

**UNITED STATES DEPARTMENT OF AGRICULTURE**

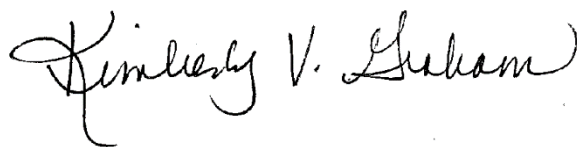
Farm Service Agency  
Washington, DC 20250

**Notice SP-103**

**For:** IA, IL, KY, MN, MO, ND, SD and TN State and County Offices

**Issuing Emergency Grain Storage Facility Assistance Program (EGSFP) Payments**

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



**1 Overview**

**A Background**

On March 16, 2023, EGSFP signup was made available to grain producers in your State to provide financial assistance to eligible producers impacted by eligible disaster events that damaged or destroyed local commercial grain elevators in affected counties. FSA received more applications than anticipated for EGSFP, which demonstrates the severity of the natural disasters that caused catastrophic losses to grain storage facilities in your regions.

EGSFP was initially allocated \$20 million in cost-share assistance. A Notice of Funding Availability increasing the funding allocation to \$80 million was published in the Federal Register on August 7, 2023. With the additional funding, FSA can provide financial assistance to more applicants. FSA is issuing payments based on a first-come, first-served approval process.

**Note:** The program funding is limited to \$80 million and not all applicants will be paid under this program.

In addition, FSA is closing the application period that was scheduled to run through December 29, 2023, because of the high volume of program applications that exceed available funding. **No** additional FSA-413 EGSFP Applications, and FSA-413-1 EGSFP Continuation Applications will be accepted, including requests to add additional affected counties.

While FSA is closing EGSFP because of requests exceeding available funding, it is in the process of determining how to provide assistance to affected producers still in need of emergency storage. Additional information will be forthcoming.

Disposal Date	Distribution
August 1, 2024	Above State Offices; State Offices relay to County Offices

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### 1 Overview (Continued)

#### B Purpose

This notice provides:

- information for State and County Offices about issuing EGSFP payments
- EGSFP Payment Process procedures
- updated FSA-420, EGSFP Approval Notification Letter (Exhibit 1)
- FSA-479, EGSFP Status Notification Letter (Exhibit 2)
- FSA-414, EGSFP Payment Checklist (Exhibit 3)
- frequently asked questions (FAQ) (Exhibit 4).

#### C Contact

State Offices may contact the following for additional information.

IF the question is about EGSFP...	THEN contact...
policy	Toni Williams by e-mail to <b><a href="mailto:toni.williams@usda.gov">toni.williams@usda.gov</a></b> .
calculation workbook	Jeannette Matetzschk by e-mail to <b><a href="mailto:jeannette.matetzschk@usda.gov">jeannette.matetzschk@usda.gov</a></b> .
automated payment process	Danielle Roder by e-mail to <b><a href="mailto:danielle.roder@usda.gov">danielle.roder@usda.gov</a></b> .
producer eligibility policy	Rebecca Csutoras by e-mail to <b><a href="mailto:rebecca.csutoras@usda.gov">rebecca.csutoras@usda.gov</a></b> .
conservation compliance	Joe Fuchtman by e-mail to <b><a href="mailto:joseph.fuchtman@usda.gov">joseph.fuchtman@usda.gov</a></b> .

### 2 Authorization to Issue Payments to All COC- or STC-Approved FSA-413, EGSFP Applicants Only

#### A Approved FSA-413, EGSFP Applicants

Authorization is provided to issue EGSFP payments to all COC- or STC-approved FSA-413 applicants. COC or STC must have approved FSA-413 during March 17, 2023, through March 23, 2023.

The National Office will provide the applicable State Offices with a list of approved EGSFP applicants that may receive EGSFP payments after a partial and/or final payment request is received in the County Office, and an on-site inspection is conducted and documented on the FSA-413, if applicable. **No** other applicant payments may be approved or entered in the EGSFP Payment Process.

