

For: State and County Offices

Environmental Quality Incentives Program (EQIP) Software Modifications

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Software has been developed to provide enhanced automated support of EQIP.

B Purpose

This notice informs State and County Offices that:

- contracts for Native American Tribes can now be entered in the system without listing the tribal members
- County Release No. 536 contains software modifications for processing EQIP contracts
- expired contracts may be reinstated according to the Joint Memorandum issued April 1, 2004.

C Software Modifications

The software modifications in County Release No. 536 will:

- require the date that producer eligibility has been determined to be entered for each CCC-1200 applicant
- allow user to specify whether producer has certified as a limited resource or beginning producer on CCC-1200
- provide eligibility and available obligation information for each participant on the CCC-1200 Applications Received Report
- add fund codes to the CCC county eligibility table for processing FY 2002 and FY 2003 EOA's using FY 2004 funds.

| Disposal Date | Distribution |
|----------------------|---|
| August 1, 2005 | State Offices; State Offices relay to County Offices and NRCS State Offices |

Notice CONSV-93

1 Overview (Continued)

D Contact

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact
 - Sharon Rafter, CEPD, at 202-690-1612 with automation questions
 - Cheryl Butler, CEPD, at 202-720-6304 with policy questions.

2 Producer Eligibility

A General Eligibility

FSA is responsible for determining whether a producer meets eligibility requirements for EQIP. Some of the requirements that each producer must meet include:

- being an agricultural producer
- AGI requirements
- be in compliance with HELC and WC
- provide all necessary entity member information.

Software has been modified to allow County Offices to record the eligibility determination in the CCC-1200 software. After the producer is determined to have met all of the eligibility requirements, County Offices shall record the date the final eligibility determination is made for that producer.

B Beginning or Limited Resource Producers

Software has been modified to allow County Offices to specify whether a producer has certified on CCC-1200 as either a beginning farmer or rancher or a limited resource producer. The allowable entries are:

- “B” for a beginning farmer or rancher
- “L” for a limited resource producer
- “N” for neither a beginning farmer or rancher or limited resource producer.

Note: The system will default to “N”.

