

**For:** State and County Offices

**Monitoring CRP C/S Obligations**

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



**1 Overview**

**A Background**

Improving accountability in Federal programs and operations is a priority requirement. In 2016, OMB issued updated policy regarding risk management processes and systems that engage all agency management, beyond the traditional ownership of an agency's Chief Financial Officer. Specifically, the updated guidance requires close financial management collaboration across all agency mission and mission-support functions.

To improve accountability, effectiveness, and accuracy of financial reporting, the National Office is implementing a CRP C/S monitoring plan. Monitoring CRP C/S obligations is:

- necessary to address program errors and risks identified by CCC's external auditor and FSA's internal reviews
- a critical component to help ensure the accuracy of CCC's financial reporting and overall effectiveness of C/S financial management.

From this monitoring effort, the National Office expects to:

- minimize future CRP C/S processing and recording errors
- reduce the extensive County Office effort of certifying quarterly CRP C/S unliquidated obligations (ULO)
- reduce the extensive sampling efforts created by the annual CCC financial statement audit.

Disposal Date	Distribution
February 1, 2020 7-26-19	State Offices; State Offices relay to County Offices Page 1

## Notice CRP-875

### 1 Overview

#### B Purpose

This notice provides guidance on:

- reports available in Cost Share Software (CSS)
- monitoring requirements of CRP C/S Obligations
- CSS Reports actions
- National Office monitoring.

### 2 FSA-848A Processing

#### A Initial FSA-848

2-CRP, subparagraph 500 A requires County Offices to process initial FSA-848A for all practices, C/S, non-C/S, and management activities immediately after approving CRP-1.

To clarify this timeframe requirement, County Offices will process the initial FSA-848A within 5 workdays after approving CRP-1.

### 3 CSS Reports and Purpose

#### A Reports Available in CSS

The following reports are available in CSS for State and County Offices to use as tools for monitoring C/S requests and payments.

Applicability	Report Title	Report Description
FSA-848's	All FSA-848, Pending Approval	Displays all FSA-848's. Also displays revisions to previously approved FSA-848A's where the revisions are in process, but not yet approved.  <b>Note:</b> CRP FSA-848A's in revision status will have an alpha suffix in the control number.

## Notice CRP-875

### 3 CSS Reports and Purpose (Continued)

#### A Reports Available in CSS (Continued)

Applicability	Report Title	Report Description
<b>FSA-848A's</b>	FSA-848A, Customizable CRP Practice Expiration Report	Displays all FSA-848A's (CRP only) with practices that expire within a user-defined window beginning with the current date and ending on the date designated by the user.
	FSA-848A, Practices Expiring within 30 Days	Displays all FSA-848A's (ECP, CRP, etc.) with practices that expire within a 30-day window from the date of the report request.
	FSA-848A, Practices with Expiration Date Exceeded	Displays all FSA-848A's with an unpaid practice that has passed its expiration date. If FSA-848A contains multiple practices, only the practices that have passed the expiration date will be shown.
<b>FSA-848's and FSA-848A's</b>	Status Management Report – CSS Applications/Agreements	Displays agreements and practices according to criteria selected by the user. Searching for practices with statuses of “Approved”, “Pending Certification”, “Partially Earned”, and “Payment Failed” can display all agreements with practice expiration dates that occur in the near future.

### 4 Monitoring CSS Reports

#### A Available Reports

The following CSS Reports shall be used by County Offices, DD's, State Office Specialists, and SED's for monitoring CRP C/S obligations.

- **All FSA-848, Pending Approval Report**

The All FSA-848, Pending Approval Report identifies FSA-848's where editing, revision, or termination actions have been conducted but those actions have not yet been approved by COC. County Office will focus on FSA-848's that have an alpha suffix as those FSA-848's are in a revision status and require action.

## 4 Monitoring CSS Reports (Continued)

### A Available Reports (Continued)

The report lists all unapproved FSA-848's that contain at least 1 practice. FSA-848's that have been started but do not yet have a practice added do not display on this report.

FSA-848A's that are in the process of being revised but the revised FSA-848A has not yet been approved will be displayed with a status of:

- "Revise in Process" before being designated revise complete on the FSA-848A Approval Page
- "Incomplete" when the user answered that a producer is being removed or that shares are changing but no receiveable should be created during the revision process
- "Complete" after designating "Application information Complete" during revision of the "Incomplete" status revision
- "Revise Complete" after being designated revise complete but before being submitted to COC/CED
- "Revise COC" after being submitted to COC/CED but before COC approval.

FSA-848A's that are in the process of being terminated but the termination has not yet been approved will be displayed with a status of "Terminate COC".

- **Customizable CRP Practice Expiration Report and Letters**

The Customizable CRP Practice Expiration Report allows users to set the date range for expiring practices to be included in the report to something greater than what is available in the Practices Expiring within 30 days Report. This report facilitates a proactive approach to notifying CRP producers of practices approaching expiration.

Additionally, a practice expiration letter specific to CRP is available. This letter advises the producer that:

- the C/S will be canceled if performance is not reported or an extension of the practice expiration date is not requested by the practice expiration date
- failure to complete the practice may result in termination of the associated CRP Contract.

The Customizable CRP Practice Expiration Report is available to both State and County users.

## 4 Monitoring CSS Reports (Continued)

### A Available Reports (Continued)

The report is generated based upon the timeframe and county selected by the user.

- Report Begin Date is defaulted to the current date and **cannot** be edited.
- Report End Date is selected by the user and can be entered manually in MM/DD/YYYY format or can be selected from the calendar help tool.

The Report is available in either PDF or CSV format:

- Exhibit 1 contains instructions for generating the report in PDF format
- Exhibit 2 contains instructions for generating the report in CSV format.
- **CRP/EFCRP Practice Expiration Reminder Letters**
  - Expiration reminder letters are only available to County users.
  - Expiration reminder letters are generated based upon the timeframe and county selected by the user.
  - Report Begin Date is defaulted to the current date and cannot be edited.
  - Report End Date is selected by the user and can be entered manually in MM/DD/YYYY format or can be selected from the calendar help tool.
  - Exhibit 3 contains instructions for generating expiration reminder letters.
- **FSA-848A, Practices Expiring within 30 Days Report**

Use FSA-848A, Practices Expiring within 30 Days Report, to identify producers to be sent letters warning of Practices Expiring in 30 days.

The report displays all practices with a “Practice Completion Date” that falls within the next 30 calendar days. FSA-848A’s with multiple practices will have multiple rows displayed in the report if more than 1 practice associated with FSA-848A will expire in the next 30 days. Practice statuses in this report include Approved, and practices with performance reported (“Partially Earned” or “Pending Certification”).

## 4 Monitoring of CSS Reports (Continued)

### A Available Reports (Continued)

- **FSA-848A, Practices With Expiration Date Exceeded Report**

Use FSA-848A, Practices With Expiration Date Exceeded Report to identify FSA-848A's, needing action because the completion date for the practice(s) on FSA-848A has passed.

This report contains all practices with expected Practice Completion Dates that have passed and that have not yet had the "Practice complete?" question that appears in the Producer Certification process answered with "Yes".

Practice statuses included in the report include:

- "Approved" (no performance reported)
  - "Partially Earned" (partial performance reported with a payment issued)
  - "Pending Approval" (approval data entered but no COC/CED approval date for FSA-848A)
  - "Pending Certification" (TSP and producer certification of performance, but no County Office signature date entered for the payment)
  - "Payment Failed" (payment attempted but not successful).
- **Status Management Report – CSS Applications/Agreements**

Use the Status Management Report – CSS Applications/Agreements to identify:

- practices not designated as "practice complete" with expiration dates that have already passed, or:
  - that are in the immediate future
  - "Paid" status agreements with practices that have a status other than paid
- Version 1 (Exhibit 4, subparagraphs C through E) lists expired practices and practices where expiration is imminent that have not been designated as "Practice complete".

**Note:** County Offices shall review the report and complete the applicable action for each FSA-848A including certify and mark practice complete, extend practice expiration date, or potentially terminate agreement.

