain	01,02,03,04,05,07,10,14,15,16,17,21
CP24, Establishment of Permanent Vegetative Cover as Cross Wind Trap Strips	01,02,03,04,05,10,14,21
CP25, Rare and Declining Habitat	01,02,03,04,05,07,10,14,16,21
CP26 Sediment Control Structure (Michigan CREP only)	14,21
CP27, Farmable Wetlands	01,02,03,04,05,07,14,16,21
CP28, Farmable Wetlands Buffer	01,02,03,04,05,07,14,16,21
CP29, Marginal Pastureland Wildlife Habitat Buffer	01,02,03,04,05,06,07,10,13,14,21
CP30, Marginal Pastureland Wetland Buffer	01,02,03,04,05,06,07,10,13,14,16,17,21
CP31, Bottomland Timber Establishment on Wetlands	01,02,03,04,05,07,10,14,15,16,17,21,22
CP33, Habitat Buffers for Upland Birds	01,02,03,04,05,07,10,14,15,18,21
CP36, Longleaf Pine -Establishment	01,02,03,04,05,10,14,15,16,17,21,22
CP37, Duck Nesting Habitat	01,02,03,04,05,07,14,15,21
CP38A, SAFE - Buffers	01,02,03,04,05,10,14,21
CP38A-8A, SAFE - Grassed Waterway	01,02,03,04,05,07,10,14,21
CP38A-15A, SAFE - Establishment of Permanent Vegetative Cover - Contour Grass Strip	01,02,03,04,05,07,10,14,21
CP38A-15B, SAFE - Establishment of Permanent Vegetative Cover - Contour Grass Strip on Terraces	01,02,03,04,05,07,10,14,21
CP38A-21, SAFE - Filter Strip	01,02,03,04,05,06,07,10,13,14,21
CP38A-22, SAFE - Riparian Buffer	01,02,03,04,05,06,07,10,11,13,14,15,16,17,21,22
CP38A-33, SAFE - Habitat Buffers for Upland Birds	01,02,03,04,05,07,10,14,15,18,21

Practices and Applicable Component Categories (Continued)

Practice	Applicable Component Categories
CP38A-43, SAFE - Prairie Strips	01,02,03,04,05,18,21
CP38B, SAFE - Wetlands	01,02,03,04,05,06,07,10,14,21
CP38B-9, Shallow Water Areas for Wildlife	01,02,03,04,05,07,14,15,21
CP38B-23, SAFE - Wetland Restoration	01,02,03,04,05,07,10,14,15,16,21
CP38B-23A, SAFE - Wetland Restoration, Non-Floodplain	01,02,03,04,05,07,10,14,15,16,21
CP38B-25, SAFE - Rare and Declining Habitat	01,02,03,04,05,07,10,14,16,21
CP38B-27, SAFE - Farmable Wetlands	01,02,03,04,05,07,10,14,16,21
CP38B- 28, SAFE - Farmable Wetlands Buffer	01,02,03,04,05,07,14,15,16,21
CP38B-37, SAFE - Duck Nesting Habitat	01,02,03,04,05,07,10,14,15,21
CP38C, SAFE - Trees	01,02,03,04,05,10,14,15,16,17,21
CP38C-3, SAFE -Tree Planting	01,02,03,04,05,10,14,15,17,21,22
CP38C-3A, SAFE - Hardwood Tree Planting	01,02,03,04,05,10,14,15,16,17,21,22
CP38C-5A, SAFE - Field Windbreak Establishment	01,02,03,04,05,07,10,11,14,16,21
CP38C-16A, SAFE - Shelterbelt Establishment	01,02,03,04,05,10,11,14,16,21
CP38C-17A, SAFE - Living Snow Fences	01,02,03,04,05,10,11,14,21
CP38C-25, SAFE - Rare and Declining Habitat Restoration (primarily trees)	01,02,03,04,05,07,10,14,16,21
CP38C-31, SAFE - Bottomland Timber Establishment on Wetlands	01,02,03,04,05,07,10,14,15,16,17,21,22
CP38D, SAFE - Longleaf Pine	01,02,03,04,05,10,14,15,21
CP38D-36, SAFE - Longleaf Pine - Establishment	01,02,03,04,05,10,14,15,16,17,21,22
CP38E, SAFE - Grass	01,02,03,04,05,10,14,15,18,21
CP38E-1, SAFE - Establishment of Permanent Introduced Grasses and Legumes	01,02,03,04,05,10,14,19,21
CP38E-2, SAFE - Establishment of Permanent Native Grasses	01,02,03,04,05,10,14,19,21
CP38E-4D, SAFE - Permanent Wildlife Habitat	01,02,03,04,05,10,14,19,21,22
CP38E-12, SAFE - Wildlife Food Plot	01,02,03,04,05,14,21

Practices and Applicable Component Categories (Continued)

Practice	Applicable Component Categories
CP38E-18B, SAFE - Establishment of Permanent Vegetation to Reduce Salinity	01,02,03,04,05,10,14,21
CP38E-18C, SAFE - Establishment of Permanent Salt Tolerant Vegetative Cover	01,02,03,04,05,10,14,21
CP38E-24, SAFE - Establishment of Permanent Vegetative Cover as Cross Wind Trap Strips	01,02,03,04,05,10,14,21
CP38E-25, SAFE - Rare and Declining Habitat	01,02,03,04,05,07,10,14,16,21
CP38E-42, SAFE - Pollinator Habitat	01,02,03,04,05,10,14,15,18,21
CP39, FWP Constructed Wetland	01,02,03,04,05,07,14,15,16,21
CP40, FWP Aquaculture Wetland Restoration	01,02,03,04,05,07,14,15,16,21
CP41, FWP Flooded Prairie Wetlands	01,02,03,04,05,07,14,16,21
CP42, Pollinator Habitat	01,02,03,04,05,10,14,15,18,21
CP43, Prairie Strips	01,02,03,04,05,18,21
CP87, Permanent Introduced Grasses and Legumes	06,13,15,21
CP87A, Permanent Introduced Grasses and Legumes - Livestock	06,13,15,21
CP88, Permanent Grasses and Legumes	01,06,13,15,21
CP88A, Permanent Native Grasses and Legumes - Livestock	06,13,15,21
CP90, Soil Health Perennial Conservation Cover	01,02,03,04,05

Component Categories and Subcategories

The following table provides the component categories and subcategories.

Category Code	Category	Subcategory Code	Subcategory
01	Site Preparation	A	Mechanical
01	Site Preparation	B	Chemical
01	Site Preparation	C	Burning
02	Fertilizer, Chemicals, Minerals, Nutrients	A	Nitrogen (N)
02	Fertilizer, Chemicals, Minerals, Nutrients	B	Phosphorous (P)
02	Fertilizer, Chemicals, Minerals, Nutrients	C	Potassium (K)
02	Fertilizer, Chemicals, Minerals, Nutrients	D	Limestone
02	Fertilizer, Chemicals, Minerals, Nutrients	E	Blanket Application
03	Seed/Seedlings	A	Introduced grasses and/or legumes
03	Seed/Seedlings	B	Native grass and/or forbs
03	Seed/Seedlings	C	Shrubs
03	Seed/Seedlings	D	Hardwood
03	Seed/Seedlings	E	Softwood
03	Seed/Seedlings	F	Longleaf
03	Seed/Seedlings	G	Temporary Cover
03	Seed/Seedlings	H	Wildlife Food Plot - Annual
03	Seed/Seedlings	I	Wildlife Food Plot - Perennial
03	Seed/Seedlings	J	Tree Protection
04	Planting	A	Conventional
04	Planting	B	No-Till
04	Planting	C	Aerial
04	Planting	D	Existing Cover Verification
05	Weed/Insect Control	A	Mechanical
05	Weed/Insect Control	B	Chemical
05	Weed/Insect Control	C	Biological
06	Livestock Exclusion/Inclusion	A	Fencing
06	Livestock Exclusion/Inclusion	B	Water Development

Component Categories and Subcategories (Continued)

Category Code	Category	Subcategory Code	Subcategory
06	Livestock Exclusion/Inclusion	C	Livestock Crossing
07	Earthwork/Structural Work	A	Earthwork
07	Earthwork/Structural Work	B	Structures
13	Watering Facilities		
14	Required Management	A	Mechanical
14	Required Management	B	Chemical
14	Required Management	C	Burning
14	Required Management	D	Interseeding
15	Firebreaks, Fuelbreaks, Firelanes	A	All Installation Components
16	Animal Damage Control Devices	A	Any Device
17	Customary Forestry Practices	A	Thinning
17	Customary Forestry Practices	B	Pruning
18	Boundary Marker	A	Boundary Marker
19	Permanent Water Source For Wildlife		
21	No C/S - Required Management	A	Mechanical
21	No C/S - Required Management	B	Chemical
21	No C/S - Required Management	C	Burning
21	No C/S - Required Management	D	Interseeding
21	No C/S - Required Management	E	Haying or Grazing
21	No C/S - Required Management	F	Any Other Method or Combination of Methods

Component Categories and Subcategories (Continued)

Category Code	Category	Subcategory Code	Subcategory
22	Forest Management	A	Brush Management
22	Forest Management	B	Herbaceous Weed Treatment
22	Forest Management	C	Conservation Cover
22	Forest Management	D	Prescribed Burning
22	Forest Management	E	Firebreak
22	Forest Management	F	Upland Wildlife Habitat Management
22	Forest Management	G	Early Successional Habitat Development - Mgt
22	Forest Management	H	Tree/Shrub Pruning
22	Forest Management	I	Forest Stand Improvement

Cost Share Refunds - Full Termination of CRP-1 with a Prorated Cost Share Refund

1 Example of Full CRP-1 Termination with Prorated Refund

A Overview

In this example a full termination of CRP-1 takes place at the start of the 7th year of the CRP contract. Even though the CRP contract will be completely terminated, the cost share agreement must not be terminated. COC has determined that since the CRP cover has provided conservation benefits for the previous 6 years of the CRP contract (60 percent of the contract lifespan) a prorated refund of only 40 percent of the CRP cost share will be required.

The user must enter **negative** producer actual costs and **negative** extents performed equal to 40 percent of the total previously reported amounts.

Warning: Terminating the cost share agreement would result in a receivable being created for the full amount of previously paid cost share.

Important: It is recommended that negative certifications be entered and pending overpayments or receivables created before terminating CRP-1 in CCMS.

B Cost Share Agreement Details

In this example, the CRP-1 contains 20 acres of Practice CP2. Cost share was paid for 2 components:

- 20 acres of grassland drill with a CS rate of 50 percent of actual cost not to exceed \$60 per acre
- 75 pounds of grass/legume/forbs seed mixture with a CS rate of 50 percent of actual cost not to exceed \$20 per pound.

C Cost Share Limiting Factor

With a “Percent of Cost Not to Exceed” component rate type, the paid cost share can be limited by either:

- the extent performed when the producer’s costs are higher than the average actual cost of the component
- the producer’s costs when they are less than the average actual cost of the component.

Cost Share Refunds - Full Termination of CRP-1 with a Prorated Cost Share Refund (Continued)**C Cost Share Limiting Factor (Continued)**

In this example, the producer's cost for the:

- grassland drill was less than the average actual cost, so the producer received cost share equal to 50 percent of his cost
- seed was greater than the average actual cost, so payment was limited to the "not to exceed" rate.

D Calculation of Negative Costs and Extents

The following table shows the calculations used to determine the negative costs and extents to be entered into the new Producer and TSP Certifications used to create the overpayment that must be refunded.

Component	Actual Cost	Extent Performed	Cost Share Earned	% of Acres Terminated X Prorated Refund %	40% of Actual Cost	40% of Extent Performed
Grassland Drill	\$2,200	20 Acres	\$1,100	100% X	\$880	8 Acres
Grass/Legume/Forbs Seed Mixture	\$3,200	75 Pounds	\$1,500	40% = 40%	\$1,280	30 Pounds

E Actions to Create Prorated Overpayment

To create the 40 percent receivable the user must enter new producer and TSP certifications with negative actual costs and extents performed:

- actual costs of -\$880 for the drill and -\$1,280 for the seed mixture
- extent performed of -8 acres for the drill and -30 pounds for the seed mixture.

The resulting overpayments by component will be \$440 for the drill and \$600 for the seed mixture, totaling \$1,040 which is equal to 40 percent of the total \$2,600 cost share that was originally paid.

Important: Following these actions, CSS and CCMS will be out of sync because the cost share agreement will still show the remaining 60 percent of the contract acres as having been performed and having received cost share while CCMS will have no remaining acres. This should not cause any issues because no additional payments or refunds are expected to occur for the terminated CRP-1.

Cost Share Refunds - Partial CRP-1 Termination with Full Cost Share Refund for Terminated Acres - Components Applied Evenly Across All Acres

Introduction: In this example the producer will be voluntarily terminating 6.9 of the 20 acres on which cost share was received. A new negative certification will be entered to create a receivable for the portion of the cost share payment to be refunded. The following screenshot of the Create New Producer Certification - Component Rate Practice is displayed when the user CLICKS “Add Certification” on the Practice Summary screen. Prior Costs and Prior Extent Performed in the screenshot are used in this example.

Step 1 - Determine Prior Costs and Extents Performed

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

Create New Producer Certification - Component Rate Practice

Control No : 29_101_2025_0118
Applicant Name : IMA PRODUCER
Agreement Status : PAID

Creation Date : 09/02/2025
Project Area ID : 1667
Contract Number : [11239](#)
[Add/View Notes](#)

All required fields are denoted by an asterisk{*}

Selected Practice: 01-CP21

Components								
Name	Extent Requested	Avg Actual Cost (\$)		Max CostShare % Regular	Max Costshare % LIM-RES SOC-DIS BEG-FMR			Extent Approved
22NI1	400.00	\$ 1.35		50.00%	50.00%			400.00
	Name	LIM-RES SOC-DIS BEG-FMR	Percent Share (%)	Approved Amount (\$)	*Current Actual Cost (\$)	Prior Costs (\$)	*Current Extent Performed	Prior Extent Performed
	IMA PRODUCER	No	100.00%	272.00	0	600.00	0	400.0000
22IG	20.00	\$ 175.00		50.00%	50.00%			20.00
	Name	LIM-RES SOC-DIS BEG-FMR	Percent Share (%)	Approved Amount (\$)	*Current Actual Cost (\$)	Prior Costs (\$)	*Current Extent Performed	Prior Extent Performed
	IMA PRODUCER	No	100.00%	1750.00	0	3200.00	0	20.0000

* Practice complete? : ☐ Yes ☐ No

* Add/Edit Cost Share From Other Sources? : ☐ Yes ☒ No

Components complete :

22NI1 ▲
22IG ▼

* Date receipts and documentation received (MM/DD/YYYY):

* Producer Signature Date (MM/DD/YYYY):

Cost Share Refunds - Partial CRP-1 Termination with Full Cost Share Refund for Terminated Acres - Components Applied Evenly Across All Acres (Continued)

Step 2 - Determine and Enter Negative Costs and Extents

The following table provides the instructions for completing a partial termination with a full refund for the terminated acres when components are applied evenly across all acres. The original CRP contract contained 20 acres. In this example the 400 extents approved for component 22NI1 represent pounds of fertilizer applied evenly across all 20 practice acres. The 20 extents approved for component 22IG represent 20 acres of native grass seeding.

Because the component with a unit of measure of pounds is applied evenly across all acres, use the percent of acres terminated to determine the negative costs and extents for this component.

Step	Action
1	Calculate the percentage of acres being terminated for the practice. Acres being terminated divided by total acres $6.9 / 20 = 0.345$ or 34.5%.
2	Multiply the percentage terminated for each component multiplied by the Prior Cost. Component 22NI1: $\$600 \times .345 = \$207$ Component 22IG: $\$3200 \times .345 = \$1104$.
3	Enter the results from Step 2 in the Current Actual Cost (\$) field for each applicable component as a negative value.
4A	Calculate the negative current extent performed for the component with a unit of measure other than acres as follows: Prior Extent Performed x percentage from Step 1 Component 22NI1: $400 \times .345 = 138$
4B	Determine the negative current extent performed for the component with a unit of measure of acres (22IG) as the number of acres being terminated (6.9).
5	Enter the results from Steps 4A and 4B in the Current Extent Performed field for each applicable component as a negative value.
6	Select "Yes" for "Practice Complete?".
7	Select "No" since there was no cost-share from other sources in this example. If there was cost share from other sources, the user selects "Yes" and enters a negative value equal to the percentage determined in Step 1 multiplied by the existing amount of cost share from other sources.
8	Add together the "Prior Costs" of all the components. Component 22NI1 (\$600) + Component 22IG (\$3200) = \$3800

Cost Share Refunds - Partial CRP-1 Termination with Full Cost Share Refund for Terminated Acres - Components Applied Evenly Across All Acres (Continued)

Step 2 - Determine and Enter Negative Costs and Extents (Continued)

Step	Action
9	Add together the total reduction of "Current Actual Costs" of all components. Component 22NI1 (\$207) + Component 22IG (\$1104) = \$1311
10	Calculate the net Total installation cost. Subtract results of Step 9 from Step 8. $\$3800 - \$1311 = \$2489$
11	Enter the result of Step 10 in the "Total installation cost" field.
12	Calculate the Acres Served as follows: Acres served initially by the practice minus practice acres terminated $20 - 6.9 = 13.1$.
13	Enter the result of Step 12 in the "Acres served" field.
14	Select both components in the "Component complete" field
15	Enter the current date for date documentation received.
16	Enter producer signature date.
17	CLICK "Continue to Next Step".

Cost Share Refunds - Partial CRP-1 Termination with Full Cost Share Refund for Terminated Acres - Components Applied Evenly Across All Acres (Continued)

Step 2 - Determine and Enter Negative Costs and Extents (Continued)

The following is an example of the Create New Producer Certification - Component Rate Practice Screen as completed by the step action table. CLICK "Continue to Next Step" to open the Producer Certification Confirm - Component Rate Practice Screen.

Menu		Producer Certification - Component Rate Practice							
Welcome COUNTY USER									
CRP Program									
Select Program		Control No : 29_101_2025_0118							
New Application		Applicant Name : IMA PRODUCER							
Search		Agreement Status : PAID							
Retry Payment		Creation Date : 09/02/2025							
Reports		Project Area ID : 1667							
		Contract Number : 11239							
		Add/View Notes							
All required fields are denoted by an asterisk{*}									
Selected Practice: 01-CP21									
Components									
Name	Extent Requested	Avg Actual Cost (\$)	Max CostShare % Regular	Max Costshare % LIM-RES SOC-DIS BEG-FMR	Extent Approved				
22NI1	400.00	\$ 1.35	50.00%	50.00%	400.00				
	Name	LIM-RES SOC-DIS BEG-FMR	Percent Share (%)	Approved Amount (\$)	*Current Actual Cost (\$)	Prior Costs (\$)	*Current Extent Performed	Prior Extent Performed	
	IMA PRODUCER	No	100.00%	272.00	-207.00	600.00	-138.000	400.0000	
22IG	20.00	\$ 175.00	50.00%	50.00%	20.00				
	Name	LIM-RES SOC-DIS BEG-FMR	Percent Share (%)	Approved Amount (\$)	*Current Actual Cost (\$)	Prior Costs (\$)	*Current Extent Performed	Prior Extent Performed	
	IMA PRODUCER	No	100.00%	1750.00	-1104.00	3200.00	-6.9000	20.0000	
* Practice complete? : ☒ Yes ☐ No * Add/Edit Cost Share From Other Sources? : ☐ Yes ☒ No * Total installation cost : 2489.00 * Acres served : 13.1 Components complete : 22NI1 22IG * Date receipts and documentation received (MM/DD/YYYY): 09/02/2025 FSA_848B PDF FSA_848B PDF-SP * Producer Signature Date (MM/DD/YYYY): 09/02/2025									
Save Continue To Next Step Cancel									

Cost Share Refunds - Example 2 - Partial CRP-1 Termination with Full Cost Share Refund for Terminated Acres - Components Applied Evenly Across All Acres (Continued)

Step 3 - Confirm Negative Costs and Extents

On the Producer Certification Confirm - Component Rate Practice Screen, CLICK "Submit".

Menu		Producer Certification Confirm - Component Rate Practice																																																													
Welcome COUNTY USER		Control No : 29_101_2025_0118				Creation Date : 09/02/2025																																																									
CRP Program		Applicant Name : IMA PRODUCER				Project Area ID : 1667																																																									
Select Program		Agreement Status : PAID				Contract Number : 11239																																																									
New Application		Add/View Notes																																																													
Search		Selected Practice: 01-CP21																																																													
Retry Payment		Components																																																													
Reports		<table border="1"> <thead> <tr> <th>Name</th> <th>Extent Requested</th> <th>Avg Actual Cost (\$)</th> <th>Max CostShare % Regular</th> <th>Max Costshare % LIM-RES SOC-DIS BEG-FMR</th> <th>Extent Approved</th> </tr> </thead> <tbody> <tr> <td>22NI1</td> <td>400.00</td> <td>\$ 1.35</td> <td>50.00%</td> <td>50.00%</td> <td>400.00</td> </tr> <tr> <td></td> <td>Name</td> <td>LIM-RES SOC-DIS BEG-FMR</td> <td>Percent Share (%)</td> <td>Approved Amount (\$)</td> <td>Current Actual Cost (\$)</td> <td>Prior Costs (\$)</td> <td>Current Extent Performed</td> <td>Prior Extent Performed</td> </tr> <tr> <td></td> <td>IMA PRODUCER</td> <td>No</td> <td>100.00%</td> <td>272.00</td> <td>-207.00</td> <td>600.00</td> <td>-138.0000</td> <td>400.0000</td> </tr> <tr> <td>22IG</td> <td>20.00</td> <td>\$ 175.00</td> <td>50.00%</td> <td>50.00%</td> <td>20.00</td> </tr> <tr> <td></td> <td>Name</td> <td>LIM-RES SOC-DIS BEG-FMR</td> <td>Percent Share (%)</td> <td>Approved Amount (\$)</td> <td>Current Actual Cost (\$)</td> <td>Prior Costs (\$)</td> <td>Current Extent Performed</td> <td>Prior Extent Performed</td> </tr> <tr> <td></td> <td>IMA PRODUCER</td> <td>No</td> <td>100.00%</td> <td>1750.00</td> <td>-1104.00</td> <td>3200.00</td> <td>-6.9000</td> <td>20.0000</td> </tr> </tbody> </table>								Name	Extent Requested	Avg Actual Cost (\$)	Max CostShare % Regular	Max Costshare % LIM-RES SOC-DIS BEG-FMR	Extent Approved	22NI1	400.00	\$ 1.35	50.00%	50.00%	400.00		Name	LIM-RES SOC-DIS BEG-FMR	Percent Share (%)	Approved Amount (\$)	Current Actual Cost (\$)	Prior Costs (\$)	Current Extent Performed	Prior Extent Performed		IMA PRODUCER	No	100.00%	272.00	-207.00	600.00	-138.0000	400.0000	22IG	20.00	\$ 175.00	50.00%	50.00%	20.00		Name	LIM-RES SOC-DIS BEG-FMR	Percent Share (%)	Approved Amount (\$)	Current Actual Cost (\$)	Prior Costs (\$)	Current Extent Performed	Prior Extent Performed		IMA PRODUCER	No	100.00%	1750.00	-1104.00	3200.00	-6.9000	20.0000
Name	Extent Requested	Avg Actual Cost (\$)	Max CostShare % Regular	Max Costshare % LIM-RES SOC-DIS BEG-FMR	Extent Approved																																																										
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Cost Share From Other Sources																																																															
Producer Name						Cost Share From Other Sources(\$)																																																									
IMA PRODUCER						0.00																																																									
Total Cost Share from Other Sources for the Practice(\$)						0.00																																																									
Practice complete?: Yes Total installation cost: 2489.00 Acres served: 13.1 Date receipts and documentation received (MM/DD/YYYY): 09/02/2025 Producer Signature Date (MM/DD/YYYY): 09/02/2025																																																															
Submit Cancel																																																															

Cost Share Refunds - Partial CRP-1 Termination with Full Cost Share Refund for Terminated Acres - Components Applied Evenly Across All Acres (Continued)

Step 4 - Determine and Enter Negative Extents for TSP Certification

Complete a new TSP certification according to the following table.