Notice CONSV-93

2 Producer Eligibility (Continued)

C Example of Screen EEB21510

Screen EEB21510 provides information for each applicant on CCC-1200. Screen EEB21510 is accessed by selecting either option 1, "Create CCC-1200", option 2, "Update CCC-1200", or option 3, "Approval Process" on Menu EEB200. When Screen EEB21500 is displayed, PRESS "Cmd16" or "Cmd20" to access Screen EEB21510. This is an example of Screen EEB21510 after County Release No. 536 has been installed.

```
Conservation      077-POINTE COUPEE      Selection      EEB21510
CCC-1200 Participant Data Screen      Version: AD44  05-03-2004 13:58 Term E5
-----
Contract Number: 2004 0006      Program:  EQIP      Fund Code: 229999/2003
Farm NO:          7627          Tract NO: 7939

      Producer ID: 72 2222222 E      CARL FARMS LLC
                                      PO BOX 8885
                                      BATCHELOR, LA 70715-8885

AGI:              Y
Unobligated Amount:      450,000

Have All Eligibility Requirements Been Met (Y or N):  N
Date of Eligibility Determination:      _____

Primary Producer (Y or N):    
Beginning or Limited Resource Producer:  N
Obligated Amount:      _____
C/S Amount Earned:      _____ 0

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

The AGI field is display only. The AGI flag is read from the farm record. If AGI for a producer is "N", that producer is not eligible to receive EQIP payments. That producer's unobligated funds will be "0".

The unobligated amount field is display only. The system will calculate the funds available for obligation for each producer.

The "Have All Eligibility Requirements Been Met" field defaults to "N". If the producer has been determined eligible, the County Office shall ENTER "Y" in the field.

The County Office shall enter the date all eligibility determinations were concluded for this producer in the Date of Eligibility Determination field.

The Primary Producer field will allow the user to designate whether this producer is the primary producer on the contract or not.

Notice CONSV-93

2 Producer Eligibility (Continued)

C Example of Screen EEB21510 (Continued)

The Beginning or Limited Resource Producer field allows the user to ENTER “B” for a beginning producer or “L” for a limited resource producer. The producer self-certifies as beginning or limited resource on CCC-1200. The system defaults to “N” so an entry is not required if the producer has not certified as either.

The obligated amount field is the amount obligated to this individual or entity for this contract only. The obligated amount cannot exceed the unobligated amount. If the selected producer’s unobligated amount available is “0”, the producer can be included on the contract but cannot receive any payment. Entry is not required in this field.

The cost-share earned amount field is display only.

D Completing Screen EEB21510

County Offices shall complete Screen EEB21510 as follows.

| Step | Action |
|------|--|
| 1 | Eligibility field, ENTER: <ul style="list-style-type: none">• “Y” if producer has been determined eligible• “N” if producer has been determined not eligible• “N” if the eligibility determination has not been made. |
| 2 | Date of eligibility field, enter the date all eligibility determinations were concluded. Note: If all eligibility determinations have not been completed, do not make an entry. |
| 3 | Primary producer field, ENTER: <ul style="list-style-type: none">• “Y” if the producer is to be designated the primary producer for CCC-1200• “N” if the producer is not the primary producer. |
| 4 | Beginning or limited resource producer field, ENTER: <ul style="list-style-type: none">• “B” if the producer is a beginning farmer or rancher• “L” if the producer is a limited resource farmer or rancher• “N” if the producer is neither a beginning nor limited resource producer. |
| 5 | Obligated amount field, entry is not required. No entry should be made until contract approval. The obligated amount cannot exceed the unobligated amount. If the selected producer has zero unobligated amount available, the producer can be included on the contract but cannot receive any payment. |
| 6 | After all applicable entries have been made, PRESS “Enter”. |

Notice CONSV-93

3 Applications Received Report

A County Office Action

County Offices shall print the CCC-1200 Applications Received Report and provide it to NRCS each week. Changes have been made to the information displayed on the CCC-1200 Applications Received Report. Eligibility determination status and the unobligated funds available for each producer on the contract will display on the report.

B Example of CCC-1200 Applications Received

This is an example of the CCC-1200 Applications Received Report.

| | | | | | | |
|--------------|--------------------------------------|--------------------------------|--|--|----------------------|--|
| LOUISIANA | | U.S. Department of Agriculture | | | Prepared: 06-15-2004 | |
| ANY COUNTY | | Farm Service Agency | | | As of: 06-15-2004 | |
