

For: State and County Offices

Emergency Forestry Conservation Reserve Program (EFCRP) Phase 4 Software Release

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Phase 4 of the Emergency Forestry On-Line System (EFOLS) application software will be released the week of December 25, 2006, and enables:

- editing acceptable offers
- approving offers
- generating and printing CRP-103, for contracts approved for lump-sum rental payment
- generating and printing CRP-104, for contracts approved for annual rental payment.

Phase 5 of the EFOLS application software is planned for January 2007 and will enable:

- generating a payment report for use in issuing lump-sum rental payments
- refining practice information based on conservation plans
- recording practice components.

Note: Lump-sum payments may only be made on approved contracts that have final conservation plans. Lump-sum payment reports for contracts payable before the release of Phase 5 shall be created through a request to the National Office.

B Purpose

This notice provides software instructions for EFCRP continuous signup.

Disposal Date	Distribution
January 1, 2008	State Offices; State Offices relay to County Offices and NRCS Offices

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1 Overview (Continued)

C Contact

The following table provides contacts if there are questions about this notice.

IF located in a...	THEN contact...
County Office	the State Office.
State Office	Thomas Lloyd, CEPD, by either of the following: <ul style="list-style-type: none">• e-mail at thomas.lloyd@wdc.usda.gov• telephone at 202-720-1206.

2 EFOLS, Phase 4 Software

A Software Functionality

EFOLS, Phase 4 software will be used for the following:

- making edits to acceptable offers
- approving EFCRP contracts
- generating and printing CRP-103 and CRP-104.

B Editing Acceptable Offers

EFOLS will allow County Offices to edit acceptable offers in EFOLS. However, if the edit affects the offer's benefits index score, the offer will be required to be re-scored and ranked again.

The following table provides steps for editing an acceptable offer in EFOLS.

IF editing...	THEN CLICK...
enrollment or producer information	"Edit Offer" on the left side navigation bar.
forester information	"Forester Information" on the left side navigation bar.
practice information	"Practice Information" on the left side navigation bar.

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2 EFOLS, Phase 4 Software (Continued)

C Approving EFCRP Contracts

County Offices shall enter COC determination on EFCRP offers in EFOLS.

The following table provides steps for entering COC determinations.

Step	Action
1	CLICK “COC Approval” on the left side navigation bar.
2	Find the offer using the built-in search tools on the COC Approval Screen. The user can do either of the following: <ul style="list-style-type: none">• CLICK “Search” to display all offers in “Pending Plan” status• enter program year, farm number, and/or tract number to further limit the search.
3	Locate the offer on the COC Approval Search Result Screen and CLICK “COC Approved” hyperlink.
4	ENTER “Yes” or “No” to the question, “Does COC approve the contract?”.
5	Enter the COC approval date.
6	CLICK “Submit”.
7	CLICK “Confirm”.

D Notifying Producers of Contract Approval

Producers shall be notified of the COC determination by sending either CRP-103 or CRP-104. CRP-103 shall be sent to each producer on the approved contract if the lump-sum rental payment was selected. CRP-104 shall be sent to each producer on the approved contract if the annual rental payment was selected.

The following table provides steps for generating and printing CRP-103’s and CRP-104’s from the EFOLS Welcome Screen.

Step	Action
1	To generate CRP-103’s or CRP-104’s, CLICK “Generate Letters” located on the left side navigation bar.
2	Find offers using the built-in search tools on the Search Offer Screen. The user can do either of the following: <ul style="list-style-type: none">• CLICK “Search” to display all offers in “Offer Approved” status• enter program year, farm number, and/or tract number to further limit the search.
3	Locate offers on the Offer Search Results Screen and CLICK “Print”. A new window will open with the applicable letter displayed. The County Office must click the printer icon in the new window to print the letter. Note: EFOLS will generate 2 copies of CRP-103 or CRP-104. One copy shall be provided to each producer on the contract and the other shall be retained in the FSA records.

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2 EFOLS, Phase 4 Software (Continued)

E Creating Lump-Sum Rental Payment Report

EFOLS will be used to generate a payment report to enable the distribution of lump-sum payments through CRES on the County Office System 36. EFOLS will perform all required eligibility and payment limitation checks for EFCRP. The report generated will contain the information required for County Offices to process the payment through CRES. Until the release of Phase 5 software, County Offices shall request this payment report through their State Office for any EFCRP contract that has been recorded as approved in EFOLS and has an approved final conservation plan.

The following table provides steps for requesting a payment report for lump-sum rental payments in EFOLS.

Step	Action
1	County Offices shall provide the farm and tract number to their State Office as well as administrative State and county for any EFCRP contract ready for payment.
2	The State Office shall provide this information to the National Office.
3	The National Office shall provide the lump-sum payment report to the State Office for distribution to County Offices.
4	County Offices shall load the payment information from the lump-sum payment report into the CRES software for payment distribution.

3 Action

A County Office Action

County Offices shall follow the provisions of this notice for EFCRP continuous signup.

B State Office Action

State Offices shall ensure that County Offices follow the instructions in this notice.