**4 Monitoring of CSS Reports (Continued)**

**B Monitoring Actions**

- Version 2 (Exhibit 4, subparagraphs F through H) lists practices with practice statuses of something other than “Paid” that exist on agreements with agreement statuses of “Paid”. The County Office shall address the practice status to get it to paid. This may require a zero certification, processing a pending payment, or marking a failed payment as a valid failure. The County Office must never terminate the agreement because terminating a “Paid” agreement will create receivables for prior payments.

<b>Report</b>	<b>Employee</b>	<b>Required Action</b>
<b>All FSA-848, Pending Approval</b>	<b>Program Technician</b>	<ul style="list-style-type: none"> <li>• On the first of each month prepare a report of all FSA-848’s pending approval, to ensure that FSA-848’s in revision status are approved timely. FSA-848A’s in revision status that require action will have an alpha suffix in the control number and require action.</li> <li>• Approve, revise or terminate the pending FSA-848’s, as applicable.</li> <li>• Provide a copy of the monthly report to DD with action taken documented on the list by the 15<sup>th</sup> of each month.</li> </ul>
	<b>DD</b>	<ul style="list-style-type: none"> <li>• Review the monthly report provided by each County Office.</li> <li>• Contact the County Offices that do not provide a report by the 15<sup>th</sup> of each month.</li> <li>• Provide a summation of actions taken to the State Office by the end of each month.</li> </ul>
	<b>State Office</b>	<ul style="list-style-type: none"> <li>• Review the monthly reports provided by DD.</li> <li>• Provide summary report for the State to SED.</li> </ul>
	<b>SED</b>	Review the monthly report and communicate corrective actions needed to DD’s.

**4 Monitoring of CSS Reports (Continued)**

**B Monitoring Actions (Continued)**

<b>Report</b>	<b>Employee</b>	<b>Required Action</b>
<b>FSA-848A, Customizable CRP Practice Expiration Report</b>	<b>Program Technician</b>	<ul style="list-style-type: none"> <li>• Generate the report in October of each FY to identify all CRP cost-share practices expiring in that FY.</li> <li>• Generate and mail expiration reminder letters using the “CRP/EFCRP Practice Expiration Reminder” option in the CCMS Reports menu.</li> <li>• On the first of each month, rerun the report to monitor progress of practice completion for the current date through the end of the FY.</li> <li>• Provide a monthly update of practice completion progress to DD by the 15<sup>th</sup> of the month.</li> </ul>
	<b>DD</b>	<ul style="list-style-type: none"> <li>• Review the monthly report provided by each County Office.</li> <li>• Contact the County Offices that do not provide a report by the 15<sup>th</sup> of each month.</li> <li>• Provide a summation of actions taken to the State Office by the end of each month.</li> </ul>
	<b>State Office</b>	<ul style="list-style-type: none"> <li>• Review the monthly reports provided by DD.</li> <li>• Provide summary report for the State to SED.</li> </ul>
	<b>SED</b>	<ul style="list-style-type: none"> <li>• Review the monthly report and communicate corrective actions needed to DD’s.</li> </ul>



**4 Monitoring of CSS Reports (Continued)**

**B Monitoring Actions (Continued)**

<b>Report</b>	<b>Employee</b>	<b>Required Action</b>
<b>FSA-848A, Practices Expiring within 30 Days</b>	<b>Program Technician</b>	<ul style="list-style-type: none"> <li>On the first of each month prepare a report of FSA-848's expiring within 30 days to track performance that needs to be completed within 30 days according to 2-CRP, subparagraph 502 B.</li> <li>Mail all participants on the list the "Practice Expiring in 30 days" letter.</li> <li>Provide a copy of the monthly report to DD with action taken documented on the list by the 15<sup>th</sup> of each month.</li> </ul>
	<b>DD</b>	<ul style="list-style-type: none"> <li>Review the monthly report provided by each County Office according to 2-CRP, paragraph 33.</li> <li>Contact the County Offices that do not provide a report by the 15<sup>th</sup> of each month.</li> <li>Provide a summation of actions taken to the State Office by the end of each month.</li> </ul>
	<b>State Office</b>	<ul style="list-style-type: none"> <li>Review the monthly reports provided by DD.</li> <li>Provide summary report for the State to SED.</li> </ul>
	<b>SED</b>	<ul style="list-style-type: none"> <li>Review the monthly report and communicate corrective actions needed to DD's.</li> </ul>

**4 Monitoring of CSS Reports (Continued)**

**B Monitoring Actions (Continued)**

Report	Employee	Required Action
FSA-848A, Practices With Expiration Date Exceeded	Program Technician	<ul style="list-style-type: none"> <li>On the first of each month prepare a report of FSA-848's with Expiration Date Exceeded.</li> <li>Review the practice status for each FSA-848A on the report.</li> <li>Contact all participants that have not submitted receipts or certified completion of practices with instructions for practice performance certification or extension, as applicable.</li> <li>Review the report with COC.</li> <li>Process applicable payments for participants who had submitted receipts and certified completion of the practice.</li> <li>Terminate FSA-848A's for practices that have not been completed or an extension has not been requested and approved according to 2-CRP, paragraphs 502 through 504.</li> <li>Provide a copy of the monthly report to DD with action taken documented on the list by the 15th of each month.</li> </ul>
	DD	<ul style="list-style-type: none"> <li>Review the monthly report provided by each County Office.</li> <li>Contact County Offices that do not provide a report by the 15<sup>th</sup> of each month.</li> <li>Provide a summation of actions taken to the State Office by the end of each month.</li> </ul>

**4 Monitoring of CSS Reports (Continued)**

**B Monitoring Actions (Continued)**

<b>Report</b>	<b>Employee</b>	<b>Required Action</b>
<b>FSA-848A, Practices With Expiration Date Exceeded (Continued)</b>	<b>State Office</b>	<ul style="list-style-type: none"> <li>• Review the monthly report provided by DD.</li> <li>• Provide summary report for the State to SED.</li> </ul>
	<b>SED</b>	<ul style="list-style-type: none"> <li>• Review the monthly report and communicate corrective actions needed to DD's.</li> </ul>
<b>Status Management Report – CSS Applications/Agreements</b>	<b>Program Technician</b>	<ul style="list-style-type: none"> <li>• On the first of each month prepare 2 versions of the Status Management Report using the selection criteria in Exhibit 4.</li> <li>• Review the practice status for each FSA-848A on the reports.</li> <li>• Contact all participants that have not submitted receipts or certified completion of practices, as applicable.</li> <li>• Review report with COC.</li> <li>• Process applicable payments for participants who had submitted receipts and certified completion of the practice.</li> <li>• Provide a copy of the monthly report to DD with action taken documented on the list by the 15th of each month.</li> </ul>

## Notice CRP-875

### 4 Monitoring of CSS Reports (Continued)

#### B Monitoring Actions (Continued)

Report	Employee	Required Action
<b>Status Management Report – CSS Applications/Agreements (Continued)</b>	<b>DD</b>	<ul style="list-style-type: none"><li>• Review the monthly report provided by each County Office.</li><li>• Contact the County Offices that do not provide a report by the 15<sup>th</sup> of each month.</li><li>• Provide a summation of actions taken to the State Office by the end of each month.</li></ul>
	<b>State Office</b>	<ul style="list-style-type: none"><li>• Review the monthly reports provided by DD.</li><li>• Provide summary report for the State to SED.</li></ul>
	<b>SED</b>	<ul style="list-style-type: none"><li>• Review the monthly report and communicate corrective actions needed to DD's.</li></ul>

### 5 National Office Monitoring

#### A C/S Reports

The National Office established 2 monthly CRP C/S reports:

- CRP Contracts (CRP-1) that are not matched (“Unmatched”) with a corresponding FSA-848A recorded in CSS
- current and aged FSA-848A's, recorded in CSS with unpaid balances after the practice expiration date.

#### B Report Distribution

The National Office will generate and provide the reports monthly to State Offices to assist in monitoring timely recording and managing CRP FSA-848's.

#### C National Office Point of Contact

The National Office point of contact for National Office monitoring is David Hoge, CRP Program Specialist. Contact David at **david.hoge@usda.gov** or 202-720-7674.