| Report ID: | EEB710-R001 | CCC-1200 Applications Received | | | Page: 1 | |
| PROGRAM: | EQIP | | | | | |
| FUND CODE: | 229999/2004 Natural Resource Concern | | | | | |
| NRCS Office: | ANY COUNTY | | | | | |

| CONTRACT NUMBER | PRODUCER ID NUMBER | PRODUCER NAME | PRIMARY PRODUCER | FARM NUMBER | TRACT NUMBER | ELIGIBILITY | UNOBLIGATED FUNDS |
|-----------------|--------------------|--|------------------|-------------|--------------|-------------|-------------------|
| 20040048 | 222 22 2222 S | EDWARD BEARD PO Box 222 Morganza, LA 70759-2222 | Y | 138 | 1389 | Y | 150,000 |
| | 72 1110001 E | ABC Corp. 5555 Main Street Hometown, LA 70759-5555 | N | | | | 450,000 |
| 20040056 | 222 22 3333 S | SHIRLEY LAMB 2323 Lambchop Way Baabaa, LA 70759-2323 | Y | 267 | 3399 | Y | 275,000 |
| 20040138 | 222 22 2222 S | EDWARD BEARD PO Box 222 Morganza, LA 70759-2222 | Y | 126 | 993 | Y | 150,000 |
| 20040150 | 119 99 9999 S | JOHN DOE 773 Street Lane Hometown, LA 70759-0773 | Y | 128 | 1212 | | 0 |

| | |
|----------------------|---|
| NUMBER OF CONTRACTS: | 4 |
|----------------------|---|

| | |
|---------------------------|-------|
| ----- | ----- |
| County Executive Director | Date |

Notice CONSV-93

4 Native American Tribal Entities

A Background

Individual member information is not available for some Tribal Ventures. Software has been modified to allow recording EQIP contracts for Tribal Ventures without requiring the members of the Tribal Venture to be recorded.

B County Office Action

County Offices shall promptly record any approved EQIP contracts for Tribal Ventures.

5 Processing 2002 and 2003 Contract EOA's

A Background

Current year funds may be used to process EOA's for 2002 or 2003 contracts. State 2002 EOA reserves must be depleted before current year funds can be used for 2002 contract EOA's. The identity of the funding source for the original contract and any EOA modifications to the contract must be maintained using separate fund codes and separate payment codes.

Obligation and payment limitation amounts are locked in during the initial contract approval. Therefore, funds cannot be added to a 2002 or 2003 contract. County Offices must create a supplemental contract for EOA funds for 2002 or 2003 contracts

Notice CONSV-93

5 Processing 2002 and 2003 EOA's (Continued)

B State Office Action

When using current year funds for EOA's, State Offices shall transfer funds:

- from "XX9999/2004" to fund code "XX8004/200X" for regular EQIP EOA's
- from "XX2222/2004" to fund code "XX8224/200X" for Ground and Surface Water Conservation EOA's
- from "XX3333/2004" to fund code "XX8334/200X" for Klamath Basin EOA's.

State Office shall then transfer the funds to the County Office.

C County Office Action

County Offices shall make applicable fund codes eligible on the CCC county eligibility table according to 2-CONSV, paragraph 14.

| IF the fund code on the original contract is... | THEN use fund code... |
|--|------------------------------|
| XX2222/2002 | XX8224/2002 |
| XX2222/2003 | XX8224/2003 |
| XX3333/2002 | XX8334/2002 |
| XX3333/2003 | XX8334/2003 |
| XX9999/2002 | XX8004/2002 |
| XX9999/2003 | XX8004/2003 |

Notice CONSV-93

6 Creating a Supplemental Contract for EOA's

A County Office Action

Beginning with 2002 contracts, obligation and payment limitation amounts are locked in during the contract approval. Therefore, funds cannot be added to a 2002 or 2003 contract. County Offices shall create a supplemental contract for EOA funds for 2002 or 2003 contracts.

To create a supplemental contract, County Offices shall ENTER "10", "Create Supplemental CCC-1200" on Menu EEB200. This is an example of Menu EEB200.

| COMMAND | EEB200 | E4 |
|---|--|----|
| Conservation CCC-1200 Contract Menu | | |
| ----- | | |
| 1. Create CCC-1200 | 10. Create Supplemental CCC-1200 | |
| 2. Update CCC-1200 | 11. CCC-1200 Reports/Forms Menu | |
| 3. Approval Process | | |
| 4. Disapproval Process | | |
| 5. Deferral Process | | |
| 6. Cancellation Process | | |
| 7. Reinstatement Process | | |
| 8. Deletion Process | | |
| 9. Print CCC-1200 | 20. Return To Application Primary Menu | |
| | 21. Return To Application Selection Screen | |
| | 22. Return To Office Selection Screen | |
| | 23. Return To Primary Selection Menu | |
| | 24. Sign Off | |
| Cmd3=Previous Menu | | |
| Enter option and press "Enter". <u>10</u> | | |

On Screen EEB20500, enter the original contract number, and PRESS "Enter". Screen EEB21010 will be displayed.

Notice CONSV-93

6 Creating a Supplemental Contract for EOA's (Continued)

B Fund Codes

The new contract number, which consists of the original contract number and a suffix, will be displayed on Screen EEB21010. Multiple supplemental contracts can be created from 1 original contract. The system will automatically assign a suffix, beginning with "A" for the first supplemental contract to that original contract, "B" for the second supplemental contract, and so forth.

