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

Notice CRP-583

For: AL, FL, LA, MS, and TX State and County Offices

Editing Emergency Forestry Conservation Reserve Program (EFCRP) Contracts

Approved by: Deputy Administrator, Farm Programs

1 Overview

A Background

Software is now available to make applicable edits to EFCRP contracts. All edits **must** be made to contracts **before** issuing contract payments to ensure that the payments are correct. The contents of this notice will also be converted into a user guide and distributed to applicable State and County Offices.

B Purpose

This notice provides State and County Offices with instructions for editing EFCRP contracts through EFCRP software.

Disposal Date	Distribution
June 1, 2008	Above State Offices; State Offices relay to County Offices

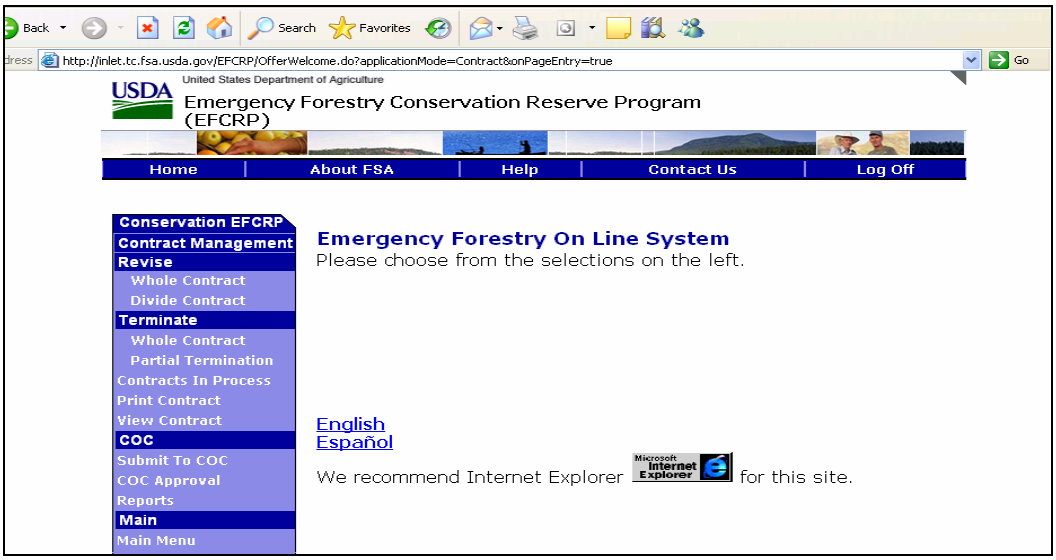
2 Contract Management Software Processing

A Accessing EFCRP Contract Maintenance Software

State and County Offices shall log-in to the EFCRP software and CLICK “Contract” to access contracts.

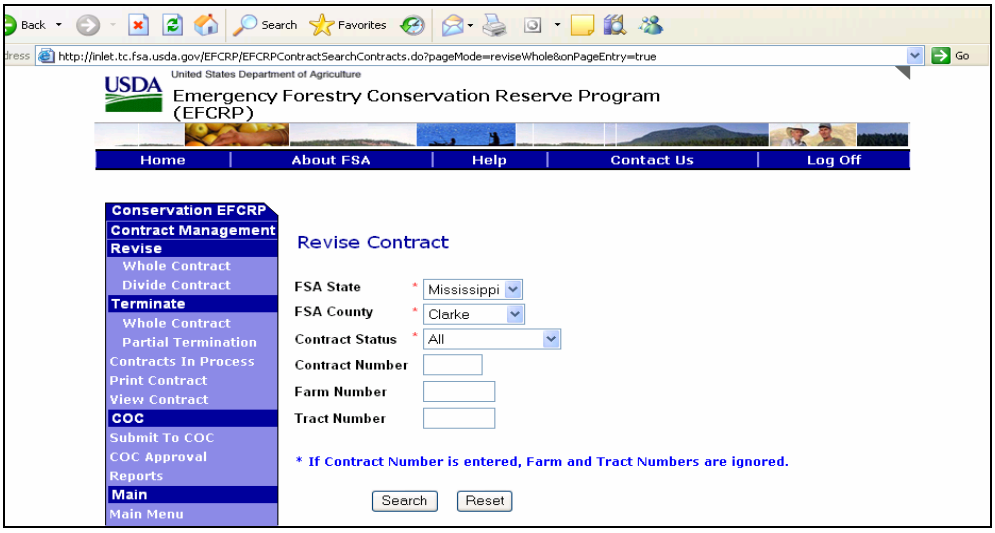
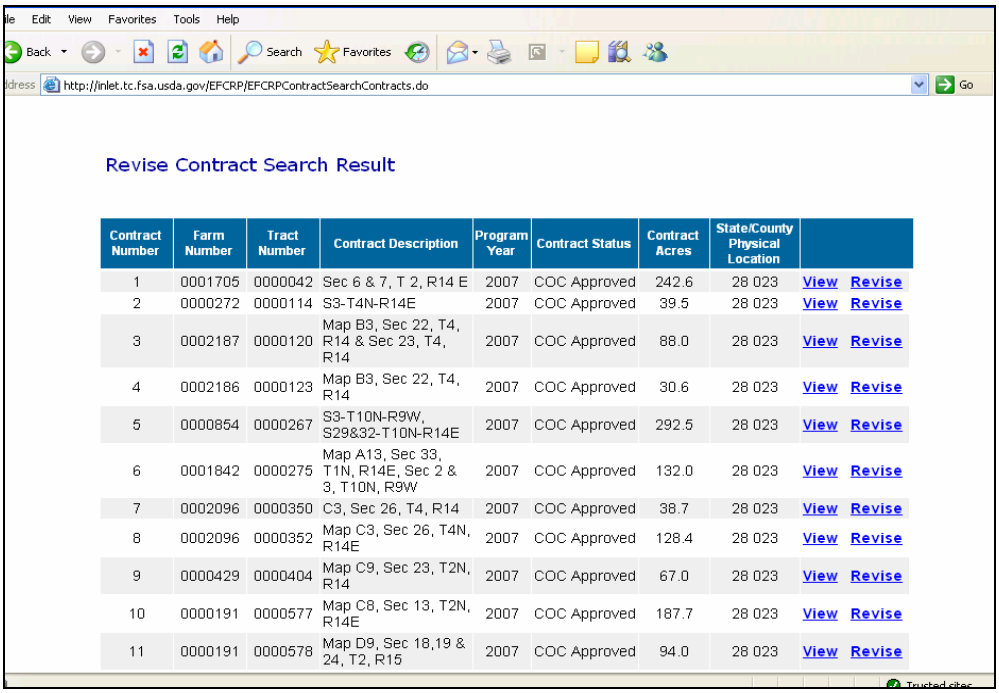
B Revising Entire EFCRP Contracts

Revise EFCRP contracts according to the following.

Step	Action
1	CLICK “Whole Contract” under “Revise” from the Emergency Forestry On Line System Home Page . 

2 Contract Management Software Processing (Continued)

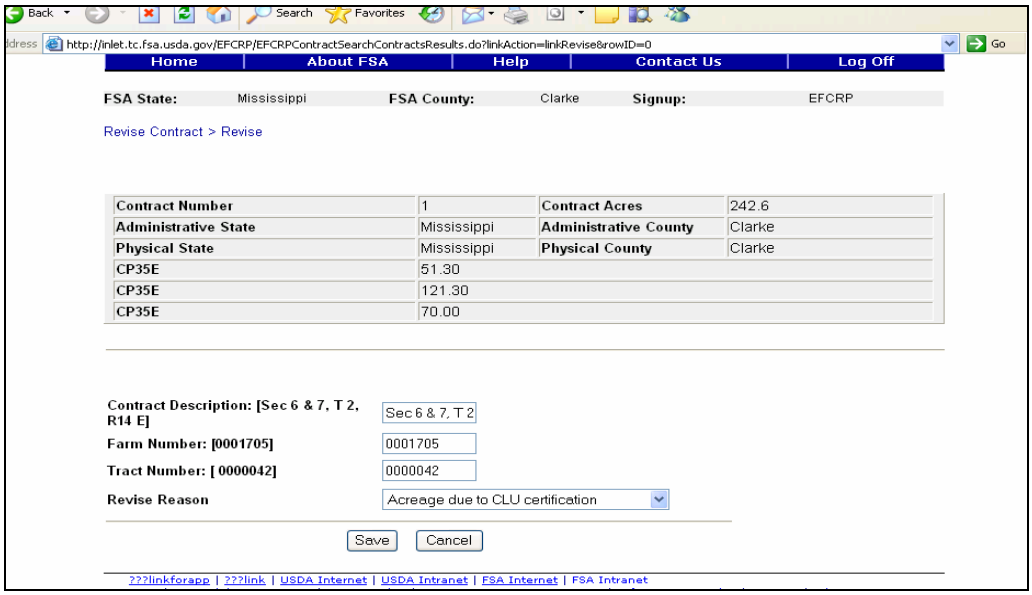
B Revising Entire EFCRP Contracts (Continued)

Step	Action
2	Select the State, county, contract status, and contract number. Additional search options may be selected if desired. CLICK “Search” to proceed. 
3	Select the appropriate contract to revise and CLICK “Revise”. 

Contract Number	Farm Number	Tract Number	Contract Description	Program Year	Contract Status	Contract Acres	State/County Physical Location	
1	0001705	0000042	Sec 6 & 7, T 2, R14 E	2007	COC Approved	242.6	28 023	View Revise
2	0000272	0000114	S3-T4N-R14E	2007	COC Approved	39.5	28 023	View Revise
3	0002187	0000120	Map B3, Sec 22, T4, R14 & Sec 23, T4, R14	2007	COC Approved	88.0	28 023	View Revise
4	0002186	0000123	Map B3, Sec 22, T4, R14	2007	COC Approved	30.6	28 023	View Revise
5	0000854	0000267	S3-T10N-R9W, S29&32-T10N-R14E	2007	COC Approved	292.5	28 023	View Revise
6	0001842	0000275	Map A13, Sec 33, T1N, R14E, Sec 2 & 3, T10N, R9W	2007	COC Approved	132.0	28 023	View Revise
7	0002096	0000350	C3, Sec 26, T4, R14	2007	COC Approved	38.7	28 023	View Revise
8	0002096	0000352	Map C3, Sec 26, T4N, R14E	2007	COC Approved	128.4	28 023	View Revise
9	0000429	0000404	Map C9, Sec 23, T2N, R14	2007	COC Approved	67.0	28 023	View Revise
10	0000191	0000577	Map C8, Sec 13, T2N, R14E	2007	COC Approved	187.7	28 023	View Revise
11	0000191	0000578	Map D9, Sec 18,19 & 24, T2, R15	2007	COC Approved	94.0	28 023	View Revise

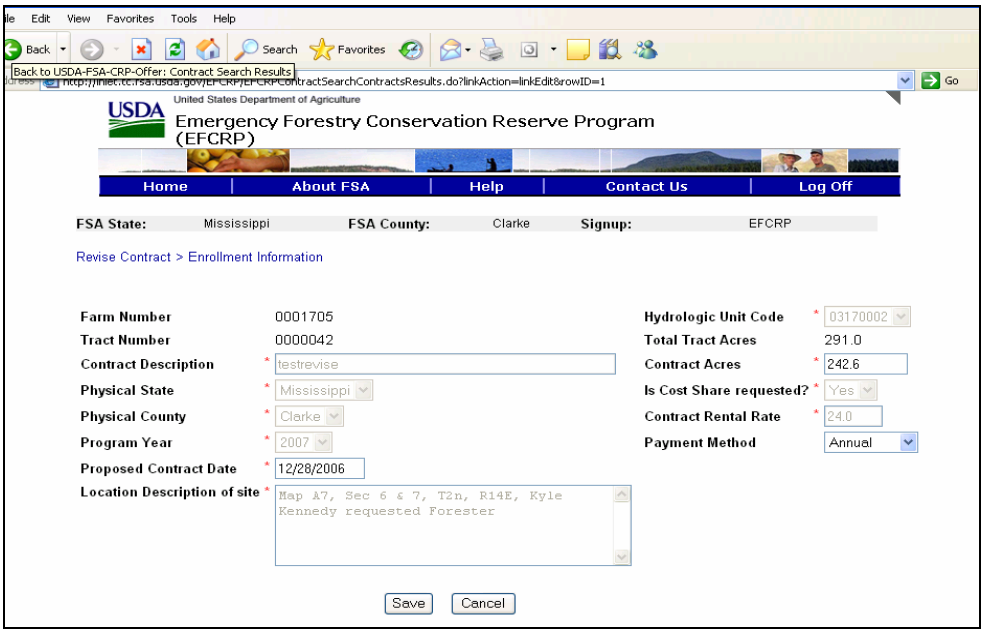
2 Contract Management Software Processing (Continued)

B Revising Entire EFCRP Contracts (Continued)

Step	Action
4	Change the contract description, farm number, and/or tract number, if appropriate, and select a reason for the revision. CLICK "Save" to continue. User will be returned to the Revise Contract Search Result Screen to select the contract for editing. 
5	CLICK "Edit" for the appropriate contract number with the revision suffix. **Note:** If delete is clicked, the contract with the suffix will be deleted and the contract will return to its original status.