**Important:** **No** EGSFP payment increases are authorized. All requests for a payment increase **must** be disapproved.

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### 2 Authorization to Issue Payments to All COC- or STC-Approved FSA-413, EGSFP Applicants Only (Continued)

#### A Approved FSA-413, EGSFP Applicants (Continued)

The EGSFP applicant must request a partial (if applicable) or final payment using FSA-413 initially submitted for approval. See FSA-413, Parts I and K. Supporting documentation is **not** required at the time of payment request but may be accepted if provided.

#### B FSA-420, EGSFP Approval Notification Letter

County Offices must mail or e-mail an FSA-420 (Exhibit 1) to all COC- or STC-approved applicants.

A copy of FSA-413 and FSA-413-1 (if applicable) must be provided to the applicant when the FSA-420 is mailed or e-mailed.

A worksheet will be made available in the EGSFP Teams channel for County Offices to enter the date the applicant provided their intention to proceed with the EGSFP payment or withdraw.

#### C FSA-479, EGSFP Status Letter

County Offices must provide an FSA-479 to all EGSFP applicants that were not approved for payment. The FSA-479 notifies these EGSFP applicants that:

- EGSFP application due date is closed
- new programs are being considered to assist grain producers that still have an emergency need for storage.

#### D Completing FSA-414, EGSFP Payment Checklist

FSA-414 must be completed by an administrative County Office employee for all approved EGSFP requests before a partial and final payment can be issued in the Payment Process.

**Example:** Sally Jones was approved for an EGSFP partial/final payment in the amount of \$100,000 on March 17, 2023. Sally completed up to 50 percent of the EGSFP project and submitted the EGSFP partial payment request on FSA-413 for \$50,000 at the Lee County Office on August 7, 2023. An FSA-414 must be completed before the County Office issues the EGSFP partial payment. Subsequently, when Sally requests the final EGSFP payment, a new FSA-414 must be completed.

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### 2 Authorization to Issue Payments to All COC- or STC-Approved FSA-413, EGSFP Applicants Only (Continued)

#### D Completing FSA-414, EGSFP Payment Checklist (Continued)

If a State Office employee requested EGSFP assistance, FSA-413, FSA-413-1 (if applicable), FSA-414, and supporting documentation (if applicable), must be forwarded to the National Office for review before the partial or final payments can be issued.

The National Office will monitor all payment amounts entered into the EGSFP Payment Process. County Offices will be required to correct any payments found to be in error.

**Note:** The National Office will issue EGSFP project completion deadline policy and spot check guidance in a forthcoming notice.

FSA-414 was developed by the National Office and is the only authorized checklist for EGSFP.

#### E EGSFP On-Site Inspection

According to notice SP-94, subparagraph 4 E, STC has authority to require an on-site inspection before disbursing a partial or final payment. This must be a statewide determination and not on a case-by-case basis.

If an on-site inspection is required, FSA-413, Part F (Remarks) must be used to document the results of the inspection. FSA-414, Item 16 must also be completed for the on-site inspection.

#### F EGSFP State Office, State Office Designee, or DAFP Review

State Offices or State Office designees will review for each county the first five FSA-413's, FSA-413-1's, FSA-414's, and supporting documentation (if applicable), submitted for partial or final payment before the County Office issues payment.

State Offices or State Office designees will review FSA-413's, FSA-413-1's, and FSA-414's for **all** County Office employees, including COC members requesting EGSFP assistance before issuing an EGSFP partial or final payment.

FSA-413's, FSA-413-1's, FSA-414's, and supporting documentation (if applicable), of applicants who are State Office employees, including SED's and STC members, must be sent to the National Office at [egsfppolicy@usda.gov](mailto:egsfppolicy@usda.gov) for review before disbursing an EGSFP partial or final payment.

### 3 General Payment Provisions for EGSFP Payments

#### A Introduction

Because an automated application process is not available for EGSFP, County Office users must upload the calculated gross payment amounts in the EGSFP Calculation Workbook for **National Office authorized applications only, as communicated by this notice in accordance with paragraph 7** into the web-based EGSFP Payment Process.

