

For: State and County Offices

Grassland Reserve Program (GRP) Software Modifications

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Notice GRP-6 provided instructions for issuing payments for GRP easement appraisals through accounting software. GRP software has been developed to provide automated support for processing these GRP payments.

B Purpose

This notice informs State and County Offices that County Release No. 536 contained software modifications to allow:

- processing of GRP appraisal payments
- that GRP payments shall no longer be issued through Accounting’s Disbursement/Check Writing function.

C Software Modifications

The software modifications in County Release No. 536 will:

- allow processing of AD-1153’s using multiple fund codes
- add a supplemental fund code to the CCC county eligibility table for GRP easements
- modify Screen EED13000 to allow entry of the number of acres for a GRP contract.

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.

Disposal Date	Distribution
December 1, 2005	State Offices; State Offices relay to County Offices and NRCS Offices

Notice GRP-7

2 GRP Processing

A County Office Action

After County Release No. 536 is installed, County Offices shall:

- update the CCC county eligibility table to make GRP fund code XX6004/2003 eligible, according to 2-CONSV, paragraph 14
- record allocations in the system when received from the State Office according to 2-CONSV, paragraph 302
- enter AD-1153's in the system, according to this notice.

B State Office Action

State Offices shall:

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

Notice GRP-7

3 Processing AD-1153 Applications for GRP Easements

A Recording Reallocated Funds on GRP Easement Applications

Record reallocated funds on GRP easement applications according to this table.

Step	Action	Result	
1	On Menu EED100, ENTER "2", "Create AD-1153 Easement Application", and PRESS "Enter".	Screen EED11000 will be displayed.	
2	Enter fund code "XX5002/2003", ENTER "Y" to the question, "Does this contract have supplemental fund codes?", and PRESS "Enter".	Screen EED11017 will be displayed.	
3	ENTER "Y" next to supplemental fund code "XX6004/2003" and PRESS "Enter".	Screen EED11100 will be displayed.	
4	PRESS: <ul style="list-style-type: none"> • "Cmd16" to add a farm to the application • "Enter" if no farm number is known. <p style="margin-left: 20px;">Note: A farm number is not required.</p>	IF...	THEN...
		"Cmd16" is pressed	Screen EED11105 will be displayed.
		"Enter" is pressed	Screen EED11500 will be displayed. Go to step 8.
5	Enter the farm number, ENTER "Y" or "N" in the "Primary Farm" field, and PRESS "Enter".	Screen EED11100 will be redisplayed.	
6	After all applicable farms have been added to the application, PRESS "Enter".	Screen EED11300 will be displayed.	
7	ENTER "Y" by each tract that is included on the application and PRESS "Enter".	Screen EED11500 will be displayed.	
8	PRESS "Cmd16" to place a producer on the contract.	Screen EED11505 will be displayed.	
9	Select 1 of the options to identify the producer being added. After the producer is selected, PRESS "Enter".	Screen EED11510 will be displayed.	
10	ENTER "Y" or "N" for the "Primary Producer" field and PRESS "Enter".	Screen EED11500 will be redisplayed.	
11	After all applicable producers have been added, PRESS "Enter".	Screen EED13000 will be redisplayed.	
12	Enter the following and PRESS "Enter": <ul style="list-style-type: none"> • "Y" next to the type of easement being requested • description of the property being offered. 	Screen EED14000 will be displayed.	
13	Page down to fund code "XX6004/2003". Enter the amount of the easement and PRESS "Enter".	Screen EED14005 will be displayed.	
14	After any applicable practices are entered on Screen EED14005, PRESS "Enter".	Screen EED15000 will be displayed.	
15	Enter the amount of the easement obligated for each producer and PRESS "Enter".	Screen EED16000 will be displayed.	
16	Enter the following dates and PRESS "Enter": <ul style="list-style-type: none"> • the application was submitted • the easement was approved, if applicable. 	Screen EED17000 will be displayed.	

