

For: State and County Offices

CCC Software for Processing Grassland Reserve Program (GRP) Applications and Contracts

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

GRP easement obligations must be recorded in the System 36 as soon as AD-1157 is signed by the applicant and NRCS and returned from NRCS.

B Purpose

This notice informs State and County Offices that upon receiving a signed AD-1157 County Offices shall obligate funds to the easement application in the System 36. This notice:

- provides automated procedure for:
 - recording GRP contract applications (paragraph 3)
 - recording GRP easement applications (paragraph 4)
 - using the “Update AD-1153 Application” option (paragraph 5)
 - AD-1153 report options (paragraph 6)
 - recording GRP contracts (paragraph 7)
 - CCC-920 reports, including the CCC-920 Annual Payments Due This Month Report (paragraph 8)
 - processing CCC-1245 for administrative practices (paragraph 9)
- reminds counties to ensure that AD-1026 is on file for approved rental contracts and easements (paragraph 10)
- obsoletes Notice GRP-11.

Disposal Date	Distribution
January 1, 2007	State Offices; State Offices relay to County Offices and NRCS Offices

Notice GRP-12

1 Overview (Continued)

C Contact

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact Sharon Rafter, CEPD, at 202-690-1612.

2 GRP Processing

A Menu Option

To access GRP software, on Conservation Main Menu EEA000, ENTER 7, “CCC Processing Menu”. The following is an example of Menu EEA000.

```
COMMAND                                EEA000                                E4
Conservation Main Menu
-----
1.  AD-245/AD-862 Menu
2.  CRP Offer (Bid) Processing Menu
3.  CRP Contract File Menu
4.  Ledger Menu
5.  Progress Reports Menu
6.  USLE/RUSLE Selection Menu
7.  CCC Processing Menu
8.  SIP Disbursement Menu

21. Return To Application Selection Screen
22. Return To Office Selection Screen
23. Return To Primary Selection Menu
24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".
```

B Adjusted Gross Income (AGI) Provisions

GRP software will interface with common provisions software to verify AGI eligibility. The software will verify AGI eligibility when:

- AD-1153 is created
- CCC-920 is created
- a new producer is added to an existing AD-1153 or CCC-920.

Applications can be recorded even if the producer does not have an AGI determination. An AGI determination must be available before a contract or easement can be approved.

Notice GRP-12

2 GRP Processing (Continued)

C County Office Action

County Offices shall:

- update the CCC county eligibility table to make GRP an eligible program, GRP fund codes eligible, and the applicable practice codes eligible for GRP according to 2-CONSV, paragraphs 12 through 14
- record allocations in the System 36 when received from the State Office according to 2-CONSV, paragraph 302
- enter **all** AD-1153's in the System 36 according to this notice

Note: AD-1153's must be recorded in the System 36 whether or not the application will be approved.

- enter CCC-920's in the System 36 for approved contracts according to this notice
- enter AD-1157's in the System 36 for approved easements according to this notice
- provide NRCS with the AD-1153 Applications Received Report each week.

D Technical Practice Codes for GRP

Any technical practice code already on the CCC county eligibility table may be used for GRP. Technical practice codes for annual rental payments, easement payments, and allowable administrative expenses related to the program are eligible only for GRP.

Technical practice codes that are eligible for GRP include the following only:

- 801 - Annual Rental
- 802 - Easement Payment
- 810 - Appraisal
- 811 - Recording Fees
- 812 - Closing Services
- 813 - Legal Services
- 899 - Other.

Technical practices may be listed on CCC-920 contracts or AD-1153 easement applications.

After technical practices have been added to the easement CCC-920 rental agreement or contract, process CCC-1245's for easement administrative practices, such as an appraisal, according to paragraph 9. Payments for these expenses are made to the party performing the service.

Process CCC-1245's for all other technical practices according to 2-CONSV.

Notice GRP-12

2 GRP Processing (Continued)

E State Office Action

State Offices shall:

- post allocations to the State CCC ledger and to e-Funds
- allocate funds to the County Offices.

3 Processing AD-1153 Applications for GRP Contracts

A Background

Producers who want to participate in GRP must submit AD-1153. They may apply for a contract or an easement using AD-1153. This paragraph will provide instructions for recording an application for a GRP **contract**. See paragraph 4 for instructions on recording an easement application.

