

For: State and County Offices

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

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

FSA and NRCS have joint responsibilities associated with implementing GRP. FSA is responsible for tracking contract and financial activities. Software has been developed to provide automated support for GRP application processing.

B Purpose

This notice informs State and County Offices that County Release No. 518 and State Release No. 425 contain major CCC software modifications to allow processing of GRP applications and contracts.

C Software Modifications

The software modifications in County Release No. 518 will:

- allow automated processing of AD-1153 applications for GRP
- allow automated processing of CCC-920 GRP contracts
- interface with common routines to determine whether a producer is eligible according to adjusted gross income (AGI) requirements
- add a fund code to the CCC county eligibility table for processing GRP contract applications
- add a fund code to the CCC county eligibility table for processing GRP easement applications

Disposal Date	Distribution
October 1, 2004	State Offices; State Offices relay to County Offices and NRCS Offices

Notice GRP-3

1 Overview (Continued)

C Software Modifications (Continued)

- add several new practice codes to the CCC county eligibility table
- modify CCC-1245's to allow processing for GRP practices, including annual rental payments, easement payments, appraisal fees, legal fees, and closing services
- provide new reports to track GRP obligations and payments
- provide a new report to identify annual rental payment due dates
- modify the Conservation 305 reports at the county, State, and national levels to include GRP.

D 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

GRP and EQIP software will be accessed through option 7 on Menu EEA000. This 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".
```

Notice GRP-3

2 GRP Processing (Continued)

B 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.

C County Office Action

After County Release No. 518 is installed, 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 when received from the State office according to 2-CONSV, paragraph 302
- enter **all** AD-1153's in the system, according to this notice

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

- enter CCC-920's in the system for approved contracts according to this notice
- submit the AD-1153 and the CCC-920 Summary Expense Reports to the State Office the first workday of each month
- provide NRCS with the AD-1153 Applications Received report each week.

Notice GRP-3

2 GRP Processing (Continued)

D New Technical Practice Codes for GRP

Any technical practice code already on the CCC county eligibility table may be used for GRP. Several new technical practice codes have been added to the CCC county eligibility table for processing GRP payments. These new GRP practice codes are for annual rental payments, easement payments, and allowable administrative expenses related to the program.

Technical practice codes added to the CCC county eligibility table include:

- 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. Practices shall **not** be listed on AD-1153 contract applications.

After technical practices have been added to the easement application or contract, process CCC-1245's for the practices according to 2-CONSV. When recording performance of an easement cost related practice, such as an appraisal, where payment is being made to a third party, County Offices shall ensure that an assignment is loaded in the system before recording performance and issuing the payment. Payments for these expenses are made to the party performing the service.

E State Office Action

State Offices shall:

- post allocations to the State CCC ledger and to E-funds
- allocate funds to the County Offices
- ensure that the County Office submits the AD-1153 and the CCC-920 Summary Expense Reports the first workday of each month
- compile the AD-1153 and CCC-920 Summary Expense Reports received from the County Offices into State Office AD-1153 and CCC-920 Summary Expense Reports
- submit the State AD-1153 and CCC-920 Summary Expense Reports to the National Office by the third workday each month.

Notice GRP-3

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 this form. This paragraph will provide instructions for recording an application for a GRP **contract**. See paragraph 4 for instructions on recording an easement application.

B Example of Menu EED100

This 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
```

Select Option 1 to begin processing AD-1153 applications for GRP contracts.

Notice GRP-3

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

C Recording GRP Contract Applications

Step	Action	Result	
1	On Menu EED100, ENTER “1”, “Create AD-1153 Contract Application”, and PRESS “Enter”.	Screen EED11000 will be displayed.	
2	On Screen EED11000, enter fund code “XX5001/2003” and PRESS “Enter”.	Screen EED11100 will be displayed.	
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. <p style="margin-left: 20px;">Note: A farm number is not required.</p>	IF...	THEN...
		Cmd16	Screen EED11105 will be displayed.
		Enter	Screen EED11500 will be displayed. Go to Step 7.
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”.	Screen EED11100 will be redisplayed.	
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.	Screen EED11300 will be displayed.	
6	On Screen EED11300, place “X” by each tract that is included on the application and PRESS “Enter”.	Screen EED11500 will be displayed.	
7	On Screen EED11500, PRESS “Cmd16” to place a producer on the contract.	Screen EED11505 will be displayed.	
8	Select 1 of the options to identify the producer being added. After the producer is selected, PRESS “Enter”.	Screen EED11510 will be displayed.	
9	On Screen EED11510, enter “Y” or “N” in the "Primary Producer" field and PRESS “Enter”.	Screen EED11500 will be redisplayed.	
10	Repeat steps 7, 8, and 9 for each producer on the application. After all applicable producers have been added, PRESS “Enter” on Screen EED11500.	Screen EED13000 will be displayed.	
11	On Screen EED13000, enter the following: <ul style="list-style-type: none"> • rental rate • annual contract payment • “Y” next to the type of contract being requested • description of the property being offered. 	Screen EED14005 will be displayed.	
12	On Screen EED14005, PRESS "Enter".	Screen EED15000 will be displayed.	
13	On Screen EED15000, PRESS “Enter”.	Screen EED16000 will be displayed.	
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-3

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

D Example of Screen EED11510

This is an example of AD-1153 Participant Data 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>	
Obligated Amount:		_____	
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.