These payments will be subject to reductions because of payment limitation and other eligibility requirements, as determined by other systems, which are interfaced by the EGSFP Payment Process. After this process is complete, payments will be generated in NPS for certification and signing.

The EGSFP Payment Process is an automated process that determines all of the following:

- producer eligibility for payment
- payment amount that can be sent to NPS for disbursement
- overpayment amount to add to the Pending Overpayment Report, if any.

#### B General Payment Policy

See 9-CM, Part 2 for general payment policy for the following:

- eligible ID types and business types
- payment eligibility
- cropland factor
- payment limitation
- joint operations and entities
- general provisions for overpayments.

#### C Frequency of Payment Processing

EGSFP payments are processed nightly for:

- payment amounts recorded through the EGSFP Payment Process during the workday
- system changes that could affect producer's payment or overpayment determination.

#### D Obtaining FSA-325

Follow 1-CM provisions for persons who have died, disappeared, or have been declared incompetent.

#### E Administrative Offset

EGSFP payments are subject to administrative offset.

### 3 General Payment Provisions for EGSFP Payments (Continued)

#### F Assignments

A producer entitled to an EGSFP payment may assign the payment according to 63-FI.

#### G Bankruptcy

Bankruptcy status does not exclude a producer from requesting EGSFP benefits.

**Important:** Contact the OGC Regional Attorney for guidance on issuing EGSFP payments on all bankruptcy cases.

#### H Payments Less Than \$1

EGSFP Payment Process will:

- issue payments that round to at least \$1
- not issue payments less than 50 cents.

#### I Payment Due Date

See 61-FI for general guidance for determining EGSFP payment due dates. The EGSFP payment system sends the current system date plus 30 calendar days to NPS as the payment due date. The system cannot determine the payment due date because of numerous factors. County Offices will manually determine the payment due date as the latest date of the following:

- date producer signed FSA-413 requesting a partial or final payment
- date producer filed payment eligibility documentation, including the following:
  - AD-1026
  - CCC-902
- if the producer is an entity or joint operation, the date members filed the necessary payment eligibility documentation
- availability of funding or software to process the payment.

If the payment is not issued within 30 calendar days after the latest date in this subparagraph, prompt payment interest is payable to the producer. County Offices will:

- manually determine the payment due date based on the factors identified in this subparagraph
- follow the provisions of 61-FI for issuing the interest payment.

### **3 General Payment Provisions for EGSFP Payments (Continued)**

#### **J Sequestering EGSFP Payments**

EGSFP payments are not subject to sequestration.

#### **K Funds Control Process**

The EGSFP Payment Process uses the e-Funds accounting process which controls funding allotments by program year, monitors program spending, and halts program disbursements when the funding allocation has been exhausted.

The funds for EGSFP payments will be controlled at the National level. If adequate funding is not available, producers that cannot be paid will be listed on the Failed Obligations/Insufficient Funds Report in the Common Payment Reports System (CPR).

#### **L e-Funds Access**

Funding for EGSFP payments is established using accounting code 2443.

#### **M Submitting Payment Problems**

If there is an issue with an EGSFP payment, State Office specialists will update the applicable information to the dedicated EGSFP payment problem SharePoint site at [https://usdagcc.sharepoint.com/sites/fsa-dafp-disaster/Payment\\_Issues/SitePages/Home.aspx](https://usdagcc.sharepoint.com/sites/fsa-dafp-disaster/Payment_Issues/SitePages/Home.aspx).

**Note:** County Office users are **not** authorized to request access to the payment problem SharePoint site.

### **4 Payment Limitation Provisions**

#### **A Payment Limitation Information for EGSFP Payments**

The total amount of EGSFP payment that a person or legal entity, excluding partnerships and joint ventures, may receive directly or indirectly is \$125,000.