**6 Action**

**A County Office Action**

County Offices shall:

- use the reports identified in paragraph 3 to proactively monitor C/S obligations
- complete the required actions in paragraph 4
- maintain a copy of the reports to monitor progress of CRP C/S practices and obligations
- contact your State Office for questions.

**B State Office Action**

State Offices shall:

- ensure that County Offices are aware of the contents in this notice
- use the CSS Reports to proactively monitor the status of CRP C/S practices and obligations
- direct questions about this notice to the National Office point of contact listed in subparagraph 5 C.

**C National Office Action**

National Offices will:

- provide training for State Office Specialists by webinar, Tuesday, July 30, 2019
- use CSS and other national reports to monitor the status of CRP C/S practices and obligations.

## Instructions for Accessing and Generating CSS Reports

### A Overview

Several standard reports are available for State and County Offices to use as tools for Cost Share. To access reports from the CRP Home Page, CLICK “**Reports**” on the left navigation menu. The Report Search Criteria Page will be displayed.

The screenshot displays the 'Report Search Criteria' page. At the top, there is a navigation bar with links: Home, About, Help, Contact Us, Exit, and Logout of eAuth. A status message indicates 'You are logged in as a National user'. On the left, a 'Menu' sidebar includes links for 'Welcome Virginia Green', 'National', 'Disaster ID', 'Project Area ID', 'Reports' (highlighted), and 'Program' (with a 'Select Program' link). The main content area is titled 'Report Search Criteria' and contains the following fields:

- Program : CRP (dropdown)
- Report Name : FSA-848A - Practices Expiring within 30 Days (dropdown)
- Report Format : CSV (dropdown)
- State : Alabama (dropdown)
- County : Autauga, Baldwin, Barbour, Bibb (list with up/down arrows)

At the bottom of the search criteria section are 'Search' and 'Clear' buttons. The footer includes the text 'CostShareReportSearch01' and a 'Back to Top ^' link. A footer bar contains various links: Home, FSA Internet, FSA Intranet, USDA.gov, Site Map, Policies and Links, FOIA, Accessibility, Privacy, Non-Discrimination, Information Quality, FirstGov, and White House.

### B Customizable CRP Practice Expiration Report in PDF Format

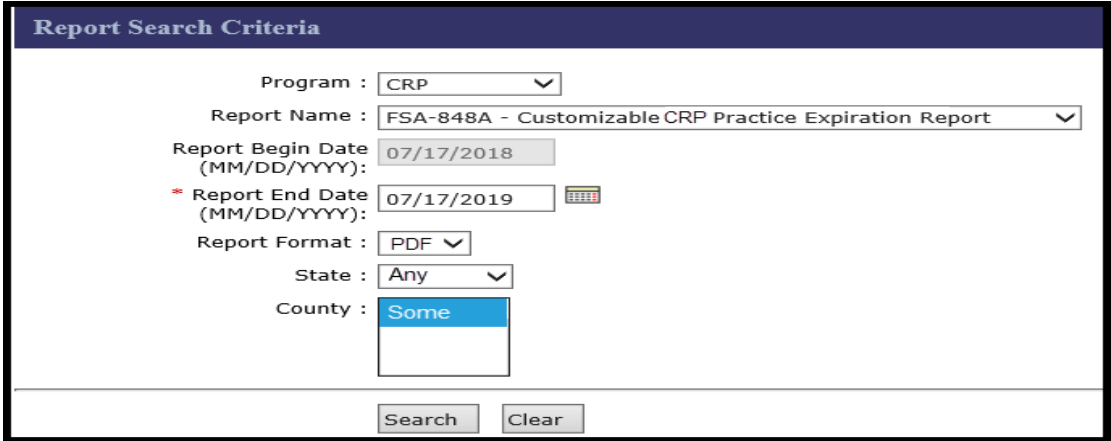
The Customizable CRP Practice Expiration Report was designed to assist users in identifying CRP C/S practices in CSS that will expire within a designated timeframe beginning with the current date and ending on the date selected by the user. The report can be generated in PDF format.

The advantage of generating the report in PDF format is the report is pre-formatted with header information and column widths set to fully display all information in an easily readable format. The disadvantage to generating the report in PDF format is that the report is view-only and the user is not able to change the sort order of the report or other report properties.

## Instructions for Accessing and Generating CSS Reports (Continued)


### C Steps for Generating the CSS Reports in PDF Format

The following steps shall be completed to generate the CSS Report in PDF Format.

Step	Description and Action
1	From the FSA Applications Page, select “Conservation CSS – Cost Share Software” to open the CSS Home Page.
2	On the CSS Home Page, select “CRP” as the program and CLICK “Continue” to open the CSS CRP Home Page.
3	On the CSS CRP Home Page, select “Reports” at the bottom of the left navigation menu to open the Report Search Criteria Page.
4	<p>Following is an example of the Report Search Criteria Page.</p>  <ul style="list-style-type: none"> <li>• Program defaults to CRP. Do not change the default value.</li> <li>• Select “FSA-848A – Customizable CRP Practice Expiration Report” from the “Report Name” drop-down list.</li> <li>• Report Begin Date defaults to the current date and cannot be changed.</li> <li>• Enter the desired Report End Date either by typing the date in MM/DD/YYYY format or by use of the calendar help tool.</li> <li>• Report Format defaults to PDF. Do not change the default value.</li> <li>• State defaults to the user’s associated State. Do not change the default value.</li> <li>• The County data field displays only those counties associated to the user. Even if only 1 county displays, the user must click the county name to select the county before generating the report.</li> <li>• CLICK “Search” to generate the report.</li> </ul>

## Instructions for Accessing and Generating CSS Reports (Continued)

## C Steps for Generating the CSS Reports in PDF Format (Continued)

Step	Description and Action
5	<p>After a brief pause while the report is being generated, a task box will display at the bottom of the screen.</p>  <ul style="list-style-type: none"> <li>• CLICK “Open” to open the report for viewing.</li> <li>• CLICK “Save” to save the report to the user’s “Downloads” folder. An additional taskbar giving the user the option to open the report will be provided.</li> </ul>

## D Example PDF Version of Customizable CRP Practice Expiration Report

Following is an example of the Customizable CRP Practice Expiration Report in PDF format.