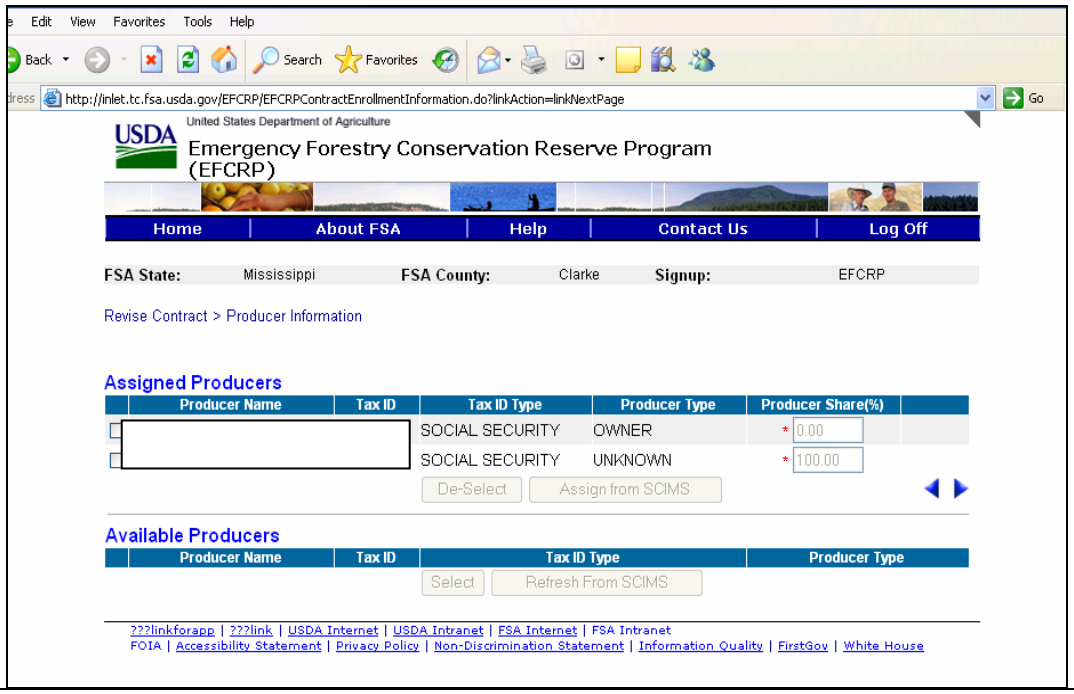
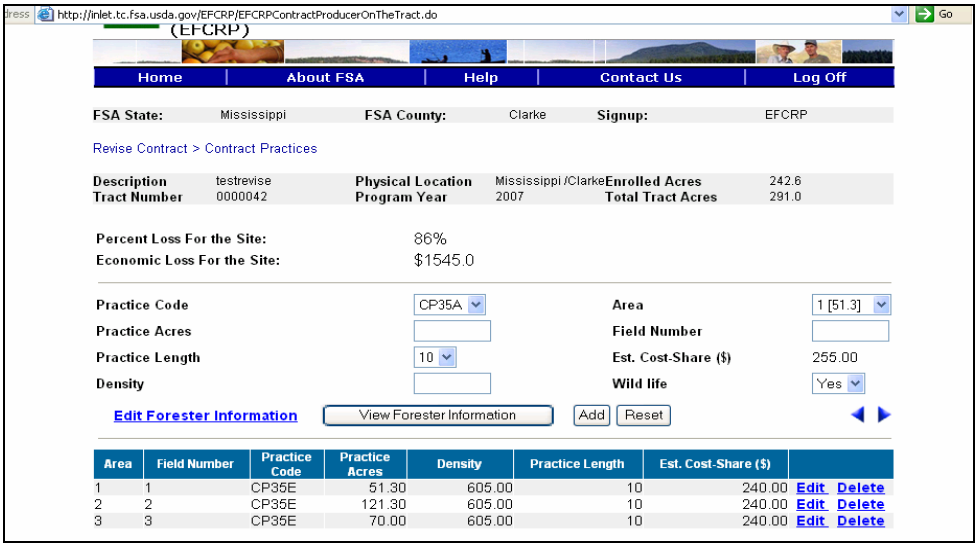
2 Contract Management Software Processing (Continued)

B Revising Entire EFCRP Contracts (Continued)

Step	Action
6	Change any information, as appropriate, that is editable and CLICK “Save”. 
7	The Offer Scenario Has Been Successfully Saved Screen will be displayed. Review the appropriate information and click the forward arrow to continue.

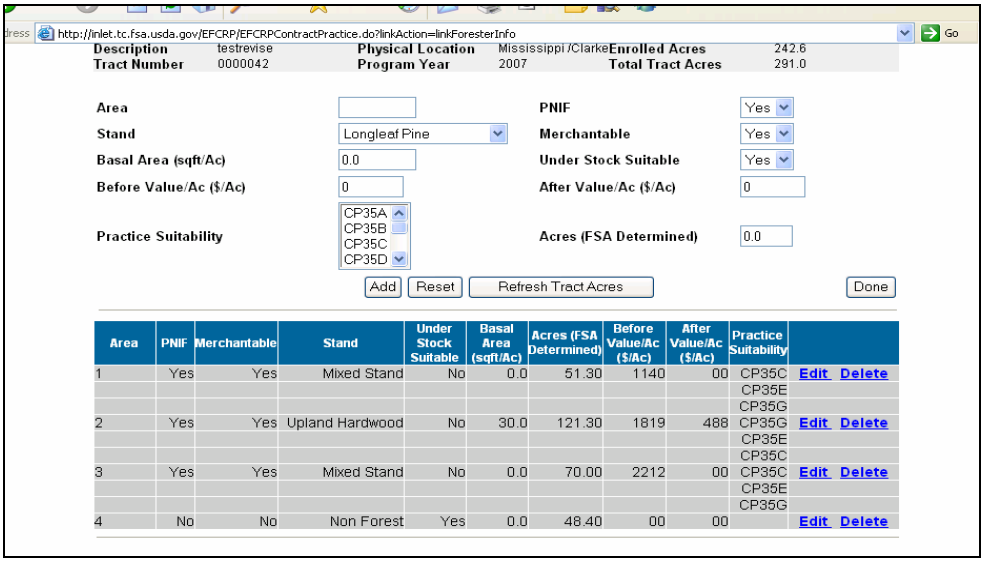
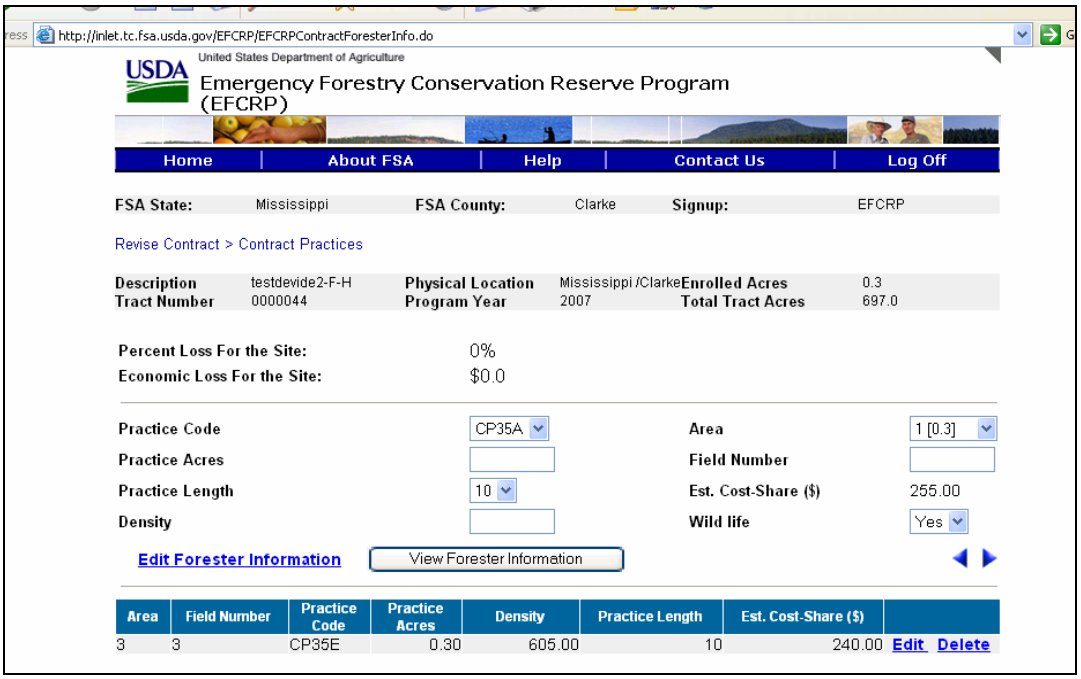
2 Contract Management Software Processing (Continued)

B Revising Entire EFCRP Contracts (Continued)

Step	Action
8	Change the producer information, if necessary, and click the forward arrow to continue. 
9	To edit field information, select the appropriate field, CLICK “Edit”, and change the appropriate information. CLICK “Save” to save any changes made. 
10	To edit the forester information, CLICK “**Edit Forester Information**”.

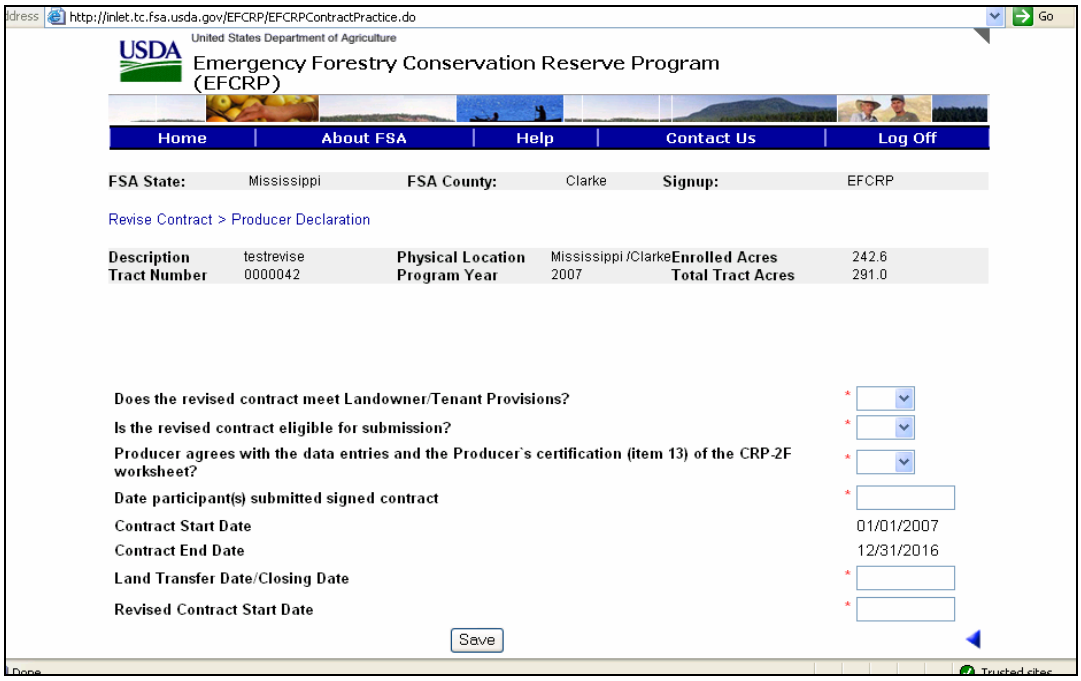
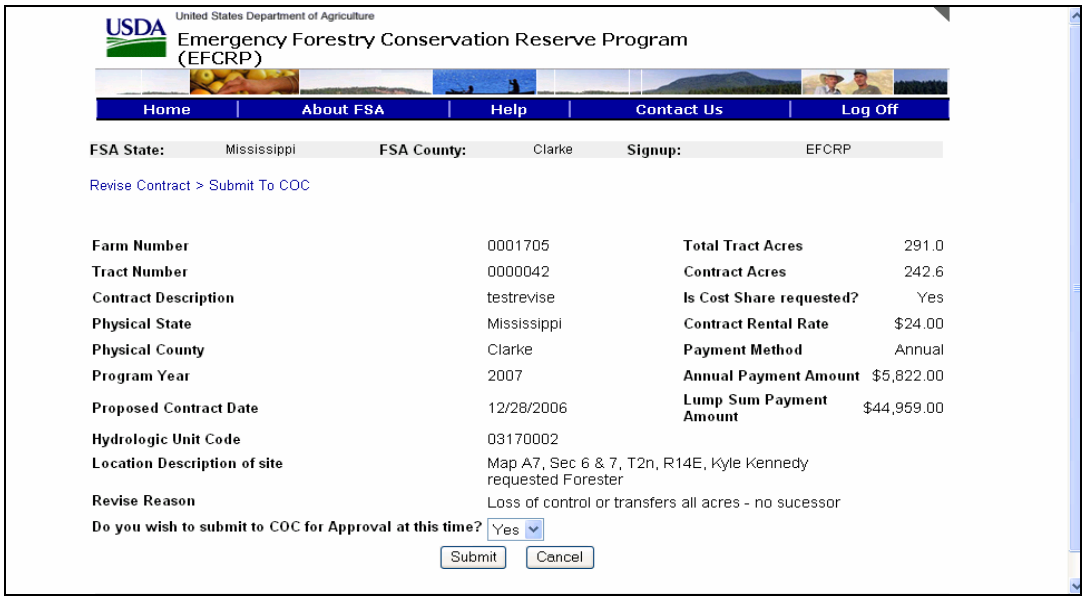
2 Contract Management Software Processing (Continued)