B Conservation CCC Processing Menu EEB000

To begin recording a GRP contract application, on Menu EEB000, ENTER "6", "AD-1153 GRP Application Menu". The following is an example of Menu EEB000.

```
COMMAND                                EEB000                                E4
Conservation CCC Processing Menu
-----
      1. CCC County Eligibility Table Menu
    * 2. Reserved
      3. CCC-1245 Menu
      4. CCC Ledger Menu
      5. CCC Progress Reports Menu
      6. AD-1153 GRP Application Menu
      7. CCC-920 Contract Menu

     20. Return To Application Primary Menu
     21. Return To Application Selection Screen
     22. Return To Office Selection Screen
     23. Return To Primary Selection Menu
     24. Sign Off

Cmd3=Previous Menu                      *=Option Currently Not Available

Enter option and press "Enter".
6
```

Notice GRP-12

3 Processing AD-1153 Applications for GRP Contracts (Continued)

C Conservation AD-1153 Application Menu EED100

The following is an example of Menu EED100.

```
COMMAND                                EED100                                UE
Conservation AD-1153 Application Menu
-----
      1. Create AD-1153 Contract Application
      2. Create AD-1153 Easement Application
      3. Update AD-1153 Application
      4. Cancel AD-1153 Application
      5. Print AD-1153
      6. AD-1153 Reports/Forms Menu

      20. Return To Application Primary Menu
      21. Return To Application Selection Screen
      22. Return To Office Selection Screen
      23. Return To Primary Selection Menu
      24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".    1
```

ENTER "1", "Create AD-1153 Contract Application", to begin processing AD-1153 applications for GRP contracts.

Notice GRP-12

3 Processing AD-1153 Applications for GRP Contracts (Continued)

D Recording GRP Contract Applications

Record GRP contract applications according to the following.

Step	Action
1	On Menu EED100, ENTER “1”, “Create AD-1153 Contract Application”, and PRESS “Enter”.
2	On Screen EED11000, enter fund code “XX5001/200X” and PRESS “Enter”. Note: When entering the fund code, enter the State code for “XX” and FY for “X”.
3	On Screen EED11100, PRESS: <ul style="list-style-type: none"> • “Cmd16” to add a farm to the application • “Enter” if no farm number is available. Note: A farm number is not required for an application. If no farm is being added to the application, go to step 8.
4	On Screen EED11105, enter the farm number and “Y” or “N” for whether this is the primary farm on the application and PRESS “Enter”.
5	Repeat steps 3 and 4 for each farm on the application. After all applicable farms have been added to the application, PRESS “Enter” on Screen EED11100.
6	On Screen EED11300, ENTER “Y” by each tract that is included on the application and PRESS “Enter”.
7	On Screen EED11400, enter the GRP cropland acres and DCP acres for each tract and PRESS “Enter”. Note: The same acreage cannot be included in both fields.
8	On Screen EED11500, PRESS “Cmd16” to place a producer on the contract.
9	Select 1 of the options to identify the producer being added. After the producer is selected, PRESS “Enter”.
10	On Screen EED11510, ENTER “Y” or “N” in the “Primary Producer” field and PRESS “Enter”.
11	Repeat steps 8, 9, and 10 for each producer on the application. After all applicable producers have been added, PRESS “Enter” on Screen EED11500.
12	On Screen EED13000, enter the following: <ul style="list-style-type: none"> • rental rate • number of acres • first year payment, only if the first year payment will be unique • “Y” next to the type of contract being requested • description of the property being offered, if no farm number was entered.
13	On Screen EED14005, PRESS “Enter”.
14	On Screen EED16000, enter the date the application was submitted and PRESS “Enter”. Screen EED17000 will be displayed with the message, “Initial AD-1153 Contract Application information has been recorded”.

Notice GRP-12

3 Processing AD-1153 Applications for GRP Contracts (Continued)

E AD-1153 Participant Data Screen EED11510

The following is an example of Screen EED11510.

Conservation	079-COUNTY	Selection	EED11510
AD-1153 Participant Data Screen	Version: AB89	08-01-2003	13:14 Term UE

Application Number:	2003 0010	Program:	GRP
Farm NO:	2424	Tract NO:	1684
		Fund Code:	225001/2003
Producer ID:	511 66 9999 S	JON HOPPY	
		RR 1 BOX 818	
		HOMETOWN, ND 58353-2222	
AGI:		Y	
Primary Producer (Y or N):		<u>Y</u>	
C/S Amount Earned:		0	
Enter=Continue	Cmd4=Previous Screen	Cmd7=End	

The AGI flag is read from the farm record. The application may be recorded whether the AGI flag is "Y" or "N". Any producer who has an "N" in the AGI flag will need to have an AGI determination made before the contract can be approved.

The "Primary Producer" field allows the user to designate whether this producer is the primary producer on the application or not.

Notice GRP-12

3 Processing AD-1153 Applications for GRP Contracts (Continued)

F AD-1153 Basic Data Screen EED13000

The following is an example of Screen EED13000.

Conservation	079-County	Selection	EED13000
AD-1153 Basic Data Screen		Version: AB89	08-01-2003 13:43 Term UE

Application Number:	2003 0010	Program:	GRP Fund Code: 385001/2005
Farm NO:	2424	Tract NO:	1684
Producer ID:	511 66 9999 S	Name:	JON HOPPY
Rental Rate Per Acre:	_____	Number of Acres:	_____
Annual Contract Payment:	_____		
First Year Payment:	_____		
Enter "Y" next to type of AD-1153 Application.			
__10 Year Contract __15 Year Contract __20 Year Contract __30 Year Contract			
Description and Location of Farm, Ranch, or Other Unit:			

Enter=Continue Cmd4=Previous Screen Cmd7=End			

The “Rental Rate Per Acre” field allows the user to enter the State GRP rental rate. Rental rates were provided in Notice GRP-1. The “Number of Acres” field allows the user to enter the number of acres offered for the contract. The “Annual Contract Payment” is calculated by the System 36 and is the estimated annual rental payment for the application. The “First Year Payment” field allows the user to enter the first year payment if it will be a unique amount. It should usually be the same amount as the “Annual Contract Payment” and is **not** a required entry.