Any (99) Some (999) PROGRAM: CRP		United States Department of Agriculture Farm Service Agency FSA-848A – Customizable CRP Practice Expiration Report					Date: 07/17/2018 Page: 1 of 2	
Control Number	Producer Name	Contract Number	Practice Code	Approved Date	Practice Expiration Date	Total Cost Share Approved	Creation Date	Practice Status
99_999_2013_0108C	JOE FARMER	10084	CP1	02/21/2018	02/21/2019	\$111.00	02/21/2018	APPROVED
99_999_2014_0006	SAM POTATO	10100	CP1	09/17/2013	09/30/2018	\$438.00	11/14/2013	APPROVED
99_999_2014_0082B	SALLY VEGETABLE	10055A	CP1	09/20/2017	09/30/2018	\$6393.00	09/20/2017	PARTIALLY_EARNED
99_999_2014_0091	JOHNNY TRACTOR	10067	CP1	09/19/2012	09/30/2018	\$425.00	01/21/2014	PARTIALLY_EARNED
99_999_2014_0091	JOHNNY TRACTOR	10067	CP2	09/19/2012	09/30/2018	\$385.00	01/21/2014	PARTIALLY_EARNED
99_999_2014_0101	ABC GUM FARMS	10075A	CP1	09/19/2012	09/30/2018	\$25.00	01/21/2014	PENDING_CERTIFICATION
99_999_2014_0107A	SUZU QUEUE	10074A	CP1	09/30/2018	09/30/2018	\$1005.00	06/05/2017	APPROVED
99_999_2014_0107A	SUZU QUEUE	10074A	CP25	09/30/2018	09/30/2018	\$85.00	06/05/2017	APPROVED
99_999_2015_0020	BOB T BUILDER	10068A	CP1	06/11/2015	09/30/2018	\$341.00	06/11/2015	APPROVED
99_999_2017_0015A	CORNELIUS CROW	10078A	CP1	02/10/2017	02/10/2019	\$11.00	02/10/2017	APPROVED
99_999_2017_0059	GEORGE CURIOUS	11011	CP15A	05/31/2019	05/31/2019	\$248.00	04/12/2017	PENDING_APPROVAL
99_999_2017_0094A	GUS WINDMILL	11036	CP23	05/31/2019	05/31/2019	\$510.00	09/08/2017	PENDING_APPROVAL
99_999_2018_0002	HAL BOXER	11058	CP1	02/12/2018	02/12/2019	\$18.00	08/25/2017	APPROVED
99_999_2018_0002	HAL BOXER	11058	CP2	02/12/2018	02/12/2019	\$838.00	08/25/2017	APPROVED
99_999_2018_0038	JUDY CROCKER	10100	CP1	04/02/2018	04/02/2019	\$1530.00	12/05/2017	APPROVED
99_999_2018_0056E	P B JELLY	11017	CP11	11/15/2017	11/15/2018	\$218.00	03/20/2018	APPROVED
99_999_2018_0057	RED BARN FARM LLC	11071	CP1	03/01/2018	03/01/2019	\$13495.00	03/01/2018	PARTIALLY_EARNED
99_999_2018_0058	RED BARN FARM LLC	11071	CP1	03/01/2018	03/01/2019	\$5292.00	03/01/2018	APPROVED
99_999_2018_0059	FULL BOAT FARMS	11063	CP10	11/19/2017	11/19/2018	\$12.00	03/01/2018	PENDING_CERTIFICATION
99_999_2018_0067	CINDY LOU WHO	11017	CP15A	03/14/2018	03/14/2019	\$460.00	03/14/2018	APPROVED
99_999_2018_0079A	DALE HILL	11031B	CP10	11/19/2017	11/19/2018	\$268.00	03/26/2018	APPROVED
99_999_2018_0080A	CINDY LOU WHO	11017	CP10	11/19/2018	11/19/2018	\$10.00	03/26/2018	APPROVED
99_999_2018_0082A	CINDY LOU WHO	11017	CP10	11/19/2018	11/19/2018	\$13.00	03/27/2018	APPROVED
99_999_2018_0084	RALPH ARMSTRONG	11009	CP1	04/10/2018	04/10/2019	\$129.00	04/04/2018	PARTIALLY_EARNED
99_999_2018_0084	RALPH ARMSTRONG	11009	CP1	04/10/2018	04/10/2019	\$500.00	04/04/2018	APPROVED

The PDF version of the report is sorted by “Control Number”. If the user prefers to sort the report by another attribute such as “Practice Expiration Date”, the user should generate the report in CSV format according to instructions contained in Exhibit 2.



## Instructions for Accessing and Generating the Customizable CRP Practice Expiration Report in CSV Format

### A Overview

The Customizable CRP Practice Expiration Report was designed to assist users in identifying CRP C/S practices in CSS that will expire within a designated timeframe beginning with the current date and ending on the date selected by the user. The report can be generated in CSV format.

The advantage of generating the report in CSV format is the data can be exported to an Excel spreadsheet and sorted as desired. The disadvantage to generating the report in PDF format is that the columns must be adjusted to make the report is view-only and the user is not able to change the sort order of the report or other report properties.

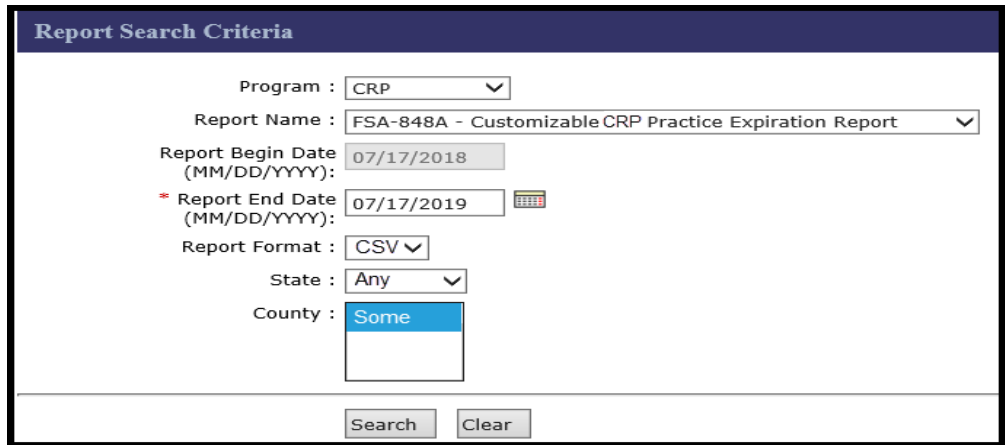
### B Steps for Generating the Customizable CRP Expiration Report in CSV Format

The following steps should be completed to generate the Customizable CRP Expiration Report in CSV Format.

Step	Description and Action
1	From the FSA Applications Page, select “Conservation CSS – Cost Share Software” to open the CSS Home Page.
2	On the CSS Home Page, select “CRP” as the program and CLICK “Continue” to open the CSS CRP Home Page.
3	On the CSS CRP Home Page, select “Reports” at the bottom of the left navigation menu to open the Report Search Criteria Page.


## Instructions for Accessing and Generating the Customizable CRP Practice Expiration Report in CSV Format (Continued)

### B Steps for Generating the Customizable CRP Expiration Report in CSV Format (Continued)

Step	Description and Action
4	<p data-bbox="358 436 1122 468">Following is an example of the Report Search Criteria Page.</p> <div data-bbox="358 499 1357 940">  </div> <ul data-bbox="358 982 1450 1694" style="list-style-type: none"> <li>• Program defaults to CRP. Do not change the default value.</li> <li>• Select “FSA-848A – Customizable CRP Practice Expiration Report” from the “Report Name” drop-down list.</li> <li>• Report Begin Date defaults to the current date and cannot be changed.</li> <li>• Enter the desired Report End Date either by typing the date in MM/DD/YYYY format or by use of the calendar help tool.</li> <li>• Report Format defaults to PDF. Change the format to “CSV”.</li> <li>• State defaults to the user’s associated State. Do not change the default value.</li> <li>• The County data field displays only those counties associated to the user. Even if only 1 county displays, the user must click the county name to select the county before generating the report.</li> <li>• CLICK “Search” to generate the report.</li> </ul>

## Instructions for Accessing and Generating the Customizable CRP Practice Expiration Report in CSV Format (Continued)

### B Steps for Generating the Customizable CRP Practice Expiration Report in CSV Format (Continued)

Step	Description and Action
5	<p>After a brief pause while the report is being generated, a task box will be displayed at the bottom of the screen.</p>  <ul style="list-style-type: none"> <li>CLICK “Open” to open the report for viewing.</li> <li>CLICK “Save” to save the report to the user’s “Downloads” folder. An additional taskbar giving the user the option to open the report will be provided.</li> </ul>