No entry shall be made in the "Obligated Amount" field. This amount will be entered on CCC-920 when the contract is approved. CCC-920 is where all costs associated to the contract will be recorded, including restoration costs.

Notice GRP-3

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

E Example of Screen EED13000

This 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: 385001/2003
Farm NO:          2424      Tract NO: 1684
Producer ID:      511 66 9999 S Name:      JON HOPPY

      Rental Rate Per Acre:      _____
      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 rate were provided in Notice GRP-2. The "Annual Contract Payment" field allows the user to enter 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 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, the County Office shall establish a farm number for the offered land if there is no farm number already assigned.

Notice GRP-3

4 Processing AD-1153 Applications for GRP Easements

A Background

Producers who want to participate in GRP must submit AD-1153. They may apply for a contract or an easement using this form. 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 Example of Menu EED100

This 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
```

Select option 2 to begin processing AD-1153 applications for GRP easements.

Notice GRP-3

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

C Recording GRP Easement Applications

Step	Action	Result	
1	On Menu EED100, ENTER "2", "Create AD-1153 Easement Application", and PRESS "Enter".	Screen EED11000 will be displayed.	
2	On Screen EED11000, enter fund code "XX5002/2003" and PRESS "Enter".	Screen EED11100 will be displayed.	
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. <p>Note: A farm number is not required.</p>	IF...	THEN...
		Cmd16	Screen EED11105 will be displayed.
		Enter	Screen EED11500 will be displayed. Go to Step 7.
4	On Screen EED11105, enter the farm number and "Y" or "N" in the "Primary Farm" field and PRESS "Enter".	Screen EED11105 will be redisplayed.	
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.	Screen EED11300 will be displayed.	
6	On Screen EED11300, place "X" by each tract that is included on the application and PRESS "Enter".	Screen EED11500 will be displayed.	
7	On Screen EED11500, PRESS "Cmd16" to place a producer on the contract.	Screen EED11505 will be displayed.	
8	Select 1 of the options to identify the producer being added. After the producer is selected, PRESS "Enter".	Screen EED11510 will be displayed.	
9	On Screen EED11510, enter "Y" or "N" for the "Primary Producer" field. An amount may or may not be entered for the "Amount Obligated" field. PRESS "Enter".	Screen EED11500 will be redisplayed.	
10	Repeat steps 7, 8, and 9 for each producer on the application. After all applicable producers have been added, PRESS "Enter" on Screen EED11500.	Screen EED13000 will be displayed.	
11	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. 	Screen EED14005 will be displayed.	
12	After any applicable practices are entered on Screen EED14005, PRESS "Enter".	Screen EED15000 will be displayed.	
13	On Screen EED15000, PRESS "Enter".	Screen EED16000 will be displayed.	
14	On Screen EED16000, enter the date the application was submitted and PRESS "Enter".	Screen EED17000 will be displayed.	

Notice GRP-3

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

D Example of Screen EED11510

This is an example of AD-1153 Participant Data 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>		
Obligated Amount:	_____		
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-3

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

E Example of Screen EED13000

This 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 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. GRP software will be modified to allow for other than 30 year or permanent easements.

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, the County Office shall establish a farm number for the offered land if there is no farm number already assigned.

Notice GRP-3

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

F Example of Screen EED14005

```
Conservation          079-ANY COUNTY          Selection      EED14005
AD-1153 Technical Practice Screen      Version: AB89  08-01-2003 13:46 Term UE
-----

Application Number: 2003 0012          Program:  GRP      Fund Code: 385002/2003
Farm NO:                               Tract NO:
Producer ID:          111 88 9999 S      Name:          JON HOPPY

      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

NO MORE PRACTICES

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd13=More Data  Cmd16=Add
                  Cmd20=Change  Cmd24=Delete
IM: No technical codes currently associated to this application.
```

Easement related costs, including appraisal fees, survey fees, legal fees, and closing services are considered technical practices for the purpose of recording the obligation in the system. Practice information is not required for an easement application to be recorded. Practice information should be entered through the Update Option according to paragraph 5.

G Example of Screen EED16000

This is an example of Screen EED16000 for an easement application.