Payments to a program applicant that is a joint operation, including a general partnership or joint venture, cannot exceed \$125,000 per person or legal entity that comprise first-level ownership of the general partnership or joint venture, unless the first-level member is another joint operation.

See 6-PL for additional information on direct attribution provisions.

## 4 Payment Limitation Provisions (Continued)

### A Payment Limitation Information for EGSFP Payments (Continued)

As each payment is processed, the available payment limitation for the person or legal entity will be reduced until:

- all EGSFP payments are issued for the person or legal entity
- the maximum payment limitation has been attributed to a person or legal entity.

## 5 EGSFP Subsidiary Eligibility

### A Introduction

The EGSFP Payment Process reads the web-based eligibility system for the year associated with the FSA-413 and FSA-413-1 to determine whether a producer or member of a joint operation is eligible to be paid. If the producer or member is ineligible to be paid, the payment will not be issued or will be reduced, and the producer or member will be listed on the Nonpayment Report with the applicable nonpayment or reduction message.

### B Subsidiary Eligibility

The following table identifies web-based eligibility determinations applicable to EGSFP payments and how the system will use the web-based subsidiary eligibility data for payment processing.

If a producer has multiple invalid subsidiary eligibility conditions, only the highest priority ineligible condition as provided in subparagraph C will be printed on the Nonpayment Report.

Eligibility Determination/Certification	Value	Eligible for EGSFP Payment	Exceptions
AD-1026	Certified	Yes	
	Not Filed	No	
	Good Faith Determination	Yes	
	COC Exemption	Yes	
	Awaiting Affiliate Certification	No	
	Affiliate Violation	No	



## 5 EGSFP Subsidiary Eligibility (Continued)

### B Subsidiary Eligibility (Continued)

Eligibility Determination/Certification	Value	Eligible for EGSFP Payment	Exceptions
Conservation Compliance-Farm/Tract Eligibility	In Compliance	Yes	<u>2</u> / A partial compliance value of “Yes” will result in an additional determination for the farm.
	Partial Compliance	Yes <u>2</u> /	
	In Violation	No	
	No Association	No	
	Past Violation	No	
	Reinstated	Yes	
Controlled Substance	No Violation	Yes	
	Growing	No	
	Trafficking	No	
	Possession	No	

### C Eligibility Conditions Priority

If a producer has multiple invalid subsidiary eligibility conditions, only the highest priority ineligible condition will be printed on the Nonpayment Report or Pending Overpayment Report. The following table provides the priority of conditions.

Priority	Eligibility Provision
1	Conservation Compliance
2	Controlled Substance
4	AD-1026

## 6 EGSFP Payments

### A Supporting Files for Integrated Payment Processing

The EGSFP Payment Process is a web-based integrated process that uses a wide range of information and other program determinations and values to determine whether a payment should be issued, the amount of gross payment, reductions, and the net payment amount. For payments to be calculated correctly, all supporting files must be updated correctly, including all the information in the following table.

6 EGSFP Payments (Continued)

A Supporting Files for Integrated Payment Processing (Continued)

Type of Information	How Information Is Used for Payment Processing	Source
FSA-413, FSA-413-1 EGSFP Calculation Workbook, and FSA-414 EGSFP Payment Checklist	The information from FSA-413 and FSA 413-1 is used to complete the EGSFP Calculation Workbook, which computes the estimated gross payment amount and partial/final payments, if applicable. FSA-414 <b>must</b> be completed before a payment can be entered in the EGSFP Payment Process.	Application, Excel Spreadsheets, and Checklist
Payment Eligibility Information	Used to determine whether the producer and/or member of a joint operation is eligible for payment for the year in which FSA-413 and FSA-413-1 was filed.	Web-Based Eligibility System
General Name and Address Information	Used to determine the producer's business type and general name and address information.	Business Partner/SCIMS
Entity and Joint Operation Information	For the year in which FSA-413 and FSA-413-1 was filed, used to determine the members and members' share of the following: <ul style="list-style-type: none"> <li>• entities</li> <li>• general partnerships</li> <li>• joint ventures.</li> </ul>	Business File
Combined Producer Information	Used to determine whether EGSFP producers or members of entities or joint operations are combined with other producers. This information is used to ensure that the payment limitation is controlled properly.	Combined Producer System
Available Payment Limitation	Used to determine payment limitation availability.	Payment Limitation System
Financial Related Information	<ul style="list-style-type: none"> <li>• Calculated payment information is provided to NPS.</li> <li>• Determined overpayment amount may be provided to NRRS.</li> </ul>	NPS or NRRS