The producer will determine the length of contract desired. The user will ENTER “Y” next to the contract length offered by the producer.

The “Description and Location of Farm, Ranch, or Other Unit” field allows the user to enter a description of the offered land. This is a required entry if the offered land does not have a farm number. A farm number is not required for the application. However, if an application is selected for approval and no farm number has been assigned to the land, the County Office shall establish a farm number for the offered land.

Notice GRP-12

4 Processing AD-1153 Applications for GRP Easements

A Background

Producers who want to participate in GRP must submit AD-1153 and may apply for a contract or an easement using AD-1153. This paragraph will provide instructions for recording an application for a GRP **easement** and related costs. See paragraph 3 for instructions on recording a contract application.

B Conservation CCC Processing Menu EEB000

To begin recording the GRP easement application, on Menu EEB000, ENTER "6", "AD-1153 GRP Application Menu". The following is an example of Menu EEB000.

```
COMMAND                                EEB000                                E4
Conservation CCC Processing Menu
-----
      1. CCC County Eligibility Table Menu
*     2. Reserved
      3. CCC-1245 Menu
      4. CCC Ledger Menu
      5. CCC Progress Reports Menu
      6. AD-1153 GRP Application Menu
      7. CCC-920 Contract Menu

      20. Return To Application Primary Menu
      21. Return To Application Selection Screen
      22. Return To Office Selection Screen
      23. Return To Primary Selection Menu
      24. Sign Off

Cmd3=Previous Menu                                *=Option Currently Not Available

Enter option and press "Enter".
 6
```

Notice GRP-12

4 Processing AD-1153 Applications for GRP Easements (Continued)

C Conservation AD-1153 Application Menu EED100

The following is an example of Menu EED100.

```
COMMAND                                EED100                                UE
Conservation AD-1153 Application Menu
-----
          1. Create AD-1153 Contract Application
          2. Create AD-1153 Easement Application
          3. Update AD-1153 Application
          4. Cancel AD-1153 Application
          5. Print AD-1153
          6. AD-1153 Reports/Forms Menu

          20. Return To Application Primary Menu
          21. Return To Application Selection Screen
          22. Return To Office Selection Screen
          23. Return To Primary Selection Menu
          24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".   2 
```

To begin processing AD-1153 applications for GRP easements, on Menu EED100, ENTER “2”, “Create AD-1153 Easement Application”.

Notice GRP-12

4 Processing AD-1153 Applications for GRP Easements (Continued)

D Recording GRP Easement Applications

Record GRP Easement Applications according to the following.

Step	Action
1	On Menu EED100, ENTER “2”, “Create AD-1153 Easement Application”, and PRESS “Enter”.
2	On Screen EED11000, enter fund code “XX5002/200X” and PRESS “Enter”. Note: When entering the fund code, enter the State code for “XX” and FY for “X”.
3	On Screen EED11100, PRESS : <ul style="list-style-type: none"> • “Cmd16” to add a farm to the application • “Enter” if no farm number is known. Note: A farm number is not required. If no farm is added to the application, go to step 8.
4	On Screen EED11105, enter the farm number and “Y” or “N” in the “Primary Farm” field and PRESS “Enter”.
5	Repeat steps 3 and 4 for each farm on the application. After all applicable farms have been added to the application, PRESS “Enter” on Screen EED11100.
6	On Screen EED11300, ENTER “Y” by each tract that is included on the application and PRESS “Enter”.
7	On Screen EED11400, enter the GRP cropland acres and the DCP acres for each tract and PRESS “Enter”. Note: The same acreage cannot be included in both fields.
8	On Screen EED11500, PRESS “Cmd16” to place a producer on the contract.
9	Select 1 of the options to identify the producer being added. After the producer is selected, PRESS “Enter”.
10	On Screen EED11510, ENTER “Y” or “N” in the “Primary Producer” field. PRESS “Enter”.
11	Repeat steps 8, 9, and 10 for each producer on the application. After all applicable producers have been added, PRESS “Enter” on Screen EED11500.
12	On Screen EED13000, enter: <ul style="list-style-type: none"> • “Y” next to the type of easement being requested • description of the property being offered, if needed.
13	On Screen EED14000, PRESS “Enter”.
14	On Screen EED14005, PRESS “Enter”.
14	On Screen EED16000, enter the date the application was submitted and PRESS “Enter”. Screen EED17000 will be displayed with the message, “Initial AD-1153 Easement Application information has been recorded”.

Notice GRP-12

4 Processing AD-1153 Applications for GRP Easements (Continued)

E AD-1153 Participant Data Screen EED11510

The following is an example of Screen EED11510.