Notice GRP-7

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

B Example of Screen EED11017

This is an example of AD-1153 Initial Data Screen EED11017.

```
Conservation          077-POINTE COUPEE          Selection      EED11017
AD-1153 Initial Data Screen          Version: AD44  05-03-2004 09:54 Term E5
-----

Application Number: 2004 0004          Program: GRP          Fund Code: 225002/2003

                          Supplemental Fund Codes

Enter "Y" next to Supplemental Fund Code(s) to be associated to the AD-1153

      Fund Code      Description
      Y 226004/2003      Easement Reallocation

NO MORE FUND CODES

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

C Example of Screen EED14000

This is an example of AD-1153 Approval Screen EED14000 for the supplemental fund code.

```
Conservation          077-POINTE COUPEE          Selection      EED14000
AD-1153 Approval Screen          Version: AD44  05-03-2004 10:02 Term E5
-----

Application Number: 2004 0004          Program: GRP          Fund Code: 225002/2003*
Farm NO:
Producer ID:          72 0882936 E      Name:          CARL & MARK NEWTON FARMS LLC

                          Program Balance:          5,000
                          Overall Application Value:          0

Fund Code: 226004/2003

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

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

Notice GRP-7

4 Processing AD-1153 Applications for GRP Contracts

A Recording GRP Contract Applications

Record GRP contract applications according to this table.

Step	Action	Result	
1	On Menu EED100, ENTER "1", "Create AD-1153 Contract Application", and PRESS "Enter".	Screen EED11000 will be displayed.	
2	Enter the fund code and PRESS "Enter".	Screen EED11100 will be displayed.	
3	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: 40px;">Note: A farm number is not required.</p>	IF...	THEN...
		"Cmd16" is pressed	Screen EED11105 will be displayed.
		"Enter" is pressed	Screen EED11500 will be displayed. Go to step 7.
4	Enter the farm number, ENTER "Y" or "N" for whether this is the primary farm on the application, and PRESS "Enter".	Screen EED11100 will be redisplayed.	
5	After all applicable farms have been added to the application, PRESS "Enter".	Screen EED11300 will be displayed.	
6	ENTER "X" by each tract that is included on the application and PRESS "Enter".	Screen EED11500 will be displayed.	
7	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	ENTER "Y" or "N" in the "Primary Producer" field and PRESS "Enter".	Screen EED11500 will be redisplayed.	
10	After all applicable producers have been added, PRESS "Enter".	Screen EED13000 will be redisplayed.	
11	Enter the following and PRESS "Enter": <ul style="list-style-type: none"> • rental rate • number of acres • "Y" next to the type of contract being requested • description of the property being offered. 	Screen EED14005 will be displayed.	
12	PRESS "Enter".	Screen EED15000 will be displayed.	
13	PRESS "Enter".	Screen EED16000 will be displayed.	
14	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-7

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

B Example of Screen EED13000

This is an example of AD-1153 Basic Date Screen EED13000.

Conservation	077-POINTE COUPEE	Selection	EED13000
AD-1153 Basic Data Screen	Version: AD44	05-03-2004	09:26 Term E5

Application Number: 2004 0004	Program: GRP	Fund Code: 225001/2003	
Farm NO: 627	Tract NO: 731		
Producer ID: 222 08 2222	Name: CARL FARMER		
Rental Rate Per Acre: <u>2.50</u>	Number of Acres: <u>500.0</u>		
Annual Contract Payment:			
First Year Payment: _____			
Enter "Y" next to type of AD-1153 Application.			
<u>Y</u> 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			

C Fields on Screen EED13000

The "Rental Rate Per Acre" field allows the user to enter the State GRP rental rate. Rental rates were provided in a previous GRP notice. The "Number of Acres" field allows the user to enter the number of acres on the contract. The "Annual Contract Payment" field is calculated by the system based on the entries in the "Rental Rate Per Acre" and "Number of Acres" fields. 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.