B Revising Entire EFCRP Contracts (Continued)

Step	Action
11	If the option to edit the forester information is selected, CLICK “Edit” to access the appropriate area for editing. Once edits are complete, CLICK “Done”.  **Note:** The “Done” button will only become available if offered acres are less then or equal to the forester acres.
12	Edit area information, if appropriate, and click the forward arrow to continue. 

2 Contract Management Software Processing (Continued)

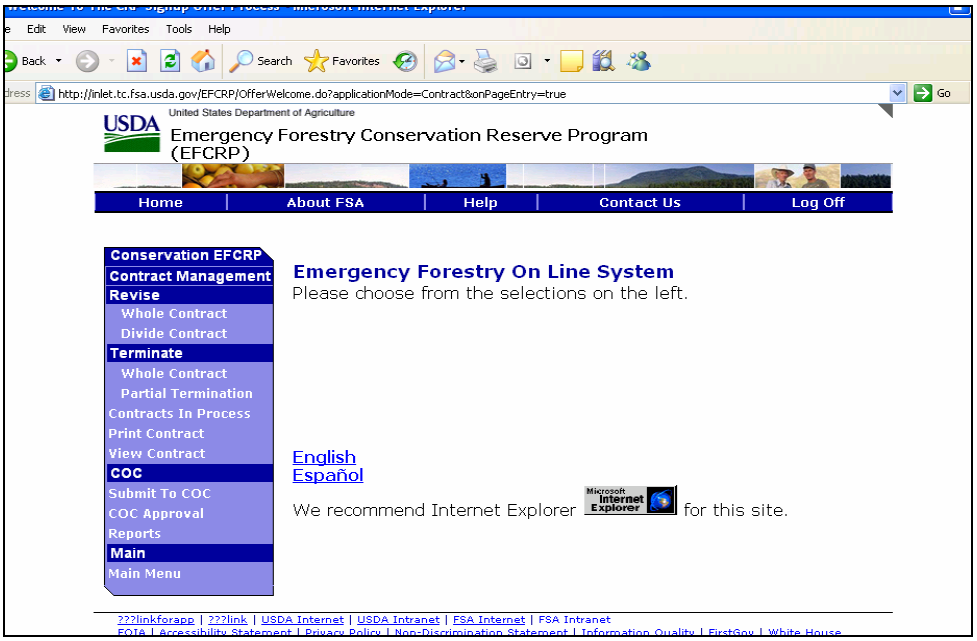
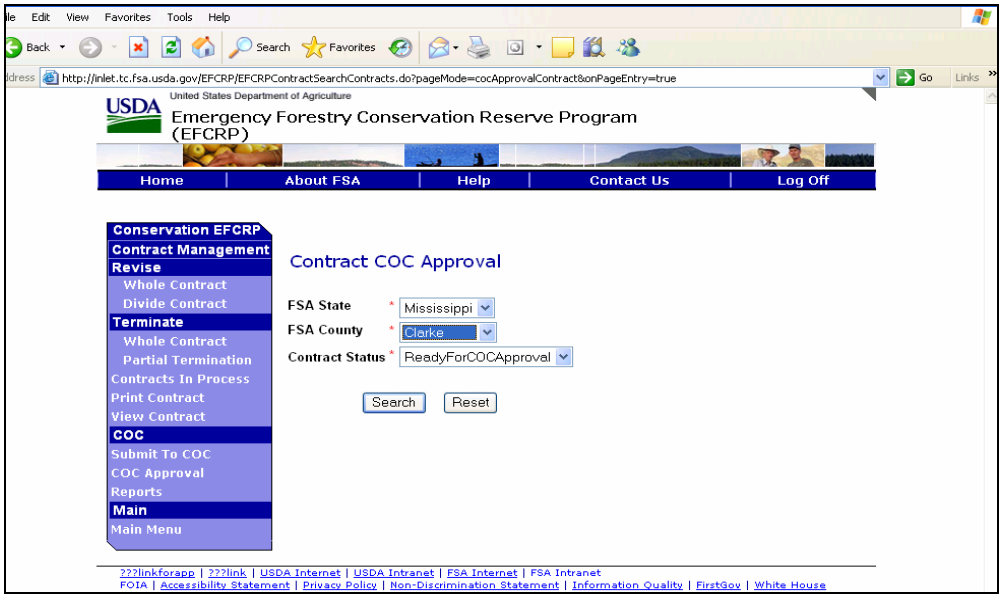
B Revising Entire EFCRP Contracts (Continued)

Step	Action
13	Answer the appropriate eligibility questions and CLICK “Save”. 
14	Answer the question, “Do you wish to submit to COC for Approval at this time?”, and CLICK “Submit”. 

2 Contract Management Software Processing (Continued)

C Entering COC Approval

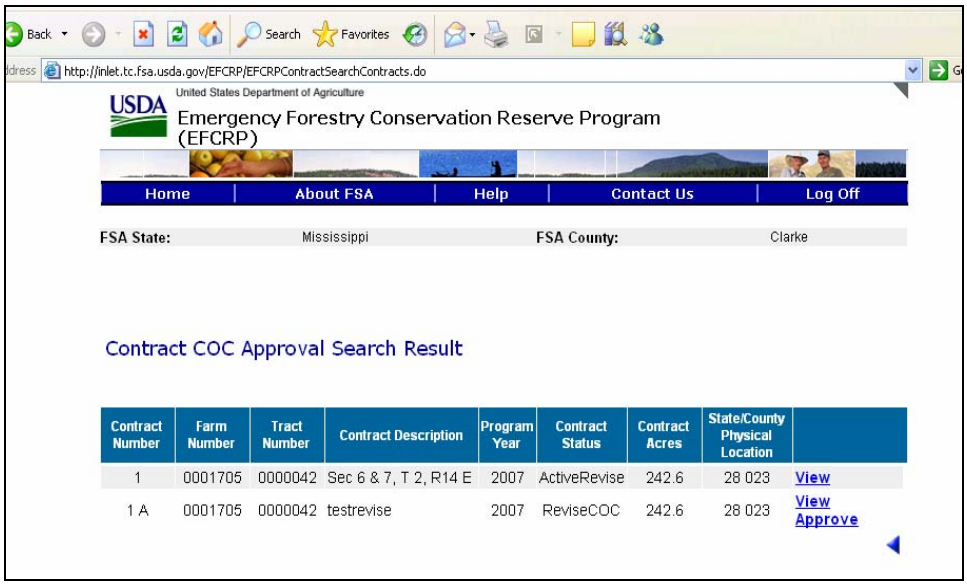
Enter COC approval for contracts according to the following.

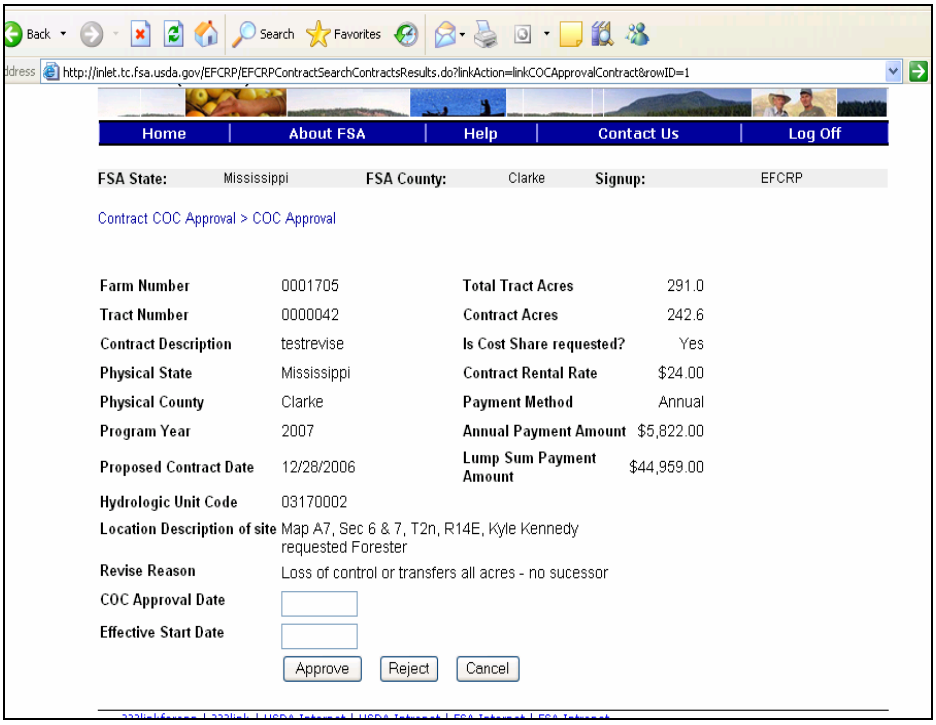
Step	Action
1	CLICK “COC Approval” under “COC” from the Emergency Forestry On Line System Home Page. 
2	To search for contracts ready for COC approval, CLICK “Search”. 

2 Contract Management Software Processing (Continued)

C Entering COC Approval (Continued)

Step	Action
3	CLICK “Approve” to select the contract number to approve.
4	Enter the COC approval date and effective start date, and CLICK “Approve” or “Reject”.