Enter negative extents and other required data then CLICK “Continue to Next Step”. Verify information entered and CLICK “Submit” to confirm TSP certification.

Field	Description/Action
Practice Extents	
Current Extent Performed	Enter the acres terminated= -6.9.
Component Extents	
Current Extent Performed	Enter the negative component extent determined during producer certification: • Component 22NI1= -138 • Component 22IG= -6.9.
Self-certifying performance without FSA, NRCS or other Technical Service Provider certification?	CLICK “No”.
Person(s) who certified performance	Enter the name of the employee performing the partial termination.
Affiliation	Select “FSA” from drop down menu.
Performance Report	Enter that certification is being done because of “partial termination”.
Date Referred to TSP	Enter the current date.
Certification Referral Expiration Date	Auto populated to a date 1 month after the date referred to TSP. Leave the default date.
Date received from TSP	Enter the current date.
FSA_848B PDF	CLICK “FSA_848B PDF” to print FSA-848B. A physical TSP signature on a paper FSA-848B is not required during a partial termination.
TSP/Self Certification Date	Enter the current date.

Cost Share Refunds - Partial CRP-1 Termination with Full Cost Share Refund for Terminated Acres - Components Applied Evenly Across All Acres (Continued)

Step 4 - Determine and Enter Negative Extents for TSP Certification (Continued)

The following is an example of the Create New TSP Certification - Component Rate Practice Screen as completed by the table.

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

Create New TSP Certification - Component Rate Practice

Control No : 29_101_2025_0118
Applicant Name : IMA PRODUCER
Agreement Status : PAID

Creation Date : 09/02/2025
Project Area ID : 1667
Contract Number : [11239](#)
[Add/View Notes](#)

Following are the component, practice details for TSP certification.
All required fields are denoted by an asterisk{*}
Selected Practice: 01-CP21

Practice Extents			
Extent Requested	Extent Approved	* Current Extent Performed	Prior Extent Performed
20.00	20.00	-6.90	20.00

Component Extents				
Name	Extent Requested	Extent Approved	* Current Extent Performed	Prior Extent Performed
22NI1	400.00	400.00	-138.00	400.0000
22IG	20.00	20.00	-6.90	20.0000

* Self certifying performance without FSA, NRCS or other Technical Service Provider certification?: ☐ Yes ☒ No

* Person who certified performance: County User

* Affiliation: FSA

* Performance report: Partial Termination

* Date Referred to TSP (MM/DD/YYYY): 09/02/2025

* Certification Referral Expiration Date (MM/DD/YYYY): 10/02/2025

* Date Received from TSP (MM/DD/YYYY): 09/02/2025

FSA_848B PDF FSA_848B PDF-SP

* TSP/Self Certification Date (MM/DD/YYYY): 09/02/2025

Save Continue to Next Step Cancel

Cost Share Refunds - Partial CRP-1 Termination with Full Cost Share Refund for Terminated Acres - Components Applied Evenly Across All Acres (Continued)

Step 5 - Confirm Negative TSP Certification

The following is an example of the TSP Certification Confirmation Screen. CLICK "Submit" to complete the TSP Certification.

Menu		TSP Certification Confirmation																							
Welcome COUNTY USER		Control No : 29_101_2025_0118		Creation Date : 09/02/2025																					
CRP Program		Applicant Name : IMA PRODUCER		Project Area ID : 1667																					
Select Program		Agreement Status : PAID		Contract Number : 11239																					
New Application		Add/View Notes																							
Search		Following are the component, practice details for TSP certification.																							
Retry Payment		Selected Practice: 01-CP21																							
Reports		<table border="1"> <thead> <tr> <th colspan="4">Practice Extents</th> </tr> <tr> <th>Extent Requested</th> <th>Extent Approved</th> <th>Current Extent Performed</th> <th>Prior Extent Performed</th> </tr> </thead> <tbody> <tr> <td>20.00</td> <td>20.00</td> <td>-6.90</td> <td>20.00</td> </tr> </tbody> </table>				Practice Extents				Extent Requested	Extent Approved	Current Extent Performed	Prior Extent Performed	20.00	20.00	-6.90	20.00								
Practice Extents																									
Extent Requested	Extent Approved	Current Extent Performed	Prior Extent Performed																						
20.00	20.00	-6.90	20.00																						
		<table border="1"> <thead> <tr> <th colspan="5">Component Extents</th> </tr> <tr> <th>Name</th> <th>Extent Requested</th> <th>Extent Approved</th> <th>Current Extent Performed</th> <th>Prior Extent Performed</th> </tr> </thead> <tbody> <tr> <td>22NI1</td> <td>400.00</td> <td>400.00</td> <td>-138.0000</td> <td>400.0000</td> </tr> <tr> <td>22IG</td> <td>20.00</td> <td>20.00</td> <td>-6.9000</td> <td>20.0000</td> </tr> </tbody> </table>				Component Extents					Name	Extent Requested	Extent Approved	Current Extent Performed	Prior Extent Performed	22NI1	400.00	400.00	-138.0000	400.0000	22IG	20.00	20.00	-6.9000	20.0000
Component Extents																									
Name	Extent Requested	Extent Approved	Current Extent Performed	Prior Extent Performed																					
22NI1	400.00	400.00	-138.0000	400.0000																					
22IG	20.00	20.00	-6.9000	20.0000																					
Self certifying performance without FSA, NRCS or other Technical Service Provider certification? No																									
Person who certified performance: County User																									
Affiliation: FSA																									
Performance report: Partial Termination																									
Date Referred to TSP (MM/DD/YYYY): 09/02/2025																									
Certification Referral Expiration Date (MM/DD/YYYY): 10/02/2025																									
Date Received from TSP (MM/DD/YYYY): 09/02/2025																									
TSP/Self Certification Date (MM/DD/YYYY): 09/02/2025																									
		Submit Cancel																							
		CRPTSPCertificationConfirmation01 Back to Top ^																							
CRP Home FSA Internet FSA Intranet USDA.gov Site Map Policies and Links FOIA Accessibility Privacy Non-Discrimination Information Quality FirstGov White House																									

Cost Share Refunds - Partial CRP-1 Termination with Full Cost Share Refund for Terminated Acres - Components Applied Evenly Across All Acres (Continued)

Step 6 - Request Payment

To complete the certify and pay process, CLICK "Request Payment" on the Practice Summary Screen.

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

Practice Summary

Control No : 29_101_2025_0118
Applicant Name : IMA PRODUCER
Agreement Status : PAID

Creation Date : 09/02/2025
Project Area ID : 1667
Contract Number : [11239](#)
[Add/View Notes](#)

Selected Practice: 01-CP21
Filter Strips
Is the selected practice for a Management Activity? : No
This practice is not for management activity and is eligible for cost share payments.
Is this cost share for re-establishment or an authorized CREP riparian buffer "management" maintenance payment? : No
This practice is not for re-establishment or an authorized CREP riparian buffer and is eligible for PIP (if authorized for the practice and cost share is paid).
[This is a PIP eligible practice.](#)

*Certification Number	*Program Year	Producer Signature Date	TSP Signature Date	Producer Actual Cost Certified (\$)	Certification Links		Payment Status
		09/02/2025	09/02/2025	3,800.00	Producer	TSP	Paid
		09/02/2025	09/02/2025	-1,311.00	Producer Complete	TSP Complete	Not Sent
Total Certifications for the Practice				2,489.00			
Total Cost Share from Other Sources for the Practice(\$)				0.00			

* - These fields will be used when software is enhanced in the future.

Cost Share Refunds - Partial CRP-1 Termination with Full Cost Share Refund for Terminated Acres - Components Applied Evenly Across All Acres (Continued)

Step 7 - Enter COF Signature Date

Next select the practice(s) and enter the COF signature date on the Certify and Pay Main Screen and CLICK "Submit".

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

Certify and Pay Main

Control No : 29_101_2025_0118
Applicant Name : IMA PRODUCER
Agreement Status : PAID

Creation Date : 09/02/2025
Project Area ID : 1667
Contract Number : [11239](#)
[Add/View Notes](#)

Following table lists all practices on the contract for payment.

Practices Summary							
Select	Practice Control Number	Practice Status	Fund ID	Certification Complete	Current CostShare Earned.	Prior CostShare Earned	Payment Data
☒	29-101-2025-0118-01-CP21	Pending Certification	3307	Yes	-646.00	1872.00	View

FSA_848B PDF FSA_848B PDF-SP

* COF Signature Date (MM/DD/YYYY) :

CCC 770 Completion Date (MM/DD/YYYY):

Cost Share Refunds - Partial CRP-1 Termination with Full Cost Share Refund for Terminated Acres - Components Applied Evenly Across All Acres (Continued)

Step 8 - Confirm Negative Payment Amount

After submitting the payment request, confirm the entries on the Certify and Pay Main - Confirmation Screen and CLICK “Confirm”.

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

Certify and Pay Main - Confirmation

Control No : 29_101_2025_0118
Applicant Name : IMA PRODUCER
Agreement Status : PAID

Creation Date : 09/02/2025
Project Area ID : 1667
Contract Number : [11239](#)
[Add/View Notes](#)

Following table lists all practices on the contract for payment.

Practice Control Number	Practice Status	Fund ID	Certification Complete	Current CostShare Earned.	Prior CostShare Earned	Payment Data
29-101-2025-0118-01-CP21	Pending Certification	3307	Yes	-646.00	1872.00	View

COF Signature Date: 09/02/2025
CCC 770 Completion Date:

Step 9 - Verify Overpayment or Receivable

Verify that the payment process completed, and the correct refund amount is either in CPR to be transferred to NRRS on COF-obligated agreements, or already in NRRS for eFMS-obligated agreements. If eligibility fails during the payment process, the entire payment will show as the refund amount and not just the partial refund amount. See paragraph 333 for additional information on overpayments.

Cost Share Refunds - Partial CRP-1 Termination with Full Cost Share Refund for Terminated Acres - Components Applied to Specific Locations

Background: In this example the producer will be voluntarily terminating 6.9 of the 20 acres on which cost share was received. A new negative certification will be entered to create a receivable for the portion of the cost share payment to be refunded. The following screenshot of the Create New Producer Certification - Component Rate Practice is displayed when the user CLICKS “Add Certification” on the Practice Summary screen. Prior Costs and Prior Extent Performed in the screenshot are the same as used in Exhibit 18 except in this example, component 22NI1 represents linear feet of fence applied only in specific locations and **not** applied evenly across all acres.

Step 1 - Determine Prior Costs and Extents Performed

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

Create New Producer Certification - Component Rate Practice

Control No : 29_101_2025_0118
Applicant Name : IMA PRODUCER
Agreement Status : PAID

Creation Date : 09/02/2025
Project Area ID : 1667
Contract Number : 11239
[Add/View Notes](#)

All required fields are denoted by an asterisk{*}

Selected Practice: 01-CP21

Components								
Name	Extent Requested		Avg Actual Cost (\$)	Max CostShare % Regular		Max Costshare % LIM-RES SOC-DIS BEG-FMR		Extent Approved
22NI1	400.00		\$ 1.35	50.00%		50.00%		400.00
	Name	LIM-RES SOC-DIS BEG-FMR	Percent Share (%)	Approved Amount (\$)	*Current Actual Cost (\$)	Prior Costs (\$)	*Current Extent Performed	Prior Extent Performed
	IMA PRODUCER	No	100.00%	272.00	0	600.00	0	400.0000
22IG	20.00		\$ 175.00	50.00%		50.00%		20.00
	Name	LIM-RES SOC-DIS BEG-FMR	Percent Share (%)	Approved Amount (\$)	*Current Actual Cost (\$)	Prior Costs (\$)	*Current Extent Performed	Prior Extent Performed
	IMA PRODUCER	No	100.00%	1750.00	0	3200.00	0	20.0000

* Practice complete? : ☐ Yes ☐ No
* Add/Edit Cost Share From Other Sources? : ☐ Yes ☒ No
Components complete : 22NI1 ▲
22IG ▼

* Date receipts and documentation received (MM/DD/YYYY):
FSA_848B PDF FSA_848B PDF-SP

* Producer Signature Date (MM/DD/YYYY):

Save Continue To Next Step Cancel

Cost Share Refunds - Partial CRP-1 Termination with Full Cost Share Refund for Terminated Acres - Components Applied to Specific Locations (Continued)

Step 2 - Determine and Enter Negative Costs and Extents

When the component is applied to specific locations, determine the extents of the component to be terminated based on the number of extents located on the terminated acres. In this example the 400 extents approved for component 22NI1 represent linear feet of fence. The 20 extents approved for component 22IG represent 20 acres of native grass seeding.

Because the component with a unit of measure of linear feet (22NI1) is in specific locations and not applied evenly across all acres, the actual number of feet terminated is based on the number of extents of this component located on terminated acres. It is determined that 300 of the total 400 feet of fence are located on the terminated acres.

Component 22IG uses acres as its unit of measure. Use the percent of acres terminated to determine the negative costs for this component. Use the actual acres terminated as the negative extents for this component.

The following table provides the instructions for completing a partial termination with a full refund for the terminated acres when 1 or more components are in a specific location and are not applied evenly across all acres.

Step	Action
1A	Calculate the percentage of extents being terminated for the component with a unit of measure other than acres (22NI1) based on the component extents applied on the terminated acres. Linear feet of fence on terminated acres divided by total acres $300/400 = 0.75$ or 75.0%
1B	For the component using acres as its unit of measure, calculate the percentage of acres being terminated for the practice. Acres being terminated divided by total acres $6.9/20 = 0.345$ or 34.5%.
2A	Multiply the percentage of component extents located on terminated acres for the component with a unit of measure other than acres (22NI1) determined in Step 1A multiplied by the Prior Cost for that component. Component 22NI1: $\\$600 \times .750 = \\$450$
2B	Multiply the percentage of acres terminated for the component with a unit of measure of acres (22IG) determined in Step 1B multiplied by the Prior Cost for that component. Component 22IG: $\\$3200 \times .345 = \\$1104$.
3	Enter the results from Step 2A and 2B in the Current Actual Cost (\$) field for each applicable component as a negative value.

Cost Share Refunds - Partial CRP-1 Termination with Full Cost Share Refund for Terminated Acres - Components Applied to Specific Locations (Continued)

Step 2 - Determine and Enter Negative Costs and Extents (Continued)

Step	Action
4A	Enter the linear feet for component 22NI1 located on the terminated acres (300) as negative extents in the Current Extent Performed field for that component.
4B	Enter the acres terminated for component 22IG (6.9) as negative extents in the Current Extent Performed field for that component.
6	Select "Yes" for "Practice Complete?".
7	Select "No" since there was no cost-share from other sources in this example. If there was cost share from other sources, the user selects "Yes" and enters a negative value equal to the cost share from other sources received on the acres being terminated. Depending on which components the cost share from other sources was received, the calculations could use the factor from either Step 2A or 2B to determine the correct reduced amount, or some combination of the 2 factors.
8	Add together the "Prior Costs" of all the components. Component 22NI1 (\$600) + Component 22IG (\$3200) = \$3800
9	Add together the total reduction of "Current Actual Costs" of all components. Component 22NI1 (\$450) + Component 22IG (\$1104) = \$1554
10	Calculate the net Total installation cost . Subtract results of Step 9 from Step 8. $3800 - \$1554 = \$2246$
11	Enter the result of Step 10 in the "Total installation cost" field.
12	Calculate the Acres Served as follows: Acres served initially by the practice minus practice acres terminated $20 - 6.9 = 13.1$.
13	Enter the result of Step 12 in the "Acres served" field.
14	Select both components in the "Component complete" field
15	Enter the current date for date documentation received.
16	Enter producer signature date.
17	CLICK "Continue to Next Step".

Cost Share Refunds - Partial CRP-1 Termination with Full Cost Share Refund for Terminated Acres - Components Applied to Specific Locations (Continued)

Step 2 - Determine and Enter Negative Costs and Extents (Continued)

The following is an example of the Create New Producer Certification- Component Rate Practice Screen as completed by the step action table. CLICK "Continue to Next Step" to open the Producer Certification Confirm - Component Rate Practice Screen.

Menu		Producer Certification - Component Rate Practice							
Welcome COUNTY USER									
CRP Program									
Select Program		Control No : 29_101_2025_0118							
New Application		Applicant Name : IMA PRODUCER							
Search		Agreement Status : PAID							
Retry Payment		Creation Date : 09/02/2025							
Reports		Project Area ID : 1667							
		Contract Number : 11239							
		Add/View Notes							
All required fields are denoted by an asterisk{*}									
Selected Practice: 01-CP21									
Components									
Name	Extent Requested	Avg Actual Cost (\$)	Max CostShare % Regular	Max Costshare % LIM-RES SOC-DIS BEG-FMR	Extent Approved				
22NI1	400.00	\$ 1.35	50.00%	50.00%	400.00				
	Name	LIM-RES SOC-DIS BEG-FMR	Percent Share (%)	Approved Amount (\$)	*Current Actual Cost (\$)	Prior Costs (\$)	*Current Extent Performed	Prior Extent Performed	
	IMA PRODUCER	No	100.00%	272.00	-450.00	600.00	-300.0000	400.0000	
22IG	20.00	\$ 175.00	50.00%	50.00%	20.00				
	Name	LIM-RES SOC-DIS BEG-FMR	Percent Share (%)	Approved Amount (\$)	*Current Actual Cost (\$)	Prior Costs (\$)	*Current Extent Performed	Prior Extent Performed	
	IMA PRODUCER	No	100.00%	1750.00	-1104.00	3200.00	-6.9000	20.0000	
* Practice complete? : ☒ Yes ☐ No * Add/Edit Cost Share From Other Sources? : ☐ Yes ☒ No * Total installation cost : 2246.00 * Acres served : 13.1 Components complete : 22NI1 22IG * Date receipts and documentation received (MM/DD/YYYY): 09/02/2025 FSA_848B PDF FSA_848B PDF-SP * Producer Signature Date (MM/DD/YYYY): 09/02/2025 Save Continue To Next Step Cancel									

Cost Share Refunds - Partial CRP-1 Termination with Full Cost Share Refund for Terminated Acres - Components Applied to Specific Locations (Continued)

Step 3 - Confirm Negative Costs and Extents

On the Producer Certification Confirm - Component Rate Practice Screen, Step 15, CLICK "Submit".

Menu		Producer Certification Confirm - Component Rate Practice							
Welcome COUNTY USER									
CRP Program									
Select Program		Control No : 29_101_2025_0118							
New Application		Applicant Name : IMA PRODUCER							
Search		Agreement Status : PAID							
Retry Payment		Creation Date : 09/02/2025							
Reports		Project Area ID : 1667							
		Contract Number : 11239							
		Add/View Notes							
Selected Practice: 01-CP21									
Components									
Name	Extent Requested	Avg Actual Cost (\$)	Max CostShare % Regular	Max Costshare % LIM-RES SOC-DIS BEG-FMR	Extent Approved				
22NI1	400.00	\$ 1.35	50.00%	50.00%	400.00				
	Name	LIM-RES SOC-DIS BEG-FMR	Percent Share (%)	Approved Amount (\$)	Current Actual Cost (\$)	Prior Costs (\$)	Current Extent Performed	Prior Extent Performed	
	IMA PRODUCER	No	100.00%	272.00	-450.00	600.00	-300.0000	400.0000	
22IG	20.00	\$ 175.00	50.00%	50.00%	20.00				
	Name	LIM-RES SOC-DIS BEG-FMR	Percent Share (%)	Approved Amount (\$)	Current Actual Cost (\$)	Prior Costs (\$)	Current Extent Performed	Prior Extent Performed	
	IMA PRODUCER	No	100.00%	1750.00	-1104.00	3200.00	-6.9000	20.0000	
Cost Share From Other Sources									
Producer Name						Cost Share From Other Sources(\$)			
IMA PRODUCER						0.00			
Total Cost Share from Other Sources for the Practice(\$)						0.00			
Practice complete?: Yes									
Total installation cost: 2246.00									
Acres served: 13.1									
Date receipts and documentation received (MM/DD/YYYY): 09/02/2025									
Producer Signature Date (MM/DD/YYYY): 09/02/2025									
Submit Cancel									

Cost Share Refunds - Partial CRP-1 Termination with Full Cost Share Refund for Terminated Acres - Components Applied to Specific Locations (Continued)

Step 4 - Determine and Enter Negative Extents for TSP Certification

Complete a new TSP certification according to the following table.

Enter negative extents and other required data then CLICK “Continue to Next Step”. Verify information entered and CLICK “Submit” to confirm TSP certification.

Field	Description/Action
Practice Extents	
Current Extent Performed	Enter the acres terminated= -6.9.
Component Extents	
Current Extent Performed	Enter the negative component extent determined during producer certification: Component 22NI1= -300 Component 22IG= -6.9.
Self-certifying performance without FSA, NRCS or other Technical Service Provider certification?	CLICK “No”.
Person(s) who certified performance	Enter the name of the employee performing the partial termination.
Affiliation	Select “FSA” from drop down menu.
Performance Report	Enter that certification is being done because of “partial termination”.
Date Referred to TSP	Enter the current date.
Certification Referral Expiration Date	Auto populated to a date 1 month after the date referred to TSP. Leave the default date.
Date received from TSP	Enter the current date.
FSA_848B PDF	CLICK “FSA_848B PDF” to print FSA-848B. A physical TSP signature on a paper FSA-848B is not required during a partial termination.
TSP/Self Certification Date	Enter the current date.

Cost Share Refunds - Partial CRP-1 Termination with Full Cost Share Refund for Terminated Acres - Components Applied to Specific Locations (Continued)

Step 4 - Determine and Enter Negative Extents for TSP Certification (Continued)

The following is an example of the Create New TSP Certification - Component Rate Practice Screen as completed by the table.

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

Create New TSP Certification - Component Rate Practice

Control No : 29_101_2025_0118
Applicant Name : IMA PRODUCER
Agreement Status : PAID

Creation Date : 09/02/2025
Project Area ID : 1667
Contract Number : [11239](#)
[Add/View Notes](#)

Following are the component, practice details for TSP certification.
All required fields are denoted by an asterisk{*}
Selected Practice: 01-CP21

Practice Extents			
Extent Requested	Extent Approved	* Current Extent Performed	Prior Extent Performed
20.00	20.00	-6.90	20.00

Component Extents				
Name	Extent Requested	Extent Approved	* Current Extent Performed	Prior Extent Performed
22NI1	400.00	400.00	-300.00	400.0000
22IG	20.00	20.00	-6.90	20.0000

* Self certifying performance without FSA, NRCS or other Technical Service Provider certification?: ☐ Yes ☒ No

* Person who certified performance:

* Affiliation:

* Performance report:

* Date Referred to TSP (MM/DD/YYYY):

* Certification Referral Expiration Date (MM/DD/YYYY):

* Date Received from TSP (MM/DD/YYYY):

* TSP/Self Certification Date (MM/DD/YYYY):

Cost Share Refunds - Partial CRP-1 Termination with Full Cost Share Refund for Terminated Acres - Components Applied to Specific Locations (Continued)

Step 5 - Confirm Negative TSP Certification

The following is an example of the TSP Certification Confirmation Screen. CLICK "Submit" to complete the TSP Certification.

