

For: State and County Offices

BCAP Matching Payments Contract Manual Approval for Eligible Material Owners (EMO's)

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

On July 28, 2014, the BCAP matching payment signup of EMO's restarted and will end on August 25, 2014, according to availability of funds.

Application and approval of BCAP matching payment contracts on BCAP-10, as directed in Notice BCAP-31, are to be entered into a web-based BCAP matching payment software system by the County Office. The approval of a BCAP matching payment contract is required to be processed in the software/automation.

Because of software system delays, County Offices may proceed with approval of BCAP-10 on a manual basis and enter the approval into the BCAP matching payment software according to the release of an Information Bulletin notifying users that the correction has been made.

B Purpose

This notice advises State and County Offices:

- of authorization to manually approve BCAP matching payment contracts on BCAP-10 until the release of an Information Bulletin notifying users that a correction to EMO eligibility in the software has been made and approval of the contract in software may resume
- that all other policy and processes for approval, including review of funds availability, must be adhered to even though a manual approval of BCAP-10 is authorized until an Information Bulletin is released.

Note: EMO's must still be loaded into SCIMS and forest residue must still have a fully completed evaluation sheet for the forest stewardship plan.

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| Disposal Date | Distribution |
| October 1, 2014 | State Offices; State Offices relay to County Offices |

Notice BCAP-32

2 Manually Approving BCAP-10

A Data Entry of BCAP-10 With Manual Approval

The County Office is now authorized to manually approve BCAP-10.

To reach the point of approval on BCAP-10, the County Office must follow all the procedure in Notice BCAP-31.

Data entry in the BCAP matching payment software of BCAP-10 must be completed to the point of “certify producer” status. This will include the following:

- entry of EMO in SCIMS
- digitize the farm, tract, and CLU in MIDAS
- assigned control number, State and County FSA code, and expiration date
- entry of participant’s name, share, and contact information
- entry of qualified Biomass Conversion Facility ID number and name
- delivery commence date and delivery end date of September 26, 2014
- type and sub-type of material, projected dry tons of delivery, projected price dollar per dry ton, plan type, plan completion date, harvest date, and digitized source location
- planned total dollar amount of the contract
- EMO’s signature of BCAP-10 and date of signature.

The County Office approving official will hand write in the following:

- approved planned total dollar amount
- approving official signature and date of approval.

B Manually Approved BCAP-10 Deliveries

Following the County Office’s manual approval of BCAP-10, EMO may then begin delivery to the qualified Biomass Conversion Facility identified on BCAP-10.

Requests for BCAP matching payments are **not** authorized to be entered into the BCAP matching payment software system until the release of an Information Bulletin notifying users of software system corrections and authorization to enter manual approvals.

Notice BCAP-32

3 Action

A State Office Action

State Offices shall ensure that County Offices follow the provisions of this notice.

B County Office Action

County Offices must read and follow the provisions in this notice.