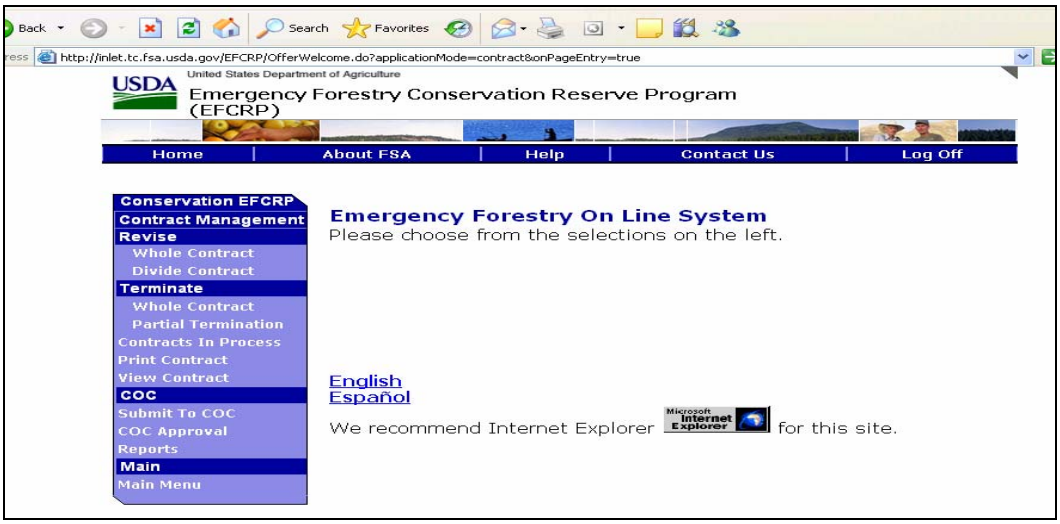
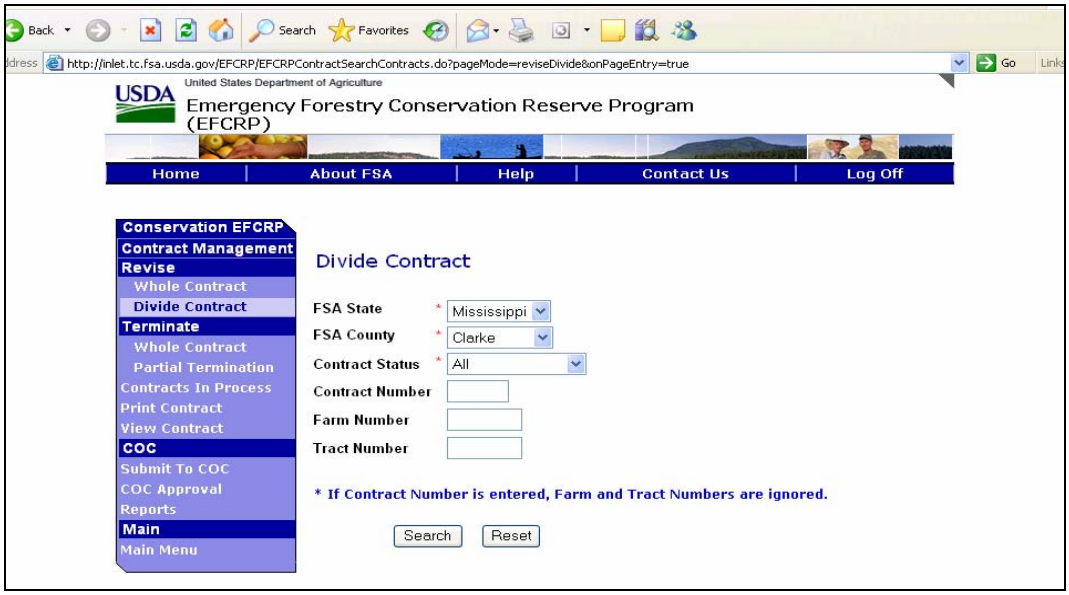




2 Contract Management Software Processing (Continued)

D Dividing Contracts

Contracts shall be divided according to the following.

Step	Action
1	CLICK “Divide Contract” under “Revise” from the Emergency Forestry On Line System Home Page. 
2	Enter the desired search criteria and CLICK “Search” to search for the appropriate contract to divide. 

2 Contract Management Software Processing (Continued)

D Dividing Contracts (Continued)

Step	Action
3	CLICK “Divide” to divide the appropriate contract.

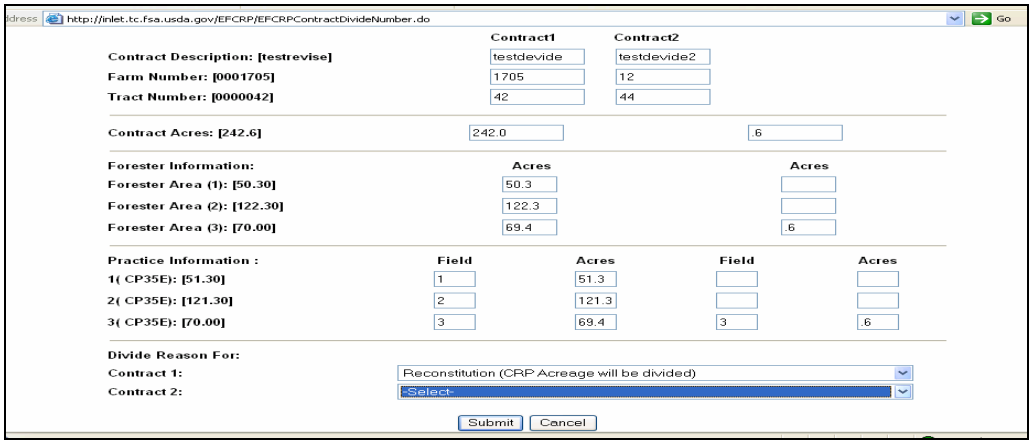
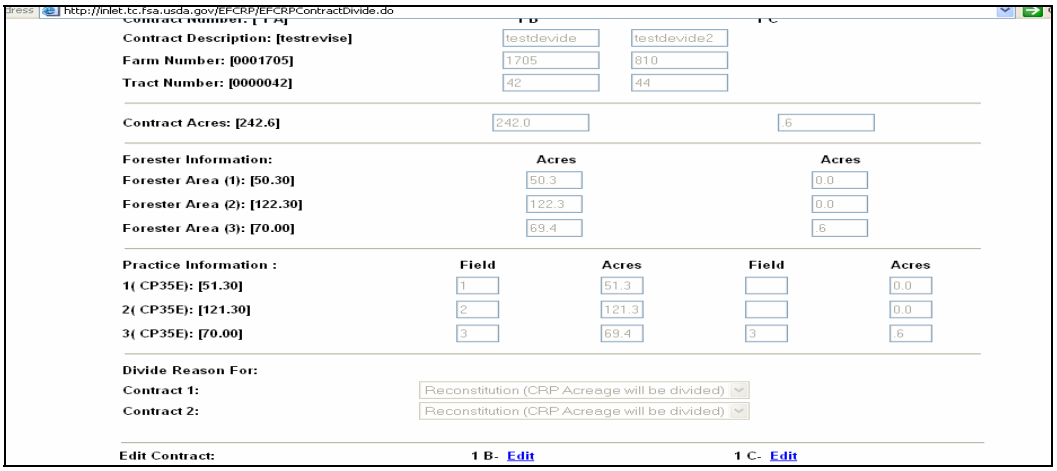
Contract Number	Farm Number	Tract Number	Contract Description	Program Year	Contract Status	Contract Acres	State/County Physical Location	
1 A	0001705	0000042	testrevise	2007	COC Approved	242.6	28 023	View Divide
2	0000272	0000114	S3-T4N-R14E	2007	COC Approved	39.5	28 023	View Divide
3	0002187	0000120	Map B3, Sec 22, T4, R14 & Sec 23, T4, R14	2007	COC Approved	88.0	28 023	View Divide
4	0002186	0000123	Map B3, Sec 22, T4, R14	2007	COC Approved	30.6	28 023	View Divide
5	0000854	0000267	S3-T10N-R9W, S29&32-T10N-R14E	2007	COC Approved	292.5	28 023	View Divide
6	0001842	0000275	Map A13, Sec 33, T1N, R14E, Sec 2 & 3, T10N, R9W	2007	COC Approved	132.0	28 023	View Divide

Step	Action
4	Input the number of divisions for the contract and CLICK “Divide”.

Note: All child contracts associated with the divided contract **must** be submitted for COC approval together. The user should be prepared to edit and submit all child contracts that result from dividing the original contract and submit the contracts to COC for approval.

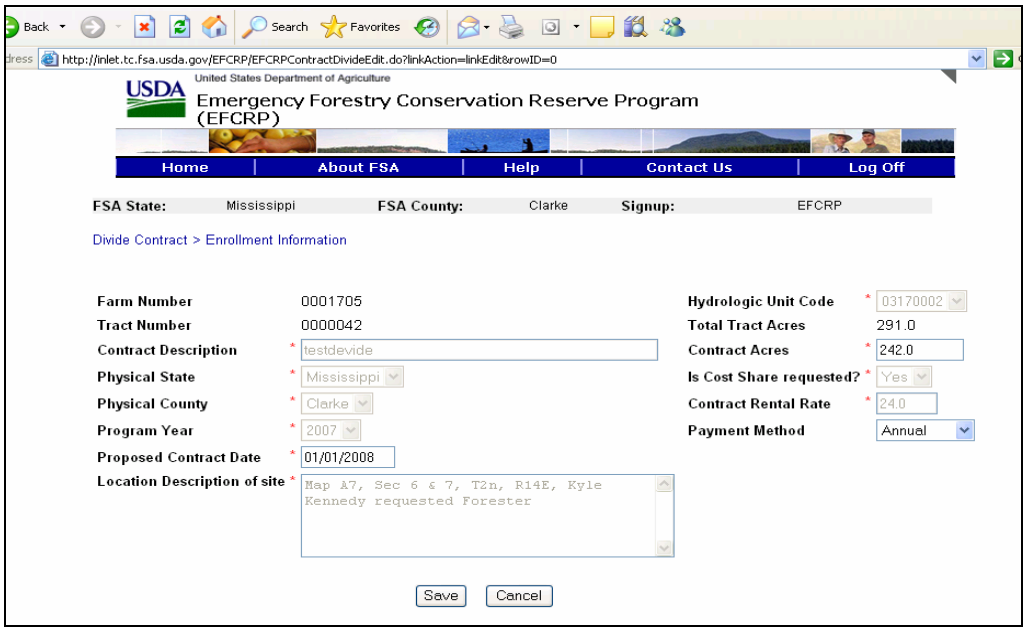
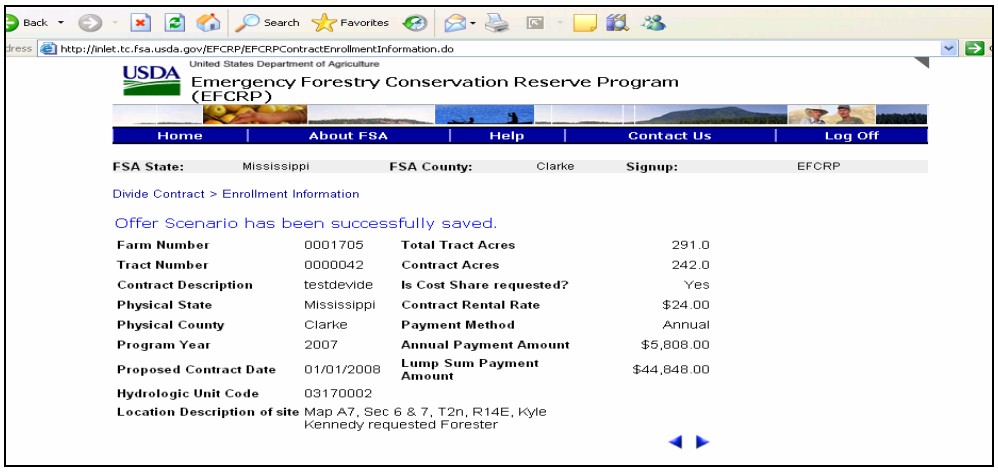
2 Contract Management Software Processing (Continued)

D Dividing Contracts (Continued)

Step	Action
5	Input the contract information for the 2 new child contracts. **Note:** In this example, the original contract of 242.6 acres is being divided to 242 acres and .6 acres. This is the contract detail from the contract being split. 
6	Select a reason for the division and CLICK “Submit”. **Notes:** The “Contract Description” field is an identifying name entered at the County Office’s discretion to identify the contract. For each new contract on this screen, the sum of the entered practice acres **must** equal the entered contract acres for the new child contracts.
7	CLICK “Edit” for the first contract. **Note:** The contract is now split and assigned as contracts 1B and 1C. 