Menu
Welcome COUNTY USER
CRP Program
[Select Program](#)
[New Application](#)
[Search](#)
[Retry Payment](#)
[Reports](#)

TSP Certification Confirmation

Control No : 29_101_2025_0118
Applicant Name : IMA PRODUCER
Agreement Status : PAID

Creation Date : 09/02/2025
Project Area ID : 1667
Contract Number : [11239](#)
[Add/View Notes](#)

Following are the component, practice details for TSP certification.
Selected Practice: 01-CP21

Practice Extents			
Extent Requested	Extent Approved	Current Extent Performed	Prior Extent Performed
20.00	20.00	-6.90	20.00

Component Extents				
Name	Extent Requested	Extent Approved	Current Extent Performed	Prior Extent Performed
22NI1	400.00	400.00	-300.0000	400.0000
22IG	20.00	20.00	-6.9000	20.0000

Self certifying performance without FSA, NRCS or other Technical Service Provider certification? [No](#)

Person who certified performance: [County User](#)

Affiliation: [FSA](#)

Performance report: [Partial Termination](#)

Date Referred to TSP (MM/DD/YYYY): [09/02/2025](#)

Certification Referral Expiration Date (MM/DD/YYYY): [10/02/2025](#)

Date Received from TSP (MM/DD/YYYY): [09/02/2025](#)

TSP/Self Certification Date (MM/DD/YYYY): [09/02/2025](#)

CRPTSPCertificationConfirmation01 [Back to Top ^](#)

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Cost Share Refunds - Partial CRP-1 Termination with Full Cost Share Refund for Terminated Acres - Components Applied to Specific Locations (Continued)

Step 6 - Request Payment

To complete the certify and pay process, CLICK "Request Payment" on the Practice Summary Screen.

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

Practice Summary

Control No : 29_101_2025_0118
Applicant Name : IMA PRODUCER
Agreement Status : PAID

Creation Date : 09/02/2025
Project Area ID : 1667
Contract Number : [11239](#)
[Add/View Notes](#)

Selected Practice: 01-CP21
Filter Strips

Is the selected practice for a Management Activity? : No

This practice is not for management activity and is eligible for cost share payments.

Is this cost share for re-establishment or an authorized CREP riparian buffer "management" maintenance payment? : No

This practice is not for re-establishment or an authorized CREP riparian buffer and is eligible for PIP (if authorized for the practice and cost share is paid).

[This is a PIP eligible practice.](#)

*Certification Number	*Program Year	Producer Signature Date	TSP Signature Date	Producer Actual Cost Certified (\$)	Certification Links		Payment Status
		09/02/2025	09/02/2025	3,800.00	Producer	TSP	Paid
		09/02/2025	09/02/2025	-1,554.00	Producer Complete	TSP Complete	Not Sent
Total Certifications for the Practice				2,246.00			
Total Cost Share from Other Sources for the Practice(\$)				0.00			

Back
Request Payment

*** - These fields will be used when software is enhanced in the future.**

Cost Share Refunds - Partial CRP-1 Termination with Full Cost Share Refund for Terminated Acres - Components Applied to Specific Locations (Continued)

Step 7 - Enter COF Signature Date

Next select the practice(s) and enter the COF signature date on the Certify and Pay Main Screen and CLICK "Submit".

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

Certify and Pay Main

Control No : 29_101_2025_0118
Applicant Name : IMA PRODUCER
Agreement Status : PAID

Creation Date : 09/02/2025
Project Area ID : 1667
Contract Number : [11239](#)
[Add/View Notes](#)

Following table lists all practices on the contract for payment.

Practices Summary							
Select	Practice Control Number	Practice Status	Fund ID	Certification Complete	Current CostShare Earned.	Prior CostShare Earned	Payment Data
☒	29-101-2025-0118-01-CP21	Pending Certification	3307	Yes	-756.00	1872.00	View

FSA_848B PDF
FSA_848B PDF-SP

* COF Signature Date (MM/DD/YYYY) :

CCC 770 Completion Date (MM/DD/YYYY):

Submit Cancel

Cost Share Refunds - Partial CRP-1 Termination with Full Cost Share Refund for Terminated Acres - Components Applied to Specific Locations (Continued)

Step 8 - Confirm Negative Payment Amount

After submitting the payment request, confirm the entries on the Certify and Pay Main - Confirmation Screen and CLICK “Confirm”.

Menu
Welcome COUNTY USER
CRP Program
Select Program
New Application
Search
Retry Payment
Reports

Certify and Pay Main - Confirmation

Control No : 29_101_2025_0118
Applicant Name : IMA PRODUCER
Agreement Status : PAID

Creation Date : 09/02/2025
Project Area ID : 1667
Contract Number : [11239](#)
[Add/View Notes](#)

Following table lists all practices on the contract for payment.

Practice Control Number	Practice Status	Fund ID	Certification Complete	Current CostShare Earned.	Prior CostShare Earned	Payment Data
29-101-2025-0118-01-CP21	Pending Certification	3307	Yes	-756.00	1872.00	View

COF Signature Date: 09/02/2025
CCC 770 Completion Date:

Step 9 - Verify Overpayment or Receivable

Verify that the payment process completed, and the correct refund amount is either in CPR to be transferred to NRRS on COF-obligated agreements, or already in NRRS for eFMS-obligated agreements. If eligibility fails during the payment process, the entire payment will show as the refund amount and not just the partial refund amount. See paragraph 333 for additional information on overpayments.

Cost Share Refunds - Partial CRP-1 Termination with Prorated Cost Share Refund for Terminated Acres

Example 1 This scenario uses the same contract information as the full termination example in Exhibit 17, except instead of a full termination of the 20 acres under the CRP contract a partial termination of 5 acres (25 percent of the contract acres) is being processed with a prorated refund of 40 percent of the cost share on those 5 acres.

Component	Actual Cost	Extent Performed	Cost Share Earned	% of Acres Terminated x Prorated Refund %	40% of Actual Cost	40% of Extent Performed
Grassland Drill	\$2,200	20 Acres	\$1,100	25% x 40% =	\$220	2 Acres
Grass/Legume/Forbs Seed Mixture	\$3,200	75 Pounds	\$1,500	10%	\$320	7.5 Pounds

To create the 40 percent receivable for the 5 acres (25 percent of the contract acres) being terminated the user must enter a new certification with:

- actual costs of -\$220 for the drill and -\$320 for the seed mixture
- extent performed of -2 acres for the drill and -7.5 pounds for the seed mixture.

The resulting overpayments by component will be \$110 for the drill and \$150 for the seed mixture, totaling \$260 which is equal to 10 percent of the total \$2,600 cost share that was originally paid.

Following these actions, CSS and CCMS will be out of sync because the cost share agreement will still show the remaining 90 percent of the contract acres as having been performed and having received cost share and only 75 percent of the acres remain in CCMS. This will cause problems if additional payments must be issued for the remaining acres or if additional partial terminations are needed.

If a prorated cost share refund for a partial termination has been processed and additional cost share payments or additional partial terminations are needed, submit the case to the State specialist to be posted on the national SharePoint site for assistance in determining the actual costs and extents performed to be entered in CSS.

CRP Cost Share Payment Calculation Examples

Beginning with the 2018 Farm Bill all CRP cost share calculations must use “Percent of Cost Not to Exceed” component rate types. When multiple components exist on a practice cost share is calculated separately for each component with the “Percent of Cost Not to Exceed” determination being applied separately by component. The sum of the calculated cost share amounts for all components is the cost share payment for the practice.

The information shown in Table 1 is used for 3 different examples of CRP cost share calculations. All 3 examples assume a single producer receives 100 percent of the cost share payment(s). These examples assume the practice is not eligible for a PIP and the producer receives no cost share from other sources.

Table 1					
Practice CP2 - 20 Acres					
Component	Average Cost	Unit of Measure	Cost Share Rate	Extent Approved	Approved Cost Share
Native Grass Seed Mixture (NGSM)	\$35.00	Pound	50% of Actual Cost Not to Exceed \$17.50	60.00	\$1,050.00
Seedbed Preparation (SdBedPrep)	\$40.00	Acre	50% of Actual Cost Not to Exceed \$20.00	20.00	\$400.00
Seeding	\$30.00	Acre	50% of Actual Cost Not to Exceed \$15.00	20.00	\$300.00

CRP Cost Share Payment Calculation Examples (Continued)

1 Single Certification with Full Extents Performed

In this example the producer certifies completion of the full extent approved for all components in a single certification. The producer's costs for components "NGSM" and "Seeding" are higher than the average cost used to establish the cost share rates, so the cost share paid is limited to the cost share amount that was approved based on the "Not to Exceed (NTE)" rate. The producer's cost for component "SdBedPrep" was lower than the average cost used to establish the cost share rate, so the cost share paid is equal to 50 percent of the producer's actual cost for this component.

Example 1, Table A - Producer's Costs			
Component	Cost per Unit	Units Performed	Total Producer Costs
NGSM	\$36.67	60.00	\$2,200.00
SdBedPrep	\$37.50	20.00	\$750.00
Seeding	\$34.00	20.00	\$680.00

Example 1, Table B - Single Certification - Determination of Cost Share Amounts							
Component	Current Actual Cost	Prior Costs	Current Extent Performed	Prior Extent Performed	50% of Actual Cost	*NTE Rate Times Extent Performed	**Cost Share Amount
NGSM	\$2,200.00	\$0.00	60.00	0.00	\$1,100.00	\$1,050.00	\$1,050.00
SdBedPrep	\$750.00	\$0.00	20.00	0.00	\$375.00	\$400.00	\$375.00
Seeding	\$680.00	\$0.00	20.00	0.00	\$340.00	\$300.00	\$300.00
					Practice Total		\$1,725.00
*See Table 1 for NTE (not to exceed) rates.							
**Cost share amount is the lesser of 50 percent of actual cost or extent performed multiplied by NTE rate.							

CRP Cost Share Payment Calculation Examples (Continued)

2 Multiple Certifications - Initial Partial and Subsequent Final

In this example the producer plants 1 of 2 fields on the CRP contract (12 out of 20 total acres) in the spring of the year as planned. However, before the producer plants the second field of 8 acres, prolonged heavy spring rains prevent the producer from planting the remaining grass. The producer is forced to wait until fall to plant the second field of grass. This is consistent with the approved conservation plan. The producer requests cost share for the acres planted in the spring shortly after the acres are planted. Since a major component has been completed, the producer is eligible to request cost share on the field that was planted according to 2-CRP. Cost share will be requested for the remaining acres in the fall after those acres are planted. Just as in Example 1, the producer's costs for components "NGSM" and "Seeding" are higher than the average cost used to establish the cost share rates, so the cost share paid is limited to the cost share amount that was approved based on the "Not to Exceed (NTE)" rate. The producer's cost for component "SdBedPrep" was lower than the average cost used to establish the cost share rate, so the cost share paid is equal to 50 percent of the producer's actual cost for this component.

Example 2, Table A - Producer's Costs - Spring Planting			
Component	Cost per Unit	Units Performed	Total Producer Costs
NGSM	\$36.67	36.00	\$1,320.00
SdBedPrep	\$37.50	12.00	\$450.00
Seeding	\$34.00	12.00	\$408.00

Example 2, Table B - Partial Certification - First Certification (1 of 2)							
Determination of Cost Share Amounts							
Component	Current Actual Cost	Prior Costs	Current Extent Performed	Prior Extent Performed	50% of Actual Cost	*NTE Rate Times Extent Performed	**Cost Share Amount
NGSM	\$1,320.00	\$0.00	36.00	0.00	\$660.00	\$630.00	\$630.00
SdBedPrep	\$450.00	\$0.00	12.00	0.00	\$225.00	\$240.00	\$225.00
Seeding	\$408.00	\$0.00	12.00	0.00	\$204.00	\$180.00	\$180.00
					Practice Total		\$1,035.00
*See Table 1 for NTE (not to exceed) rates.							
**Cost share amount is the lesser of 50 percent of actual cost or extent performed multiplied by NTE rate.							

When the producer plants the remaining 8 acres in the fall, his costs for seed bed preparation increase on these acres and his costs for seeding are less for these final 8 acres than they were for the 12 acres planted in the spring. The native grass seed mixture costs remain the same as they were in the spring.

CRP Cost Share Payment Calculation Examples (Continued)

2 Multiple Certifications - Initial Partial and Subsequent Final (Continued)

When multiple certifications exist for a component, CSS calculates payments based on the cumulative totals of the costs incurred and extents performed for each component on all certifications. Subsequent payment amounts use the cumulative totals because the resulting payments may be different than they would be if the subsequent certification stood on its own. Example 2, Tables C - F illustrate this concept.

Example 2, Table C - Producer's Costs - Fall Planting			
Component	Cost per Unit	Units Performed	Total Producer Costs
NGSM	\$36.67	24.00	\$880.00
SdBedPrep	\$42.00	8.00	\$336.00
Seeding	\$28.00	8.00	\$224.00

Example 2, Table D - Partial Certification - Second Certification (2 of 2) Determination of Cost Share Amounts using Cumulative Cost Share Calculations							
Component	Current Actual Cost	Prior Costs	Current Extent Performed	Prior Extent Performed	50% of Cumulative Actual Cost	*NTE Rate Times Cumulative Extent Performed	Total Cost Share Amount
NGSM	\$880.00	\$1,320.00	24.00	36.00	\$1,100.00	\$1,050.00	\$1,050.00
SdBedPrep	\$336.00	\$450.00	8.00	12.00	\$393.00	\$400.00	\$393.00
Seeding	\$224.00	\$408.00	8.00	12.00	\$316.00	\$300.00	\$300.00
					Practice Total		\$1,743.00
*See Table 1 for NTE (not to exceed) rates.							

After computing the total cost share amount according to the cumulative totals, CSS sends this cumulative total amount to the payment system where the newly calculated total payment amount is compared to the previous payment amounts to determine what the current (additional) payment amounts should be as outlined in the following table.

Example 2, Table E - Partial Certification - Second Certification (2 of 2) Determination of Subsequent Payments Issued - Cumulative Cost Share Minus Prior Payments			
Component	*Cumulative Payment Amount	Prior Payment(s) Amount	Resulting Current Payment
NGSM	\$1,050.00	\$630.00	\$420.00
SdBedPrep	\$393.00	\$225.00	\$168.00
Seeding	\$300.00	\$180.00	\$120.00
		Practice Total	\$708.00
*Cumulative Payment Amount is the Total Cost Share Amount from Example 2, Table D.			

Note that these payment amounts are different for components “SdBedPrep” and “Seeding” than they would have been if the second certification stood on its own and did not consider cumulative costs and extents performed. Example 2, Table F demonstrates what the payments would be if the second certification stood alone.

CRP Cost Share Payment Calculation Examples (Continued)

2 Multiple Certifications - Initial Partial and Subsequent Final (Continued)

Anytime the producer's actual costs are less than the average cost for 1 certification and more than the average cost for another certification, accumulating the costs allows the costs for the more expensive units to be offset by the less expensive costs, meaning that the total payment based on the cumulative costs will be somewhat higher than the sum of the payments would be if every certification was treated as a stand-alone computation. The following table compares the differences.

Example 2, Table F - Partial Certification - Second Certification (2 of 2) when Incorrectly Computed as Stand-alone						
Component	Current Actual Cost	Current Extent Performed	50% of Current Actual Cost	*NTE Rate Times Current Extent Performed	**Correct (Additional) Payment Based on Cumulative Costs and Extents	Difference
NGSM	\$880.00	24.00	\$440.00	\$420.00	\$420.00	\$0.00
SdBedPrep	\$336.00	8.00	\$168.00	\$160.00	\$168.00	+\$8.00
Seeding	\$224.00	8.00	\$112.00	\$120.00	\$120.00	+\$8.00
*See Table 1 for NTE (not to exceed) rates. **Correct additional payments are based on cumulative costs and extents as shown in Example 2, Table D. If the second certification stood alone, the expected payment amount would be the lesser of 50 percent of Current Actual Cost or the NTE Rate Times Current Extent Performed.						

If the second certification stood alone, we would expect the payment for "SdBedPrep" to be \$160.00 (lesser of 50 percent of current actual cost or NTE Rate Times Current Extent Performed). However, based on the cumulative expenses and cumulative extents performed the second payment for this component is \$168.00. Likewise, if the second certification stood alone, we would expect the payment for "Seeding" to be \$112.00 (lesser of 50 percent of current actual cost or NTE Rate Times Current Extent Performed). However, based on the cumulative expenses and cumulative extents performed the second payment for this component is \$120.00.

CRP Cost Share Payment Calculation Examples (Continued)

3 Multiple Certifications - Negative Certification for Partial Refund

This example builds off Example 2. After cost share payments have been issued based on the cumulative totals the producer requests to voluntarily terminate 2 of the total 20 acres on the CRP-1. An additional certification using negative current actual costs and negative current extents performed will create the overpayment needed to create a receivable for the cost share to be refunded. The entry of this additional negative certification changes the cumulative total actual costs and total extents performed. Just as in Example 2, CSS calculates the total cost share payment based on the new cumulative costs and extents and compares that calculated amount to previous payment amounts. An overpayment is created since the cumulative total producer costs and extents are reduced with the entry of the negative certification.

In this example the 2 acres being terminated represent 10 percent of the total practice acres. Negative amounts to be entered are determined by multiplying the previous cumulative actual costs and extents performed multiplied by 10 percent.

Example 3, Table A - Multiple Certifications - Negative Amounts for Partial Termination							
Component	Current Actual Cost	Prior Costs	Current Extent Performed	Prior Extent Performed	50% of Cumulative Actual Cost	*NTE Rate Times Cumulative Extent Performed	**Cost Share Amount
NGSM	-\$220.00	\$2,200.00	-6.00	60.00	\$990.00	\$945.00	\$945.00
SdBedPrep	-\$78.60	\$786.00	-2.00	20.00	\$354.00	\$360.00	\$354.00
Seeding	-\$63.20	\$632.00	-2.00	20.00	\$284.40	\$270.00	\$270.00
						Total	\$1,569.00
*See Table 1 for NTE (not to exceed) rates.							
**Cost Share Amount is equal to the lesser of 50 percent of the cumulative actual costs or the NTE rate multiplied by the cumulative extent performed. All calculations are rounded to whole dollars.							

CRP Cost Share Payment Calculation Examples (Continued)

3 Multiple Certifications - Negative Certification for Partial Refund (Continued)

The total calculated cost share for the practice using the cumulative total costs and extents performed after entry of the negative certification is \$1,569.00. When this amount is compared to the previous cost share amount for the practice of \$1,743.00 an overpayment in the amount of \$174.00 results ($\$1,743.00 - \$1,569.00 = \$174.00$).

Example 3, Table B - Multiple Certifications - Negative Amounts for Partial Termination Determination of Overpayment Amount - Cumulative Cost Share Minus Prior Payments			
Component	*Cumulative Prior Payment Amount	Current Cumulative Calculated Payment Amount	**Resulting Overpayment
NGSM	\$1,050.00	\$945.00	\$105.00
SdBedPrep	\$393.00	\$354.00	\$39.00
Seeding	\$300.00	\$270.00	\$30.00
Practice Total	\$1,743.00	\$1,569.00	\$174.00
*Cumulative Prior Payment Amount is the Total Cost Share Amount from Example 2, Table D. **Resulting Overpayment is equal to the Cumulative Prior Payment Amount minus the Current Cumulative Calculated Payment Amount.			

CRP PIP Calculation Examples

1 PIP in CSS

A Overview

Beginning with signup 53, PIP's for non-CREP continuous signup CRP contracts are issued through CSS. Beginning with signup 55 and continuing through signup 63 for cost share agreements created and approved before January 28, 2026, PIP's are paid using a 2-phase (split PIP) approach where the initial PIP is issued simultaneously with the cost share payment and the final PIP is issued when the NRCS status review date is entered and saved in CSS.

CREP eligibility for PIP is outlined in the approved CREP agreement, and PIP flags are controlled by the software. As CREP agreements are renegotiated, CREPs eligible for PIP's will transition from annual rental PIP's (paid outside of CSS) to PIP's paid through CSS for new CREP CRP-1's approved after the date the revised CREP agreement becomes effective. CSS automatically determines which CREPs are eligible to receive CSS-based PIP's according to settings associated with the specific CREP signup.

B Historical PIP Rates and Effective Dates

See 2-CRP for PIP percentages, the signups when they were in effect, and CRP-1 approval dates for each PIP percentage.

CRP PIP Calculation Examples (Continued)**2 Calculation of PIP in CSS****A Calculation of PIP**

The general rule is that PIP is calculated as the PIP percentage multiplied by the producer's costs. However, just as with cost share payments there are limits on the amount of PIP that can be paid. Calculation of PIP amounts is more complicated than the overly simplistic general rule. The following 3 key concepts of PIP calculations are frequently misunderstood:

- The total PIP earned cannot exceed the approved amount for the PIP. Approved PIP is based on the average actual cost of a component. When the producer's costs are higher than the average actual cost for a component, payments are limited by the average actual cost that was used to calculate the approved PIP amount.
- PIP is calculated for each individual component, and not at the practice level. The sum of the PIP amounts for individual components becomes the PIP for the practice.
- When multiple reports of performance are entered for a component, cumulative costs and cumulative extents are used to calculate the total payment earned. The PIP based on the cumulative costs and extents earned is compared to the previous PIP amount and an additional PIP is issued if the amount calculated based on the cumulative costs and extents exceeds the PIP that was previously issued (paragraph 8).

B Component Level Calculation of PIP

For each component PIP earned is calculated as the lesser of:

- PIP Percentage X Producer's Actual Cost
- PIP Percentage X Extent Performed X Average Actual Cost X Producer's Share

CRP PIP Calculation Examples (Continued)

2 Calculation of PIP in CSS (Continued)

C Example of Component Level Calculation of PIP

The following example uses a 50 percent PIP rate. This example demonstrates that PIP is calculated separately for each component. The example shows 1 component where PIP is limited to 50 percent of the producer's actual costs, and a second component where PIP is limited to the extent performed multiplied by the average actual cost of the component multiplied by the producer's share.

Selected Practice: 01-CP21								
Components								
Name	Extent Requested	Avg Actual Cost (\$)	Max CostShare % Regular	Max Costshare % LIM-RES SOC-DIS BEG-FMR			Extent Approved	
NATVGRASMIX	100.00	\$ 30.00	50.00%	50.00%			100.00	
	Name	LIM-RES SOC-DIS BEG-FMR	Percent Share (%)	Approved Amount (\$)	*Current Actual Cost (\$)	Prior Costs (\$)	*Current Extent Performed	Prior Extent Performed
	JOE FARMER	No	100.00%	1500.00	3300.00	0.00	100	0.0000
NOTILLDRL	20.00	\$ 25.00	50.00%	50.00%			20.00	
	Name	LIM-RES SOC-DIS BEG-FMR	Percent Share (%)	Approved Amount (\$)	*Current Actual Cost (\$)	Prior Costs (\$)	*Current Extent Performed	Prior Extent Performed
	JOE FARMER	No	100.00%	250.00	480.00	0.00	20	0.0000

The PIP earned for component NATVGRASMIX is \$1,500.00. This is equal to the lesser of:

- 50% PIP percentage X 100 Extents Performed X \$30.00 Avg Actual Cost X 100% producer's share = \$1,500.00
- 50% PIP percentage X the Producer's Actual Cost of \$3,300 = \$1,650.00

The PIP earned for component NOTILLDRL is \$240.00. This is equal to the lesser of:

- 50% PIP percentage X 20 Extents Performed X \$25.00 Avg Actual Cost X 100% producer's share = \$250.00
- 50% PIP percentage X the Producer's Actual Cost of \$480.00 = \$240.00.

Total PIP earned for the practice is \$1,500.00 + 240.00 = \$1,740.00.