Conservation	079-COUNTY	Selection	EED11510
AD-1153 Participant Data Screen	Version: AB89	08-01-2003	13:14 Term UE

Application Number: 2003 0012	Program: GRP	Fund Code: 225002/2003	
Farm NO:	Tract NO:		
Producer ID: 111 11 9999 S	JON HOPPY		
	RR 1 BOX 818		
	HOMETOWN, ND 58353-2222		
AGI:	Y		
Primary Producer (Y or N):	<u>Y</u>		
C/S Amount Earned:	0		
Enter=Continue Cmd4=Previous Screen Cmd7=End			

The AGI flag is read from the farm record. The application may be recorded whether the AGI flag is “Y” or “N”. Any producer who has an “N” in the AGI flag will need to have an AGI determination made before the easement can be approved.

The “Primary Producer” field allows the user to designate whether this producer is the primary producer on the application or not.

Notice GRP-12

4 Processing AD-1153 Applications for GRP Easements (Continued)

F AD-1153 Basic Data Screen EED13000

The following is an example of Screen EED13000 for an easement application.

Conservation	079-ANY COUNTY	Selection	EED13000
AD-1153 Basic Data Screen	Version: AB89	08-01-2003 14:11	Term UE

Application Number: 2003 0011	Program: GRP	Fund Code: 385002/2003	
Farm NO:	Tract NO:		
Producer ID: 555 11 7777 S	Name: JON HOPPY		
Enter "Y" next to type of AD-1153 Application.			
<input checked="" type="checkbox"/> 30 Year Easement <input type="checkbox"/> Permanent Easement			
Description and Location of Farm, Ranch, or Other Unit: _____			

Enter=Continue Cmd4=Previous Screen Cmd7=End			

The producer will determine the length of easement being offered. The user will ENTER "Y" next to the easement length selected by the producer. The GRP statute authorizes 30-year easements, permanent easements, and easements for a maximum duration restricted by State law.

The "Description and Location of Farm, Ranch, or Other Unit" field allows the user to enter a description of the offered land. This is a required entry if the offered land does not have a farm number. A farm number is not required for the application. However, if an application is selected for approval and the land does not have a farm number, the County Office shall establish a farm number for the offered land.

Notice GRP-12

5 Using the Update AD-1153 Application Option

A Update AD-1153 Application

On Conservation AD-1153 Application Menu EED100, option 3, “Update AD-1153 Application”:

- can be used for either GRP easement or contract applications
- may be used to:
 - add, modify, or delete producers, farms, or tracts on the application
 - obligate funds for a GRP easement
 - add, modify, or delete technical practices on easement applications.

The following is an example of Menu EED100.

```
COMMAND                                EED100                                UE
Conservation AD-1153 Application Menu
-----
          1. Create AD-1153 Contract Application
          2. Create AD-1153 Easement Application
          3. Update AD-1153 Application
          4. Cancel AD-1153 Application
          5. Print AD-1153
          6. AD-1153 Reports/Forms Menu

          20. Return To Application Primary Menu
          21. Return To Application Selection Screen
          22. Return To Office Selection Screen
          23. Return To Primary Selection Menu
          24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".    2
```

To update AD-1153, on Menu EED100, ENTER “3”, “Update AD-1153 Application”.

Notice GRP-12

5 Using the Update AD-1153 Application Option (Continued)

B Obligating Easement Funds

GRP easement obligations must be recorded in the System 36 as soon as AD-1157 is signed by the applicant and NRCS and returned from NRCS. Funds must be allocated to the county and those allocations recorded before easement obligations are recorded.

Record easement obligations from AD-1157 according to the following table.

Note: This same process will be used to place funds on AD-1153 to pay administrative expenses for easements that have not yet been approved.

Step	Action
1	On Menu EED100, ENTER "3", "Update AD-1153 Application", and PRESS "Enter".
2	On Screen EED20500, enter the application number and PRESS "Enter".
3	PRESS "Enter" on each screen until Screen EED14000 is displayed.
4	On Screen EED14000, use the roll option to find the correct fund code. Note: The fund code for the funds will be displayed in the mid-left section of Screen EED14000.
5	Enter the estimated amount for the easement from AD-1157 or the amount needed to pay the administrative costs in the "C/S Amount Approved Change" field for the correct fund code and PRESS "Enter". This will obligate the amount on the CCC ledger.
6	PRESS "Enter" on the remaining screens of the option to complete the process.

Notice GRP-12

5 Using the Update AD-1153 Application Option (Continued)

C AD-1153 Approval Screen EED14000

The following is an example of Screen EED14000. The fund code for recording funds is in bold (226005/2003). The primary fund code for AD-1153 is displayed with an asterisk on the right side of the screen. The primary fund code may or may not have funds recorded.