2 Contract Management Software Processing (Continued)

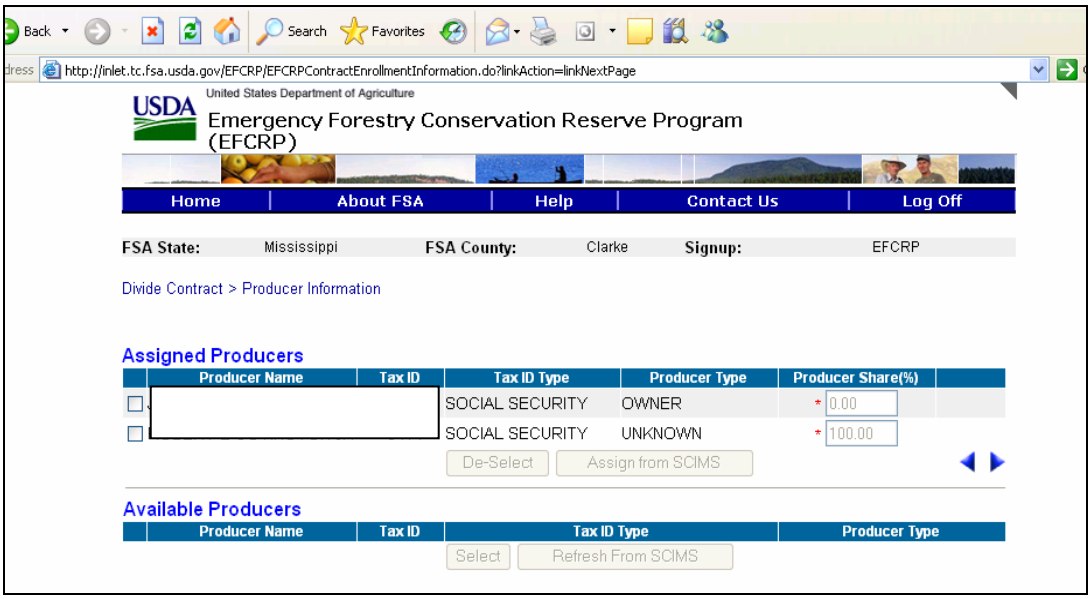
D Dividing Contracts (Continued)

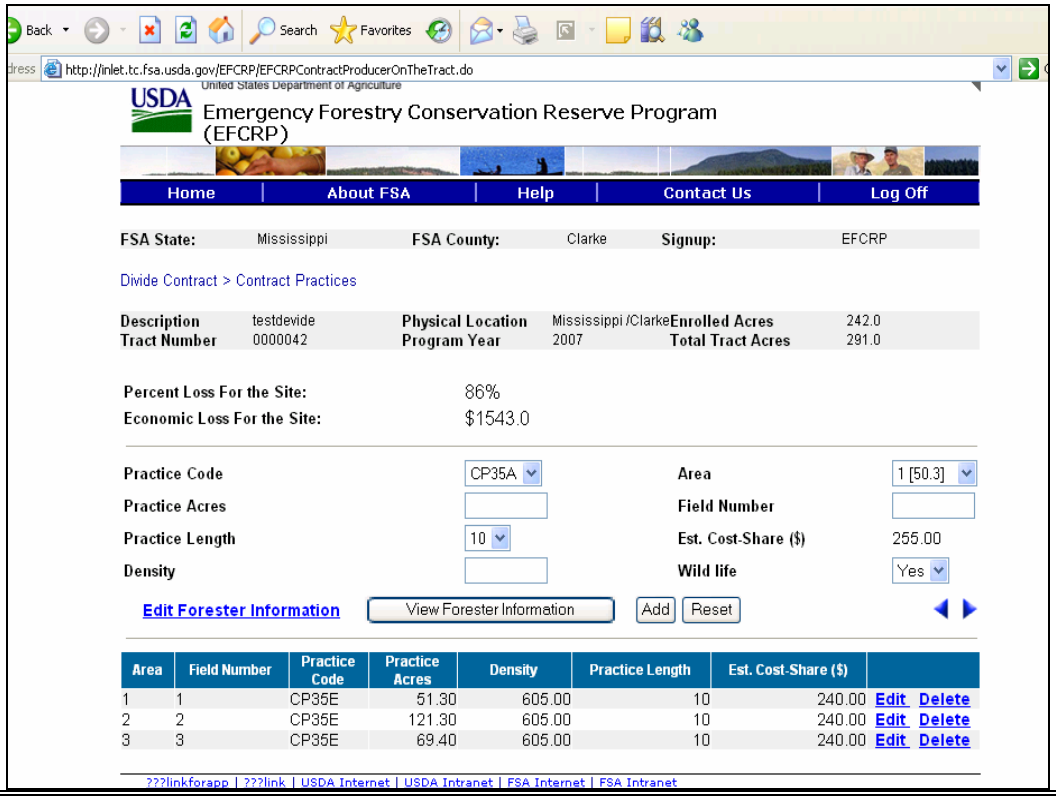
Step	Action
8	Edit information, if appropriate, and CLICK “Save”. 
9	The screen will be displayed showing that the offer scenario has been successfully saved. Click the forward arrow to continue. 

2 Contract Management Software Processing (Continued)

D Dividing Contracts (Continued)

Step	Action
10	Change producer information, if applicable, and click the forward arrow.
11	Edit forester or practice information, if applicable, and click the forward arrow.





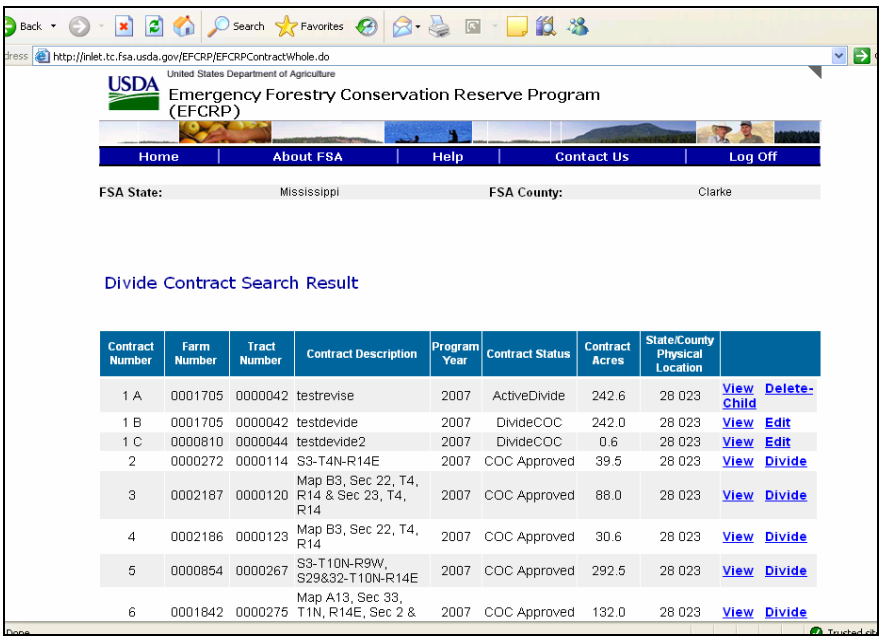
2 Contract Management Software Processing (Continued)

D Dividing Contracts (Continued)

Step	Action
12	Answer producer declaration questions and CLICK “Save”.
13	Answer the submit question and CLICK “Submit” for COC approval.

2 Contract Management Software Processing (Continued)

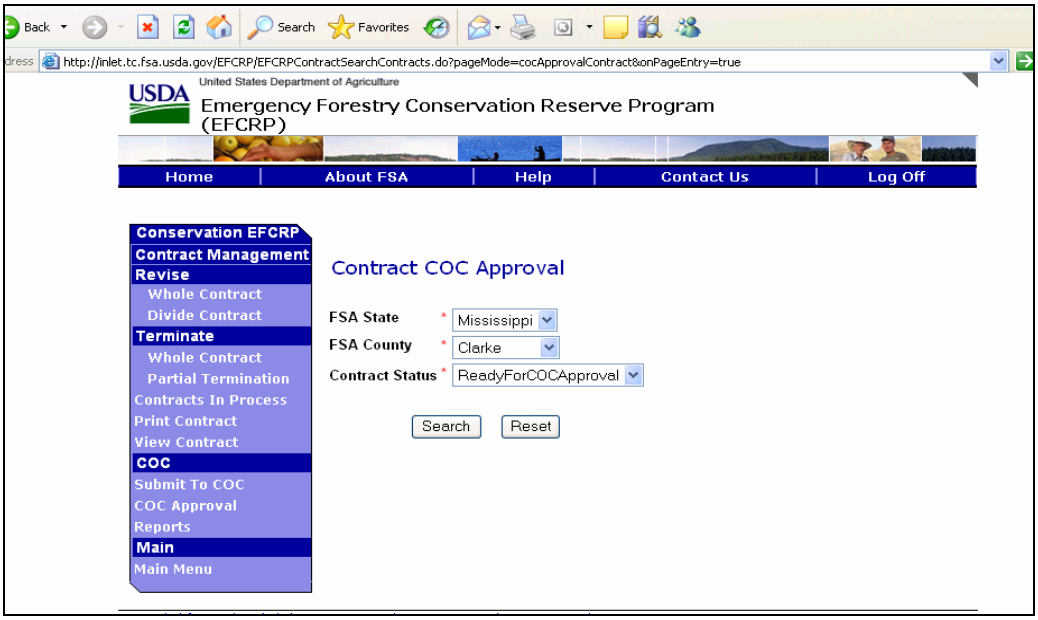
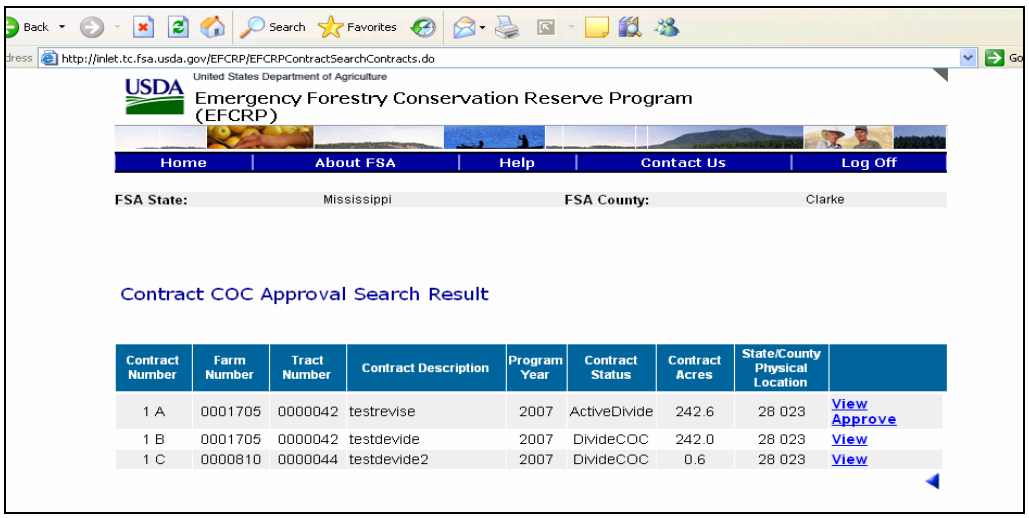
D Dividing Contracts (Continued)

Step	Action
14	Select the next child contract for editing and repeat the divide process in step 3. **Note:** The user **must** complete the edit and submit for COC approval all child contracts **before** approval can be granted for the original contract division.
15	If the user deletes contract 1A, the system shall also delete child contracts 1B and 1C as if the divide process never occurred for contract 1A. Note contracts 1A, 1B, and 1C, with contract 1A being the original. 

2 Contract Management Software Processing (Continued)

E Approving Contract Divisions

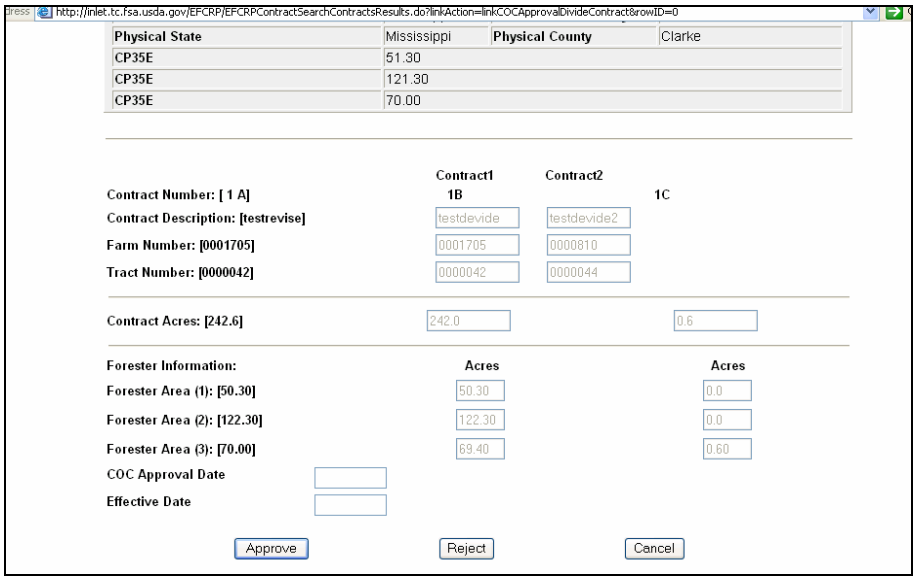
Contract divisions shall be approved according to the following.