CRP PIP Calculation Examples (Continued)

3 Calculation of Split PIP - Signup 55 through 63

A Calculation of Split PIP

For CRP Signups 55 through 63 contracts:

- initial PIP is calculated as the lesser of:
 - $40\% \times \text{Producer's actual cost}$
 - $40\% \times \text{Extent Performed} \times \text{Average Actual Cost} \times \text{Producer's Share}$
- final PIP is calculated as the lesser of:
 - $10\% \times \text{Producer's actual cost}$
 - $10\% \times \text{Extent Performed} \times \text{Average Actual Cost} \times \text{Producer's Share}$.

Note: Final PIP must **always** be issued to the same producer who received the initial PIP.

B Final PIP Payment Triggers

There were 3 original scenarios that triggered final PIP's. The 3 triggers were:

Normal Trigger - entry of the TSP (status) review date in CSS

Alternate Triggers:

- removal of a Producer Who Received an Initial PIP from CRP-1
- termination of CRP Contract with No Refunds Required.

Effective January 28, 2026, use of split PIP's was discontinued for new cost share agreements. Final PIP's must be issued for existing cost share agreements that were originally approved before this date. Beginning on January 28, 2026 all final PIP's will be issued immediately after issuing the cost share and initial PIP by entering the NRCS Review Date as 01/28/2026. See paragraph 703 for instructions to disburse final PIP's using "Manage PIP" functionality.

CRP PIP Calculation Examples (Continued)**4 Practice Level Total Compensation Limitation****A Compensation Limitation Rule**

After cost share and PIP amounts are calculated for each component, a practice level limitation on total compensation is applied. For each practice the sum of (PIP + FSA Cost Share + Cost Share from Other Sources) cannot exceed 100 percent of the producer's actual costs for the practice. This rule may result in either the cost share payment, the PIP, or both being partially or fully reduced. This limitation is applied every time a payment is requested in CSS, regardless of whether the PIP associated to the payment request is an initial PIP or a final PIP. See Exhibit 23 for more information on total compensation limitations and examples of how this rule is applied.

B Total Compensation Payment Reduction Order of Priority

When the sum of (PIP + FSA Cost Share + Cost Share from Other Sources) for the practice exceeds 100 percent of the producer's actual costs a dollar-for-dollar reduction is applied for the summed amount that exceeds the producer's actual costs. Reductions will be taken in the following order:

- 1st - Final PIP (when applicable)
- 2nd - Cost Share
- 3rd - Initial PIP if the cost share amount is reduced to zero.

When the 3rd priority for reduction (Initial PIP) is reached, meaning final PIP and cost share amounts have both been reduced to zero, dollar-for-dollar reduction of the initial PIP continues until the earned PIP amount is reduced to \$1. When cost share from outside sources is equal to or greater than the producer's actual costs the PIP paid will be \$1. PIP will never be reduced to \$0. The minimum PIP paid will always be \$1.

C Timing of Entry of Cost Share from Other Sources

Cost share from other sources can be entered at any time by creating a new producer certification. If cost share from other sources is entered after FSA cost share and PIP's have been paid, overpayments may result.

CRP PIP Calculation Examples (Continued)**4 Practice Level Total Compensation Limitation (Continued)****D Entry of only Cost Share from Other Sources on a New Certification**

If cost share from other sources is the only new data provided by the producer, current actual costs and current extent performed will be entered as zero on the new producer certification. The user must answer “Yes” to the “Add/Edit Cost Share from Other Sources?” question on the Create New Producer Certification - Component Rate Practice Screen according to paragraph 211. Follow paragraph 213 to enter or edit cost share from other sources.

After the new cost share from other sources information is complete, submit the producer certification. The user must then create a new TSP certification using zero as the current extent performed for both the practice and component extents and submit the new TSP certification. Status of the practice will be updated to “Pending Certification”.

Request the new payment (possibly overpayment) to allow CSS to update all payment calculations.

E Correction of Erroneous Cost Share from Other Sources

If cost share from other sources was entered incorrectly and the payment has not been requested, edit the existing producer certification. If the payment has been requested, a new producer certification is needed to correct the erroneous cost share from other sources. The user must answer “Yes” to the “Add/Edit Cost Share from Other Sources?” question on the Create New Producer Certification - Component Rate Practice Screen according to paragraph 211. Follow paragraph 213 to enter or edit cost share from other sources.

When multiple entries have been made, this amount is the cumulative total of the previous amount and the newly entered amount. If the previous cost share from other sources was overstated, enter the new cost share from other sources as a negative amount that will result in the correct cumulative total amount. After the new cost share from other sources information is complete, submit the producer certification. The user must then create a new TSP certification. Status of the practice will be updated to “Pending Certification”.

Request the new payment (possibly overpayment) to allow CSS to update all payment calculations.

CRP PIP Calculation Examples (Continued)

5 PIP Calculation Example - Single Certification with No Cost Share from Other Sources - Split PIP

A Example Overview

Example 1 - Single Certification. No cost share from other sources.

This example has a single producer, 1 practice with 3 components, all certified as complete in a single certification. The producer received no cost share from other sources. The following is an example of the producer certification as it appears in CSS before payment.

Selected Practice: 01-CP21								
Components								
Name	Extent Requested	Avg Actual Cost (\$)		Max CostShare % Regular	Max Costshare % LIM-RES SOC-DIS BEG-FMR			Extent Approved
NATVGRASMIX	100.00	\$30.00		50.00%	50.00%			100.00
	Name	LIM-RES SOC-DIS BEG-FMR	Percent Share (%)	Approved Amount (\$)	*Current Actual Cost (\$)	Prior Costs (\$)	*Current Extent Performed	Prior Extent Performed
	JOE FARMER	No	100.00%	1500.00	3200	0.00	100	0.0000
NOTILLDRL	20.00	\$25.00		50.00%	50.00%			
	Name	LIM-RES SOC-DIS BEG-FMR	Percent Share (%)	Approved Amount (\$)	*Current Actual Cost (\$)	Prior Costs (\$)	*Current Extent Performed	Prior Extent Performed
	JOE FARMER	No	100.00%	250.00	420	0.00	20	0.0000
SDBEDPREP	20.00	\$ 50.00		50.00%	50.00%			20.00
	Name	LIM-RES SOC-DIS BEG-FMR	Percent Share (%)	Approved Amount (\$)	*Current Actual Cost (\$)	Prior Costs (\$)	*Current Extent Performed	Prior Extent Performed
	JOE FARMER	No	100.00%	500.00	550	0.00	20	0.0000

CRP PIP Calculation Examples (Continued)

5 PIP Calculation Example - Single Certification with No Cost Share from Other Sources - Split PIP (Continued)**B Cost Share and Initial PIP**

In the following example, calculations are displayed according to payment events. The initial payment event calculations correspond to the Cost Share and Initial PIP. These 2 payments occur simultaneously when payment is requested for the certification. Final PIP calculations are displayed separately in subparagraph D because the final PIP is issued at a later date when 1 of the 3 final PIP triggers is reached and the user takes action to disburse the final PIP.

NATVGRASMIX Cost Share = Lesser of:

- 100 Extent Performed X \$30.00/Unit X 50% = **\$1,500.00**
- \$3,200.00 Producer Costs X 50% = \$1,600.00

Initial PIP = Lesser of:

- 100 Extent Performed X \$30.00/Unit X 40% = **\$1,200.00**
- \$3,200.00 Producer Costs X 40% = \$1,280.00

NOTILLDRL Cost Share = Lesser of:

- 20 Extent Performed X \$25.00/Unit X 50% = \$250.00
- \$420.00 Producer Costs X 50% = **\$210.00**

Initial PIP = Lesser of:

- 20 Extent Performed X \$25.00/Unit X 40% = \$200.00
- \$420.00 Producer Costs X 40% = **\$168.00**

SDBEDPREP Cost Share = Lesser of:

- 20 Extent Performed X \$50.00/Unit X 50% = \$500.00
- \$550.00 Producer Costs X 50% = **\$275.00**

Initial PIP = Lesser of:

- 20 Extent Performed X \$50.00/Unit X 40% = \$400.00
- \$550.00 Producer Costs X 40% = **\$220.00**

CRP PIP Calculation Examples (Continued)

5 PIP Calculation Example - Single Certification with No Cost Share from Other Sources
Split PIP (Continued)

B Cost Share and Initial PIP (Continued)

Calculation of Cost Share and Initial PIP								
A	B	C	D	E	F	G	H	I
Cost Share					PIP			
Component	Producer's Costs	50% of Producer's Costs	Extent Performed X Avg. Actual Cost X 50%	Lesser of Column C or D	PIP Type	PIP Percentage (40%) X Producer's Costs	Extent Performed X Avg. Actual Cost X PIP Percentage	Lesser of Column G or H
NATVGRASMIX	\$3,200.00	\$1,600.00	\$1,500.00	\$1,500.00	Initial PIP	\$1,280.00	\$1,200.00	\$1,200.00
NOTILLDRL	\$420.00	\$210.00	\$250.00	\$210.00	Initial PIP	\$168.00	\$200.00	\$168.00
SDBEDPREP	\$550.00	\$275.00	\$500.00	\$275.00	Initial PIP	\$220.00	\$400.00	\$220.00
Total Cost	\$4,170.00		Total Cost Share	\$1,985.00			Total Initial PIP	\$1,588.00

C Limitation on Total Compensation During Payment of Cost Share and Initial PIP

The limit on total compensation is applied every time there is a payment event. The payment table in subparagraph B is calculated using the “lesser of” at the component level, but the total compensation limitation is applied at the practice level. During the initial payment event of cost share and initial PIP the total compensation does not exceed the producer’s expenses for the **practice**, so no payment reduction is applied.

Practice Level Limitation on Total Benefits During Payment of Cost Share and Initial PIP					
Cost Share from Other Sources	Initial PIP	Total FSA Cost Share	Sum of FSA Cost Share + PIP + Cost Share from Other Sources	Total Producer Costs	Reduction Because of Cost Share from Other Sources
\$0.00	\$1,588.00	\$1,985.00	\$3,573.00	\$4,170.00	\$0.00

CRP PIP Calculation Examples (Continued)

5 PIP Calculation Example - Single Certification with No Cost Share from Other Sources - Split PIP (Continued)

D Final PIP

After entry of the trigger event in CSS the final PIP is paid. Calculations of the final PIP payment event amounts are as follows:

NATVGRASMIX Final PIP = Lesser of:

- 100 Extent Performed X \$30.00/Unit X 10% = **\$300.00**
- \$3,200.00 Producer Costs X 10% = \$320.00

NOTILLDRL Final PIP = Lesser of

- 20 Extent Performed X \$25.00/Unit X 10% = \$50.00
- \$420.00 Producer Costs X 10% = **\$42.00**

SDBEDPREP Final PIP = Lesser of:

- 20 Extent Performed X \$50.00/Unit X 10% = \$100.00
- \$550.00 Producer Costs X 10% = **\$55.00**

Calculation of Final PIP					
A	B	C	D	E	F
Component	Producer's Costs	PIP Type	PIP Percentage (10%) X Producer's Costs	Extent Performed X Avg. Actual Cost X PIP Percentage	Lesser of Column D or E
NATVGRASMIX	\$3,200.00	Final PIP	\$320.00	\$300.00	\$300.00
NOTILLDRL	\$420.00	Final PIP	\$42.00	\$50.00	\$42.00
SDBEDPREP	\$550.00	Final PIP	\$55.00	\$100.00	\$55.00
Total Cost	\$4,170.00			Total Final PIP	\$397.00

E Limitation on Total Compensation During Payment of Final PIP

During the final PIP payment event the total compensation does not exceed the producer's expenses for the **practice**, so no payment reduction is applied.

Practice Level Limitation on Total Benefits During Payment of Final PIP					
Cost Share from Other Sources	Total PIP (Initial + Final)	Total FSA Cost Share	Sum of FSA Cost Share + PIP + Cost Share from Other Sources	Total Producer Costs	Reduction Because of Cost Share from Other Sources
\$0.00	\$1,985.00	\$1,985.00	\$3,970.00	\$4,170.00	\$0.00

No reductions are made to either PIP or cost share since the producer's costs for installing the practice exceed the producer's total reimbursement amount by \$200.00.

CRP PIP Calculation Examples (Continued)

6 PIP Calculation Example - Single Certification with Cost Share from Other Sources - Split PIP

A Overview

Example 2 - Single Certification. Cost share from other sources reported. Cost share and final PIP reduced.

This example uses the same information as Example 1 in paragraph 5, except the producer received cost share from other sources. Calculations of cost share and initial PIP are the same. This example has a single producer, 1 practice with 3 components, all certified as complete in a single certification. The producer received \$1,000.00 cost share from other sources which results in the amount of the cost share payment being limited by the practice level limitation on total benefits. The following is an example of the producer certification as it appears in CSS before payment.

Selected Practice: 01-CP21								
Components								
Name	Extent Requested	Avg Actual Cost (\$)	Max CostShare % Regular	Max Costshare % LIM-RES SOC-DIS BEG-FMR	Extent Approved			
NATVGRASMIX	100.00	\$30.00	50.00%	50.00%	100.00			
	Name	LIM-RES SOC-DIS BEG-FMR	Percent Share (%)	Approved Amount (\$)	*Current Actual Cost (\$)	Prior Costs (\$)	*Current Extent Performed	Prior Extent Performed
	JOE FARMER	No	100.00%	1500.00	3200	0.00	100	0.0000
NOTILLDRL	20.00	\$25.00	50.00%	50.00%				
	Name	LIM-RES SOC-DIS BEG-FMR	Percent Share (%)	Approved Amount (\$)	*Current Actual Cost (\$)	Prior Costs (\$)	*Current Extent Performed	Prior Extent Performed
	JOE FARMER	No	100.00%	250.00	420	0.00	20	0.0000
SDBEDPREP	20.00	\$ 50.00	50.00%	50.00%	20.00			
	Name	LIM-RES SOC-DIS BEG-FMR	Percent Share (%)	Approved Amount (\$)	*Current Actual Cost (\$)	Prior Costs (\$)	*Current Extent Performed	Prior Extent Performed
	JOE FARMER	No	100.00%	500.00	550	0.00	20	0.0000

CRP PIP Calculation Examples (Continued)

6 PIP Calculation Example - Single Certification with Cost Share from Other Sources - Split PIP (Continued)**B Cost Share and Initial PIP**

Calculations are displayed according to payment events. The initial payment event calculations in the following example correspond to the Cost Share and Initial PIP. These 2 payments occur simultaneously when payment is requested for the certification. Final PIP calculations are displayed separately in subparagraph D because the final PIP is issued at a later date when 1 of the 3 final PIP triggers is reached and the user takes action to disburse the final PIP.

NATVGRASMIX Cost Share = Lesser of:

- 100 Extent Performed X \$30.00/Unit X 50% = **\$1,500.00**
- \$3,200.00 Producer Costs X 50% = \$1,600.00

Initial PIP = Lesser of:

- 100 Extent Performed X \$30.00/Unit X 40% = **\$1,200.00**
- \$3,200.00 Producer Costs X 40% = \$1,280.00

NOTILLDRL Cost Share = Lesser of:

- 20 Extent Performed X \$25.00/Unit X 50% = \$250.00
- \$420.00 Producer Costs X 50% = **\$210.00**

Initial PIP = Lesser of:

- 20 Extent Performed X \$25.00/Unit X 40% = \$200.00
- \$420.00 Producer Costs X 40% = **\$168.00**

SDBEDPREP Cost Share = Lesser of:

- 20 Extent Performed X \$50.00/Unit X 50% = \$500.00
- \$550.00 Producer Costs X 50% = **\$275.00**

Initial PIP = Lesser of:

- 20 Extent Performed X \$50.00/Unit X 40% = \$400.00
- \$550.00 Producer Costs X 40% = **\$220.00**

CRP PIP Calculation Examples (Continued)

6 PIP Calculation Example - Single Certification with Cost Share from Other Sources - Split PIP (Continued)

B Cost Share and Initial PIP (Continued)

Calculation of Cost Share and Initial PIP								
A	B	C	D	E	F	G	H	I
Cost Share					PIP			
Component	Producer's Costs	50% of Producer's Costs	Extent Performed X Avg. Actual Cost X 50%	Lesser of Column C or D	PIP Type	PIP Percentage (40%) X Producer's Costs	Extent Performed X Avg. Actual Cost X PIP Percentage	Lesser of Column G or H
NATVGRAS MIX	\$3,200.00	\$1,600.00	\$1,500.00	\$1,500.00	Initial PIP	\$1,280.00	\$1,200.00	\$1,200.00
NOTILLDRL	\$420.00	\$210.00	\$250.00	\$210.00	Initial PIP	\$168.00	\$200.00	\$168.00
SDBEDPREP	\$550.00	\$275.00	\$500.00	\$275.00	Initial PIP	\$220.00	\$400.00	\$220.00
Total Cost	\$4,170.00		Total Cost Share	\$1,985.00			Total Initial PIP	\$1,588.00

CRP PIP Calculation Examples (Continued)

6 PIP Calculation Example - Single Certification with Cost Share from Other Sources - Split PIP (Continued)

C Limitation on Total Compensation During Payment of Cost Share and Initial PIP

The limit on total compensation is applied, taking into account that \$1,000.00 cost share from other sources was reported. During the initial payment event of cost share and initial PIP the total compensation exceeds the producer's expenses for the **practice**, so the cost share payment is limited.

Practice Level Limitation on Total Benefits During Payment of Cost Share and Initial PIP					
Cost Share from Other Sources	Initial PIP	Total Calculated FSA Cost Share	Sum of FSA Cost Share + PIP + Cost Share from Other Sources	Total Producer Costs	Reduction Because of Cost Share from Other Sources
\$1,000.00	\$1,588.00	\$1,985.00	\$4,573.00	\$4,170.00	\$403.00

Because final PIP is not yet payable, the \$403.00 reduction in payment is taken from the FSA cost share. Cost share payment will be limited to \$1,582.00 (\$1,985 computed cost share minus \$403.00 reduction).

D Final PIP

When the TSP review date or other trigger event is entered in CSS the final PIP is calculated and paid. Calculations of the final PIP amounts are as follows:

NATVGRASMIX Final PIP = Lesser of:

- 100 Extent Performed X \$30.00/Unit X 10% = **\$300.00**
- \$3,200.00 Producer Costs X 10% = \$320.00

NOTILLDRL Final PIP = Lesser of

- 20 Extent Performed X \$25.00/Unit X 10% = \$50.00
- \$420.00 Producer Costs X 10% = **\$42.00**

SDBEDPREP Final PIP = Lesser of:

- 20 Extent Performed X \$50.00/Unit X 10% = \$100.00
- \$550.00 Producer Costs X 10% = **\$55.00**

Calculation of Final PIP					
A	B	C	D	E	F
Component	Producer's Costs	PIP Type	PIP Percentage (10%) X Producer's Costs	Extent Performed X Avg. Actual Cost X PIP Percentage	Lesser of Column D or E
NATVGRASMIX	\$3,200.00	Final PIP	\$320.00	\$300.00	\$300.00
NOTILLDRL	\$420.00	Final PIP	\$42.00	\$50.00	\$42.00
SDBEDPREP	\$550.00	Final PIP	\$55.00	\$100.00	\$55.00
Total Cost	\$4,170.00			Total Final PIP	\$397.00

CRP PIP Calculation Examples (Continued)

6 PIP Calculation Example - Single Certification with Cost Share from Other Sources - Split PIP (Continued)

E Limitation on Total Compensation During Payment of Final PIP

During the final PIP payment event the total compensation exceeds the producer's expenses for the **practice**, so payment reductions are applied to both the cost share and final PIP amounts that would otherwise be earned.

Practice Level Limitation on Total Benefits During Payment of Final PIP					
Cost Share from Other Sources	Total Calculated PIP (Initial + Final)	Total Calculated FSA Cost Share	Sum of FSA Cost Share + PIP + Cost Share from Other Sources	Total Producer Costs	Reduction Because of Cost Share from Other Sources
\$1,000.00	\$1,985.00	\$1,985.00	\$4,970.00	\$4,170.00	\$800.00

Since the cost share payment has already been reduced by \$403.00, the remaining reduction of \$397.00 is taken from the final PIP, meaning the final PIP is reduced to \$0.00 (\$397.00 computed final PIP - \$397.00 reduction). As expected, no payment is issued for the final PIP since payments were already limited before entry of the TSP review date and no additional producer expenses were reported. Even though the resulting final PIP is \$0.00, the trigger event to issue the payment must be entered in CSS so the software will perform payment calculations. Those calculations result in the software de-obligating the remaining funds that were being held to cover the final PIP.

CRP PIP Calculation Examples (Continued)

7 PIP Calculation Example - Single Certification with Cost Share from Other Sources - Split PIP

A Example Overview

Example 3 - Single Certification. Cost share from other sources reported. Only final PIP is reduced.

This example has a single producer, 1 practice with 3 components, all certified as complete in a single certification. The producer received \$300.00 cost share from other sources which does not result in the cost share or initial PIP payments being reduced, but the final PIP payment is limited by the practice level limitation on total benefits. The following is an example of the producer certification as it appears in CSS before payment.

Selected Practice: 01-CP21								
Components								
Name	Extent Requested	Avg Actual Cost (\$)	Max CostShare % Regular	Max Costshare % LIM-RES SOC-DIS BEG-FMR			Extent Approved	
NATVGRASMIX	100.00	\$ 30.00	50.00%	50.00%			100.00	
	Name	LIM-RES SOC-DIS BEG-FMR	Percent Share (%)	Approved Amount (\$)	*Current Actual Cost (\$)	Prior Costs (\$)	*Current Extent Performed	Prior Extent Performed
	JOE FARMER	No	100.00%	1500.00	2750	0.00	100	0.0000
NOTILLDRL	20.00	\$ 25.00	50.00%	50.00%			20.00	
	Name	LIM-RES SOC-DIS BEG-FMR	Percent Share (%)	Approved Amount (\$)	*Current Actual Cost (\$)	Prior Costs (\$)	*Current Extent Performed	Prior Extent Performed
	JOE FARMER	No	100.00%	250.00	480	0.00	20	0.0000
SDBEDPREP	20.00	\$ 50.00	50.00%	50.00%			20.00	
	Name	LIM-RES SOC-DIS BEG-FMR	Percent Share (%)	Approved Amount (\$)	*Current Actual Cost (\$)	Prior Costs (\$)	*Current Extent Performed	Prior Extent Performed
	JOE FARMER	No	100.00%	500.00	920	0.00	20	0.0000

CRP PIP Calculation Examples (Continued)

7 PIP Calculation Example - Single Certification with Cost Share from Other Sources - Split PIP (Continued)

B Cost Share and Initial PIP

In this example, calculations are displayed according to payment events. The initial payment event calculations in the following example correspond to the Cost Share and Initial PIP. These 2 payments occur simultaneously when payment is requested for the certification. Final PIP calculations are displayed separately in subparagraph D because the final PIP is issued at a later date when 1 of the 3 final PIP triggers is reached and the user takes action to disburse the final PIP.

