

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice ERP-14**

**For:** State and County Offices

**Emergency Relief Program (ERP) Phase 1 Close-Out**

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



**1 Overview**

**A Background**

The Extending Government Funding and Delivering Emergency Assistance Act (Pub. L. 117-43) authorized \$10 billion in funding for disaster assistance, including ERP, which is available until December 31, 2023.

Assistance was administered using a 2-phased process. Signup for ERP Phase 1 ended on December 16, 2022. A subsequent January 20, 2023, deadline for Phase 1 applications impacted by corrections to RMA and NAP records was provided in Notice ERP-7. The deadline to submit required and optional eligibility forms is September 12, 2023.

A deadline to finalize ERP Phase 1 applications was not provided by the National Office before the software was disabled on May 31, 2023. As a result, all completed and signed FSA-520's may not have been entered in the software and processed for payment.

**B Purpose**

This notice advises State and County Offices that:

- ERP Phase 1 application software will be enabled on September 1, 2023, to allow the entry of valid outstanding FSA-520's that were signed and submitted by the applicable deadline, but not processed in the software
- the deadline to have all ERP Phase 1 applications finalized in the software and processed for payment is September 29, 2023
- all unsigned payments must be resolved immediately.

Disposal Date	Distribution
January 1, 2024 9-12-23	State Offices; State Offices relay to County Offices

## 2 General Information

### A Outstanding ERP Phase 1 Applications

The deadline to submit FSA-520's **has not been extended**. County Offices must ensure that all outstanding completed FSA-520's submitted by the applicable application deadline are entered in the software and processed for payment by **September 29, 2023**. Requests for extensions of this deadline will not be authorized. The FSA-520 is considered complete once the producer and all producers with a substantial beneficial interest (SBI), if applicable, requesting a payment complete all required entries, sign, and submit FSA-520.

**Note:** FSA-520's with missing signatures for the producer or primary policyholder, and any SBI's claiming a share of the crop or crops or that were submitted after the announced signup deadline, must not be processed.

### B Application Report

An Application Status Report is available if assistance is needed to identify outstanding Phase 1 applications that may need to be finalized in the ERP Phase 1 application software. Applications with any of the following statuses have not been processed:

- Notified
- Initiated
- Enrolled.

County Offices may use this report as a tool to ensure that all valid and complete FSA-520's have been entered and processed for payment.

**Note:** Instructions for accessing the report are provided in 2-ERP, paragraph 71.

## 3 Action

### A State Office Action

State Offices will:

- ensure that County Offices are aware of and follow the provisions of this notice
- email the following information for ERP Phase 1 applications subject to an appeal or request for relief to Sydney Griffin at [sydney.griffin@usda.gov](mailto:sydney.griffin@usda.gov) by September 15, 2023:
  - State and county
  - applicant's name
  - application number
  - estimated gross payment amount.

**Note:** Negative reports are not required.

**3 Action (Continued)**

**B County Office Action**

County Offices will:

- ensure that all completed ERP Phase 1 applications that were submitted timely are finalized in the software and processed by September 29, 2023
- notify the State Office of any open appeals or requests for relief, and include the applicant's name, application number, and dollar amount of the ERP Phase 1 estimated gross payment.