Conservation	069-NATCHOTICHES	Selection	EED14000
AD-1153 Approval Screen	Version: AD62	07-28-2005	15:13 Term E4

Application Number:	2003 0005	Program: GRP	Fund Code: 225002/2003*
Farm NO:	627	Tract NO:	776
Producer ID:	434 56 6549 S	Name:	BARBARA W BARBECUE
		Program Balance:	5,000
		Overall Application Value:	1,700
Fund Code: 226005/2003			
		Fund Code	Application
	Change(+/-)	Balances	Balances
C/S Amount Approved:	1500	0	1,700
Performance Amount Approved:		0	0
Performance Amount Earned:		0	0
Balance Available:		0	1,700
Unapproved Application Balance:		0	1,200
Amount CCC-1245's Issued:		0	500
NO MORE FUND CODES			
Enter=Continue Cmd4=Previous Screen Cmd7=End Roll=Next Fund			

Notice GRP-12

5 Using the Update AD-1153 Application Option (Continued)

D Adding Practices to AD-1153 Easement Applications

Easement practices are recorded through Menu EED100, option 3, “Update AD-1153 Application” whether or not the easement has been approved. When a practice, whether it is a restoration practice or easement related cost, is added to AD-1153 for an easement, the money is obligated on the CCC ledger and CCC-1245’s can be processed for the practice.

Practices for GRP rental **contracts** should not be recorded on AD-1153. GRP rental **contract** technical practices shall be recorded through CCC-920 processing.

Add practices to the easement AD-1153 according to the following.

Step	Action
1	On Menu EED100, ENTER “3”, “Update AD-1153 Application”, and PRESS “Enter”.
2	On Screen EED20500, enter the application number and PRESS “Enter”.
3	PRESS “Enter” on each screen until Screen EED14005 is displayed.
4	On Screen EED14005, PRESS “Cmd16”.
5	On Screen EED14010, enter the technical practice code of the practice being added to AD-1153 and PRESS “Enter”.
6	On Screen EED14015, enter the following and PRESS “Enter”: <ul style="list-style-type: none">• practice extent• offered level• fund code, if easement has multiple fund codes• total cost share incentive• year scheduled• livestock indicator.
7	Repeat steps 5 through 7 for each practice being added. After all applicable practices are added, PRESS “Enter” on Screen EED14005.
8	On Screen EED15000, PRESS “Enter”.
9	On Screen EED16000, PRESS “Enter” to complete the process.

Notice GRP-12

5 Using the Update AD-1153 Application Option (Continued)

E AD-1153 Technical Practice Screen EED14015

The following is an example of Screen EED14015 with practice information entered. In this example, the practice recorded is for costs related to an easement. Although this is not a cost-share or incentive payment, it will appear as such on the screen.

Conservation	069-NATCHOTICHES	Selection	EED14016
AD-1153 Technical Practice Screen		Version: AD62	07-28-2005 15:13 Term E4

Application Number:	2003 0005	Program:	GRP
Farm NO:	627	Tract NO:	776
Producer ID:	434 56 6549 S	Name:	BARBARA W BARBEROUSSE
Technical Practice - Code:	810		
	Desc: Appraisal		
	Unit: NO		
	Lifespan: 02		
Practice Extent:		<u>1</u>	
Cost-Share/Incentive Level:		100	
Offered Level:		<u>100</u>	
Fund Code(s):		<u>226005/2003</u>	
Amount to be Distributed:		1,500	
Total Cost-Share/Incentive:		<u>1000</u>	
Year Scheduled:		<u>2005</u>	
Livestock Indicator:		<u>B</u>	
Enter=Continue Cmd4=Previous Screen Cmd7=End Cmd13=More Data Help=Help			

F AD-1153 Technical Practice Screen EED14005

The following is an example of Screen EED14005 with practices recorded.

Conservation	069-NATCHOTICHES	Selection	EED14005						
AD-1153 Technical Practice Screen		Version: AD62	07-28-2005 15:13 Term E4						

Application Number:	2003 0005	Program:	GRP						
Farm NO:	627	Tract NO:	776						
Producer ID:	434 56 6549 S	Name:	BARBARA W BARBECUE						
Overall Application Value:	3,200	Total Amt to Distribute:	1,600						
#	Technical Code	Extent Approved	Total C/S-Inc	C/S-Inc Level	Offer Level	Year Sched	CCC-1245 CTL NO.	Extent Perform	C/S-Inc Earned
1	810	1.0	500	100	100	2003	2005 0001		
2	813	1.0	100	100	100	2003			
3	810	1.0	1000	100	100	2005			
Totals:			1600						
NO MORE PRACTICES									

Notice GRP-12

5 Using the Update AD-1153 Application Option (Continued)

G Recording Easement Approvals

NRCS will process easement documents. FSA will record the date the easement project is approved on AD-1153 in the System 36 according to the following.

Step	Action
1	On Menu EED100, ENTER "3", "Update AD-1153 Application", and PRESS "Enter".
2	On Screen EED20500, enter the application number and PRESS "Enter".
3	PRESS "Enter" on each screen until Screen EED16000 is displayed.
4	On Screen EED16000, enter the date of approval and PRESS "Enter".

H AD-1153 Dates Screen EED16000

The following is an example of Screen EED16000.