NATVGRASMIX Cost Share = Lesser of:

- 100 Extent Performed X \$30.00/Unit X 50% = \$1,500.00
- \$2,750.00 Producer Costs X 50% = **\$1,375.00**

Initial PIP = Lesser of:

- 100 Extent Performed X \$30.00/Unit X 40% = \$1,200.00
- \$2,750.00 Producer Costs X 40% = **\$1,100.00**

NOTILLDRL Cost Share = Lesser of:

- 20 Extent Performed X \$25.00/Unit X 50% = \$250.00
- \$480.00 Producer Costs X 50% = **\$240.00**

Initial PIP = Lesser of:

- 20 Extent Performed X \$25.00/Unit X 40% = \$200.00
- \$480.00 Producer Costs X 40% = **\$192.00**

SDBEDPREP Cost Share = Lesser of:

- 20 Extent Performed X \$50.00/Unit X 50% = \$500.00
- \$920.00 Producer Costs X 50% = **\$460.00**

Initial PIP = Lesser of:

- 20 Extent Performed X \$50.00/Unit X 40% = \$400.00
- \$920.00 Producer Costs X 40% = **\$368.00**

CRP PIP Calculation Examples (Continued)

7 PIP Calculation Example - Single Certification with Cost Share from Other Sources - Split PIP (Continued)

B Cost Share and Initial PIP (Continued)

Calculation of Cost Share and Initial PIP								
A	B	C	D	E	F	G	H	I
Cost Share					PIP			
Component	Producer's Costs	50% of Producer's Costs	Extent Performed X Avg. Actual Cost X 50%	Lesser of Column C or D	PIP Type	PIP Percentage X Producer's Costs	Extent Performed X Avg. Actual Cost X PIP Percentage	Lesser of Column G or H
NATVGRASMIX	\$2,750.00	\$1,375.00	\$1,500.00	\$1,375.00	Initial PIP	\$1,100.00	\$1,200.00	\$1,100.00
NOTILLDRL	\$480.00	\$240.00	\$250.00	\$240.00	Initial PIP	\$192.00	\$200.00	\$192.00
SDBEDPREP	\$920.00	\$460.00	\$500.00	\$460.00	Initial PIP	\$368.00	\$400.00	\$368.00
Total Cost	\$4,150.00		Total Cost Share	\$2,075.00			Total Initial PIP	\$1,660.00

CRP PIP Calculation Examples (Continued)

7 PIP Calculation Example - Single Certification with Cost Share from Other Sources - Split PIP (Continued)

C Limitation on Total Compensation During Payment of Cost Share and Initial PIP

The limit on total compensation is applied, taking into account that \$300.00 cost share from other sources was reported. During the initial payment event of cost share and initial PIP the total compensation does not exceed the producer's expenses for the **practice**, so no reduction because of the limitation on total compensation is applied.

Practice Level Limitation on Total Benefits - applied at the time cost share and initial PIP are paid.					
Cost Share from Other Sources	Initial PIP	Total FSA Cost Share	Sum of FSA Cost Share + PIP + Cost Share from Other Sources	Total Producer Costs	Reduction Because of Cost Share from Other Sources
\$300.00	\$1,660.00	\$2,075.00	\$4,035.00	\$4,150.00	\$0.00

D Final PIP

When the TSP review date or other trigger event is entered in CSS the final PIP is calculated and paid. Calculations of the final PIP amounts are as follows:

NATVGRASMIX Final PIP = Lesser of:

- 100 Extent Performed X \$30.00/Unit X 10% = \$300.00
- \$2,750.00 Producer Costs X 10% = **\$275.00**

NOTILLDRL Final PIP = Lesser of

- 20 Extent Performed X \$25.00/Unit X 10% = \$50.00
- \$480.00 Producer Costs X 10% = **\$48.00**

SDBEDPREP Final PIP = Lesser of:

- 20 Extent Performed X \$50.00/Unit X 10% = \$100.00
- \$920.00 Producer Costs X 10% = **\$92.00**

Calculation of Final PIP					
A	B	C	D	E	F
Component	Producer's Costs	PIP Type	PIP Percentage (10%) X Producer's Costs	Extent Performed X Avg. Actual Cost X PIP Percentage	Lesser of Column D or E
NATVGRASMIX	\$2,750.00	Final PIP	\$275.00	\$300.00	\$275.00
NOTILLDRL	\$480.00	Final PIP	\$48.00	\$50.00	\$48.00
SDBEDPREP	\$920.00	Final PIP	\$92.00	\$100.00	\$92.00
Total Cost	\$4,150.00			Total Final PIP	\$415.00

CRP PIP Calculation Examples (Continued)

7 PIP Calculation Example - Single Certification with Cost Share from Other Sources - Split PIP (Continued)

E Limitation on Total Compensation During Payment of Final PIP

During the final PIP payment event the total compensation exceeds the producer's expenses for the **practice**, so a payment reduction is applied to the final PIP amount that would otherwise be earned.

Practice Level Limitation on Total Benefits - applied at the entry of TSP review date (trigger for final PIP)					
Cost Share from Other Sources	Total Calculated PIP (Initial + Final)	Total FSA Cost Share	Sum of FSA Cost Share + PIP + Cost Share from Other Sources	Total Producer Costs	Reduction Because of Cost Share from Other Sources
\$300.00	\$2,075.00	\$2,075.00	\$4,450.00	\$4,150.00	\$300.00

The final PIP is reduced by \$300.00 because of the limit on total compensation. The final PIP issued will be \$115 (\$415.00 calculated final PIP minus \$300.00 reduction).

CRP PIP Calculation Examples (Continued)

8 PIP Calculation Example - Multiple Certifications for a Practice - Split PIP

A Example Overview

Example 4 - Multiple Certifications for a practice. No cost share from other sources reported.

This example demonstrates how PIP is calculated when a partial certification for a practice is paid and when an additional partial certification for that same practice is paid. For simplicity, only 1 practice is included in the example and no cost share from other sources is reported on either of the 2 certifications. When no cost share from other sources is reported, the “percent of cost not to exceed” rate type used for CRP effectively limits the total compensation to the producer to no more than the sum of the producer’s costs from all certifications, so calculations for the total compensation limit are not discussed in this example.

The key point demonstrated in this example is that the PIP for the second certification is based on the cumulative total of the producer’s costs for all certifications and the cumulative total of the extents performed for all certifications. This means that the cost share and the PIP issued following the second or subsequent certification may be different than what would be expected if the calculations were performed using the second or subsequent certification as a stand-alone certification.

This example has a single producer and 1 practice with a single component. The following is an example of the first producer certification as it appears in CSS before payment.

Selected Practice: 01-CP4D								
Components								
Name	Extent Requested	Avg Actual Cost (\$)	Max CostShare % Regular	Max Costshare % LIM-RES SOC-DIS BEG-FMR	Extent Approved			
TREEPLHARD	2000.00	\$ 0.57	50.00%	50.00%	2000.00			
	Name	LIM-RES SOC-DIS BEG-FMR	Percent Share (%)	Approved Amount (\$)	*Current Actual Cost (\$)	Prior Costs (\$)	*Current Extent Performed	Prior Extent Performed
	JOE FARMER	No	100.00%	570.00	500.00	0.00	1000.00	0.0000

CRP PIP Calculation Examples (Continued)

8 PIP Calculation Example - Multiple Certifications for a Practice - Split PIP (Continued)

B Cost Share and Initial PIP - First Certification

The initial payment event calculations in the following example correspond to the cost share and initial PIP for this partial certification. Cost share and initial PIP are paid simultaneously when payment is requested for the certification. Final PIP calculations are displayed separately in subparagraph F because the final PIP is issued at a later date when 1 of the 3 final PIP triggers is reached and the user takes action to disburse the final PIP.

TREEPLHARD

Cost Share = Lesser of:

- 1,000 Extent Performed X \$0.57/Unit X 50% = \$285.00
- \$500.00 Producer Costs X 50% = **\$250.00**

Initial PIP = Lesser of:

- 1,000 Extent Performed X \$0.57/Unit X 40% = \$228.00
- \$500.00 Producer Costs X 40% = **\$200.00**

Calculation of Cost Share and Initial PIP								
A	B	C	D	E	F	G	H	I
Cost Share					PIP			
Component	Producer's Costs	50% of Producer's Costs	Extent Performed X Avg. Actual Cost X 50%	Lesser of Column C or D	PIP Type	PIP Percentage (40%) X Producer's Costs	Extent Performed X Avg. Actual Cost X PIP Percentage	Lesser of Column G or H
TREEPLHARD	\$500.00	\$250.00	\$285.00	\$250.00	Initial PIP	\$200.00	\$228.00	\$200.00
Total Cost	\$500.00		Total Cost Share	\$250.00			Total Initial PIP	\$200.00

The cost share paid is based on 50 percent of the producer's costs because the producer's costs were less than the average actual cost of the hardwood trees component (TREEPLHARD).

CRP PIP Calculation Examples (Continued)

8 PIP Calculation Example - Multiple Certifications for a Practice - Split PIP (Continued)

C Second (Final) Certification

When the producer reported performance for planting the remaining trees the producer's cost per tree increased from 50 cents per tree to 70 cents per tree. The following is an example of the second certification as it appears in CSS before payment.

Selected Practice: 01-CP4D								
Components								
Name	Extent Requested	Avg Actual Cost (\$)	Max CostShare % Regular	Max Costshare % LIM-RES SOC-DIS BEG-FMR	Extent Approved			
TREEPLHARD	2000.00	\$ 0.57	50.00%	50.00%	2000.00			
	Name	LIM-RES SOC-DIS BEG-FMR	Percent Share (%)	Approved Amount (\$)	*Current Actual Cost (\$)	Prior Costs (\$)	*Current Extent Performed	Prior Extent Performed
	JOE FARMER	No	100.00%	570.00	700.00	500.00	1000.00	1000.0000

CRP PIP Calculation Examples (Continued)

8 PIP Calculation Example - Multiple Certifications for a Practice - Split PIP (Continued)

D Cost Share and Initial PIP - Second Certification

The following is an example of payment event calculations for the cost share and initial PIP for the second certification on this practice. Note that payment amounts use the cumulative total for both (all) certifications to determine the total payment amount based on the cumulative total costs and cumulative total extents performed for the practice. The current payment amount is then determined by subtracting the previous payment amount from the amount calculated using the cumulative totals.

- Cumulative costs = \$500.00 initial + \$700.00 additional = \$1,200.00
- Cumulative extents performed = 1,000 initial + 1,000 additional = 2,000

TREEPLHARD

Cost Share = Lesser of:

- 2,000 Extent Performed X \$0.57/Unit X 50% = **\$570.00**
- \$1,200.00 Producer Costs X 50% = \$600.00

Initial PIP = Lesser of:

- 2,000 Extent Performed X \$0.57/Unit X 40% = **\$456.00**
- \$1,200.00 Producer Costs X 40% = \$480.00

Calculation of Cost Share and Initial PIP for Second Certification								
A	B	C	D	E	F	G	H	I
Cost Share					PIP			
Component	Producer's Costs	50% of Producer's Costs	Extent Performed X Avg. Actual Cost X 50%	Lesser of Column C or D	PIP Type	PIP Percentage (40%) X Producer's Costs	Extent Performed X Avg. Actual Cost X PIP Percentage	Lesser of Column G or H
TREEPLHARD	\$1,200.00	\$600.00	\$570.00	\$570.00	Initial PIP	\$480.00	\$456.00	\$456.00
Total Cost	\$1,200.00		Total Cost Share	\$570.00			Total Initial PIP	\$456.00

Determination of Amount Paid for Second Certification			
Payment Type	Cumulative Amounts Calculated Payment	Previous Payment Amount	Current Payment Issued
Cost Share	\$570.00	\$250.00	\$320.00
Initial PIP	\$456.00	\$200.00	\$256.00

The cost share paid during the second payment event is \$320.00.

The initial PIP paid during the second payment event is \$256.00.

CRP PIP Calculation Examples (Continued)

8 PIP Calculation Example - Multiple Certifications for a Practice - Split PIP (Continued)

E Comparison to Stand-Alone Second Certification - Incorrectly Calculated Payments

If the second certification is incorrectly viewed as a stand-alone certification the resulting payments are different. On the first certification the producer's cost per unit were significantly lower than the average actual cost, so payments were limited to 50 percent of the producer's expenses. On the second certification the producer's cost per unit were significantly higher than average. Between the 2 certifications when the cumulative costs are considered, the producer's cost per unit are near but slightly above the average actual cost. As a result, the cumulative payment earned is equal to the full approved cost share, meaning the cost share was limited by the extent performed multiplied by 50 percent of the average actual cost. The second (cumulative) payment effectively increases the amount paid on each extent performed using some of the higher costs incurred during the second certification.

The following table shows what the cost share and initial PIP amounts would be if the second certification had stood on its own. Remember, this table is shown only for the purpose of demonstrating an incorrect way of calculating cost share and PIP amounts because software users frequently report that they believe software is incorrectly calculating final PIP's when they look at the subsequent certification on its own and do not consider the cumulative nature of cost share and PIP calculations.

Calculation of Cost Share and Initial PIP -Second Certification Incorrectly Considered as Stand Alone Certification								
A	B	C	D	E	F	G	H	I
Cost Share					PIP			
Component	Producer's Costs	50% of Producer's Costs	Extent Performed X Avg. Actual Cost X 50%	Lesser of Column C or D	PIP Type	PIP Percentage (40%) X Producer's Costs	Extent Performed X Avg. Actual Cost X PIP Percentage	Lesser of Column G or H
TREEPLHARD	\$700.00	\$350.00	\$285.00	\$285.00	Initial PIP	\$280.00	\$228.00	\$228.00
Total Cost	\$700.00		Total Cost Share	\$285.00			Total Initial PIP	\$228.00

CRP PIP Calculation Examples (Continued)

8 PIP Calculation Example - Multiple Certifications for a Practice - Split PIP (Continued)

F Final PIP

When the TSP review date or other trigger event is entered in CSS the final PIP is calculated and paid. Calculations of the final PIP amounts for this example are based on the cumulative total of both certifications and are as follows:

NATVGRASMIX Final PIP = Lesser of:

- 2,000 Extent Performed X \$57.00/Unit X 10% = **\$114.00**
- \$1,200.00 Producer Costs X 10% = \$120.00

Calculation of Final PIP					
A	B	C	D	E	F
Component	Producer's Costs	PIP Type	PIP Percentage (10%) X Producer's Costs	Extent Performed X Avg. Actual Cost X PIP Percentage	Lesser of Column D or E
NATVGRASMIX	\$1,200.00	Final PIP	\$120.00	\$114.00	\$114.00
Total Cost	\$1,200.00			Total Final PIP	\$114.00

Total Compensation Limitations - Cost Share from Other Sources

1 Rules for Total Compensation Limits

Practice Level Total Compensation Limitation

When cost share or PIP payments are issued, a practice level limitation on total compensation is applied. For each practice the sum of (PIP + FSA Cost Share + Cost Share from Other Sources) cannot exceed 100 percent of the producer's actual costs for the practice. This rule may result in either the cost share payment, the PIP, or both being partially or fully reduced. This limitation is applied every time a payment is requested in CSS, regardless of whether the PIP associated to the payment request is an initial PIP or a final PIP.

Payment Reduction Order of Priority

When the sum of (PIP + FSA Cost Share + Cost Share from Other Sources) for the practice exceeds 100 percent of the producer's actual costs a dollar-for-dollar reduction is applied for the amount the sum exceeds the producer's actual costs. Reductions will be taken in the following order:

- 1st - Final PIP (when applicable)
- 2nd - Cost Share
- 3rd - Initial PIP.

If the cost share amount is reduced to zero, dollar-for-dollar reduction of the PIP occurs. This dollar-for-dollar reduction continues until the earned PIP amount is reduced to \$1. When cost share from outside sources is equal to or greater than the producer's actual costs the PIP paid will be \$1. PIP will never be reduced to \$0. The minimum PIP paid will always be \$1.

2 Exhibit Overview

This exhibit builds on the original cost share payment calculation example from Exhibit 21, (paragraph 1, Example 1, Table B), except that in this exhibit the producer receives cost share from other sources. Because cost share from other sources may be received at any time or may be reported at any time there is no guarantee FSA will be aware of cost share from other sources at the time performance is reported for a practice and a cost share payment is generated. For this reason, software permits entry of cost share from other sources at any time, even after all cost share and PIP's have been paid.

This exhibit contains 4 examples of calculations of the limitation on total compensation resulting from entry of cost share from other sources. There are many other potential combinations of reports of performance and reports of cost share from other sources.

Note: In these examples based on the scenarios in Exhibit 20, the producer's costs for some components exceeded the average actual cost for the components. The calculated cost share and PIP are not as simple as multiplying the producer's costs multiplied by the cost share or PIP percentage. See Exhibits 21 and 22 for specific rules for calculating cost share and PIP amounts.

Total Compensation Limitations - Cost Share from Other Sources (Continued)**3 Example 1 - Single Certification - No PIP**

This example uses a single certification on a non-PIP eligible practice that results in cost share of \$1,725.00. When no PIP is paid the limitation on total compensation is still applied using zero as the value of the PIP. In Table 1 a. the producer reports receiving \$1,000 cost share from another source. Even with the cost share from another source included, the total compensation to the producer is less than the producer's costs, so no reduction is made.

Table 1 a.							
Producer's Costs	Compensation to Producer					Reductions	
	FSA Cost Share	Initial PIP	Final PIP	Cost Share from Other Sources	Total Compensation Before Reduction	Reduction Amount	Reduction Source
\$3,630.00	\$1,725.00	\$0.00	\$0.00	\$1,000.00	\$2,725.00	None	N/A

If instead of receiving \$1,000.00 cost share from other sources the producer reports receiving \$2,000.00 cost share from other sources, application of the limit on total compensation would look as described in Table 1 b. Because the total compensation before reduction exceeds the producer's costs a reduction of \$95.00 is needed.

Table 1 b.							
Producer's Costs	Compensation to Producer					Reductions	
	FSA Cost Share	Initial PIP	Final PIP	Cost Share from Other Sources	Total Compensation Before Reduction	Reduction Amount	Reduction Source
\$3,630.00	\$1,725.00	\$0.00	\$0.00	\$2,000.00	\$3,725.00	\$95.00	Cost Share

4 Example 2 - Single Certification with PIP

In this example there is a single certification with a single payment event because both cost share and PIP are paid simultaneously. The producer reports \$1,000.00 cost share from another source at the time the completion of the practice is certified.

Table 2 a. - Single Certification - Payment of Cost Share and Initial PIP						
Producer's Costs	Compensation to Producer				Reductions	
	FSA Cost Share	PIP	Cost Share from Other Sources	Total Compensation Before Reduction	Reduction Amount	Reduction Source
\$3,630.00	\$1,725.00	\$1,725.00	\$1,000.00	\$4,450.00	\$820.00	Cost Share

Total Compensation Limitations - Cost Share from Other Sources (Continued)**5 Example 3 - Single Certification with Split PIP**

In this example even though there is just a single certification there are 2 payment events because the practice is eligible to receive PIP and split PIP rules apply. Payment of cost share and initial PIP is the first payment event. Payment of the final PIP is the second payment event. The limitation on total compensation is applied at each payment event. The producer reports \$1,000.00 cost share from another source at the time the completion of the practice is certified.

Table 2 a. - Single Certification - Payment of Cost Share and Initial PIP							
Producer's Costs	Compensation to Producer					Reductions	
	FSA Cost Share	Initial PIP	Final PIP	Cost Share from Other Sources	Total Compensation Before Reduction	Reduction Amount	Reduction Source
\$3,630.00	\$1,725.00	\$1380.00	\$0.00	\$1,000.00	\$4,105.00	\$475.00	Cost Share

Table 2 a. - Single Certification - Final PIP							
Producer's Costs	Compensation to Producer					Reductions	
	FSA Cost Share	Initial PIP	Final PIP	Cost Share from Other Sources	Total Compensation Before Reduction	Reduction Amounts	Reduction Source
\$3,630.00	\$1,725.00	\$1380.00	\$345.00	\$1,000.00	\$4,450.00	\$475.00	Cost Share
						\$345.00	Final PIP

Total Compensation Limitations - Cost Share from Other Sources (Continued)

6 Example 4- Multiple Certifications with Split PIP

This example builds on the information in [Exhibit 20](#), (paragraph 2, Example 2, Table B). In this example there are 2 certifications for the practice. There are 3 payment events; 2 instances of cost share and initial PIP at the time each certification is recorded and another payment event when the final PIP is triggered. The limitation on total compensation is applied at each payment event. The producer reports \$500.00 cost share from another source at the time the first (partial) certification of performance for the practice is entered.

Table 3 a. - Multiple Certifications- Certification 1 of 2 - Payment of Cost Share and Initial PIP							
Producer's Costs	Compensation to Producer					Reductions	
	FSA Cost Share	Initial PIP	Final PIP	Cost Share from Other Sources	Total Compensation Before Reduction	Reduction Amount	Reduction Source
\$2,178.00	\$1,035.00	\$828.00	\$0.00	\$500.00	\$2,363.00	\$185.00	Cost Share

An additional \$1,440 in producer costs is reported during the second certification of performance making the cumulative total cost reported \$3,618.00. This second certification results in additional calculated cost share of \$708.00 and additional calculated initial PIP of \$566.00. No additional cost share from other sources is reported at the time the second certification of performance for the practice is entered. When the limitation on total compensation is applied to the cumulative payment calculations, a reduction no longer applies because at the time of this payment event, the total compensation received by the producer is less than the producer's reported costs. A cost share payment of \$893.00 will result. This \$893.00 reflects the additional calculated cost share of \$708.00 plus the \$185.00 that was previously reduced. The full additional calculated initial PIP of \$566.00 will also be paid.

Table 3 b. - Multiple Certifications- Certification 2 of 2 - Payment of Cost Share and Initial PIP							
Producer's Costs	Compensation to Producer					Reductions	
	Cumulative FSA Cost Share	Cumulative Initial PIP	Final PIP	Cumulative Cost Share from Other Sources	Total Compensation Before Reduction	Reduction Amount	Reduction Source
\$3,618.00	\$1,743.00	\$1,394.00	\$0.00	\$500.00	\$3,537.00	None	N/A

Total Compensation Limitations - Cost Share from Other Sources (Continued)**6 Example 4- Multiple Certifications with PIP (Continued)**

When the NRCS status review date is entered triggering the final PIP, CSS calculates a final PIP amount of \$349.00. The producer's total compensation would again exceed the producer's reported costs if the full PIP was paid, so a reduction of \$268.00 is applied to the final PIP payment being issued. This makes the amount of the final PIP issued \$81.00 (\$349.00 payment - \$268.00 reduction).

Table 3 c. - Multiple Certifications- Entry of Final PIP Payment Trigger - Payment of Final PIP							
Producer's Costs	Compensation to Producer					Reductions	
	Cumulative FSA Cost Share	Cumulative Initial PIP	Final PIP	Cumulative Cost Share from Other Sources	Total Compensation Before Reduction	Reduction Amount	Reduction Source
\$3,618.00	\$1,743.00	\$1,394.00	\$349.00	\$500.00	\$3,886.00	\$268.00	Final PIP

7 Example 5 - Single Certification - Large Cost Share from Other Source Payment

This example returns to using the producer certification information in Exhibit 20, (paragraph 1, Example 1, Table B). In this example, the producer reports the practice complete in a single certification. The producer reports a large cost share payment from another source. This large cost share payment from another source results in the cost share payment being reduced to \$0.00, and the initial PIP being reduced by \$250.00

Table 4 a. - Single Certification - Payment of Cost Share and Initial PIP							
Producer's Costs	Compensation to Producer					Reductions	
	FSA Cost Share	Initial PIP	Final PIP	Cost Share from Other Sources	Total Compensation Before Reduction	Reduction Amount	Reduction Source
\$3,630.00	\$1,725.00	\$1380.00	\$0.00	\$2,500.00	\$5,605.00	\$1,725.00	Cost share
						\$250.00	Initial PIP

Total Compensation Limitations - Cost Share from Other Sources (Continued)**7 Example 5 - Single Certification - Large Cost Share from Other Source Payment (Continued)**

When the NRCS status review date is entered, a final PIP of \$345.00 is calculated. The entire amount of the final PIP is reduced, and no payment is issued to the producer because the total compensation received by the producer already equals the producer's costs. Even though no payment results, the NRCS status review date must still be entered to close out the payment process and de-obligate the final PIP funds.