### C Example CSV Version of Customizable CRP Practice Expiration Report

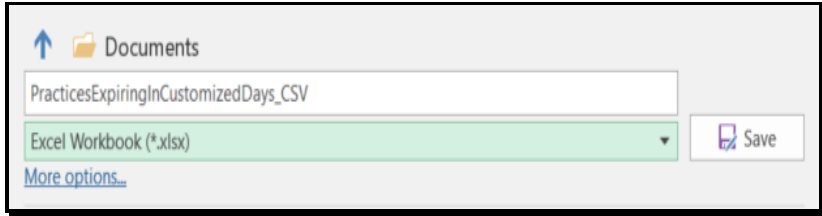
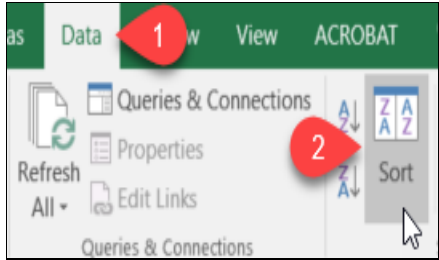
Following is an example of the Customizable CRP Practice Expiration Report in CSV format.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	United States Department of Agriculture												
2	Farm Service Agency												
3	FSA-848A - Customizable CRP Practice Expiration Report												
4	Date: Tue Jul 17 13:36:26 CDT 2018												
5	Program: CRP												
6	State	County	Control No	Producer F	Contract N	Practice C	Approved	Practice E	Total Cost	Creation D	Practice Status		
7	Any (99)	Some (999 99_999_2(	JOE FARM	10084	CP1	*****	*****	\$111.00	*****	*****	APPROVED		
8	Any (99)	Some (999 99_999_2(	SAM POTA	10100	CP1	*****	*****	\$438.00	*****	*****	APPROVED		
9	Any (99)	Some (999 99_999_2(	SALLY VEG	10055A	CP1	*****	*****	*****	*****	*****	PARTIALLY_EARNED		
10	Any (99)	Some (999 99_999_2(	JOHNNY T	10067	CP1	*****	*****	\$425.00	*****	*****	PARTIALLY_EARNED		
11	Any (99)	Some (999 99_999_2(	JOHNNY T	10067	CP2	*****	*****	\$385.00	*****	*****	PARTIALLY_EARNED		
12	Any (99)	Some (999 99_999_2(	ABC GUM	10075A	CP1	*****	*****	\$25.00	*****	*****	PENDING_CERTIFICATION		
13	Any (99)	Some (999 99_999_2(	SUZY QUE	10074A	CP1	*****	*****	*****	6/5/2017	*****	APPROVED		
14	Any (99)	Some (999 99_999_2(	SUZY QUE	10074A	CP25	*****	*****	\$85.00	6/5/2017	*****	APPROVED		
15	Any (99)	Some (999 99_999_2(	BOB T BUI	10068A	CP1	*****	*****	\$341.00	*****	*****	APPROVED		
16	Any (99)	Some (999 99_999_2(	CORNELIU	10078A	CP1	*****	*****	\$11.00	*****	*****	APPROVED		
17	Any (99)	Some (999 99_999_2(	GEORGE C	11011	CP15A	*****	*****	\$248.00	*****	*****	PENDING_APPROVAL		
18	Any (99)	Some (999 99_999_2(	GUS WINE	11036	CP23	*****	*****	\$510.00	9/8/2017	*****	PENDING_APPROVAL		
19	Any (99)	Some (999 99_999_2(	HAL BOXE	11058	CP1	*****	*****	\$18.00	*****	*****	APPROVED		
20	Any (99)	Some (999 99_999_2(	HAL BOXE	11058	CP2	*****	*****	\$838.00	*****	*****	APPROVED		
21	Any (99)	Some (999 99_999_2(	JUDY CRO	10100	CP1	4/2/2018	4/2/2019	*****	*****	*****	APPROVED		
22	Any (99)	Some (999 99_999_2(	P B JELLY	11017	CP11	*****	*****	\$218.00	*****	*****	APPROVED		
23	Any (99)	Some (999 99_999_2(	RED BARN	11071	CP1	3/1/2018	3/1/2019	*****	*****	3/1/2018	PARTIALLY_EARNED		
24	Any (99)	Some (999 99_999_2(	RED BARN	11071	CP1	3/1/2018	3/1/2019	*****	*****	3/1/2018	APPROVED		
25	Any (99)	Some (999 99_999_2(	FULL BOA	11063	CP10	*****	*****	\$12.00	*****	3/1/2018	PENDING_CERTIFICATION		
26	Any (99)	Some (999 99_999_2(	CINDY LOU	11017	CP15A	*****	*****	\$460.00	*****	*****	APPROVED		
27	Any (99)	Some (999 99_999_2(	DALE HILL	110318	CP10	*****	*****	\$268.00	*****	*****	APPROVED		
28	Any (99)	Some (999 99_999_2(	CINDY LOU	11017	CP10	*****	*****	\$10.00	*****	*****	APPROVED		
29	Any (99)	Some (999 99_999_2(	CINDY LOU	11017	CP10	*****	*****	\$13.00	*****	*****	APPROVED		
30	Any (99)	Some (999 99_999_2(	RALPH ARI	11009	CP1	*****	*****	\$129.00	4/4/2018	*****	PARTIALLY_EARNED		
31	Any (99)	Some (999 99_999_2(	RALPH ARI	11009	CP1	*****	*****	\$500.00	4/4/2018	*****	APPROVED		
32	Any (99)	Some (999 99_999_2(	JOSEPH A I	10071	CP10	*****	*****	\$50.00	*****	*****	APPROVED		
33	Any (99)	Some (999 99_999_2(	JOSEPH A I	10071	CP10	*****	*****	\$30.00	*****	*****	APPROVED		
34													
	PracticesExpiringInCustomizedDa												

## Instructions for Accessing and Generating the Customizable CRP Practice Expiration Report in CSV Format (Continued)

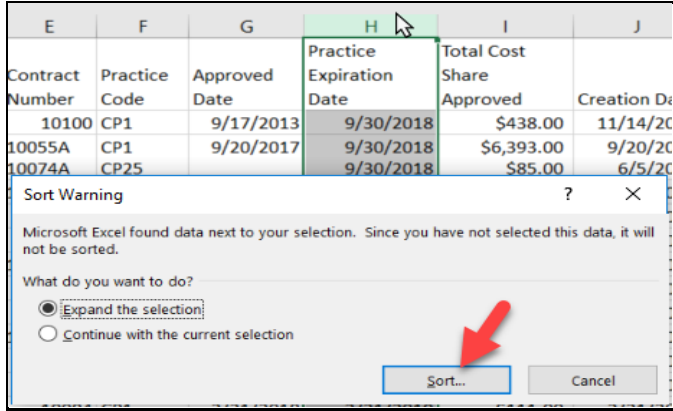
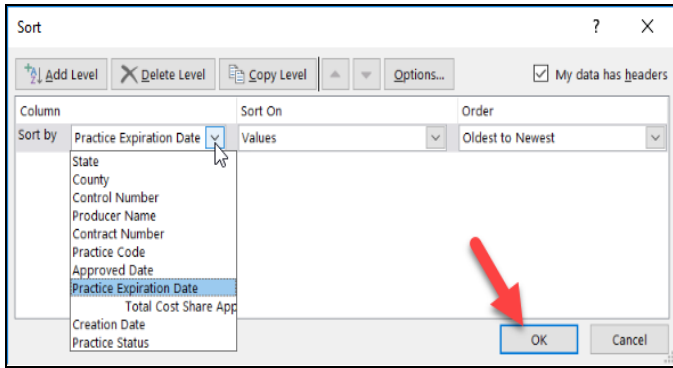
### D Sorting the CSV Version of Customizable CRP Practice Expiration Report

Users may want to change the sort of the CSV version of the Customizable CRP Practice Expiration Report to make it more useful. For example, users may want to see the report sorted in the order of “Practice Expiration Date” instead of the default format by Control Number. To make the report more readable the user may also want to reset the column widths. Recommended steps for sorting are as follows.

Step	Description and Action
1	Save the report in Excel format. 
2	Delete all rows above the individual column headers (first 5 rows).
3	Select column header row. Format header row to wrap text.
4	Adjust the width of columns by clicking on the divider border between 2 columns and dragging the border to the right to expand the column width. Continue dragging until the longest entry in the column is fully visible.
5	Click in the “Column” identifier row of the data element to be used for the sort. The row will become highlighted
6	Select the “Data” tab and CLICK “Sort”. 

## Instructions for Accessing and Generating the Customizable CRP Practice Expiration Report in CSV Format (Continued)

### D Sorting the CSV Version of Customizable CRP Practice Expiration Report (Continued)

Step	Description and Action
7	<p>CLICK “Sort”. Do not change the default radio button for “Expand the selection”.</p> 
8	<p>Select “Practice Expiration Date” as the “Sort by” criteria. CLICK “OK”.</p> 



## Instructions for Accessing and Generating the Customizable CRP Practice Expiration Report in CSV Format (Continued)

### E Example of Revised Sort for the Customizable CRP Practice Expiration

The following is an example of the report sorted according to the instructions in the table in subparagraph D.