Conservation	069-NATCHOTICHES	Selection	EED16000
AD-1153 Dates Screen		Version: AD62	07-28-2005 15:38 Term E4

Application Number:	2003 0005	Program: GRP	Fund Code: 225002/2003*
Farm NO:	627	Tract NO: 776	
Producer ID:	434 56 6549 S	Name: BARBARA W BARBEROUSSE	
-Dates- Application Submitted:			09032003
Easement Approved:			<u>09122005</u>
Note: Enter dates in MMDDCCYY format.			
Enter=Continue Cmd4=Previous Screen Cmd7=End			

Notice GRP-12

6 AD-1153 Reports

A AD-1153 Reports Available

The following is an example of Conservation AD-1153 Reports/Forms Menu EED600 which will display the reports available for managing AD-1153 applications. County Offices shall process the AD-1153 Status Report, the AD-1153 Technical Practice Status Report, and the AD-1153 Summary Expenses Report on an as needed basis.

```
COMMAND                                EED600                                E5
Conservation AD-1153 Reports/Forms Menu
-----
      1. AD-1153 Applications Received
      2. AD-1153 Status Report
      3. AD-1153 Technical Practice Status Report
      4. AD-1153 Summary Expenses Report
      5. Print Blank AD-1153

      20. Return To Application Primary Menu
      21. Return To Application Selection Screen
      22. Return To Office Selection Screen
      23. Return To Primary Selection Menu
      24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".
```

B AD-1153 Applications Received Report (CEP-69R)

County Offices shall process option 1, “AD-1153 Applications Received” report weekly. The County Office shall provide the report to NRCS on a weekly basis and shall retain a copy in the GRP file.

Notice GRP-12

7 Processing CCC-920 GRP Rental Contracts

A Conservation CCC-1200/CCC-1245 Menu EEB000

To begin processing GRP contracts, on Menu EEB000, ENTER "7", "CCC-920 Contract Menu". The following is an example of Menu EEB000.

```
COMMAND                                EEB000                                UE
Conservation CCC-1200/CCC-1245 Menu
-----
          1. CCC County Eligibility Table Menu
          2. CCC-1200 Contract Menu
          3. CCC-1245 Menu
          4. CCC Ledger Menu
          5. CCC Progress Reports Menu
          6. AD-1153 GRP Application Menu
          7. CCC-920 Contract Menu

        20. Return To Application Primary Menu
        21. Return To Application Selection Screen
        22. Return To Office Selection Screen
        23. Return To Primary Selection Menu
        24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".    _7_
```

B Background

After a producer submits an application to participate in GRP, the producer's offer will be considered. Offers accepted for a GRP rental **contract** will be recorded on CCC-920. This paragraph provides instructions for recording a GRP **contract**.

To create a CCC-920 contract, on Conservation CCC-920 Contract Menu EED200, ENTER "1", Create CCC-920 Contract. The following is an example of Menu EED200.

```
COMMAND                                EED200                                UE
Conservation CCC-920 Contract Menu
-----
          1. Create CCC-920 Contract
          2. Update CCC-920 Contract
          3. Cancel CCC-920 Contract
          4. Reinstate CCC-920 Contract
          5. Print CCC-920
          6. CCC-920 Reports/Forms Menu

        20. Return To Application Primary Menu
        21. Return To Application Selection Screen
        22. Return To Office Selection Screen
        23. Return To Primary Selection Menu
        24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".
```

Notice GRP-12

7 Processing CCC-920 GRP Contracts (Continued)

C Recording CCC-920 Contract

AD-1153 must be present in the System 36 before CCC-920 can be created. The information entered on AD-1153 will be pulled into CCC-920.

The application number assigned to AD-1153 will become the contract number on CCC-920.

Step	Action
1	On Menu EED200, ENTER “1”, “Create CCC-920 Contract”, and PRESS “Enter”.
2	On Screen EED20500, enter the AD-1153 application number as the contract number and PRESS “Enter”.
3	On Screen EED21000, the fund code, supplemental fund codes, or NRCS office may be changed. When all information is correct, PRESS “Enter”.
4	On Screen EED21100, PRESS: <ul style="list-style-type: none"> • “Cmd16” to add a farm to the contract • “Enter” if the applicable farm number is displayed. Go to step 8. <p>Note: At least 1 farm number is required on the contract.</p>
5	On Screen EED21105, enter the farm number and “Y” or “N” for whether this is the primary farm on the application and PRESS “Enter”.
6	Repeat steps 4 and 5 for each farm on the contract. After all applicable farms have been added to the contract, PRESS “Enter” on Screen EED21100.
7	On Screen EED21300, ENTER “Y” by each tract that is included on the application and PRESS “Enter”.
8	On Screen EED21400, enter the GRP cropland acres and DCP acres for each tract and PRESS “Enter”. <p>Note: The same acreage cannot be included in both fields.</p>
9	On Screen EED21500, PRESS: <ul style="list-style-type: none"> • “Cmd16” to add a producer to the contract • “Enter” if the producer is correctly displayed. Go to step 11.
10	On Screen EED21510, enter the producer’s ID and “Y” or “N” in the “Primary Producer” field and PRESS “Enter”.
11	Repeat steps 9 and 10 for each producer on the contract. After all applicable producers have been added to the contract, PRESS “Enter” on Screen EED21500.

