

**For:** State and County Offices

**Manually Reporting and Updating  
Biomass Crop Assistance Program (BCAP) Component Codes**

**Approved by:** Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

Notice BCAP-3 provided procedures for preparing the CRES software to make BCAP 2009 collection, harvest, storage, and transportation (CHST) matching payments. However, software updates necessary to properly implement the procedures were not available until after most FY 2009 BCAP applications were approved.

A review of BCAP CRES data has revealed that most FY 2009 BCAP contract approvals include the generic component code "BCC." The generic component code is not sufficient for properly reporting BCAP expenditures by material type.

**B Purpose**

This notice:

- provides instructions for manually reporting the correct BCAP component codes for FY 2009 BCAP contracts
- instructs County Offices to ensure that BCAP component codes are loaded into CRES in preparation for FY 2010 BCAP applications.

<b>Disposal Date</b>	<b>Distribution</b>
August 1, 2010	State Offices; State Offices relay to County Offices

## Notice BCAP-7

### 2 Manually Reporting the Component Codes for BCAP Contracts

#### A Instructions for State Offices

To facilitate manual reporting of BCAP component codes, CEPD has created an Excel workbook for each State Office. The Excel workbook includes 1 spreadsheet for each county for which there is an FY 2009 BCAP contract. The spreadsheet is pre-populated with county FIPS, BCAP control number, and columns for entering up to 5 component codes.

CEPD will e-mail the Excel work book for each State Office to the State Office conservation specialists on November 30, 2009.

State Offices must ensure that County Offices provide the necessary information to complete their respective spreadsheet. Once all spreadsheets are completed, the State Office must send the completed workbook to CEPD.

**Note:** When completed, the spreadsheets will contain FIPS, BCAP control numbers, and component codes. However, the spreadsheets do not contain personally identifiable information or any financial data covered by the Privacy Act. Therefore, the spreadsheets do not require password protection.

Submit completed workbooks to Shawn Bucholtz, CEPD, by e-mail to [shawn.bucholtz@wdc.usda.gov](mailto:shawn.bucholtz@wdc.usda.gov).

#### B Instructions for County Offices

County Offices are instructed to manually report the BCAP component codes for each BCAP CHST contract approved in FY 2009. County Offices may select up to 5 component code(s) for each contract. As directed by State Offices, County Offices shall submit this list.

### 3 Updating Component Codes in Preparation for FY 2010 BCAP Contracts

#### A Removing Component Code "BCC"

Notice BCAP-3 allowed the use of generic component code "BCC" for BCAP applications. The majority of FY 2009 BCAP contracts use this component code.

Generic component code "BCC" may **not** be used for FY 2010 BCAP applications. Any FY 2010 application using component code "BCC" must be cancelled and re-entered using the correct component code.

## Notice BCAP-7

### 3 Updating Component Codes in Preparation for FY 2010 BCAP Contracts (Continued)

#### B Adding BCAP Component Codes

County Offices shall follow instructions in this table to add the component codes. A complete list of component codes is provided in Exhibit 1.

**Notes:** Repeat steps to enter all component codes as needed.

The BCAP component code list has been updated since the list was provided in Notice BCAP-3, Exhibit 1. No component codes were removed from the list provided in Notice BCAP-3, Exhibit 1. A complete current list of codes is in Exhibit 1.

Step	Action
1	On Application Selection Menu FAX07001, ENTER "5", "Conservation", and PRESS "Enter" to continue.
2	On Conservation Main Menu EEA000, ENTER "1", "AD245/AD-862 Menu", and PRESS "Enter" to continue.
3	On Conservation AD245/AD-862 Menu EEA100, ENTER "12", "County Eligibility Table Update Menu", and PRESS "Enter" to continue.
4	On County Eligibility Table Update Menu EEA205, ENTER "4", "Component Codes", and PRESS "Enter" to continue.
5	On Conservation Update Component Screen EEA21030, PRESS "Cmd16", "Add a Component", and PRESS "Enter" to continue.
6	On Conservation Update Component Screen EEA21035, do the following: <ul style="list-style-type: none"><li>• for "Component Code", enter the relevant component code and PRESS "Tab"</li><li>• for "Description", ENTER "BCAP Collection Payment" and PRESS "Tab"</li><li>• for "Unit", ENTER "Tons", PRESS "Tab"</li><li>• PRESS "Tab" through "Cost Share Rate"</li><li>• PRESS "Tab" through "Cost Share Level", PRESS "Enter" to continue.</li></ul>
7	On Conservation Component Update Screen EEA21030, PRESS "Cmd7".

#### 4 Action

##### A State Office Action

State Offices shall:

- follow the provisions in the notice
- ensure that County Offices follow the provisions of this notice.

##### B County Office Action

County Offices shall follow instructions in subparagraph 2 B and paragraph 3.

## Component Codes

Code	Component Code
	<b>Federal Woody Resources</b>
FFTM	Forest thinnings materials
FFHS	Forest harvest slash (branches and tops)
FPDD	Post-disaster debris
FHWC	Hardwood chips
FSWC	Softwood chips
FCOF	Cutoffs
FBRK	Bark
FTSS	Tree and shrub species without timber, lumber, or wood pulp value (including fuelwood)
	<b>Non-Federal Woody Resources</b>
NFTM	Forest thinnings materials
NFHS	Forest harvest slash (branches and tops)
NPDD	Post-disaster debris
NHWC	Hardwood chips
NSWC	Softwood chips
NCOF	Cutoffs
NBRK	Bark
NFUL	Fuelwood
	<b>Agricultural Resources</b>
ASOR	Sorghum varieties not eligible for Title 1 payments
ASUB	Sugar beets
ACAM	Camelina
ASCB	Sugar cane bagasse
ACST	Corn stover
ACCO	Corn cobs
ACHU	Corn husks
ARHL	Rice hulls
AWST	Wheat straw
	<b>Herbaceous Resources</b>
HFRB	Forbs
HLEG	Legumes
HGRS	Grasses
HVNE	Vines
	<b>Waste Materials</b>
WRMC	Roadway maintenance cuttings
WPPW	Non-edible, non Title I plant processing waste and scraps
WFOG	Non-edible fats, oils, and greases derived from plants
WOWW	Orchard wood waste
WVWW	Vineyard wood waste
WSAW	Sawdust
WSHA	Shavings
WPEL	Pellets
WBRI	Briquettes