Table 4 b. - Single Certification - Final PIP							
Producer's Costs	Compensation to Producer					Reductions	
	FSA Cost Share	Initial PIP	Final PIP	Cost Share from Other Sources	Total Compensation Before Reduction	Reduction Amount	Reduction Source
\$3,630.00	\$1,725.00	\$1380.00	\$345.00	\$2,500.00	\$5,950.00	\$1,725.00	Cost Share
						\$250.00	Initial PIP
						\$345.00	Final PIP

Extent Performed Consistency with Percentage Share

1 Level of Accuracy for Reporting Extents Performed

A Background

When entering the extent performed, users are permitted to enter extents up to 4 decimal places to prevent issues with calculated cost share payments exceeding the approved cost share amount for the producer.

Since the approved cost share for a producer is calculated at the component level, 2-CRP requires user to use the component rate type “Percent of Cost Not to Exceed” for CRP.

The approved cost share for a producer is calculated as follows:

Component Average Actual Cost x Extent Approved x Producer’s Percentage Share.

$\$375.00 \times 1.71 \times 50.00\% = \$160.31.$

Note: The approved amount is rounded to whole dollars, so each producer is approved for \$160.00.

Extent Performed Consistency with Percentage Share (Continued)

1 Level of Accuracy for Reporting Extents Performed (Continued)

B Division of Approved Cost Share According to Producer Shares

The following is an example of the Application Signup Component Rate Practice Approval Summary Screen. This screen demonstrates that the total approved cost share of \$320.00 is attributed to the producers according to their claimed shares.

Application Signup - Component Rate Practice Approval Summary							
Control No : 29_101_2024_0245				Creation Date : 08/07/2024			
Applicant Name : JOE FARMER				Project Area ID : 1667			
Agreement Status : COMPLETE				Contract Number : 11253			
Following is the Component Rate practice approval summary.							
Selected Practice : 01-CP21							
Management Activity : No							
This practice is not for management activity and is eligible for cost share payments.							
Re-establishment : No							
This practice is not for re-establishment or an authorized CREP riparian buffer and is eligible for PIP (If authorized for the practice and cost share is paid).							
* Practice Begin Date(MM/DD/YYYY) : 08/07/2024							
* Practice End Date(MM/DD/YYYY) : 08/06/2025							
Practice Extents							
Extent Requested				* Extent Approved			
1.71				1.71			
Components							
Component Code	Avg Actual Cost (\$)	Regular CostShare(%)	LIM-RES SOC-DIS BEG-FMR CostShare(%)	Extent Requested	* Extent Approved	Component Unit	Total Cost(\$)
GRSFRBMIX-Grass and forb mix.	\$ 375.00	50.00 %	50.00 %	1.71	1.71	Acre	\$ 641.25
	Producer	LIM-RES SOC-DIS BEG-FMR	* Percent Share(%)	Amount Approved(\$)			
	JOE FARMER	No	50.00 %	\$ 160.00			
	RODNEY RANCHER	No	50.00 %	\$ 160.00			
Continue to Next Step <Back Cancel							

When certifying performance, the user is required to divide the extents performed among the producers who report incurring costs for performing the practice. CSS does not automatically determine the extent performed by multiplying the full extent reported as performed by the producers' shares. CSS was designed to permit each producer to report their own extent performed, and the reported extent can vary from the expected extent determined according to shares.

Extent Performed Consistency with Percentage Share (Continued)**1 Level of Accuracy for Reporting Extents Performed (Continued)****C Producer's Report of Extents Performed**

When certifying performance, the user is required to divide the extents performed among the producers who report incurring costs for performing the practice. CSS does not automatically determine the extent performed by multiplying the full extent reported as performed by the producers' shares. CSS was designed to permit each producer to report their own extent performed, and the reported extent can vary from the expected extent determined according to shares.

If the producer indicates extents were performed according to the respective shares, as is often the case when the work is performed by someone who is hired and the producers split the expenses according to their shares, it is important to match the extents performed exactly to the producer shares.

When CSS was initially developed, extents performed were restricted to 2 decimal places. Software was modified to allow up to 4 decimal places when reporting performance to provide flexibility to match producer shares exactly. Farm records software displays records in hundredths. CRP contract acres are stated in hundredths. Users are conditioned to splitting acres according to hundredths because acreage reporting software uses hundredths as the level of accuracy for crops reported using acres as the unit of measure. However, CSS does not restrict users to hundredths when reporting extents performed.

The following example illustrates the problem that can occur if users stop the division of acres at the hundredths level of precision and do not split the acres exactly according to the producer shares.

Earned cost share for CRP components using "Percent of Cost Not to Exceed" rate type is calculated as the lesser of:

- 50 percent of the producer's Actual Costs
- Average Actual Cost X Extent Performed X 50 percent.

Extent Performed Consistency with Percentage Share (Continued)**2 Consequences of Reporting Inconsistent Extent Performed****A Example of Inconsistent Extent Performed**

The following example illustrates the problem that can occur if users stop the division of acres at the hundredths level of precision and do not split the acres exactly according to the producer shares.

Earned cost share for CRP components using “Percent of Cost Not to Exceed” rate type is calculated as the lesser of:

- 50 percent of the producer’s Actual Costs
- Average Actual Cost X Extent Performed X 50 percent.

The following Producer Certification Confirm- Component Rate Practice Screen is an example of a producer certification where the reported extents performed are not consistent with the approved producer shares.

Extent Performed Consistency with Percentage Share (Continued)

2 Consequences of Reporting Inconsistent Extent Performed (Continued)

A Example of Inconsistent Extent Performed (Continued)

Producer Certification Confirm - Component Rate Practice									
Control No : 29_101_2024_0245					Creation Date : 08/07/2024				
Applicant Name : JOE FARMER					Project Area ID : 1667				
Agreement Status : CONTRACT_APPROVED					Contract Number : 11253				
Add/View Notes									
Selected Practice: 01-CP21									
Components									
Name	Extent Requested	Avg Actual Cost (\$)		Max CostShare % Regular		Max Costshare % LIM-RES SOC-DIS BEG-FMR		Extent Approved	
GRSFRBMIX	1.71	\$ 375.00		50.00%		50.00%		1.71	
	Name	LIM-RES SOC-DIS BEG-FMR	Percent Share (%)	Approved Amount (\$)	Current Actual Cost (\$)	Prior Costs (\$)	Current Extent Performed	Prior Extent Performed	
	JOE FARMER	No	50.00%	160.00	350	0.00	0.8600	0.0000	
	RODNEY RANCHER	No	50.00%	160.00	350	0.00	0.8500	0.0000	
Cost Share From Other Sources									
Producer Name						Cost Share From Other Sources(\$)			
JOE FARMER						0.00			
RODNEY RANCHER						0.00			
Total Cost Share from Other Sources for the Practice(\$)						0.00			
Practice complete?: Yes Total installation cost: 700.00 Acres served: 1.71 Date receipts and documentation received (MM/DD/YYYY): 08/08/2024 Producer Signature Date (MM/DD/YYYY): 08/08/2024									
Submit Cancel									

Extent Performed Consistency with Percentage Share (Continued)

2 Consequences of Reporting Inconsistent Extent Performed (Continued)

A Example of Inconsistent Extent Performed (Continued)

The producer certification example in the screenshot of the Producer Certification Confirm - Component Rate Practice Screen shows producer shares as 50.00 percent for each producer. The user incorrectly limits their entry of extents performed to 2 decimal places when dividing the 1.71 approved extents between the 2 producers. To do this the user enters 0.86 acres for Joe Farmer and enters 0.85 acres for Rodney Rancher. Earned cost share is calculated according to the following table.

Producer	Actual Cost	Extent Performed	50% of Producer Costs	Extent Performed X Average Cost X 50%	Earned Cost Share (Rounded to Whole Dollars)
Joe Farmer	\$350.00	0.8600 Acres	\$175.00	$0.86 \times \$375.00 \times 50\% = \$161.25$	\$161.00
Rodney Rancher	\$350.00	0.8500 Acres	\$175.00	$0.85 \times \$375.00 \times 50\% = \$159.38$	\$159.00

CSS limits the cost share payment to the amount approved, but instead of reducing the \$161.00 payment to Joe Farmer by \$1.00 so it matches the approved cost share amount, the software prevents the entire payment to Joe Farmer from being issued. The following screenshot provides an example of the system-generated error message. Note that the payment to Rodney Rancher is allowed because the \$159.00 earned cost share amount is less than the amount approved for Rodney Rancher.

Extent Performed Consistency with Percentage Share (Continued)

2 Consequences of Reporting Inconsistent Extent Performed (Continued)

B Error Message for Calculated Cost Share Exceeding Approved Cost Share

The following is an example of the Producer Certification - Component Rate Practice Screen displaying the error message.

Producer Certification - Component Rate Practice								
Errors								
The current costshare \$161.00 and the previous costshare earned \$0.00 for customer JOE FARMER on component GRSFRBMIX exceeds the total approved \$160.00								
Control No : 29_101_2024_0245 Applicant Name : JOE FARMER Agreement Status : CONTRACT_APPROVED					Creation Date : 08/07/2024 Project Area ID : 1667 Contract Number : 11253 Add/View Notes			
All required fields are denoted by an asterisk{*}								
Selected Practice: 01-CP21								
Components								
Name	Extent Requested	Avg Actual Cost (\$)	Max CostShare % Regular	Max Costshare % LIM-RES SOC-DIS BEG-FMR	Extent Approved			
GRSFRBMIX	1.71	\$ 375.00	50.00%	50.00%	1.71			
Name	LIM-RES SOC-DIS BEG-FMR	Percent Share (%)	Approved Amount (\$)	*Current Actual Cost (\$)	Prior Costs (\$)	*Current Extent Performed	Prior Extent Performed	
JOE FARMER	No	50.00%	160.00	350	0.00	0.8600	0.0000	
RODNEY RANCHER	No	50.00%	160.00	350	0.00	0.8500	0.0000	
* Practice complete? : ☒ Yes ☐ No * Add/Edit Cost Share From Other Sources? : ☐ Yes ☒ No * Total installation cost : 700.00 * Acres served : 1.71 Components complete : GRSFRBMIX * Date receipts and documentation received (MM/DD/YYYY): 08/08/2024 FSA_848B PDF FSA_848B PDF-SP * Producer Signature Date (MM/DD/YYYY): 08/08/2024								
Save Continue To Next Step Cancel								

Extent Performed Consistency with Percentage Share (Continued)

2 Correcting Inconsistent Extent Performed

A Using Increased Decimals to Match Producer Share

To resolve this issue, when entering extent performed, the user must split the extent performed according to the producer shares using decimal places beyond the traditional 2 decimals used for acres.

When the extents performed are split equally according to each producer's 50 percent share and reported as 0.8550 acres for each producer, neither of the earned payments exceed the approved amount and payments to both producers are permitted.

Producer Certification Confirm - Component Rate Practice								
Control No : 29_101_2024_0245					Creation Date : 08/07/2024			
Applicant Name : JOE FARMER					Project Area ID : 1667			
Agreement Status : CONTRACT_APPROVED					Contract Number : 11253			
					Add/View Notes			
Selected Practice: 01-CP21								
Components								
Name	Extent Requested	Avg Actual Cost (\$)	Max CostShare % Regular	Max Costshare % LIM-RES SOC-DIS BEG-FMR	Extent Approved			
GRSFRBMIX	1.71	\$ 375.00	50.00%	50.00%	1.71			
	Name	LIM-RES SOC-DIS BEG-FMR	Percent Share (%)	Approved Amount (\$)	Current Actual Cost (\$)	Prior Costs (\$)	Current Extent Performed	Prior Extent Performed
	JOE FARMER	No	50.00%	160.00	350	0.00	0.8550	0.0000
	RODNEY RANCHER	No	50.00%	160.00	350	0.00	0.8550	0.0000
Cost Share From Other Sources								
Producer Name					Cost Share From Other Sources(\$)			
JOE FARMER					0.00			
RODNEY RANCHER					0.00			
Total Cost Share from Other Sources for the Practice(\$)					0.00			
Practice complete?: Yes Total installation cost: 700.00 Acres served: 1.71 Date receipts and documentation received (MM/DD/YYYY): 08/08/2024 Producer Signature Date (MM/DD/YYYY): 08/08/2024								
Submit Cancel								

Extent Performed Consistency with Percentage Share (Continued)**2 Correcting Inconsistent Extent Performed (Continued)****A Calculation of Earned Cost Share Amounts**

The following table displays the calculation of cost share for each producer when additional decimals are used to split extents performed exactly according to each producer's share

Producer	Actual Cost	Extent Performed	50% of Producer Costs	Extent Performed X Average Cost X 50%	Earned Cost Share (Rounded to Whole Dollars)
Joe Farmer	\$350.00	0.8550 Acres	\$175.00	$0.855 \times \$375.00 \times 50\% = \$160.31$	\$160.00
Rodney Rancher	\$350.00	0.8550 Acres	\$175.00	$0.855 \times \$375.00 \times 50\% = \$160.31$	\$160.00

Correcting the Answer to Cost Share for Re-establishment Question

1 Cost Share for Re-establishment Question

A Overview

When a PIP-eligible practice is selected during creation of a new CRP cost share application, the question “Is this cost share for re-establishment?” must be answered as either Yes or No. Software uses this answer to determine if the practice will earn a PIP.

B Effect of a “Yes” Answer

When the user answers “Yes”, PIP is not earned even though the practice is PIP-eligible. The reason for this is that PIP can only be earned once for a practice. Policy in 2-CRP states that if the practice failed because of reasons beyond the producer’s control, COC may authorize cost share for re-establishment but they cannot authorize a second PIP.

C Effect of a “No” Answer

When the user answers “No” the PIP is earned at the time the producer reports performance. For Signup 55 through 63 the initial PIP is earned at the time the producer reports performance and the final PIP is earned when the status review is designated as complete.

2 Correcting an Incorrectly Answered Cost Share for Re-establishment Question

A Timing of the Correction

If the cost share for re-establishment question is answered incorrectly, the answer to this question:

- is editable **before** the application is approved
- is not editable **after** the application is approved and must be corrected by revising the cost share agreement to change the answer (paragraph 3).

Correcting the Answer to Cost Share for Re-establishment Question (Continued)

2 Correcting an Incorrectly Answered Cost Share for Re-establishment Question (Continued)

B Correcting an Application Before Approval - Before Saving the Practice

If the incorrect answer is discovered while adding components to the practice, use the “Back” option from the current screen to return to the Application Signup - Add Practices screen. Depending on the step the user is in while adding components, the “Back” button may be used multiple times before the Application Signup - Add Practices screen is reached.

Application Signup - Add Practice Components

Control No : 29_101_2025_0119
 Creation Date : 09/02/2025

Applicant Name : JOE FARMER
 Project Area ID : 1667

Agreement Status : INCOMPLETE
 Contract Number : [11204](#)
[Add/View Notes](#)

Add or Edit component rate.

All required fields are denoted by an asterisk{*}

Selected Practice : 01-CP21

Management Activity : No
This practice is not for management activity and is eligible for cost share payments.

Re-establishment : Yes
 This practice is for re-establishment or an authorized CREP riparian buffer and is not eligible for PIP.

* Practice extent (Acre) :

* Select Components :

**Only the selected ones will be added to the application*

Component Code	Rate Type	Component Unit	Avg Actual Cost (\$)	Regular CostShare (%)	LIM-RES SOC-DIS BEG-FMR CostShare (%)	*Extent Requested	Remove Link
Nothing found to display.							

After using “Back” to return to the Application Signup - Add Practices screen, select the correct answer, then proceed through the Save & Add Component steps to complete the addition of the practice.

Correcting the Answer to Cost Share for Re-establishment Question (Continued)

2 Correcting an Incorrectly Answered Cost Share for Re-establishment Question (Continued)

C Correcting an Application Before Approval - After Practice is Saved

If the incorrect answer to the cost share for re-establishment question is discovered after the practice has been saved but before the application has been approved, select “Edit” on the Application Signup - Practice Summary screen to open the Application Signup - Add Practices screen.

Application Signup - Practice Summary

Control No : 29_101_2025_0119
 Creation Date : 09/02/2025

Applicant Name : JOE FARMER
 Project Area ID : 1667

Agreement Status : INCOMPLETE
 Contract Number : [11204](#)

[Add/View Notes](#)

Following is the summary of all practices.

Practices Added			
Name	Requested Cost Share(\$)	Remove	Edit
01-CP21	\$ 290	Remove	Edit

**Remove will remove the practice completely and you will lose all practice data added so far.*

Correcting the Answer to Cost Share for Re-establishment Question (Continued)

2 Correcting an Incorrectly Answered Cost Share for Re-establishment Question (Continued)

C Correcting an Application Before Approval - After Practice is Saved (Continued)

After selecting the correct answer to the cost share for re-establishment question, click “Save & Add Practice Components” to save the change and proceed through the screens to add components to the practice.

Application Signup - Add Practices

Control No : 29_101_2025_0119
Applicant Name : JOE FARMER
Agreement Status : INCOMPLETE

Creation Date : 09/02/2025
Project Area ID : 1667
Contract Number : [11204](#)
[Add/View Notes](#)

Following fields lets you to add or edit a practice

All required fields are denoted by an asterisk{*}

* Select Practice : CP21 - Filter Strips ▼

* Practice Rate Type : **Component Rate**

* Is the selected practice for a Management Activity? :

☐ Yes (not eligible for cost share)
 ☒ No (eligible for cost share)

* Is this cost share for re-establishment or an authorized CREP riparian buffer "management" maintenance payment? :

☐ Yes (not eligible for PIP)
 ☒ No (eligible for PIP, if authorized for the practice)

Farm, Tract, Field & Acres :

Select	* Farm No.	Tract No.	Field No.	* Acres	State	County
☒	0000048	0001532	1	5.00	29	101

Save & Add Practice Component(s)
Cancel

Note: If the status of the application is “Complete” when the incorrect answer is discovered, the application must be un-submitted to return it to a status of “Incomplete” so the answer to the cost share for re-establishment can be edited.

Correcting the Answer to Cost Share for Re-establishment Question (Continued)

3 Revising Cost Share Agreement with Incorrectly Answered Cost Share for Re-establishment Question - No Payments Issued

A Overview

If the cost share agreement being revised has no cost share payments requested or issued for the practice with an incorrectly answered cost share for re-establishment question, no special actions are needed during the revision process.

Note: Even if a producer certification and a TSP certification have been submitted for the practice, meaning the practice status has been updated to “Pending Certification”, the process is the same. Pending certifications are removed by the revision process and are not paid if the agreement is revised without requesting payment for the Pending Certification status practice.

B Steps for Revision when No Payments have been Issued

The following table provides instructions for revising the CRP cost share agreement with an incorrectly answered cost share for re-establishment question when no cost share payments have been issued.

Step	Action
1	Search for the agreement to be revised according to paragraph 411.
2	CLICK “Revise” in the “Links” column of the Search Results Screen.

Menu

Welcome COUNTY USER

CRP Program

Select Program

New Application

Search

Retry Payment

Reports

Search Results

Below is a list of assistance requests for the criteria you selected.

[New Search](#)

Your request: State=Missouri, County=Johnson, Control Number=250119

Cost Share Agreement/Application search results									
Control Number	Applicant Name	Agreement/Application Status	State County	Date Created	Approval Date	Show/Hide Practice Summary	Links	Forms	Letters
29_101_2025_0119	JOE FARMER	CONTRACT_APPROVED	Missouri - Johnson	09/02/2025	11/01/2021	Show	Agreement Summary Revise Terminate Extend Practices Manage PIP Add/View Notes	FSA848 SP FSA848A SP FSA848B SP	Approval Letter SP

Correcting the Answer to Cost Share for Re-establishment Question (Continued)

3 Revising Cost Share Agreement with Incorrectly Answered Cost Share for Re-establishment Question - No Payments Issued (Continued)

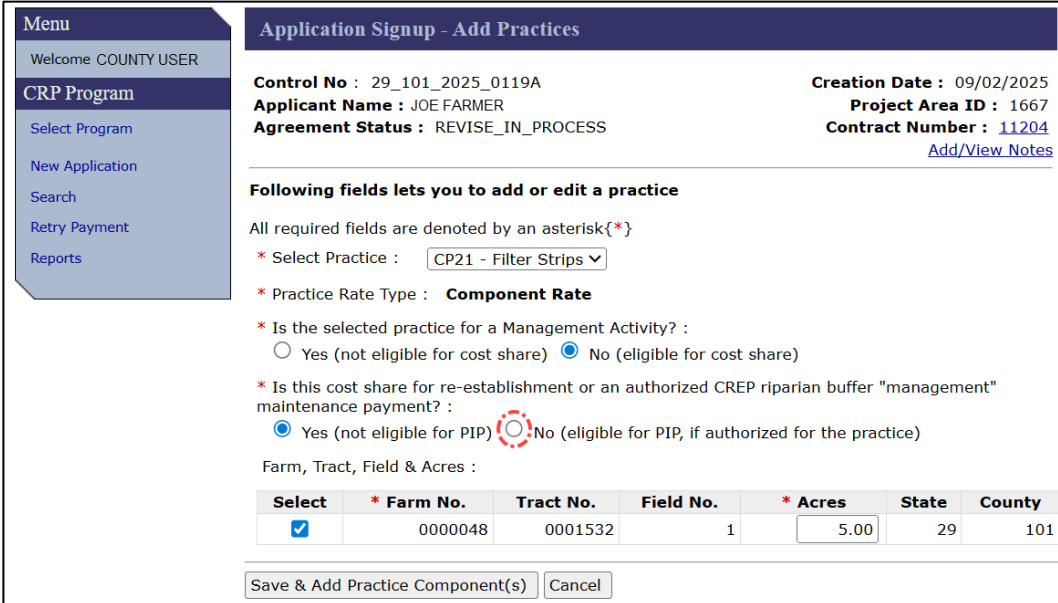
B Steps for Revision when No Payments have been Issued (Continued)

Step	Action																		
3	On the Revise Contract Screen choose “Due to Incorrect Data Entry” as the reason for revision. CLICK “Continue”. Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports Revise Contract Control No : 29_101_2025_0119 Creation Date : 09/02/2025 Applicant Name : JOE FARMER Project Area ID : 1667 Agreement Status : CONTRACT_APPROVED Contract Number : 11204 Add/View Notes Below is the list of practices and their cost share information of an application. <table border="1"> <thead> <tr> <th colspan="6">Practices Summary</th> </tr> <tr> <th>Practice Control Number</th> <th>Program Code</th> <th>Practice Code</th> <th>Program Accounting Code - Funds Available</th> <th>Total CostShare Approved Amount (\$)</th> <th>CostShare Earned (\$)</th> </tr> </thead> <tbody> <tr> <td>29-101-2025-0119-01-CP21</td> <td>CRP</td> <td>CP21</td> <td>3307</td> <td>290.00</td> <td>0</td> </tr> </tbody> </table> Please note: If the source contract associated to this contract needs to be revised, it should be in an approved status before continuing with this CSS revision. * Revision Reason : Due to Incorrect Data Entry Agreement Description : Contract Number Suffix : Continue Cancel	Practices Summary						Practice Control Number	Program Code	Practice Code	Program Accounting Code - Funds Available	Total CostShare Approved Amount (\$)	CostShare Earned (\$)	29-101-2025-0119-01-CP21	CRP	CP21	3307	290.00	0
Practices Summary																			
Practice Control Number	Program Code	Practice Code	Program Accounting Code - Funds Available	Total CostShare Approved Amount (\$)	CostShare Earned (\$)														
29-101-2025-0119-01-CP21	CRP	CP21	3307	290.00	0														

Correcting the Answer to Cost Share for Re-establishment Question (Continued)

3 Revising Cost Share Agreement with Incorrectly Answered Cost Share for Re-establishment Question - No Payments Issued (Continued)

B Steps for Revision when No Payments have been Issued (Continued)

Step	Action
4	Proceed through the next steps of the revision according to paragraph 432. On the Agreement Approval Screen, CLICK “Edit” for the practice with the incorrectly answered question. 
5	On the Application Signup - Add Practices Screen, change the answer to the cost share for re-establishment question to the correct answer and CLICK “Save & Add Practice Components”.  Note: If multiple practices have an incorrect answer, the steps to correct the incorrect answer must be repeated for each practice with an incorrect answer before clicking “Continue to Next Step” on the Applications Signup - Practice Summary screen and moving forward to approve the revision.
6	Finish the revision following paragraph 432.