Notice GRP-12

7 Processing CCC-920 GRP Contracts (Continued)

C Recording CCC-920 Contract (Continued)

Step	Action
12	<p>If necessary, on Screen EED23000, enter or correct the following:</p> <ul style="list-style-type: none"> • rental rate • number of acres • first year payment, if different from annual rental payment • “Y” next to the type of contract being requested • description of the property being offered.
13	<p>On Screen EED24000, use the roll arrows if necessary to scroll until the correct fund code is displayed on the left of the screen. Enter the amount approved for the contract in the “C/S Amount Approved” field and PRESS “Enter”.</p>
14	<p>On Screen EED24005, PRESS “Cmd16” to add practices to CCC-920.</p> <p>Note: Annual rental payments will be recorded as technical practices and will require an entry for each year scheduled.</p>
15	<p>On Screen EED24010, enter the technical practice code of the practice and PRESS “Enter”.</p>
16	<p>On Screen EED24015, enter the following and PRESS “Enter”:</p> <ul style="list-style-type: none"> • practice extent • offered level • fund code, if necessary • total cost share incentive • year scheduled • livestock indicator.
17	<p>Repeat steps 14 through 16 for each practice being added. After all applicable practices are recorded, PRESS “Enter” on Screen EED24005.</p>
18	<p>On Screen EED26000, enter the following and PRESS “Enter”:</p> <ul style="list-style-type: none"> • the contract approved date • the contract ending date. <p>Screen EED27000 will be displayed with the message, “Initial CCC-920 Contract has been recorded”.</p>

Notice GRP-12

7 Processing CCC-920 GRP Contracts (Continued)

D CCC-920 Basic Data Screen EED23000

The following is an example of Screen EED23000 which is populated from information entered on AD-1153. Any information entered previously may be changed.

```

Conservation      069-NATCHOTICHES      Selection      EED23000
CCC-920 Basic Data Screen      Version: AD62  08-09-2005 08:46 Term E4
-----

Contract Number: 2003 0004      Program:  GRP      Fund Code: 225001/2003*
Farm NO:      1124      Tract NO: 210
Producer ID:   444 28 1111 S  Name:      GEORGE FARMER

      Rental Rate Per Acre:      5.00  Number of Acres:      100.0
      Annual Contract Payment:      500
      First Year Payment:      _____

Enter "Y" next to type of CCC-920 Contract.

Y 10 Year Contract  __15 Year Contract  __20 Year Contract  __30 Year Contract

Description and Location of Farm, Ranch, or Other Unit:
northern corner of ranch
_____
_____

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

E CCC-920 Approval Screen EED24000

The following is an example of Screen EED24000. The fund code for recording funds is in bold (226005/2003). The primary fund code for AD-1153 is displayed with an asterisk on the right side of the screen. The primary fund code may or may not also have funds recorded.

```

Conservation      069-NATCHOTICHES      Selection      EED24000
CCC-920 Approval Screen      Version: AD62  08-09-2005 09:05 Term E4
-----

Contract Number: 2003 0004      Program:  GRP      Fund Code: 225001/2003*
Farm NO:      1124      Tract NO: 210
Producer ID:   333 28 1111 S  Name:      GEORGE FARMER

      Program Balance:      2,940
      Overall Contract Value:      500

Fund Code: 226005/2003

      Change(+/-)      Fund Code      Contract
      C/S Amount Approved:  1000      Balances      Balances
      Performance Amount Approved:      0      500
      Performance Amount Earned:      0      0
      Balance Available:      0      500
      Unapproved Contract Balance:      0      500
      Amount CCC-1245's Issued:      0      0

NO MORE FUND CODES
Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Roll=Next Fund Code
    
```

Notice GRP-12

8 CCC-920 Reports

A CCC-920 Reports Available

The following is an example of Conservation CCC-920 Reports/Forms Menu EED800. The CCC-920 Status Report, CCC-920 Technical Practice Status Report, and CCC-920 Summary Expenses Report shall be processed on an as needed basis.

```
COMMAND                                EED800                                E5
Conservation CCC-920 Reports/Forms Menu
-----
      1. CCC-920 Status Report
      2. CCC-920 Technical Practice Status Report
      3. CCC-920 Summary Expenses Report
      4. CCC-920 Annual Payments Due This Month Report
      5. Print Blank CCC-920