```
Conservation          079-ANY COUNTY          Selection      EED16000
AD-1153 Dates Screen      Version: AB89  08-01-2003 15:19 Term UE
-----

Application Number: 2003 0011          Program:  GRP      Fund Code: 385002/2003
Farm NO:                               Tract NO:
Producer ID:          501 68 6970 S      Name:          JON HOPPY

-Dates- Application Submitted:          07012003

      Easement Approved:          _____

Note:  Enter dates in MMDDCCYY format.

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

Notice GRP-3

5 Using the Update Option for AD-1153 Applications for GRP Easements

A Allocations Needed

When a practice, whether it is a restoration practice or easement related cost, is added to the AD-1153 for an easement the money is obligated on the CCC ledger and CCC-1245's can be processed for the practice. Therefore, funds must be allocated to the county and those allocations recorded before any practices are added to AD-1153.

B Adding Practices to AD-1153

Easement practices are recorded through the Update Option whether or not the easement has been approved. Adding practices to AD-1153 obligates the funds in the system. Add practices to the easement AD-1153 according to the following table.

Step	Action	Result
1	On Menu EED100, select option "3" Update AD-1153 Application and PRESS "Enter".	Screen EED20500 will be displayed.
2	On Screen EED20500, enter the application number and PRESS "Enter".	Screen EED11011 will be displayed.
3	PRESS "Enter" on each screen until Screen EED14000 is displayed.	
4	On Screen EED14000, enter the amount needed for the practices being added to the AD-1153 in the C/S Amount Approved change field and PRESS "Enter". This will obligate the amount on the CCC ledger.	Screen EED14005 will be displayed.
5	On Screen EED14005, PRESS "Cmd16".	Screen EED14010 will be displayed.
6	On Screen EED14010, enter the technical practice code of the practice being added to the AD-1153 and PRESS "Enter".	Screen EED14015 will be displayed.
7	On Screen EED14015 enter the following and PRESS "Enter": <ul style="list-style-type: none"> • practice extent • offered level • total cost share incentive • year scheduled • livestock indicator. 	Screen EED14005 will be displayed.
8	Repeat steps 5 through 7 for each practice being added. After all applicable practices are added, PRESS "Enter" on Screen EED14005.	Screen EED15000 will be displayed.
9	PRESS "Enter" on Screen EED15000.	Screen EED16000 will be displayed.
10	PRESS "Enter" on Screen EED16000 to complete the process.	Screen EED17000 will be displayed.

Notice GRP-3

5 Using the Update Option for AD-1153 Applications for GRP Easements (Continued)

C Example of Screen EED14015

This 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-ANY COUNTY          Selection      EED14015
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

Technical Practice - Code:      813
                        Desc:    Legal services
                        Unit:    NO
                        Lifespan: 01
Practice Extent:              _1
Cost-Share/Incentive Level:    100
Offered Level:                 100

Fund Code(s):                 225002/2003
Amount to be Distributed:      1,200
Total Cost-Share/Incentive:    1,200
Year Scheduled:                2003
Livestock Indicator:          _N

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd13=More Data  Help=Help
    
```

D Example of Screen EED14005

This is an example of Screen EED14005 with 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:          1,700  Total Amt to Distribute:      0

   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

Totals:                               1700
NO MORE PRACTICES
    
```

Notice GRP-3

5 Using the Update Option for AD-1153 Applications for GRP Easements (Continued)

E Recording Easement Approvals

NRCS will process easement documents. However, FSA will record the date the easement project is approved on AD-1153 in the FSA computer system, with the total amount of the easement, including easement acquisition and related costs.

Step	Action	Result
1	On Menu EED100, select option "3", "Update AD-1153 Application", and PRESS "Enter".	Screen EED20500 will be displayed.
2	On Screen EED20500, enter the application number and PRESS "Enter".	Screen EED11011 will be displayed.
3	PRESS "Enter" on each screen until Screen EED14000 is displayed.	
4	On Screen EED14000, enter the amount of the easement and PRESS "Enter". This will obligate the amount on the CCC ledger.	Screen EED14005 will be displayed.
5	Any practices that have been identified will be added to AD-1153, including easement payments. On Screen EED14005, PRESS "Cmd16".	Screen EED14010 will be displayed.
6	On Screen EED14010, enter the technical practice code of the practice and PRESS "Enter".	Screen EED14015 will be displayed.
7	On Screen EED14015 enter the following and PRESS "Enter": <ul style="list-style-type: none"> • practice extent • offered level • total cost share incentive or easement cost • year scheduled • livestock indicator. 	Screen EED14005 will be displayed.
8	Repeat steps 5 through 7 for each practice being added. After all applicable practices are recorded, PRESS "Enter" on Screen EED14005.	Screen EED15000 will be displayed.
9	If there are multiple producers on AD-1153, the amount of the AD-1153 must be assigned to the producers on Screen EED15000. When the amounts balance, PRESS "Enter" on Screen EED15000.	Screen EED16000 will be displayed.
10	On Screen EED16000 enter the date of approval and PRESS "Enter".	Screen EED17000 will be displayed.