State	County	Control Number	Producer Name	Contract Number	Practice Code	Approved Date	Practice Expiration Date	Total Cost Share Approved	Creation Date	Practice Status
Any (99)	Some (999)	99_999_2014_0006	SAM POTATO	10100	CP1	9/17/2013	9/30/2018	\$438.00	11/14/2013	APPROVED
Any (99)	Some (999)	99_999_2014_0082B	SALLY VEGETABLE	10055A	CP1	9/20/2017	9/30/2018	\$6,393.00	9/20/2017	PARTIALLY_EARNED
Any (99)	Some (999)	99_999_2014_0091	JOHNNY TRACTOR	10067	CP1	9/19/2012	9/30/2018	\$425.00	1/21/2014	PARTIALLY_EARNED
Any (99)	Some (999)	99_999_2014_0091	JOHNNY TRACTOR	10067	CP2	9/19/2012	9/30/2018	\$385.00	1/21/2014	PARTIALLY_EARNED
Any (99)	Some (999)	99_999_2014_0101	ABC GUM FARMS	10075A	CP1	9/19/2012	9/30/2018	\$25.00	1/21/2014	PENDING_CERTIFICATION
Any (99)	Some (999)	99_999_2014_0107A	SUZY QUEUE	10074A	CP1		9/30/2018	\$1,005.00	6/5/2017	APPROVED
Any (99)	Some (999)	99_999_2014_0107A	SUZY QUEUE	10074A	CP25		9/30/2018	\$85.00	6/5/2017	APPROVED
Any (99)	Some (999)	99_999_2015_0020	BOB T BUILDER	10068A	CP1	6/11/2015	9/30/2018	\$341.00	6/11/2015	APPROVED
Any (99)	Some (999)	99_999_2018_0056E	P B JELLY	11017	CP11	11/15/2017	11/15/2018	\$218.00	3/20/2018	APPROVED
Any (99)	Some (999)	99_999_2018_0059	FULL BOAT FARMS	11063	CP10	11/19/2017	11/19/2018	\$12.00	3/1/2018	PENDING_CERTIFICATION
Any (99)	Some (999)	99_999_2018_0079A	DALE HILL	11031B	CP10	11/19/2017	11/19/2018	\$268.00	3/26/2018	APPROVED
Any (99)	Some (999)	99_999_2018_0080A	CINDY LOU WHO	11017	CP10		11/19/2018	\$10.00	3/26/2018	APPROVED
Any (99)	Some (999)	99_999_2018_0082A	CINDY LOU WHO	11017	CP10		11/19/2018	\$13.00	3/27/2018	APPROVED
Any (99)	Some (999)	99_999_2017_0015A	CORNELIUS CROW	10078A	CP1	2/10/2017	2/10/2019	\$11.00	2/10/2017	APPROVED
Any (99)	Some (999)	99_999_2018_0002	HAL BOXER	11058	CP1	2/12/2018	2/12/2019	\$18.00	8/25/2017	APPROVED
Any (99)	Some (999)	99_999_2018_0002	HAL BOXER	11058	CP2	2/12/2018	2/12/2019	\$838.00	8/25/2017	APPROVED
Any (99)	Some (999)	99_999_2013_0108C	JOE FARMER	10084	CP1	2/21/2018	2/21/2019	\$111.00	2/21/2018	APPROVED
Any (99)	Some (999)	99_999_2018_0057	RED BARN FARM LLC	11071	CP1	3/1/2018	3/1/2019	\$13,495.00	3/1/2018	PARTIALLY_EARNED
Any (99)	Some (999)	99_999_2018_0058	RED BARN FARM LLC	11071	CP1	3/1/2018	3/1/2019	\$5,292.00	3/1/2018	APPROVED
Any (99)	Some (999)	99_999_2018_0067	CINDY LOU WHO	11017	CP15A	3/14/2018	3/14/2019	\$460.00	3/14/2018	APPROVED
Any (99)	Some (999)	99_999_2018_0038	JUDY CROCKER	10100	CP1	4/2/2018	4/2/2019	\$1,530.00	12/5/2017	APPROVED
Any (99)	Some (999)	99_999_2018_0084	RALPH ARMSTRONG	11009	CP1	4/10/2018	4/10/2019	\$129.00	4/4/2018	PARTIALLY_EARNED
Any (99)	Some (999)	99_999_2018_0084	RALPH ARMSTRONG	11009	CP1	4/10/2018	4/10/2019	\$500.00	4/4/2018	APPROVED
Any (99)	Some (999)	99_999_2017_0059	GEORGE CURIOUS	11011	CP15A		5/31/2019	\$248.00	4/12/2017	PENDING_APPROVAL
Any (99)	Some (999)	99_999_2017_0094A	GUS WINDMILL	11036	CP23		5/31/2019	\$510.00	9/8/2017	PENDING_APPROVAL
Any (99)	Some (999)	99_999_2018_0101	JOSEPH A BANKS	10071	CP10	6/28/2018	6/28/2019	\$50.00	6/28/2018	APPROVED
Any (99)	Some (999)	99_999_2018_0104A	JOSEPH A BANKS	10071	CP10	6/28/2018	6/28/2019	\$30.00	6/28/2018	APPROVED

**Instructions for Generating CRP/EFCRP Practice Expiration Reminder Letters****A Overview**

CRP/EFCRP Practice Expiration Reminder Letters are generated based upon a practice expiration date range established by the user and the county selected by the user. The customizable date range permits the user to proactively notify producers of upcoming CRP practice expirations with enough lead time for the producers to plan and implement the scheduled practice.

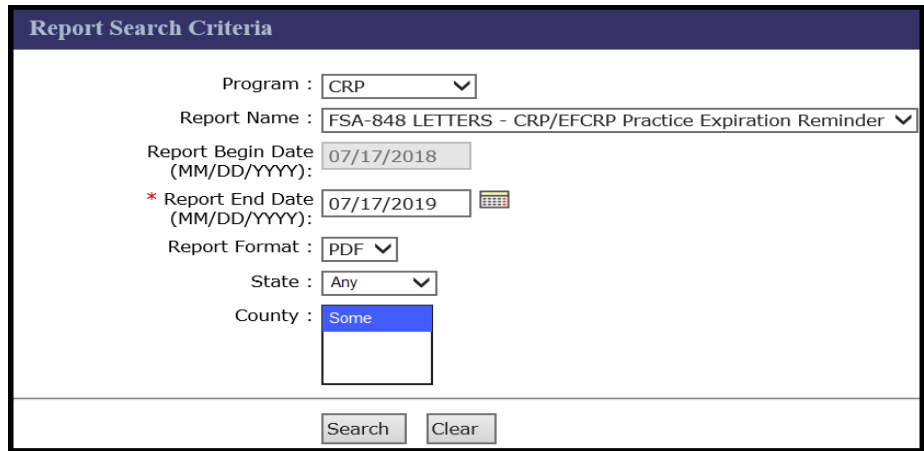
**B Steps for Generating CRP/EFCRP Practice Expiration Reminder Letters**

The following steps should be completed to generate CRP/EFCRP Practice Expiration Reminder Letters.

<b>Step</b>	<b>Description and Action</b>
1	From the FSA Applications Page, select “Conservation CSS – Cost Share Software” to open the CSS Home Page.
2	On the CSS Home Page, select “CRP” as the program and CLICK “Continue” to open the CSS CRP Home Page.
3	On the CSS CRP Home Page, select “Reports” at the bottom of the left navigation menu to open the Report Search Criteria Page.