Step	Action
1	CLICK “COC Approval” under “COC” from the Emergency Forestry On Line System Home Page to approve a contract division. Select the State, county, and contract status, and CLICK “Search”. 
2	CLICK “Approve” to approve the division for the original contract. 

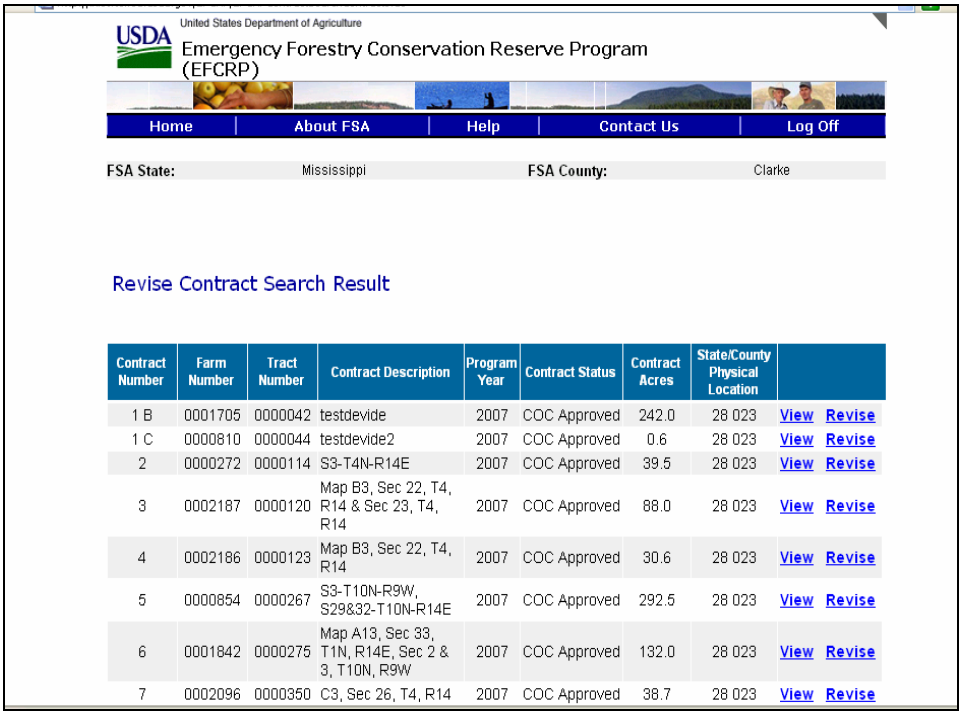
2 Contract Management Software Processing (Continued)

E Approving Contract Divisions (Continued)

Step	Action
3	Enter the COC approval date and effective date, and CLICK “Approve”.



Note: Contract 1A is removed and contracts 1B and 1C are approved contracts when viewing contract information under the “View Contract” option of the Emergency Forestry On Line System Home Page.

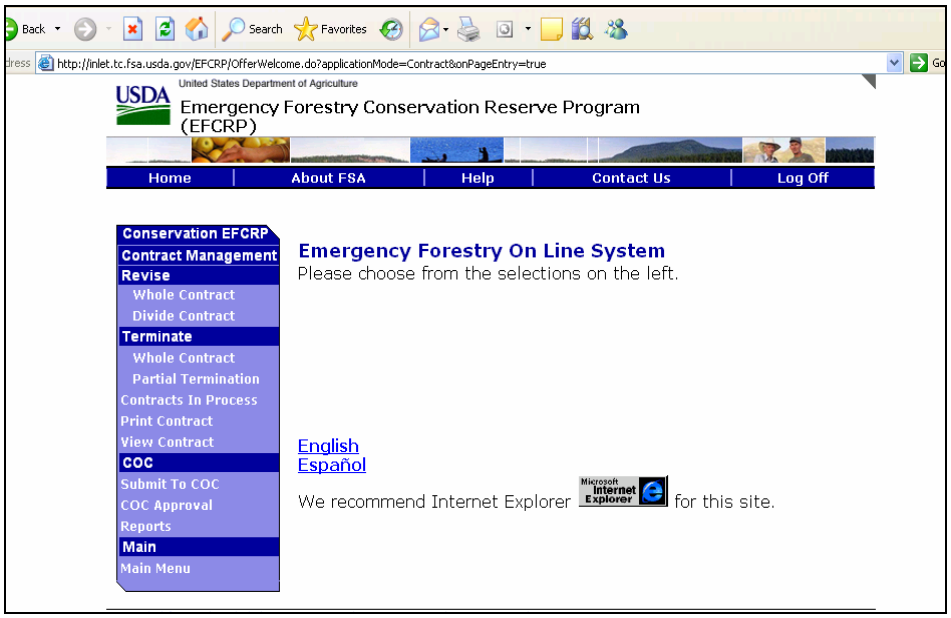
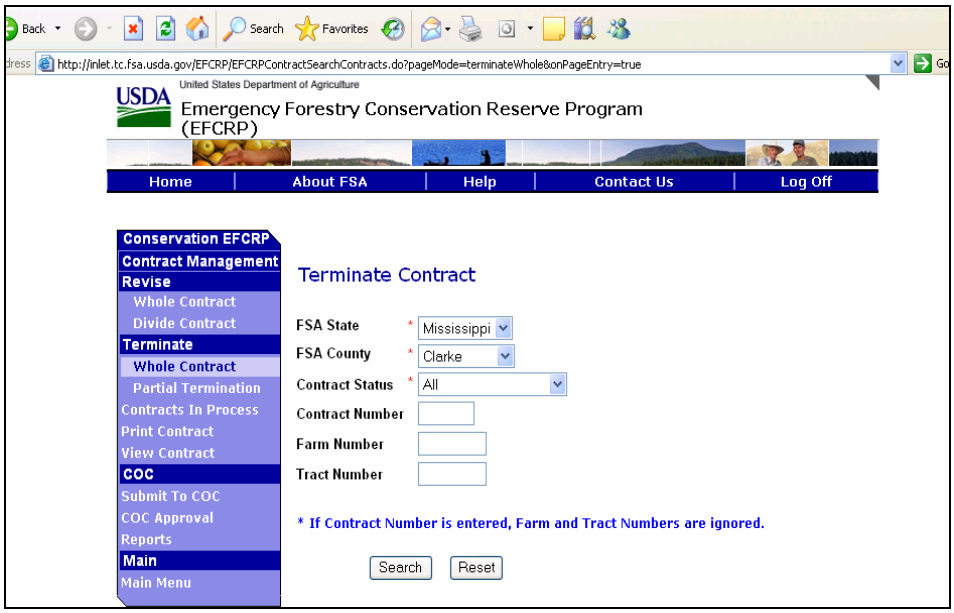


Contract Number	Farm Number	Tract Number	Contract Description	Program Year	Contract Status	Contract Acres	State/County Physical Location		
1 B	0001705	0000042	testdevide	2007	COC Approved	242.0	28 023	View	Revise
1 C	0000810	0000044	testdevide2	2007	COC Approved	0.6	28 023	View	Revise
2	0000272	0000114	S3-T4N-R14E	2007	COC Approved	39.5	28 023	View	Revise
3	0002187	0000120	Map B3, Sec 22, T4, R14 & Sec 23, T4, R14	2007	COC Approved	88.0	28 023	View	Revise
4	0002186	0000123	Map B3, Sec 22, T4, R14	2007	COC Approved	30.6	28 023	View	Revise
5	0000854	0000267	S3-T10N-R9W, S29&32-T10N-R14E	2007	COC Approved	292.5	28 023	View	Revise
6	0001842	0000275	Map A13, Sec 33, T1N, R14E, Sec 2 & 3, T10N, R9W	2007	COC Approved	132.0	28 023	View	Revise
7	0002096	0000350	C3, Sec 26, T4, R14	2007	COC Approved	38.7	28 023	View	Revise

2 Contract Management Software Processing (Continued)

F Terminating Whole Contracts

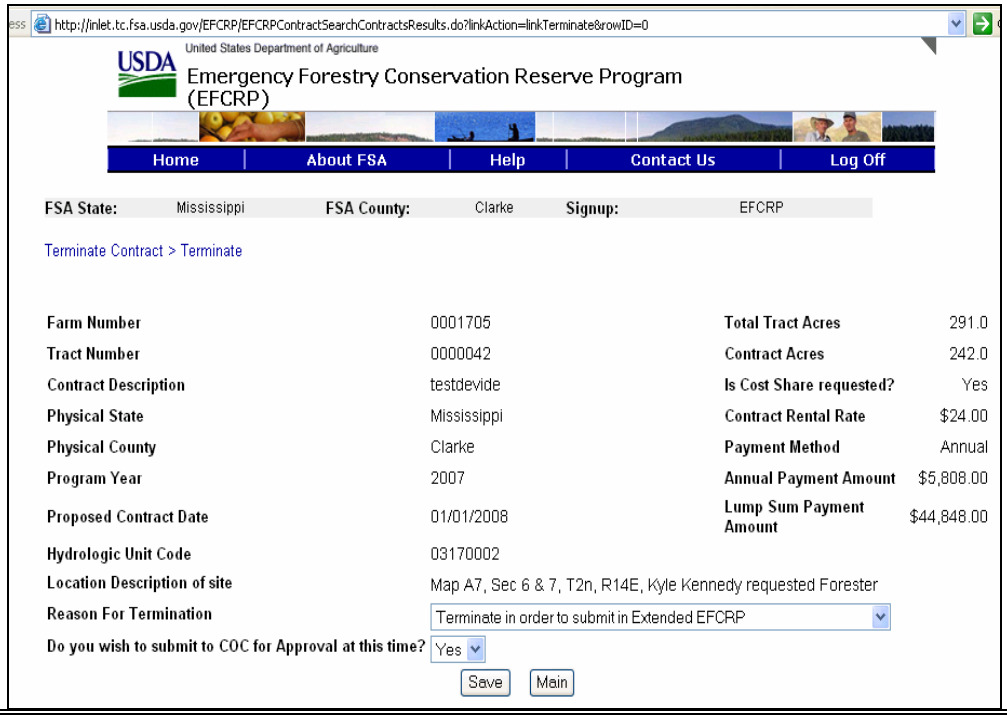
Terminate contracts according to the following

Step	Action
1	CLICK “Whole Contract” under “Terminate” from the Emergency Forestry On Line System Home Page. 
2	Select the State, county, contract selection, and additional search options, if desired, and CLICK “Search”. 

2 Contract Management Software Processing (Continued)

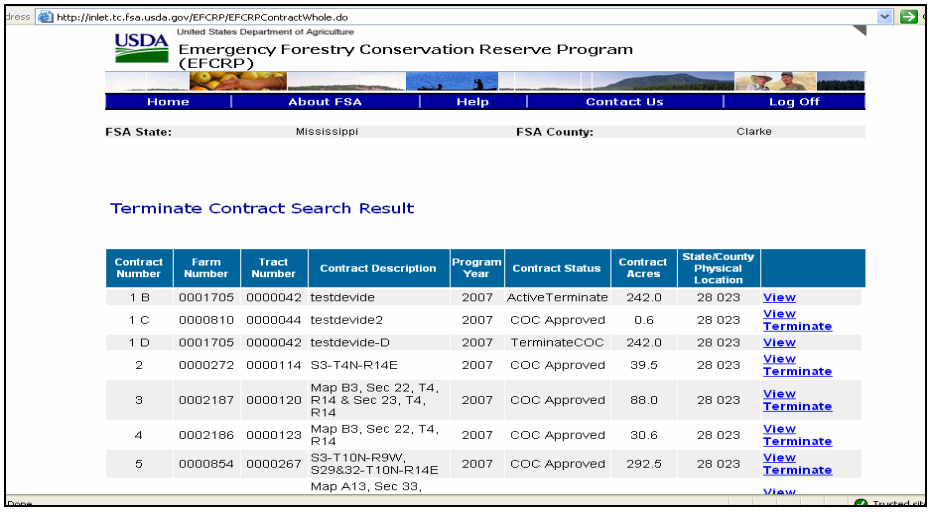
F Terminating Whole Contracts (Continued)

Step	Action
3	Select the contract to terminate and CLICK “Terminate”.
4	Select the reason for termination from the drop-down box.