Notice GRP-3

6 Processing CCC-920 GRP Contracts

A Example of Screen EEB000

This is an example of Menu EEB000. Select option 7 to begin processing GRP contracts.

```
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. Accepted offers will be recorded on CCC-920. This paragraph provides instructions for recording a **GRP contract**.

This is an example of Menu EED200. Select Option 1 to create a CCC-920 Contract.

```
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-3

6 Processing CCC-920 GRP Contracts (Continued)

C Recording CCC-920 Contract

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

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

Step	Action	Result	
1	On Menu EED200, enter option 1, "Create CCC-920 Contract", and PRESS "Enter".	Screen EED20500 will be displayed.	
2	On Screen EED20500, enter the AD-1153 application number as the contract number and PRESS "Enter".	Screen EED21000 will be displayed.	
3	On Screen EED21000, PRESS "Enter".	Screen EED21100 will be displayed.	
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. <p>Note: At least 1 farm number is required on the contract.</p>	IF...	THEN...
		Cmd16	Screen EED21105 will be displayed.
		Enter	Screen EED21500 will be displayed. Go to Step 8.
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".	Screen EED21100 will be redisplayed.	
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.	Screen EED21300 will be displayed.	
7	On Screen EED21300, place "Y" by each tract that is included on the application and PRESS "Enter".	Screen EED21500 will be displayed.	
8	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. 	IF...	THEN...
		Cmd16	Screen EED21510 will be displayed.
		Enter	Screen EED23000 will be displayed. Go to Step 8.
9	On Screen EED21510, enter "Y" or "N" in the "Primary Producer" field and PRESS "Enter".	Screen EED21500 will be redisplayed.	
10	Repeat steps 8 and 9 for each producer on the contract. After all applicable producers have been added to the contract, PRESS "Enter" on Screen EED21500.	Screen EED23000 will be displayed.	

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6 Processing CCC-920 GRP Contracts (Continued)

C Recording CCC-920 Contract (Continued)

Step	Action	Result
11	<p>If necessary, on Screen EED23000, enter or correct the following:</p> <ul style="list-style-type: none"> • rental rate • annual contract payment • “Y” next to the type of contract being requested • description of the property being offered. 	Screen EED24000 will be displayed.
12	On Screen EED24000, enter the amount approved for the contract in the "C/S Amount Approved" field and PRESS "Enter".	Screen EED24005 will be displayed.
13	<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>	Screen EED24010 will be displayed.
14	On Screen EED24010, enter the technical practice code of the practice and PRESS “Enter”.	Screen EED24015 will be displayed.
15	<p>On Screen EED24015 enter the following and PRESS “Enter”:</p> <ul style="list-style-type: none"> • practice extent • offered level • total cost share incentive • year scheduled • livestock indicator. 	Screen EED24005 will be displayed.
16	Repeat steps 13 through 15 for each practice being added. After all applicable practices are recorded, PRESS “Enter” on Screen EED24005.	Screen EED25000 will be displayed.
17	On Screen EED25000, PRESS “Enter”.	Screen EED26000 will be displayed.
14	<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. 	Screen EED27000 will be displayed with the message “Initial CCC-920 Contract has been recorded.”

Notice GRP-3

7 AD-1153 Reports

A AD-1153 Reports Available

This is an example of Menu EED600. These are the reports available for managing AD-1153 applications. County Offices shall process the AD-1153 Status Report and the AD-1153 Technical Practice Status 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.

C AD-1153 Summary Expenses Report (CEP-70R)

The AD-1153 Summary Expenses Report provides timely financial information to the FSA and NRCS National Offices.

County Offices shall process the report on the first workday of each month. County Offices shall FAX the report to the State Office by close of business on the first workday of each month.

State Offices shall compile the reports from the County Offices and submit those figures by FAX no later than the third business day of the month to:

- Lynne Winemiller, CEPD, at 202-720-4619
- Debbie Simmons, FMD, at 703-305-1144
- State NRCS Office.

Notice GRP-3

8 CCC-920 Reports

A CCC-920 Reports Available

This is an example of Menu EED800. The CCC-920 Status Report and the CCC-920 Technical Practice Status 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 Summary Expenses Report (CEP-71R)

The CCC-920 Summary Expenses Report provides timely financial information to the FSA and NRCS National Offices.

County Offices shall process the report on the first workday of each month. County Offices shall FAX the report to the State Office by close of business on the first workday of each month.

State Offices shall compile the reports from the County Offices and submit those figures by FAX no later than the third business day of the month to:

- Lynne Winemiller, CEPD, at 202-720-4619
- Debbie Simmons, FMD, at 703-305-1144
- State NRCS Office.

C 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.