## Instructions for Generating CRP/EFCRP Practice Expiration Reminder Letters (Continued)

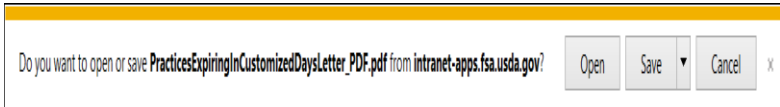

## B Steps for Generating CRP/EFCRP Practice Expiration Reminder Letters (Continued)

Step	Description and Action
4	<p data-bbox="358 359 1127 394">Following is an example of the Report Search Criteria Page.</p> <div data-bbox="358 426 1276 873">  </div> <ul data-bbox="358 919 1455 1623" style="list-style-type: none"> <li>• Program defaults to CRP. Do not change the default value.</li> <li>• Select “FSA-848 LETTERS – CRP/EFCRP Practice Expiration Reminder” from the “Report Name” drop-down list.</li> <li>• Report Begin Date defaults to the current date and <b>cannot</b> be changed.</li> <li>• Enter the desired Report End Date either by typing the date in MM/DD/YYYY format, or by use of the calendar help tool.</li> <li>• Report Format defaults to PDF and <b>cannot</b> be changed.</li> <li>• State defaults to the user’s associated State. Do not change the default value.</li> <li>• The “County” field shows only those counties associated to the user. Even if only 1 county is displayed, the user must click the county name to select the county before generating the report.</li> <li>• CLICK “Search” to generate the report.</li> </ul>



## Instructions for Generating CRP/EFCRP Practice Expiration Reminder Letters (Continued)

### B Steps for Generating CRP/EFCRP Practice Expiration Reminder Letters (Continued)

Step	Description and Action
5	<p>After a brief pause while the report is being generated, a task box will be displayed at the bottom of the screen.</p>  <ul style="list-style-type: none"> <li>• CLICK “Open” to open the report for printing the letters.</li> <li>• CLICK “Save” to save the report to the user’s “Downloads” folder. An additional taskbar giving the user the option to open the report for printing will be provided.</li> </ul>
6	<p>Use the printer icon to print the letters.</p> 

**Instructions for Generating CRP/EFCRP Practice Expiration Reminder Letters (Continued)****C Example of CRP/EFCRP Practice Expiration Reminder Letter (Continued)**

Following is an example of the CRP/EFCP Practice Expiration Reminder Letter. One letter is generated per contract. If multiple practices on the same contract expire during the selected date range, each practice is listed on a separate line with the specific expiration date associated to the individual practice.

United States Department of Agriculture Farm Service Agency  FARMERVILLE SERVICE CENTER 123 OUTBACK RD STE A FARMERVILLE, AN 11111-0123 (999)888-7777 07/17/2018	
JOHNNY TRACTOR 1050 SW MAIN RD SOMETOWN, NE 99999-9999	
Control No: 99_999_2014_0091 Farm No: 0000447 Program: CRP Contract Number: 10067	
Practice: CP1	Expiration Date: 09/30/2018
Practice: CP2	Expiration Date: 09/30/2018
THIS PRACTICE APPROVAL EXPIRES ON THE EXPIRATION DATE LISTED ABOVE.	
If you have completed this practice and desire cost-sharing, you must file your performance report and application for payment with this office. Follow the instructions on Form FSA-848A furnished to you earlier for this practice. A copy of the FSA-848A is available from this office.	
If you have not completed this practice and need more time to do so, you should contact this office at once.	
If we do not hear from you by the expiration date of this practice the cost-share approval will be canceled.	
Notes: In accordance with the approved conservation plan of operations for CRP contract #10067, you have agreed to establish and maintain the practice(s) listed above. Failure to implement the practice(s) may be determined to be a failure to comply with the terms of your CRP contract #10067, and may result in termination of the CRP contract. If the CRP contract is terminated a refund of all CRP payments, plus interest, plus liquidated damages will be required.	
County Executive Director	

## Instructions for Accessing and Generating the Status Management Report – CSS Applications/Agreements

### A Overview

The Status Management Report is designed to assist users in querying the CSS database to target specific combinations of agreement statuses, practice statuses, and practice expiration dates. Users can identify agreements and applications that require County Office user action. Two separate versions of the report will be used to identify:

- practices not designated as “practice complete” with expiration dates:
  - that have already passed, or;
  - that are in the immediate future
- “Paid” status agreements with practices that have a status other than paid.

**Note:** The Status Management Report is only available in CSV format.

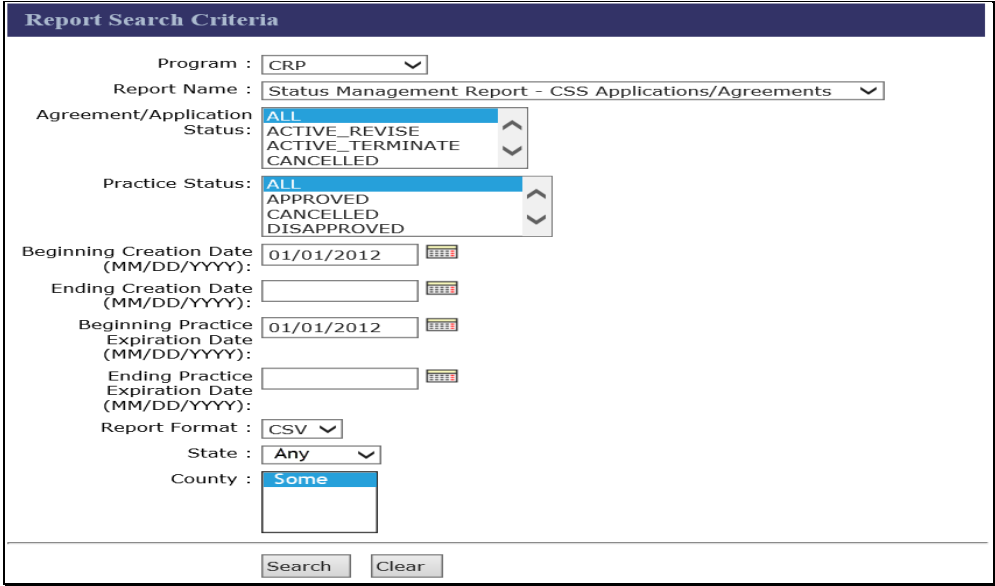
### B Steps for Generating the Status Management Report – CSS Applications/Agreements

The following steps shall be completed to generate the Status Management Report – CSS Applications/Agreements.

Step	Description and Action
1	From the FSA Applications Page, select “Conservation CSS – Cost Share Software” to open the CSS Home Page.
2	On the CSS Home Page, select “CRP” as the program and CLICK “Continue” to open the CSS CRP Home Page.
3	On the CSS CRP Home Page, select “Reports” at the bottom of the left navigation menu to open the Report Search Criteria Page.


## Instructions for Accessing and Generating the Status Management Report – CSS Applications/Agreements (Continued)

### B Steps for Generating the Status Management Report – CSS Applications/Agreements (Continued)

Step	Description and Action
4	<p data-bbox="354 436 1122 468">Following is an example of the Report Search Criteria Page.</p> <div data-bbox="365 506 1354 1087">  </div> <ul data-bbox="365 1129 1446 1757" style="list-style-type: none"> <li>• Program defaults to CRP. Do not change the default value.</li> <li>• Select “Status Management Report - CSS Applications/Agreements” from the “Report Name” drop-down list.</li> <li>• Enter search criteria specific to Agreement/Application Status, Practice Status, Beginning and Ending Creation Dates and Beginning and Ending Practice Expiration Dates for the 2 separate versions of the report as explained in subparagraphs C and F.</li> <li>• State defaults to the user’s associated State. Do not change the default value.</li> <li>• The County data field displays only those counties associated to the user. Even if only 1 county displays, the user must click the county name to select the county before generating the report.</li> <li>• CLICK “Search” to generate the report.</li> </ul>

## Instructions for Accessing and Generating the Status Management Report – CSS Applications/Agreements (Continued)

### B Steps for Generating the Status Management Report – CSS Applications/Agreements (Continued)

Step	Description and Action
5	<p>After a brief pause while the report is being generated, a task box will be displayed at the bottom of the screen.</p>  <p>Do you want to open or save PracticeCustomizableStatusManagementReport_CSV.csv from intranet-apps.fsa.usda.gov? Open Save Cancel X</p> <ul style="list-style-type: none"> <li>• CLICK “Open” to open the report for viewing.</li> <li>• CLICK “Save” to save the report to the user’s “Downloads” folder. An additional taskbar giving the user the option to open the report will be provided.</li> </ul>

### C Search Criteria for Expired and Expiring Practices Not Designated as “Practice Complete”

Following is the search criteria for expired and expiring practices not designated as “Practice Complete”.