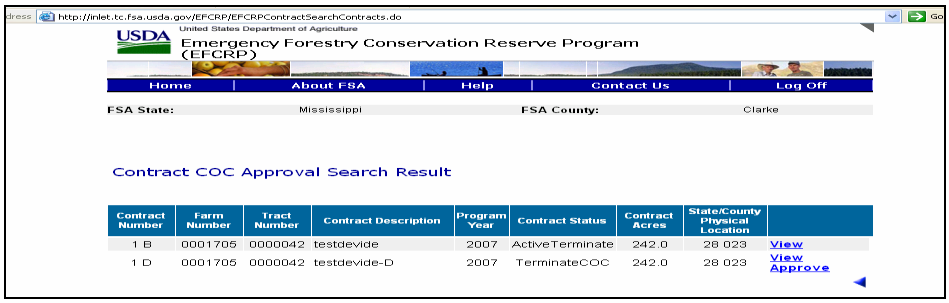
2 Contract Management Software Processing (Continued)

F Terminating Whole Contracts (Continued)

Step	Action
5	Answer the question, “Do you wish to submit to COC for Approval at this time?”, and CLICK “Save”. **Note:** Contract 1B is in “Active Terminate” status. COC approval **must** be entered to terminate the contract.  Contract Number | Farm Number | Tract Number | Contract Description | Program Year | Contract Status | Contract Acres | State/County Physical Location 1 B | 0001705 | 0000042 | testdevide | 2007 | ActiveTerminate | 242.0 | 28 023 | View 1 C | 0000810 | 0000044 | testdevide2 | 2007 | COC Approved | 0.6 | 28 023 | View Terminate 1 D | 0001705 | 0000042 | testdevide-D | 2007 | TerminateCOC | 242.0 | 28 023 | View 2 | 0000272 | 0000114 | S3-T4N-R14E | 2007 | COC Approved | 39.5 | 28 023 | View Terminate 3 | 0002187 | 0000120 | Map B3, Sec 22, T4, R14 & Sec 23, T4, R14 | 2007 | COC Approved | 88.0 | 28 023 | View Terminate 4 | 0002186 | 0000123 | Map B3, Sec 22, T4, R14 | 2007 | COC Approved | 30.6 | 28 023 | View Terminate 5 | 0000854 | 0000267 | S3-T10N-R9W, S29&32-T10N-R14E | 2007 | COC Approved | 292.5 | 28 023 | View Terminate Map A13, Sec 33,

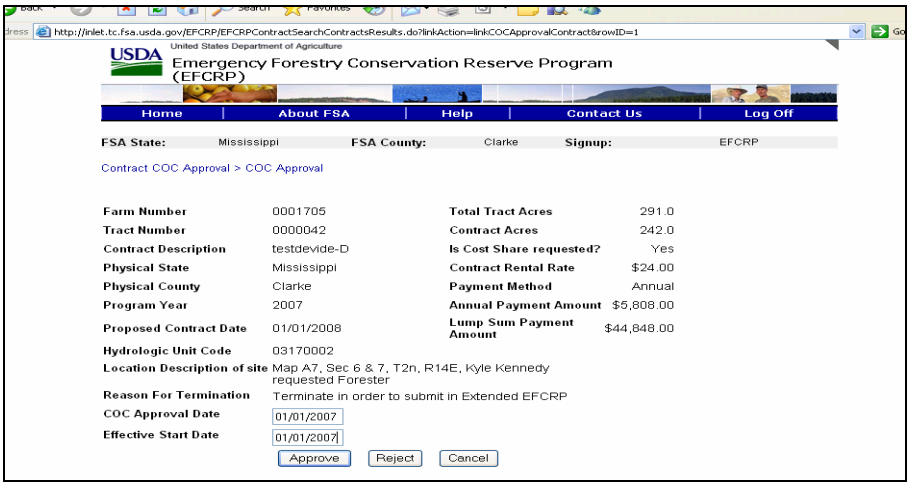
G Approving Contract Terminations

Contract terminations shall be approved according to the following.

Step	Action
1	CLICK “COC Approval” under “COC” from the Emergency Forestry On Line System Home Page, do a search, and CLICK “Approve” for the contract to approve the termination.  Contract Number | Farm Number | Tract Number | Contract Description | Program Year | Contract Status | Contract Acres | State/County Physical Location 1 B | 0001705 | 0000042 | testdevide | 2007 | ActiveTerminate | 242.0 | 28 023 | View 1 D | 0001705 | 0000042 | testdevide-D | 2007 | TerminateCOC | 242.0 | 28 023 | View Approve **Note:** The pending terminated contract was assigned a new suffix. A software fix will be issued for this, but for now the system shall assign a suffix to terminated contracts.

2 Contract Management Software Processing (Continued)

G Approving Contract Terminations (Continued)

Step	Action
2	Enter approval information and CLICK “Approve”. 

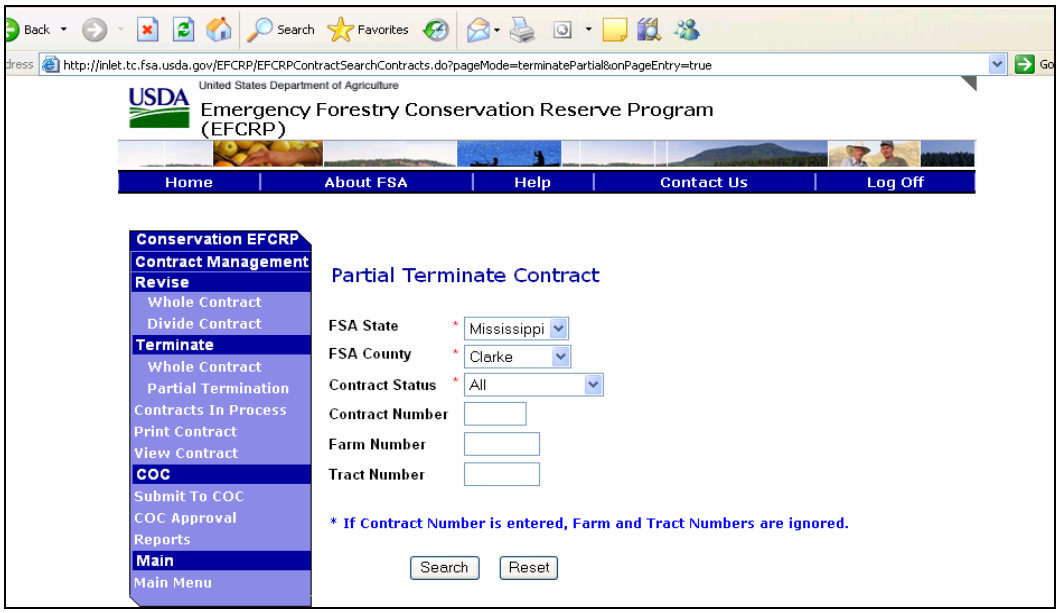
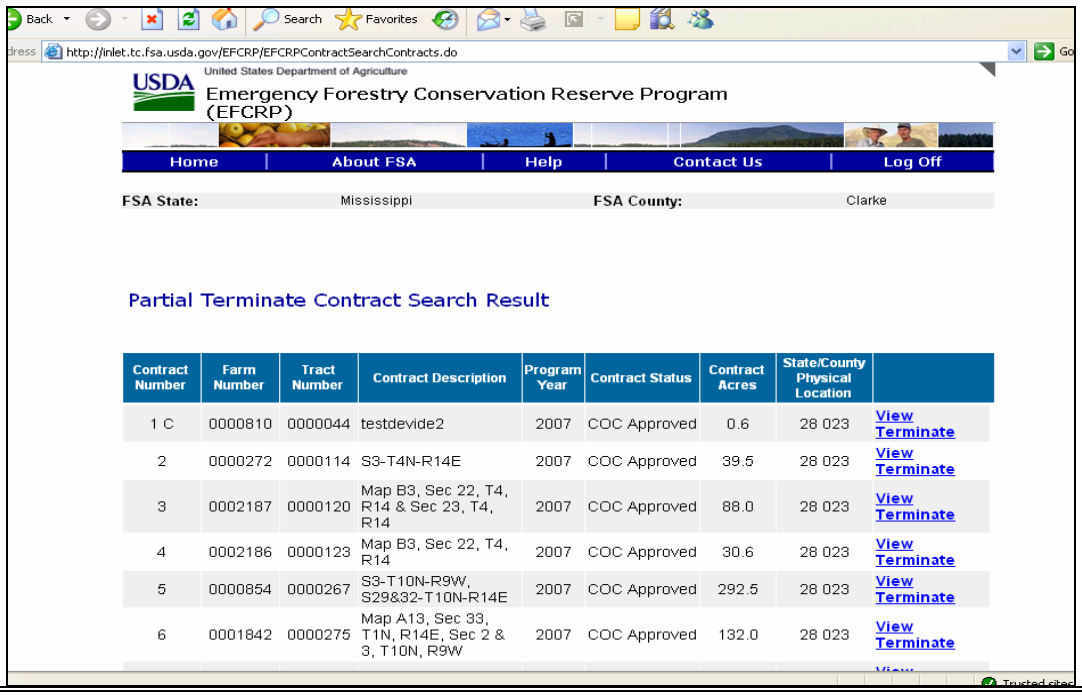
H Partially Terminating Contracts

The following steps provide instructions for users to partially terminate a contract.

Step	Action
1	CLICK “Partial Termination” under “Terminate” from the Emergency Forestry On Line System Home Page.

2 Contract Management Software Processing (Continued)

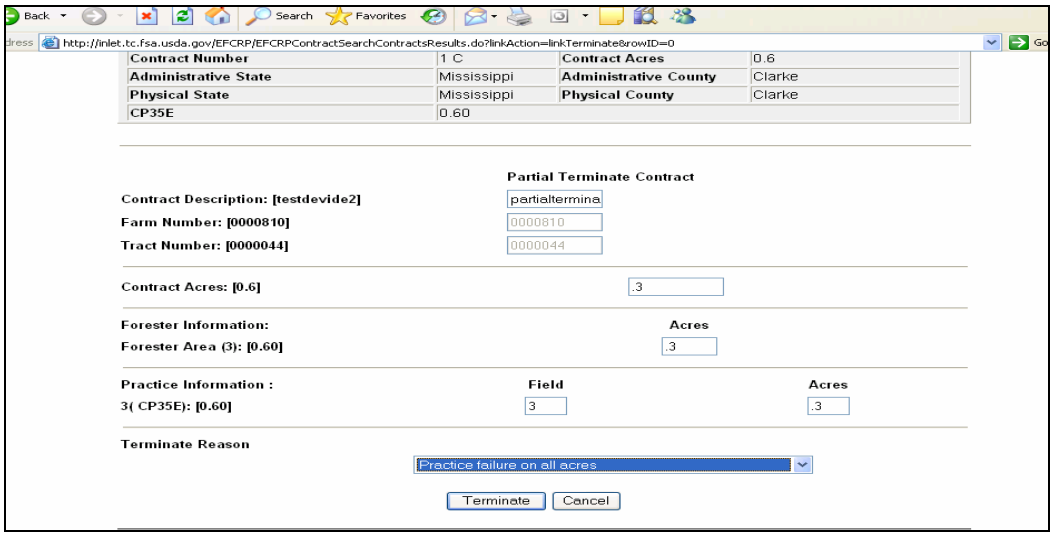
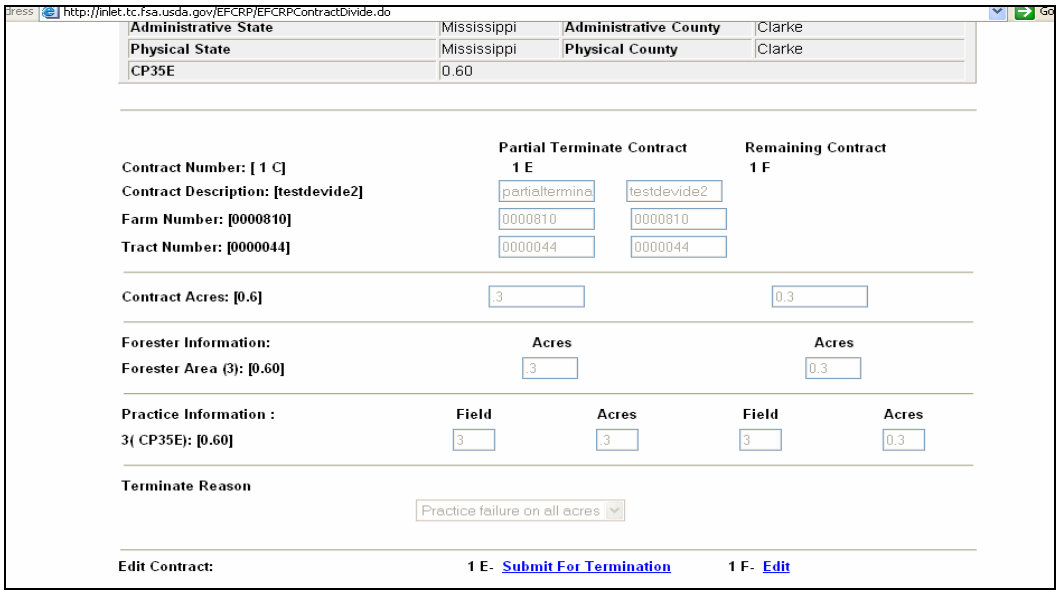
H Partially Terminating Contracts (Continued)

Step	Action
2	Select the State, county, contract selection, and additional search options, if desired, and CLICK “Search”. 
3	Locate the contract and CLICK “Terminate”. 