This is an example of Screen EEB21010 for a supplemental contract.

| | | | |
|---|------------------------------|----------------------------|--------------------------------------|
| Conservation CCC-1200 Initial Data Screen | 069-NATCHOTICHES | Selection Version: AD35 | EEB21010 11-18-2003 10:54 Term E4 |
| ----- | | | |
| Program Code #: 1 | Contract Number: 2002 0813 A | | |
| Eligible Program Codes: | | | |
| 1. EQUIP | | | |
| Fund Code: <u>229999/2002</u> (Leave blank to list all eligible Fund Codes) | | | |
| Does This Contract Have Supplemental Fund Codes (Y or N)? <u>Y</u> | | | |
| NRCS Office: <u>NATCHITOCHE</u> (Leave blank to list all NRCS offices) | | | |
| Enter=Continue Cmd4=Previous Screen Cmd7=End | | | |

Verify that the information displayed is accurate for the **supplemental** contract.

The fund code on Screen EEB21010 will be the primary fund code for the supplemental contract and should be the same as the original primary fund code.

ENTER "Y" to the question, "Does this contract have supplemental fund codes?"

The NRCS Office should remain the same as the original contract.

When "Enter" is pressed, Screen EEB21017 will be displayed. ENTER "Y" next to the applicable supplemental fund codes for the supplemental contract, and PRESS "Enter". Screen EEB21100 will be displayed.

Notice CONSV-93

6 Creating a Supplemental Contract for EOA’s (Continued)

C Farms and Tracts

Follow this table to add 1 or more farm numbers to the supplemental contract.

| Step | Action |
|-------------|---|
| 1 | PRESS “Cmd16”. |
| 2 | <ul style="list-style-type: none"> • Enter the farm number. • Primary farm number (Y or N) field, ENTER “Y” or “N”. • PRESS “Enter”. |
| 3 | Repeat steps 1 and 2 until all applicable farms have been added. PRESS “Enter”. |
| 4 | ENTER “Y” next to each tract that is included on the contract, and PRESS “Enter”. At least 1 tract from each farm will need to be selected on Screen EEB21300. |

D Producer Information

Add producers to the supplemental contract according to this table.

| Step | Action |
|-------------|--|
| 1 | PRESS “Cmd16”. |
| 2 | Either: <ul style="list-style-type: none"> • enter the last 4 digits of the ID number for the producer being added to the contract • PRESS “Enter” to select from the producers associated to the farm, select the producer, and PRESS “Enter”. |
| 3 | On Screen EEB21510, enter: <ul style="list-style-type: none"> • “Y” or “N” in the “Have All Producer Eligibility Requirements Been Met” field • the date all eligibility determinations were concluded in the “Date of Eligibility Determination” field • “Y” or “N” in the “Primary Producer” field • “B”, “L”, or “N” in the “Beginning or Limited Resource Producer” field. After all entries have been completed, PRESS “Enter”. |
| 4 | Repeat steps 1 through 3 until all applicable producers have been processed. |
| 5 | After all applicable producers have been processed, PRESS “Enter”. |

Notice CONSV-93

6 Creating a Supplemental Contract for EOA's (Continued)

E Practice Information

Screen EEB24005 will be displayed with all practices entered on the original contract. County Offices shall delete all practices that have been performed or will be performed on the original contract from the supplemental contract. If a practice is partially funded on the original contract, it will appear on both the original and the supplemental contract. The practice information recorded on each contract will reflect only the information applicable to that portion of the practice.

| Step | Action |
|------|---|
| 1 | PRESS "Cmd24". |
| 2 | Enter the number of the technical practice, and PRESS "Enter". |
| 3 | The question, "Is this the technical code you wish to delete (Y or N)?", will be displayed. ENTER "Y" or "N" and PRESS "Enter". |
| 4 | Repeat steps 1 through 3 until all practices that are not being funded on the supplemental contract have been deleted. |
| 5 | PRESS "Cmd20" to process each practice being used on the supplemental contract. |
| 6 | Enter the number of the technical practice and PRESS "Enter". |
| 7 | On Screen EEB24015, enter the applicable practice information and PRESS "Enter". |
| 8 | Repeat steps 5 through 7 until all practices that are not being funded on the supplemental contract have been processed. |
| 9 | After all practice information is complete, PRESS "Enter" on Screen EEB24005. |

F Dates Screen

After "Enter" is pressed on Screen EEB24005, Screen EEB26000 will be displayed with the original application submitted date. PRESS "Enter".

7 Expired Contracts

A Joint Memorandum

A Joint Memorandum was issued on April 1, 2004, providing the applicable policy and procedure for reinstating and extending expired contracts. County Offices shall follow the procedure in that memorandum to determine whether an expired contract shall be reinstated and extended. Expired contracts can be identified by running the CCC-1200 Status Report according to 2-CONSV, paragraph 144. Contracts that expired more than 1 year ago will not be displayed on the report.