Correcting the Answer to Cost Share for Re-establishment Question (Continued)

4 Revising Cost Share Agreement with Incorrectly Answered Cost Share for Re-establishment Question - Prior Payments Issued

A Overview

If cost share payments were issued for a practice that has an incorrectly answered cost share for re-establishment question, the existing cost share payments must be established as overpayments to effectively back out of those payments. This is done by entering negative producer and TSP certifications and requesting the negative payments created by those certifications.

Ideally, the negative certifications should be entered before the agreement is revised, but they can also be entered after the agreement is revised using the prior (Finalized status) version of the agreement.

Note: When a revision occurs before the existing cost share payments are reversed, the finalized status agreement on which the payments were made cannot be revised. Even though the overpayments are created using the finalized status agreement, the child agreement that resulted from the original revision must be revised again to correct the answer to the “cost share for re-establishment” question and to reissue the cost share payments with the PIP.

Important: If payments were issued on the prior version of the agreement and the practice was marked as complete, approved extents will not be carried forward to the revised version of the agreement. The approved extents must be added back to the new version of the agreement so the payments can be reissued.

After the agreement is revised to correct the answer to the cost share for re-establishment question, the producer and TSP certification information will be re-entered under the revised agreement to correctly issue the cost share and PIP amounts. Negative certifications must always be entered before issuing (re-issuing) payments under the revised version of the agreement. The newly issued cost share payments generated on the revised agreement will be offset to repay the overpayments that were created by the negative certification information entered on the prior version of the cost share agreement.

Correcting the Answer to Cost Share for Re-establishment Question (Continued)

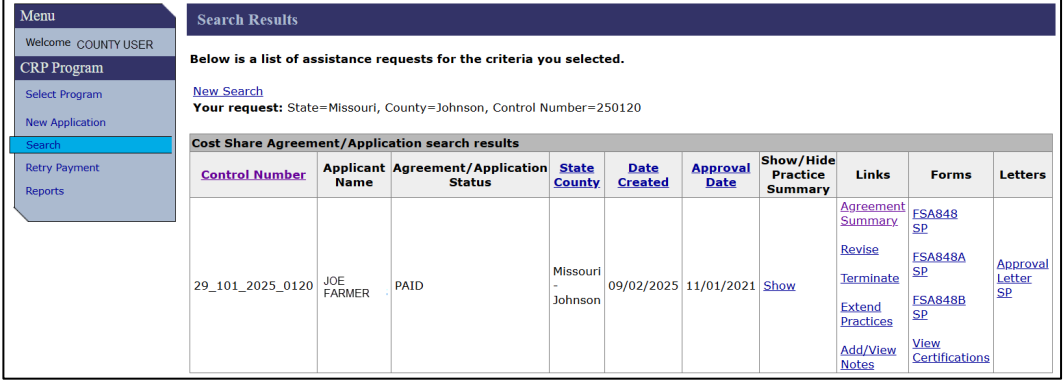
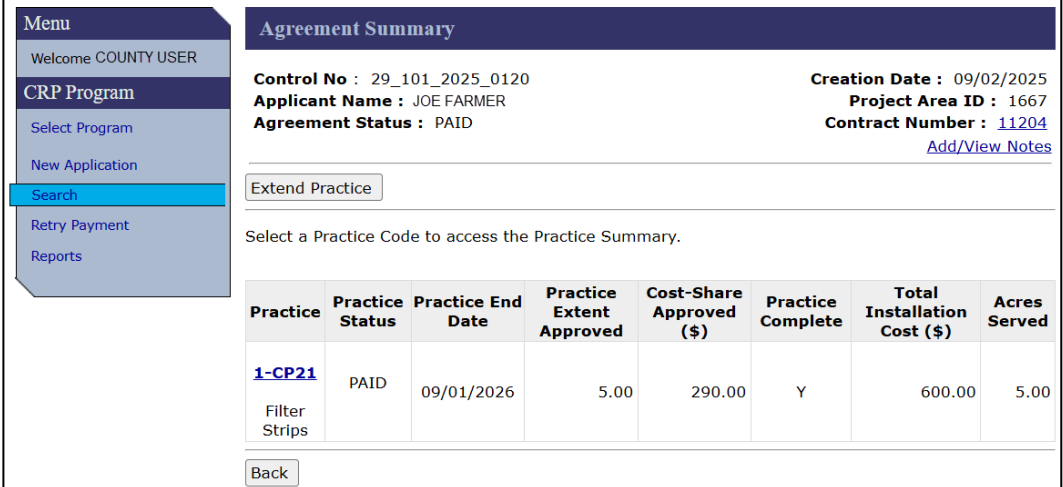
4 Revising Cost Share Agreement with Incorrectly Answered Cost Share for Re-establishment Question - Prior Payments Issued (Continued)

B Steps for Negative Certifications

The following table provides instructions for entering negative certifications to create overpayments for CRP cost share issued on an agreement with an incorrect answer to the cost share for re-establishment question on a practice.

Notes: The steps for negative certifications are the same regardless of if the payments remain unsigned in NPS, or if the payments have been certified and signed in NPS.

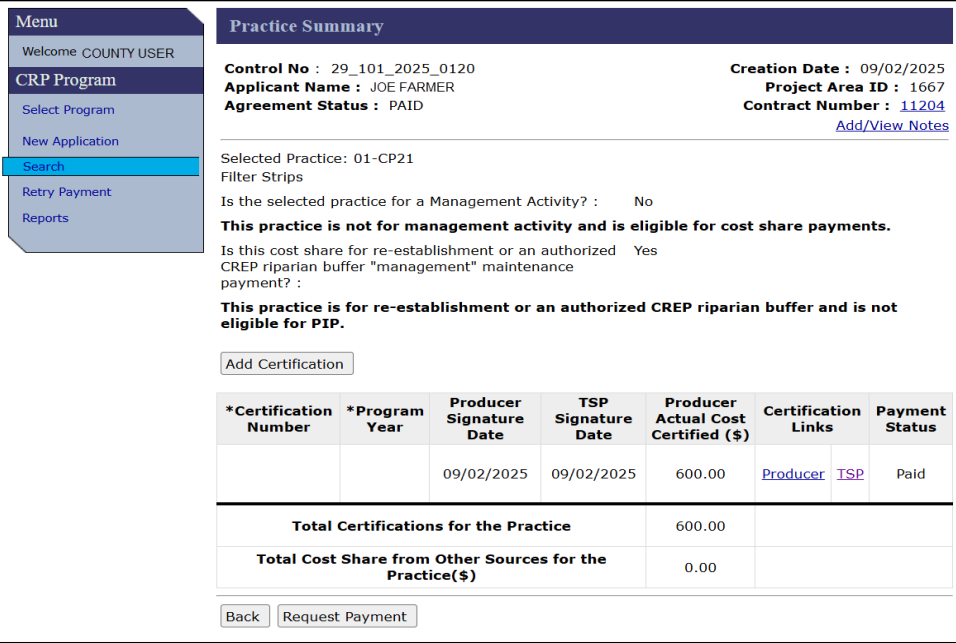
The steps for negative certifications are the same regardless of if the incorrect answer to the cost share for re-establishment question was “Yes” when it should have been “No”, or “No” when it should have been “Yes”.

Step	Action
1	Search for the agreement to be revised according to paragraph 411.
2	CLICK “Agreement Summary” in the “Links” column of the Search Results Screen. 
3	On the Agreement Summary Screen, CLICK the practice identifier link in the “Practice” column to select the practice to be certified. 

Correcting the Answer to Cost Share for Re-establishment Question (Continued)

4 Revising Cost Share Agreement with Incorrectly Answered Cost Share for Re-establishment Question - Prior Payments Issued (Continued)

B Steps for Negative Certifications (Continued)

Step	Action
4	On the Practice Summary Screen, CLICK “Add Certification”. 
5	On the Create New Producer Certification - Component Rate Practice Screen: - enter negative “Current Actual Cost” equal to the previously entered positive cost - enter negative “Current Extent Performed” equal to the previously entered positive extent performed - mark “Practice complete?” as “Yes” - enter “Total installation cost” as zero - enter “Acres served” as a positive amount Note: Software will not permit zero as an entry for acres served if a prior payment has been issued - enter the current date as both “Date receipts and documentation received” and “Producer Signature Date” - CLICK “Continue to Next Step”.

Correcting the Answer to Cost Share for Re-establishment Question (Continued)

4 Revising Cost Share Agreement with Incorrectly Answered Cost Share for Re-establishment Question - Prior Payments Issued (Continued)

B Steps for Negative Certifications (Continued)

Step	Action																											
5 (Cont)	Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports Create New TSP Certification - Component Rate Practice Control No : 29_101_2025_0120 Applicant Name : JOE FARMER Agreement Status : PAID Creation Date : 09/02/2025 Project Area ID : 1667 Contract Number : 11204 Add/View Notes Following are the component, practice details for TSP certification. All required fields are denoted by an asterisk{*} Selected Practice: 01-CP21 <table border="1"> <thead> <tr> <th colspan="4">Practice Extents</th> </tr> <tr> <th>Extent Requested</th> <th>Extent Approved</th> <th>* Current Extent Performed</th> <th>Prior Extent Performed</th> </tr> </thead> <tbody> <tr> <td>5.00</td> <td>5.00</td> <td>-5.00</td> <td>5.00</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="5">Component Extents</th> </tr> <tr> <th>Name</th> <th>Extent Requested</th> <th>Extent Approved</th> <th>* Current Extent Performed</th> <th>Prior Extent Performed</th> </tr> </thead> <tbody> <tr> <td>TREEPLHARD</td> <td>1000.00</td> <td>1000.00</td> <td>-1000.00</td> <td>1000.0000</td> </tr> </tbody> </table> * Self certifying performance without FSA, NRCS or other Technical Service Provider certification?: ☒ Yes ☐ No * Person(s) who certified performance: ☒ JOE FARMER * Performance report: Negative certification to reverse incorrect payment. FSA_848B PDF FSA_848B PDF-SP * TSP/Self Certification Date (MM/DD/YYYY): 09/02/2025 Save Continue to Next Step Cancel	Practice Extents				Extent Requested	Extent Approved	* Current Extent Performed	Prior Extent Performed	5.00	5.00	-5.00	5.00	Component Extents					Name	Extent Requested	Extent Approved	* Current Extent Performed	Prior Extent Performed	TREEPLHARD	1000.00	1000.00	-1000.00	1000.0000
Practice Extents																												
Extent Requested	Extent Approved	* Current Extent Performed	Prior Extent Performed																									
5.00	5.00	-5.00	5.00																									
Component Extents																												
Name	Extent Requested	Extent Approved	* Current Extent Performed	Prior Extent Performed																								
TREEPLHARD	1000.00	1000.00	-1000.00	1000.0000																								
6	The Producer Certification Confirm - Component Rate Practice Screen is displayed. Verify the accuracy of the information entered and CLICK "Submit".																											

Correcting the Answer to Cost Share for Re-establishment Question (Continued)

4 Revising Cost Share Agreement with Incorrectly Answered Cost Share for Re-establishment Question - Prior Payments Issued (Continued)

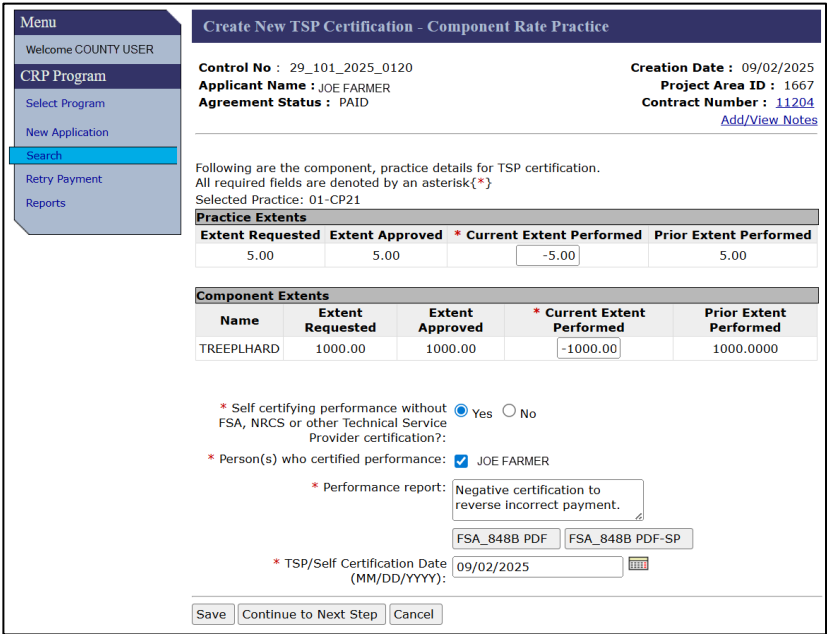
B Steps for Negative Certifications (Continued)

Step	Action																																			
7	The Agreement Summary Screen shown in Step 3 is redisplayed. Practice Status has been updated to "Partially Earned". CLICK the practice identifier in the "Practice" column to select the practice.																																			
8	On the Practice Summary Screen, CLICK "TSP" on the Incomplete Certification Link for the most recent certification. Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports Practice Summary Control No : 29_101_2025_0120 Applicant Name : JOE FARMER Agreement Status : PAID Creation Date : 09/02/2025 Project Area ID : 1667 Contract Number : 11204 Add/View Notes Selected Practice: 01-CP21 Filter Strips Is the selected practice for a Management Activity? : No This practice is not for management activity and is eligible for cost share payments. Is this cost share for re-establishment or an authorized CREP riparian buffer "management" maintenance payment? : Yes This practice is for re-establishment or an authorized CREP riparian buffer and is not eligible for PIP. <table border="1"> <thead> <tr> <th>*Certification Number</th><th>*Program Year</th><th>Producer Signature Date</th><th>TSP Signature Date</th><th>Producer Actual Cost Certified (\$)</th><th>Certification Links</th><th>Payment Status</th></tr> </thead> <tbody> <tr> <td></td><td></td><td>09/02/2025</td><td>09/02/2025</td><td>600.00</td><td>Producer TSP</td><td>Paid</td></tr> <tr> <td></td><td></td><td>09/02/2025</td><td>09/02/2025</td><td>-600.00</td><td>Producer Complete TSP Incomplete</td><td>Not Sent</td></tr> <tr> <td colspan="4">Total Certifications for the Practice</td><td>0.00</td><td></td><td></td></tr> <tr> <td colspan="4">Total Cost Share from Other Sources for the Practice(\$)</td><td>0.00</td><td></td><td></td></tr> </tbody> </table> Back Request Payment	*Certification Number	*Program Year	Producer Signature Date	TSP Signature Date	Producer Actual Cost Certified (\$)	Certification Links	Payment Status			09/02/2025	09/02/2025	600.00	Producer TSP	Paid			09/02/2025	09/02/2025	-600.00	Producer Complete TSP Incomplete	Not Sent	Total Certifications for the Practice				0.00			Total Cost Share from Other Sources for the Practice(\$)				0.00		
*Certification Number	*Program Year	Producer Signature Date	TSP Signature Date	Producer Actual Cost Certified (\$)	Certification Links	Payment Status																														
		09/02/2025	09/02/2025	600.00	Producer TSP	Paid																														
		09/02/2025	09/02/2025	-600.00	Producer Complete TSP Incomplete	Not Sent																														
Total Certifications for the Practice				0.00																																
Total Cost Share from Other Sources for the Practice(\$)				0.00																																

Correcting the Answer to Cost Share for Re-establishment Question (Continued)

4 Revising Cost Share Agreement with Incorrectly Answered Cost Share for Re-establishment Question - Prior Payments Issued (Continued)

B Steps for Negative Certifications (Continued)

Step	Action
9	On the Create New TSP Certification - Component Rate Practice Screen: - enter negative “Current Extent Performed” values equal to the previously entered positive values for “Practice Extents” and “Component Extents” - select “Yes” for the self-certification question - check the box next to the producer’s name for the “Person who certified performance Note: If more than 1 name is displayed, select any producer - for the “Performance report”, enter a statement explaining that this is a negative certification for the purpose of reversing a prior payment - enter the current date as the “TSP/Self Certification Date” - CLICK “Continue to Next Step”. 
10	The TSP Certification Confirmation Screen is displayed. Verify the accuracy of the information entered and CLICK “Submit”.
11	The Agreement Summary Screen shown in Step 3 is redisplayed. Practice status has been updated to “Pending_Certification”. CLICK the practice identifier in the “Practice” column to select the practice.

Correcting the Answer to Cost Share for Re-establishment Question (Continued)

4 Revising Cost Share Agreement with Incorrectly Answered Cost Share for Re-establishment Question - Prior Payments Issued (Continued)

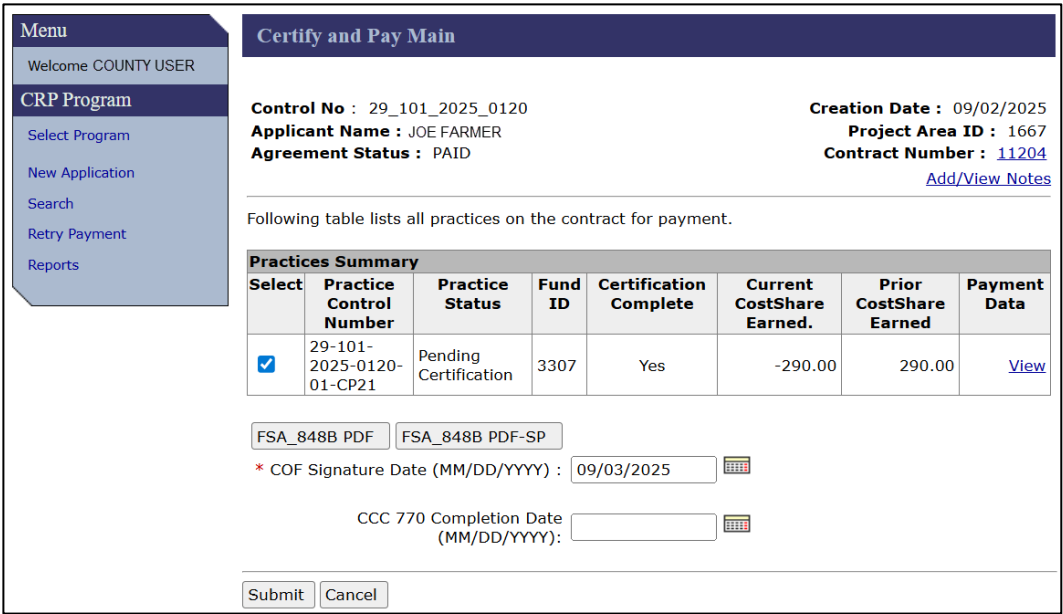
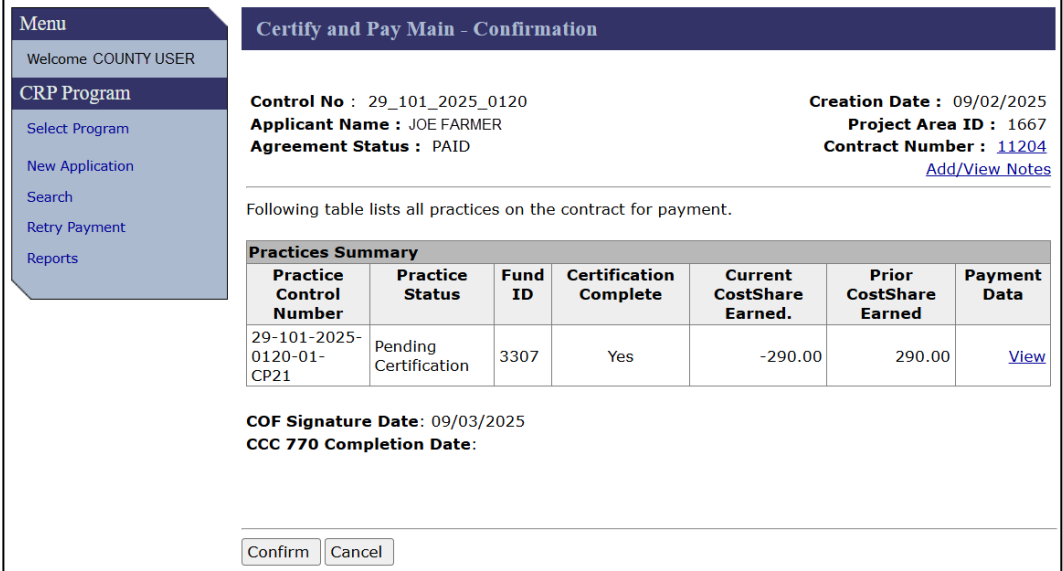
B Steps for Negative Certifications (Continued)

Step	Action																																			
12	On the Practice Summary Screen, CLICK "Request Payment". Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports Practice Summary Control No : 29_101_2025_0120 Applicant Name : JOE FARMER Agreement Status : PAID Creation Date : 09/02/2025 Project Area ID : 1667 Contract Number : 11204 Add/View Notes Selected Practice: 01-CP21 Filter Strips Is the selected practice for a Management Activity? : No This practice is not for management activity and is eligible for cost share payments. Is this cost share for re-establishment or an authorized CREP riparian buffer "management" maintenance payment? : Yes This practice is for re-establishment or an authorized CREP riparian buffer and is not eligible for PIP. <table border="1"> <thead> <tr> <th>*Certification Number</th><th>*Program Year</th><th>Producer Signature Date</th><th>TSP Signature Date</th><th>Producer Actual Cost Certified (\$)</th><th>Certification Links</th><th>Payment Status</th></tr> </thead> <tbody> <tr> <td></td><td></td><td>09/02/2025</td><td>09/02/2025</td><td>600.00</td><td>Producer TSP</td><td>Paid</td></tr> <tr> <td></td><td></td><td>09/02/2025</td><td>09/02/2025</td><td>-600.00</td><td>Producer Complete TSP Complete</td><td>Not Sent</td></tr> <tr> <td colspan="4">Total Certifications for the Practice</td><td>0.00</td><td></td><td></td></tr> <tr> <td colspan="4">Total Cost Share from Other Sources for the Practice(\$)</td><td>0.00</td><td></td><td></td></tr> </tbody> </table> Back Request Payment	*Certification Number	*Program Year	Producer Signature Date	TSP Signature Date	Producer Actual Cost Certified (\$)	Certification Links	Payment Status			09/02/2025	09/02/2025	600.00	Producer TSP	Paid			09/02/2025	09/02/2025	-600.00	Producer Complete TSP Complete	Not Sent	Total Certifications for the Practice				0.00			Total Cost Share from Other Sources for the Practice(\$)				0.00		
*Certification Number	*Program Year	Producer Signature Date	TSP Signature Date	Producer Actual Cost Certified (\$)	Certification Links	Payment Status																														
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Total Certifications for the Practice				0.00																																
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Correcting the Answer to Cost Share for Re-establishment Question (Continued)

4 Revising Cost Share Agreement with Incorrectly Answered Cost Share for Re-establishment Question - Prior Payments Issued (Continued)

B Steps for Negative Certifications (Continued)

Step	Action
13	On the Certify and Pay Main Screen: - enter a check in the “Select” box to select the practice - enter the current date as the “COF Signature Date” - CLICK “Submit”. 
14	On the Certify and Pay Main - Confirmation Screen, CLICK “Confirm”. The negative payment amount is sent to the payment system. 