Data Element	Selected Search Criteria
Agreement/Application Status	<p>Select Agreement Statuses by:</p> <ul style="list-style-type: none"> <li>• clicking “ACTIVE_REWISE”</li> <li>• holding down the “Ctrl” key and clicking: <ul style="list-style-type: none"> <li>• “ACTIVE_TERMINATE”</li> <li>• “CONTRACT_APPROVED”</li> <li>• “PARTIALLY_EARNED”</li> <li>• “REVISE_COMPLETE”</li> <li>• “REVISE_IN_PROCESS”</li> <li>• “TERMINATE_COC”.</li> </ul> </li> </ul>
Practice Status	<p>Select application statuses by:</p> <ul style="list-style-type: none"> <li>• clicking “Approved”</li> <li>• holding down the “Ctrl” key and clicking: <ul style="list-style-type: none"> <li>• “Partially Earned”</li> <li>• “Payment Failed”</li> <li>• “Pending Certification”.</li> </ul> </li> </ul>

**Instructions for Accessing and Generating the Status Management Report – CSS Applications/  
Agreements (Continued)****C Search Criteria for Expired and Expiring Practices Not Designated as “Practice Complete”  
(Continued)**

<b>Data Element</b>	<b>Selected Search Criteria</b>
Beginning Creation Date	Defaulted to 01/01/2012. Do not change.
Ending Creation Date	Enter the date the report is being created to ensure that all potential CSS Agreements are included.
Beginning Practice Expiration Date	Defaulted to 01/01/2012. Do not change.
Ending Practice Expiration Date	Enter a date 1 month after the date the report is being created. For example, if the report is being generated on June 17, 2019, enter July 17, 2019, as the ending practice expiration date.

## Instructions for Accessing and Generating the Status Management Report – CSS Applications/Agreements (Continued)

### D Example of “Status Management Report – CSS Applications/Agreements” Showing Expired and Expiring Practice Not Designated as “Practice Complete”

Following is an example of the Status Management Report – CSS Applications/Agreements created using the search criteria from subparagraph C. This report will be displayed with expired and expiring practices that have not been designated as “Practice Complete” in CSS.

United States Department of Agriculture											
Farm Service Agency											
Status Management Report - CSS Applications/Agreements											
Date: Mon Jun 17 08:01:28 CDT 2019											
Program: CRP											
State	County	Control Number	Agreement/Application Status	Practice Status	Producer Name	Contract Number	Practice Code	Approved Date	Practice Expiration Date	Total Cost Share Approved	Creation Date
Any (99)	Some (999)	99_999_2015_	CONTRACT_APPR PENDING_CERTIF		JOE FARMER	10215	CP2	9/24/2013	10/1/2015	\$162.00	3/25/2015
Any (99)	Some (999)	99_999_2016_	CONTRACT_APPR APPROVED		SAM POTATO	11065A	CP38E	2/22/2018	10/1/2018	\$249.00	2/22/2018
Any (99)	Some (999)	99_999_2016_	CONTRACT_APPR APPROVED		SAM POTATO	11065A	CP38E	2/22/2018	10/1/2018	\$333.00	2/22/2018
Any (99)	Some (999)	99_999_2016_	CONTRACT_APPR APPROVED		SAM POTATO	11065A	CP38E	2/22/2018	10/1/2018	\$52.00	2/22/2018
Any (99)	Some (999)	99_999_2016_	PARTIALLY_EARN/APPROVED		JOE FARMER	1846A	CP5A	3/31/2003	10/1/2016	\$154.00	7/26/2016
Any (99)	Some (999)	99_999_2017_	PARTIALLY_EARN/PARTIALLY_EARN		SALLY VEGETA	10056B	CP1	9/17/2013	10/1/2017	\$305.00	4/19/2017
Any (99)	Some (999)	99_999_2018_	CONTRACT_APPR APPROVED		JOHNNY TRAC	11279	CP38E	5/1/2017	11/1/2018	\$37.00	11/20/2017
Any (99)	Some (999)	99_999_2018_	CONTRACT_APPR PAYMENT_FAILED		ABC GUM FAR	3061B	CP2	8/31/2011	12/31/2018	\$318.00	8/1/2018
Any (99)	Some (999)	99_999_2018_	CONTRACT_APPR APPROVED		SUZY QUEUE	3029	CP2	9/1/2011	9/30/2018	\$146.00	4/10/2018
Any (99)	Some (999)	99_999_2018_	CONTRACT_APPR APPROVED		BOB T BUILDEF	2768	CP12	11/22/2006	4/1/2019	\$0.00	5/11/2018
Any (99)	Some (999)	99_999_2018_	CONTRACT_APPR APPROVED		P B JELLY	3011B	CP12	9/30/2010	4/1/2019	\$0.00	5/14/2018
Any (99)	Some (999)	99_999_2018_	CONTRACT_APPR APPROVED		CINDY LOU WH	11039	CP8A	9/24/2014	10/1/2018	\$0.00	6/13/2018

### E Sorting the CSV Version of Customizable CRP Practice Expiration Report

See Exhibit 2, subparagraph D for guidance on:

- saving the report as an Excel spreadsheet
- formatting column widths
- changing sort order.

## Instructions for Accessing and Generating the Status Management Report – CSS Applications/Agreements (Continued)

### F Search Criteria for “Paid” Status Agreements With Practice Statuses Other Than “Paid”

Following is an example of search criteria for “Paid” Status Agreements with Practice Statuses Other than “Paid”.

Data Element	Selected Search Criteria
Agreement/Application Status	CLICK “Paid” to select agreements with paid status.
Practice Status	Select Application Statuses by: <ul style="list-style-type: none"> <li>• clicking “APPROVED”</li> <li>• holding down the “Ctrl” key and clicking:               <ul style="list-style-type: none"> <li>• “Partially Earned”</li> <li>• “Payment Failed”</li> <li>• “Pending Certification”.</li> </ul> </li> </ul>
Beginning Creation Date	Defaulted to 01/01/2012. Do not change.
Ending Creation Date	Enter the date the report is being created to ensure that all potential CSS Agreements are included.
Beginning Practice Expiration Date	Defaulted to 01/01/2012. Do not change.
Ending Practice Expiration Date	Enter a date sufficient to cover any potential practice expiration date included on currently active agreements. For example, 12/31/2050.  <b>Note:</b> Do not use 12/31/9999 as the ending practice expiration date as it causes an error in the query.

### G Example of “Status Management Report – CSS Applications/Agreements” Showing “Paid” Status Agreements With Practice Statuses Other Than “Paid”

Following is an example of the Status Management Report – CSS Applications/Agreements created using the search criteria from subparagraph F. This report will be displayed with “Paid” status agreements with practices that have a status of something other than “Paid”.

United States Department of Agriculture											
Farm Service Agency											
Status Management Report - CSS Applications/Agreements											
Date: Mon Jun 17 14:00:21 CDT 2019											
Program: CRP											
State	County	Control Number	Agreement/ Application Status	Practice Status	Producer Name	Contract Number	Practice Code	Approved Date	Practice Expiration Date	Total Cost Share Approved	Creation Date
Any (99)	Some (999)	99_999_2013_0035	PAID	PENDING_CERTIFICATION	SALLY SUNSHINE	10159	CP2	9/4/2013	9/24/2014	\$1,022.00	9/24/2013
Any (99)	Some (999)	99_999_2018_0103A	PAID	PENDING_CERTIFICATION	ABC GUM CO	3059A	CP21	9/28/2015	9/30/2019	\$45.00	4/5/2018



**Instructions for Accessing and Generating the Status Management Report – CSS Applications/  
Agreements (Continued)**

**H Sorting the CSV Version of Customizable CRP Practice Expiration Report**

See Exhibit 2, subparagraph D for guidance on:

- saving the report as an Excel spreadsheet
- formatting column widths
- changing sort order.