     20. Return To Application Primary Menu
     21. Return To Application Selection Screen
     22. Return To Office Selection Screen
     23. Return To Primary Selection Menu
     24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".
```

B CCC-920 Annual Payments Due This Month Report

The CCC-920 Annual Payments Due This Month Report identifies those contracts that need an annual rental payment issued.

County Offices shall:

- process the report each month
- verify that payment is due
- issue the payments in a timely manner.

Notice GRP-12

9 GRP Fees Payment Processing

A Processing Administrative Fee Technical Practices

Administrative technical practice codes include the following:

- 810 – Appraisal
- 811 – Recording Fees
- 812 – Closing Services
- 813 – Legal Services
- 899 – Other.

The administrative technical practice must be recorded on AD-1153 or CCC-920. Administrative technical practice codes will be recorded on AD-1153 or CCC-920 exactly the same as other technical practices.

B AD-1153 Technical Practice Screen EED14005

The following is an example of Screen EED14005 with technical practices recorded.

Conservation	069-ANY COUNTY	Selection	EED14005						
AD-1153 Technical Practice Screen	Version: AD30	09-12-2003 15:26	Term E5						

Application Number:	2003 0005	Program:	GRP	Fund Code:	225002/2003				
Farm NO:	627	Tract NO:	776						
Producer ID:	123 45 6789 S	Name:	BARBARA W BARBECUE						
Overall Application Value:	2,200	Total Amt to Distribute:	3000						
	Technical	Extent	Total	C/S-Inc	Offer	Year	CCC-1245	Extent	C/S-Inc
#	Code	Approved	C/S-Inc	Level	Level	Sched	CTL NO.	Perform	Earned
1	810	1.0	500	100	100	2003			
2	813	1.0	1200	100	100	2003			
3	528 A	200	500	70	70	2005			
Totals:			1700						
NO MORE PRACTICES									

Notice GRP-12

9 GRP Fees Payment Processing (Continued)

C Vendors

Note: Any supplier of a service covered by technical practice codes 810, 811, 812, 813, or 899 will be referred to as a “vendor” in this notice.

For a vendor to be paid under this process, the vendor must be entered on the name and address file. A vendor may or may not be compliant with AGI provisions. The vendor will not be added to either AD-1153 or CCC-920.

CCC-1245’s will be used to process payments for administrative technical practices. The vendor will be the primary producer on CCC-1245. It will not be necessary to add any other producer to CCC-1245.

Note: An easement payment, technical practice code 802, is **not** an administrative technical practice. For an easement payment to be made to a third party, County Offices shall establish an assignment for the entity receiving the payment. The easement payment must be credited to the producer for tax purposes.

D Creating CCC-1245 for Administrative Technical Practices

After the administrative technical practices have been added to AD-1153 or CCC-920, process CCC-1245’s for the administrative practices according to the following table.

Step	Action
1	On Menu EEB300, ENTER “1”, “Create CCC-1245”, and PRESS “Enter”.
2	On Screen EEB20500, enter the AD-1153 application number or CCC-920 contract number and PRESS “Enter”.
3	On Screen EEB31000, ENTER “Y” next to all tracts that will be associated to CCC-1245 and PRESS “Enter”.
4	On Screen EEB32000, enter the technical practice code that will be associated to CCC-1245 and PRESS “Enter”.
5	On Screen EEB34000, PRESS “Enter”.
6	On Screen EEB31500, PRESS “Cmd16” to add a vendor to CCC-1245.
7	On Screen EEB31506, enter the vendor’s ID number in the “Producer ID” field and PRESS “Enter”.
8	On Screen EEB31510, ENTER “Y” or “N” for the “Primary Producer” field and PRESS “Enter”.
7	Repeat steps 6 thru 8 for each vendor being added to the contract. After all applicable vendors have been added, PRESS “Enter” on Screen EEB31500.
8	On Screen EEB36000, enter the following dates and PRESS “Enter”: <ul style="list-style-type: none">• the practice to begin• the practice to be completed by.

Notice GRP-12

9 GRP Fees Payment Processing (Continued)

E CCC-1245 Participant Data Screen EEB31506

The following is an example of Screen EEB31506 with the vendor's ID entered in the correct field.

```
Conservation          069-NATCHOTICHES          Selection          EEB31506
CCC-1245 Participant Data Screen          Version: AD58  04-21-2005 09:38 Term E5
-----
Contract Number: 2003 0005          Program: GRP          Fund Code: 225002/2003
Control Number: 2005 0001          Farm NO: 627

Enter: Last 4 of ID: _____

OR  Producer ID: 710011223 Type: __

OR  Last Name: _____

OR  Farm Number: _____

NOTE: Leave all fields blank to do an inquiry against
      Name & Address File.

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

F CCC-1245 Participant Data Screen EEB315000

The following is an example of Screen EEB31500 after the vendor has been added to CCC-1245.

```
Conservation          069-NATCHOTICHES          Selection          EEB31500
CCC-1245 Participant Data Screen          Version: AD58  04-21-2005 09:59 Term E5
-----
Contract Number: 2003 0005          Program: GRP
Control Number: 2005 0001          Farm NO: 627

#  Producer ID      Name                      AGI
1  *71 0011223 E    DEEP WATER WORLD          N

* Indicates Primary Producer For Control Number

NO MORE PRODUCERS

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add  Cmd20=Change
                Cmd24=Delete
IM: Use Cmd16, Cmd20, & Cmd24 to process producers.
```

10 AD-1026 Requirements

A Requirements

County Offices will ensure that AD-1026 determination is on file before approving rental contracts or payments.