Correcting the Answer to Cost Share for Re-establishment Question (Continued)

4 Revising Cost Share Agreement with Incorrectly Answered Cost Share for Re-establishment Question - Prior Payments Issued (Continued)

C Impact of Negative Certifications on Payments

The impact of the negative certifications on the prior payment depends on if the payments have been signed, or if the payments remain unsigned in NPS. For payments that have been signed, the system used to create the obligation for the payments also impacts the outcome of the negative certification action on the payments. The following

Payment Signed in NPS?	Obligation System	Impact of negative certification
No	COF or eFMS	Status of payment in NPS is updated to "Cancel Unsigned".
Yes	COF	Pending Overpayment is created in CPR
	eFMS	Receivable is Created
Note: C/S payments and PIP for CRP contracts where the original version of the CRP-1 was approved on or before September 30, 2020, are obligated in eFMS. C/S payments and PIP for CRP contracts where the original version of the CRP-1 was approved on or after October 1, 2020, are obligated in COF.		

D Impact of Type of Incorrect Answer to Cost Share for Re-establishment Question

Incorrect Answer	Correct Answer	Payments Generated	Correct Payments	Outcome Needed from Revision Process
Yes	No	C/S only	C/S and PIP	Issue PIP
No	Yes	C/S and PIP	C/S only	Create Overpayment for PIP

5 Revising Cost Share Agreement - Desired PIP not Issued

A Revising Cost Share Agreement when PIP Should Have Been Issued but Was Not

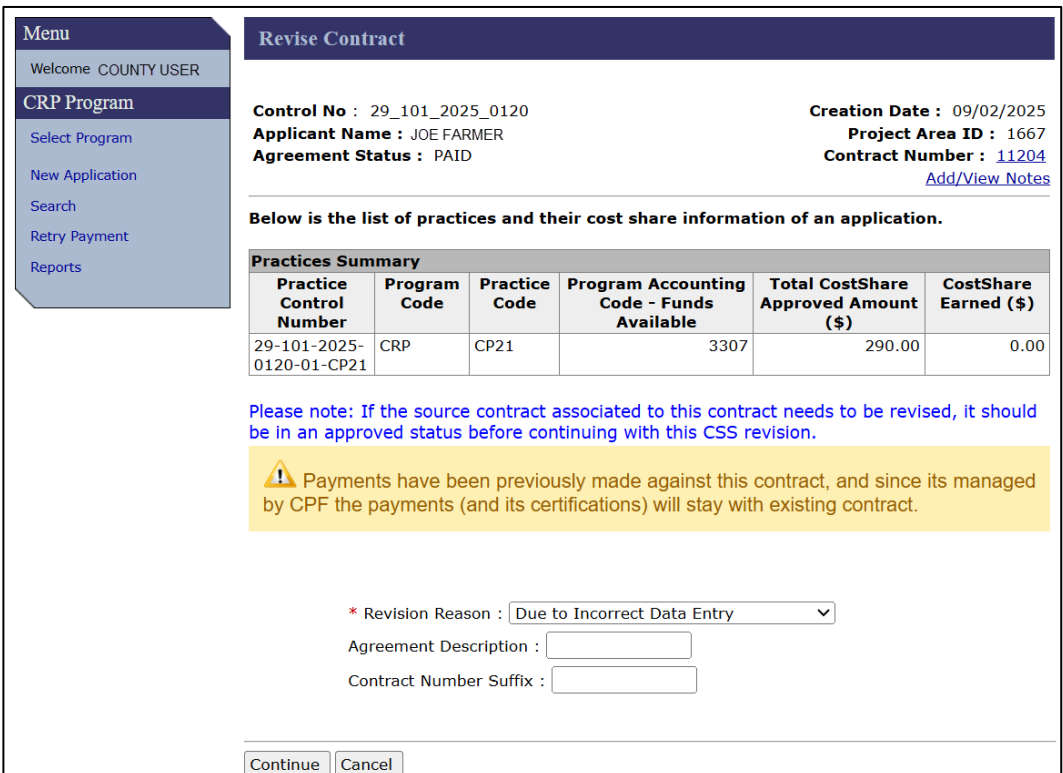
When the cost share for re-establishment question is incorrectly answered as "Yes", PIP will not be paid. Frequently users do not become aware of this error until the producer reports performance, and the cost share payment is generated with no corresponding PIP. In this scenario a revision to the cost share agreement is needed so the PIP can be issued on the revised cost share agreement that contains the correct answer to the cost share for re-establishment question. After entering negative producer and TSP certifications according to subparagraph 4 B, begin the revision process so the incorrectly answered cost share for re-establishment can be corrected.

Correcting the Answer to Cost Share for Re-establishment Question (Continued)

5 Revising Cost Share Agreement - Desired PIP not Issued (Continued)

B Revision Process When PIP Should Have Been Issued but Was Not

The following table describes the revision process steps when a PIP should have been issued but was not.

Step	Action
1	Search for the agreement to be revised according to paragraph 411.
2	CLICK “Revise” in the “Links” column of the Search Results Screen. 
3	On the Revise Contract Screen choose “Due to Incorrect Data Entry” as the reason for revision. CLICK “Continue”. 

Correcting the Answer to Cost Share for Re-establishment Question (Continued)

5 Revising Cost Share Agreement - Desired PIP not Issued (Continued)

B Revision Process When PIP Should Have Been Issued but Was Not (Continued)

Step	Action
4	Proceed through the next steps of the revision according to paragraph 432. When the Application Signup - Practice Summary Screen is reached CLICK “Edit” on the practice with the incorrectly answered question.
5	On the Application Signup - Add Practices Screen, change the answer to the cost share for re-establishment question to the correct answer and CLICK “Save & Add Practice Components”. Note: If multiple practices have an incorrect answer, the steps to correct the incorrect answer must be repeated for each practice with an incorrect answer before clicking “Continue to Next Step” on the Applications Signup - Practice Summary screen and moving forward to approve the revision.
6	Finish the revision following paragraph 432.

Correcting the Answer to Cost Share for Re-establishment Question (Continued)

5 Revising Cost Share Agreement - Desired PIP not Issued (Continued)

B Revision Process When PIP Should Have Been Issued but Was Not (Continued)

Step	Action
7	Re-enter the producer certification using positive actual costs and extents performed equal to the amounts entered on the original cost share agreement.
8	Re-enter the TSP certification using positive practice and component extents performed equal to the amounts entered on the original cost share agreement.
9	Before requesting payments generated by the re-entered certifications on the revised cost share agreement, be sure any pending overpayments that were created have been transferred to NRRS and the status of the receivables is "Open" so the new cost share payment will be offset against the overpayment(s). Request the payment created by the re-entered certifications.
10	Certify and sign cost share and PIP payments in NPS. Cost share payment will be offset to repay the receivable for the original cost share. PIP will be sent to the producer's bank account.

Correcting the Answer to Cost Share for Re-establishment Question (Continued)

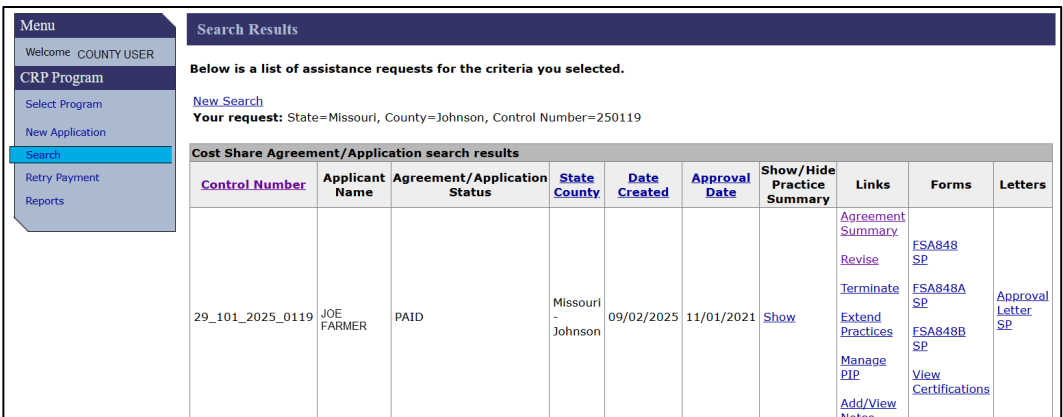
6 Revising Cost Share Agreement - Unauthorized PIP Issued

A Revising Cost Share Agreement when PIP Should Not Have Been Issued but Was

When the cost share for re-establishment question is incorrectly answered as “No”, PIP will be paid, but it should not be paid when the cost share is for re-establishment. If it is discovered that PIP was erroneously paid on a cost share agreement for re-establishment, the cost share agreement must be revised to create a receivable for the erroneously issued PIP. After entering negative producer and TSP certifications according to subparagraph 4 B, begin the revision process so the incorrectly answered cost share for re-establishment question can be corrected.

B Revision Process When PIP Should not Have Been Issued but Was

The following table describes the revision process steps when a PIP should not have been issued but was.

Step	Action
1	Search for the agreement to be revised according to paragraph 411.
2	CLICK “Revise” in the “Links” column of the Search Results Screen. 

Correcting the Answer to Cost Share for Re-establishment Question (Continued)

6 Revising Cost Share Agreement - Unauthorized PIP Issued (Continued)

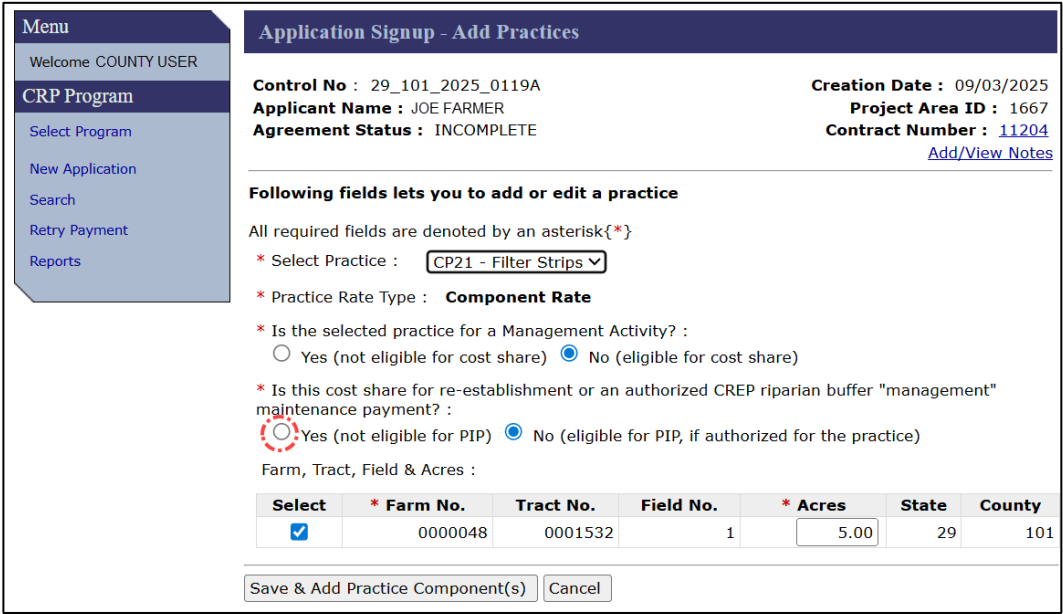
B Revision Process When PIP Should not Have Been Issued but Was (Continued)

Step	Action																		
3	On the Revise Contract Screen choose “Due to Incorrect Data Entry” as the reason for revision. CLICK “Continue”. Menu Welcome COUNTY USER CRP Program Select Program New Application Search Retry Payment Reports Revise Contract Control No : 29_101_2025_0119 Applicant Name : JOE FARMER Agreement Status : PAID Creation Date : 09/02/2025 Project Area ID : 1667 Contract Number : 11204 Add/View Notes Below is the list of practices and their cost share information of an application. <table border="1"> <thead> <tr> <th colspan="6">Practices Summary</th> </tr> <tr> <th>Practice Control Number</th> <th>Program Code</th> <th>Practice Code</th> <th>Program Accounting Code - Funds Available</th> <th>Total CostShare Approved Amount (\$)</th> <th>CostShare Earned (\$)</th> </tr> </thead> <tbody> <tr> <td>29-101-2025-0119-01-CP21</td> <td>CRP</td> <td>CP21</td> <td>3307</td> <td>290.00</td> <td>0.00</td> </tr> </tbody> </table> Please note: If the source contract associated to this contract needs to be revised, it should be in an approved status before continuing with this CSS revision.  Payments have been previously made against this contract, and since its managed by CPF the payments (and its certifications) will stay with existing contract. * Revision Reason : Due to Incorrect Data Entry Agreement Description : Contract Number Suffix : Continue Cancel	Practices Summary						Practice Control Number	Program Code	Practice Code	Program Accounting Code - Funds Available	Total CostShare Approved Amount (\$)	CostShare Earned (\$)	29-101-2025-0119-01-CP21	CRP	CP21	3307	290.00	0.00
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Practice Control Number	Program Code	Practice Code	Program Accounting Code - Funds Available	Total CostShare Approved Amount (\$)	CostShare Earned (\$)														
29-101-2025-0119-01-CP21	CRP	CP21	3307	290.00	0.00														

Correcting the Answer to Cost Share for Re-establishment Question (Continued)

6 Revising Cost Share Agreement - Unauthorized PIP Issued (Continued)

B Revision Process When PIP Should not Have Been Issued but Was (Continued)

Step	Action
4	Proceed through the next steps of the revision according to paragraph 432. When the Application Signup - Practice Summary Screen is reached, CLICK “Edit” for the practice with an incorrect answer to the cost share for re-establishment question. 
5	On the Application Signup - Add Practices Screen, change the answer to the cost share for re-establishment question to the correct answer and CLICK “Save & Add Practice Components”.  Note: If multiple practices have an incorrect answer, the steps to correct the incorrect answer must be repeated for each practice with an incorrect answer before clicking “Continue to Next Step” on the Applications Signup - Practice Summary screen and moving forward to approve the revision.
6	Finish the revision following paragraph 432.
7	Re-enter the producer certification using positive actual costs and extents performed equal to the amounts entered on the original cost share agreement.

Correcting the Answer to Cost Share for Re-establishment Question (Continued)

6 Revising Cost Share Agreement - Unauthorized PIP Issued (Continued)

B Revision Process When PIP Should not Have Been Issued but Was (Continued)

Step	Action
8	Re-enter the TSP certification using positive practice and component extents performed equal to the amounts entered on the original cost share agreement.
9	Before requesting payments generated by the re-entered certifications on the revised cost share agreement, be sure any pending overpayments that were created have been transferred to receivables and the status of the receivables is "Open" so the new cost share payment will be offset against the overpayment(s). Request the payment created by the re-entered certifications.
10	Certify and sign the new cost share payment in NPS. Cost share payment will be offset to repay the receivable for the original cost share. Receivable for the PIP will remain outstanding. This is a valid receivable since PIP was not authorized for the re-establishment of the practice.

Reference Guide for Payment Related Issues

See the applicable sections of this handbook for additional guidance.

Important Note: Process payment corrections **before** prompt pay interest status.

Payment Eligibility:

Before issuing payment corrections, verify producer(s) eligibility flags are updated correctly for the applicable payment year:

- AD-1026 and Conservation Compliance (must be on a farm in MIDAS Farm Records as owner, operator, or other producer): Current Year
- AGI: Subsidiary flags must be updated for Producer's Subsidiary Year as determined by CCMS
- all other eligibility flags:
 - EFMS-obligated agreements: Current Year
 - COF-obligated agreements: Year of first cost share payment.

Reminders:

- All producer, TSP, and CED or COC signatures must be obtained on all forms as required by policy to avoid a payment finding, even for payment corrections.
- Payment corrections are best resolved by entering a new positive or negative certification on the agreement so that the cumulative total is correct. In most cases, a revision is not necessary. In limited cases, such as correcting PIP-eligibility answers, a revision may be necessary.
- Terminating agreements should be a last resort and only after researching payments and determining that a full refund is due.
- Once terminated, Finalized status agreements **cannot** be reinstated and used to correct erroneous receivables.
- Only a zero or negative certification can be entered on Finalized status agreements.
- See 6-CRP for additional guidance and more detailed instructions for each step referenced in this guide.
- Follow policies and procedures for 1099 corrections and prompt payment interest, if applicable.

Reference Guide for Payment Related Issues (Continued)

The following table describes issues and corrective actions.

Issue	Agreement Status	If Any of the Following Apply	Corrective Action
PIP eligibility questions answered incorrectly.	Reference Exhibit 28 for detailed instructions.		
Producer's Actual Cost entered incorrectly	Contract Approved	No payment issued	Edit the producer certification to make the correction.
	Partially Earned Paid	Payment sent to the payment system	Enter a new producer certification, enter the additional positive or negative cost amount so that when combined with prior certifications, the cumulative total will equal the correct amount. Request a new payment.
		Payment not certified and signed in NPS before adding new certification	Enter a new producer certification, enter the additional positive or negative cost amount so that when combined with prior certifications, the cumulative total will equal the correct amount. Request a new payment in CSS. Gross payment will be recalculated, and the amount will be updated in NPS, if applicable.
		Payment signed in NPS before adding new certification	Enter a new producer certification, enter the additional positive or negative cost amount so that when combined with prior certifications, the cumulative total will equal the correct amount. Request a new payment. Gross payment will be recalculated, and the amount will be updated in the payment system, if applicable. Additional payments earned will be sent to NPS. Depending on the system of obligation, receivables will be sent to NRRS or pending overpayments will be sent to CPR to be transferred to NRRS.

Reference Guide for Payment Related Issues (Continued)

Issue	Agreement Status	If Any of the Following Apply	Corrective Action
Producer's Actual Cost entered incorrectly - Cost share agreement has been revised	Parent: Finalized Child: Contract Approved Partially Earned Paid	Positive Current Extent Performed or positive Current Actual Cost need entered on Finalized agreement	Not allowed when an agreement is in a Finalized status. Any additional extents performed and additional costs incurred must be paid using approved extents on the active child agreement. Usually, this will require backing out the performance on the Finalized agreement and re-entering the full extents and actual costs on the child agreement.
		Negative or Zero Current Actual Cost or Current Extent Performed need entered on the Finalized status agreement	Enter a new producer and TSP certification, enter the correct negative or zero cost and/or extent amount so that when combined with prior certifications, the cumulative total will equal the correct amount. Request a new payment.
		Payment not signed in NPS for Finalized agreement before adding new negative or zero cost and/or extent certification	The gross payment amount for the Finalized agreement will be recalculated and the reduced amount will be updated in the payment system.
		Payment signed in NPS for Finalized agreement before adding new negative or zero cost and/or extent certification	The gross payment amount for the Finalized agreement will be recalculated and the reduced amount will be updated in the payment system. Depending on the system of obligation, receivables will be sent to NRRS or pending overpayments will be sent to CPR to be transferred to NRRS.

Reference Guide for Payment Related Issues (Continued)

Issue	Agreement Status	If Any of the Following Apply	Corrective Action
Producer's Extents Performed entered incorrectly	Contract Approved	No payment issued	Edit the producer certification to make the correction.
	Partially Earned Paid	Payment sent to the payment system	Enter a new producer certification, add the additional positive or negative extents completed so that when combined with prior certifications, the cumulative total extents completed will equal the correct amount. Request a new payment.
		Payment not certified and signed in NPS before adding new certification	Gross payment will be recalculated, and the amount will be updated in NPS, if applicable.
		Payment signed in NPS before adding new certification	Gross payment will be recalculated, and the amount will be updated in the payment system, if applicable. Additional payments earned will be sent to NPS. Overpayments will be sent to directly to NRRS or the Pending Overpayment Report to be transferred to NRRS.

Reference Guide for Payment Related Issues (Continued)

Issue	Agreement Status	If Any of the Following Apply	Corrective Action
Cost Share from Other Sources entered incorrectly	Contract Approved	No payment issued	Edit the producer certification to make the correction.
	Partially Earned Paid	Payment sent to the payment system	Enter a new producer certification, add the additional positive or negative cost share from other sources so that when combined with prior certifications, the cumulative cost share from other sources will equal the correct amount. Request a new payment.
		Payment not certified and signed in NPS before adding new certification	Gross payment will be recalculated, and the amount will be updated in NPS, if applicable.
		Payment signed in NPS before adding new certification	Gross payment will be recalculated, and the amount will be updated in the payment system, if applicable. Additional payments earned will be sent to NPS. Overpayments will be sent to directly to NRRS or the Pending Overpayment Report to be transferred to NRRS.
TSP technical practice extents entered incorrectly	Contract Approved	Producer Certification: - Complete TSP Certification: - Incomplete	Edit TSP Certification and make correction.
	Partially Earned Paid	Producer Certification: - Complete TSP Certification: - Incomplete Note: TSP certified extents do not affect payments.	Enter a new producer certification with zero extents completed and zero cost. If the practice is not complete, select "No" so that the practice is not de-obligated.

Reference Guide for Payment Related Issues (Continued)

Issue	Agreement Status	If Any of the Following Apply	Corrective Action
TSP technical practice extents entered incorrectly (Continued)	Partially Earned Paid (Continued)	Producer Certification: - Complete TSP Certification: - Incomplete Note: TSP certified extents do not affect payments.	Enter a new TSP certification and add the additional positive or negative extents completed so that when combined with prior certifications, the cumulative total of extents completed will equal the correct amount. Request a zero-dollar payment so that the status of the agreement and practice will be updated.
Cost share agreement erroneously terminated	Terminate Contract	No payment issued	Reinstate agreement without making any changes. Once reinstated and agreement is in Contract Approved status, revise agreement as needed.
		Payment issued before termination and termination created a Pending Overpayment in CPR (COF-obligated)	Reinstate agreement without making any changes. Once reinstated and agreement is in Contract Approved status, re-enter prior certifications so that the payment on the reinstated agreement matches the pending overpayment amount. Gross payment will be recalculated by the payment system and the pending overpayment will be removed. No payment will be sent to NPS.
		Payment issued before termination and termination created a receivable in NRRS (eFMS-obligated)	Reinstate agreement without making any changes. Once agreement is reinstated and in Contract Approved status, re-enter prior certifications so that the payment on the reinstated agreement matches the receivable amount. Gross payment will be recalculated by the payment system, and the payment will be sent to NPS with an offset for the receivable.

Reference Guide for Payment Related Issues (Continued)

Issue	Agreement Status	If Any of the Following Apply	Corrective Action
Negative certification for a partial termination created a full receivable or pending overpayment because of eligibility reasons.	Contract Approved Partially Earned Paid	Eligibility issue has been corrected	Enter a negative / positive
	Finalized	Eligibility issue has been corrected	Revise child agreement and add components and extents equal to erroneous amount of the receivable. Example: Finalized agreement was certified with a \$ - 135.00 payment for a partial termination. An eligibility issue caused a full receivable of \$ -500.00 to be created. Revise child agreement and approve additional extents so that an additional certification on the child agreement will equal \$365, the amount exceeding the desired receivable. Once revision is approved, add producer and TSP certifications so that the cost share payment equals \$365. Make payment in CSS. When certifying and signing the payment in NPS, be certain the payment is offsetting the receivable.

Reference Guide for Payment Related Issues (Continued)

Issue	Agreement Status	If Any of the Following Apply	Corrective Action
Receivable or pending overpayment was created solely by the payment system, and not CSS, because of eligibility reasons.	Partially Earned Paid	Eligibility issue has been corrected	County office will send issue to STO to load on Conservation Payment Issues SharePoint. National office will sync prior payment with applicable eligibility flags. If successful, receivable will be cancelled in NRRS.
Payment in NPS needs to be cancelled.	Partially Earned Paid	Payment amount is incorrect because data entered during producer certification was erroneous.	Do not mark the payment as “Hold for cancel by program” in NPS. Payment corrections must be made through CSS. Follow corrective action steps in this table for incorrect Producer’s Actual Costs, Producer’s Extent Performed, or Cost Share from Other Sources.