Contract Number	Farm Number	Tract Number	Contract Description	Program Year	Contract Status	Contract Acres	State/County Physical Location	
1 C	0000810	0000044	testdevide2	2007	COC Approved	0.6	28 023	View Terminate
2	0000272	0000114	S3-T4N-R14E	2007	COC Approved	39.5	28 023	View Terminate
3	0002187	0000120	Map B3, Sec 22, T4, R14 & Sec 23, T4, R14	2007	COC Approved	88.0	28 023	View Terminate
4	0002186	0000123	Map B3, Sec 22, T4, R14	2007	COC Approved	30.6	28 023	View Terminate
5	0000854	0000267	S3-T10N-R9W, S29&32-T10N-R14E	2007	COC Approved	292.5	28 023	View Terminate
6	0001842	0000275	Map A13, Sec 33, T1N, R14E, Sec 2 & 3, T10N, R9W	2007	COC Approved	132.0	28 023	View Terminate

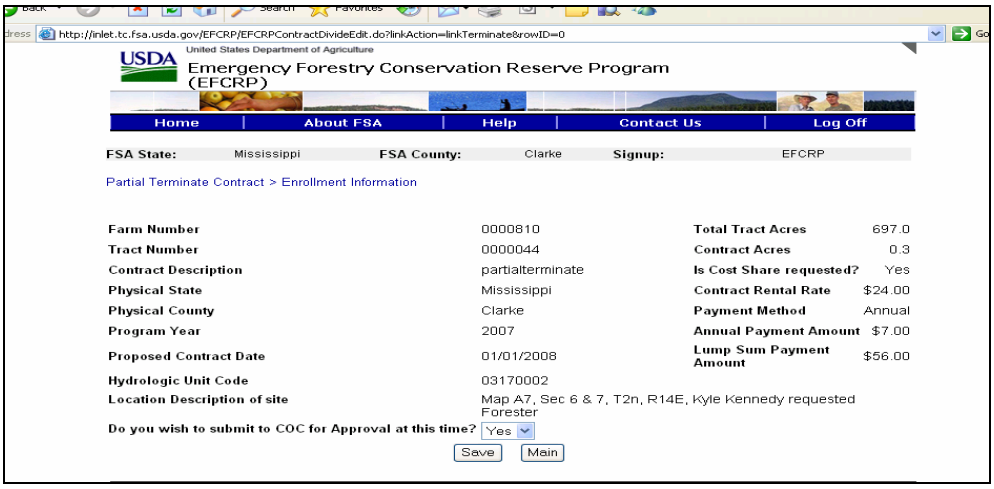
2 Contract Management Software Processing (Continued)

H Partially Terminating Contracts (Continued)

Step	Action
4	Enter termination information and CLICK “Terminate”.  **Note:** The information entered on this screen shall pertain to the area to be terminated.
5	CLICK “Submit for Termination” to submit the terminated portion of the contract for COC approval. CLICK “Edit” to make any necessary changes and to submit the remaining contract for COC approval.  **Note:** Forester information must be added to the portion of the contract that is remaining.

2 Contract Management Software Processing (Continued)

H Partially Terminating Contracts (Continued)

Step	Action
6	CLICK “Save” to submit for COC approval. 

I Approving Partially Terminated Contracts

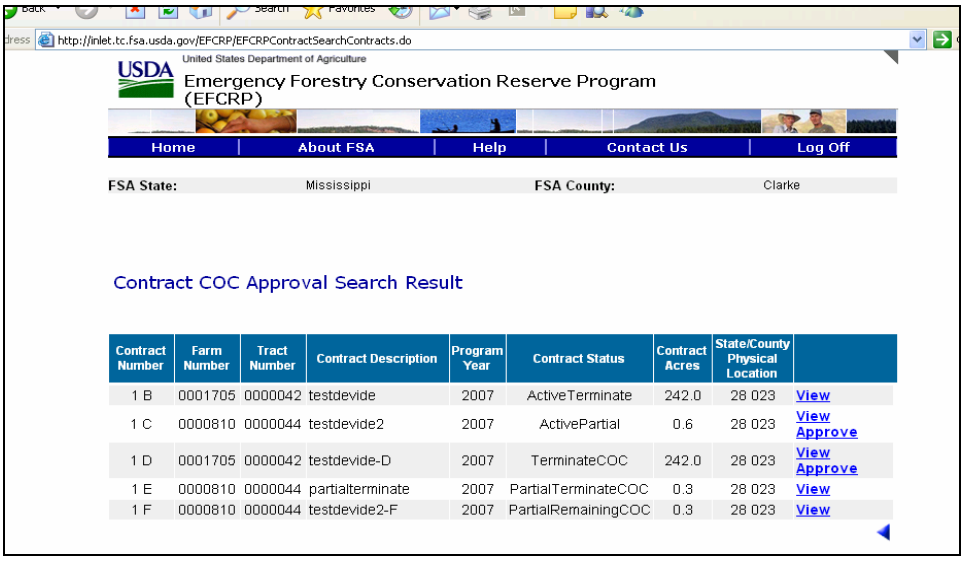
Partial contract terminations shall be approved according to the following.

Step	Action
1	CLICK “COC Approval” under “COC” from the Emergency Forestry On Line System Home Page.
2	Select the State, county, contract selection, and additional search options, if desired, and CLICK “Search”.

2 Contract Management Software Processing (Continued)

I Approving Partially Terminated Contracts (Continued)

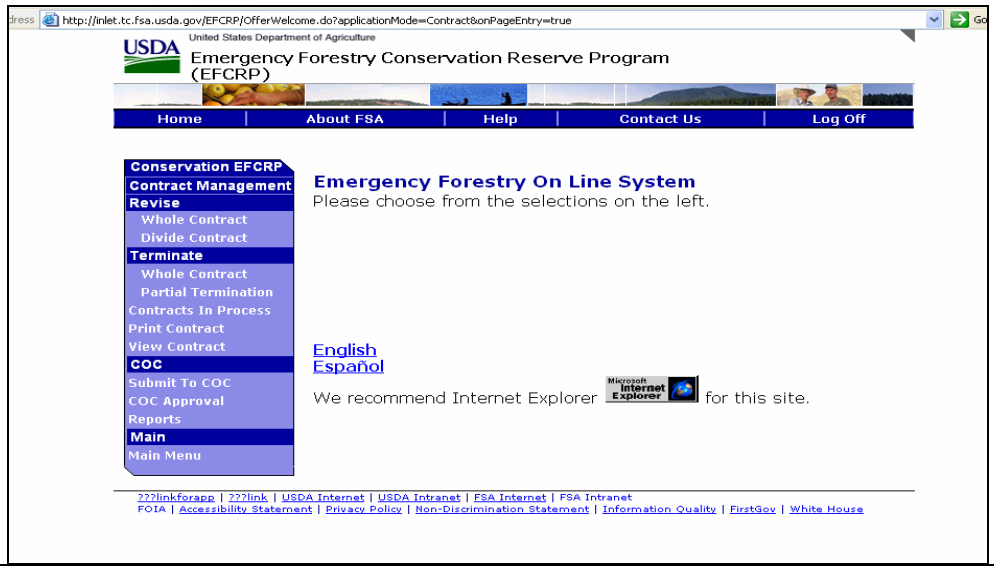
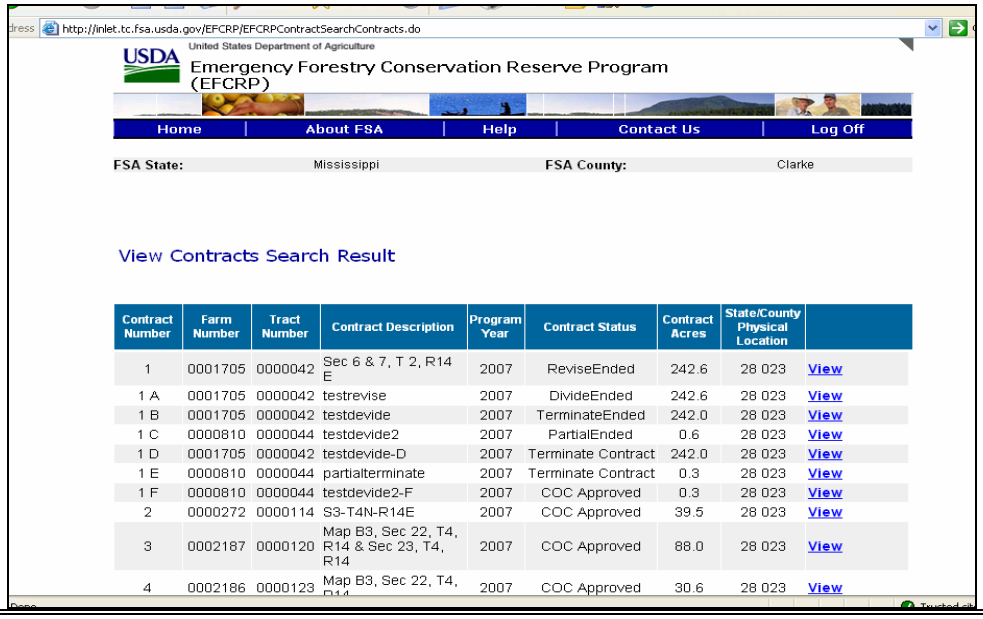
Step	Action
3	CLICK “Approve” to select the contract to approve the partial termination.
4	Enter information and CLICK “Approve” or “Reject”.



2 Contract Management Software Processing (Continued)

J Viewing Contracts

Contracts may be viewed according to the following.

Step	Action
1	CLICK “View Contract” under “Terminate” from the Emergency Forestry On Line System Home Page and enter the search criteria. 
2	When viewing contracts, all contract history will be displayed. 

Contract Number	Farm Number	Tract Number	Contract Description	Program Year	Contract Status	Contract Acres	State/County Physical Location	
1	0001705	0000042	Sec 6 & 7, T 2, R14 E	2007	ReviseEnded	242.6	28 023	View
1 A	0001705	0000042	testrevise	2007	DivideEnded	242.6	28 023	View
1 B	0001705	0000042	testdevide	2007	TerminateEnded	242.0	28 023	View
1 C	0000810	0000044	testdevide2	2007	PartialEnded	0.6	28 023	View
1 D	0001705	0000042	testdevide-D	2007	Terminate Contract	242.0	28 023	View
1 E	0000810	0000044	partialterminate	2007	Terminate Contract	0.3	28 023	View
1 F	0000810	0000044	testdevide2-F	2007	COC Approved	0.3	28 023	View
2	0000272	0000114	S3-T4N-R14E	2007	COC Approved	39.5	28 023	View
3	0002187	0000120	Map B3, Sec 22, T4, R14 & Sec 23, T4, R14	2007	COC Approved	88.0	28 023	View
4	0002186	0000123	Map B3, Sec 22, T4, R14	2007	COC Approved	30.6	28 023	View

3 Action

A State Office Action

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

B County Office Action

County Offices shall follow the provisions of this notice.