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### 6 EGSFP Payments (Continued)

#### B Prerequisites for Payments

Complete the actions in the following table to ensure that the producer is eligible for payment and to issue payments properly. COC, CED, or designee will ensure that the actions are completed.

Step	Action
1	<p>FSA-413:</p> <ul style="list-style-type: none"><li>• has been COC- or STC-approved <b>and</b> authorized for payment by the National Office</li><li>• information has been properly entered into the EGSFP Calculation Workbook according to instructions and a 2<sup>nd</sup> party review is completed in Teams.</li></ul> <p><b>Important:</b> Because a new edit was recently made to workbooks in Teams, County Offices <b>must not</b> use a downloaded local copy of the workbook when making payments.</p>
2	<p>AD-1026:</p> <ul style="list-style-type: none"><li>• is on file for the applicable year for producers seeking benefits</li><li>• eligibility information is recorded in the web-based eligibility system.</li></ul>
3	The applicable CCC-902 is on file.
4	All other eligibility determinations have been updated according to the determinations made by COC for producers and members of joint operations. See 3-PL (Rev. 2) and 6-PL.
5	Joint operation and entity ownership structure information is updated in Business File for the applicable year. See 3-PL (Rev. 2).
6	The combined producer files are updated correctly for the applicable year. See 6-PL.
7	All assignments and joint payees have been updated in NPS if CCC-36, CCC-37, or both were filed for EGSFP. See 1-FI.
8	FSA-414 Payment Checklist is completed, and payment amount has been entered in the EGSFP Payment Process according to this notice.

## 7 Recording EGSFP Payment Amounts

### A Overview

Because an automated application process is not available for EGSFP, only the approved applicants authorized by the National Office may receive payments based on payment calculations in the workbook and will be recorded in the web-based EGSFP Payment Process.

Step	Action	Result
1	Select the EGSFP Payment Process from the FSA Applications Page.	The EGSFP Select a Program Year Page will be displayed.
2	From the EGSFP Select a Program Year Page: <ul style="list-style-type: none"> <li>select the Program Year 2023</li> <li>CLICK “Continue”.</li> </ul>	The SCIMS Search Page will be displayed.
3	Record the producer information using the various options provided on the SCIMS Search Page and select the applicable producer to continue.	The Add/Modify a Payment Page will be displayed.
4A	<p>User must reference the EGSFP Calculation Workbook “Partial-Final Payments” tab when preparing to enter the Original Approval Date/Register Date.</p> <p>On the Add/Modify a Payment Page, enter the Original Date/Register Date of the authorized payment from <b>Column G, “FSA-413 Original COC Approval Date”</b> using a mm/dd/yyyy format.</p> <p><b>Notes: Applications</b> not authorized for payment by the National Office are <b>not</b> to be entered into the EGSFP Payment Process.</p> <p>The Original Approval Date/Register Date field is a 1-time entry and cannot be changed after initial submission of payment by User.</p>	The Add/Modify a Payment Confirmation Page will be displayed with the recorded approval date and payment amount.
4B	<p>User must reference the EGSFP Calculation Workbook “Partial-Final Payments” tab when preparing to enter the EGSFP payment amount.</p> <p>On the Add/Modify a Payment Page, enter the appropriate EGSFP Payment Amount as determined below for the authorized producer’s payment in whole dollars without dollar sign or comma.</p> <ul style="list-style-type: none"> <li>Final only Payment: record the payment amount provided by <b>column N, “Total Final Payment Amount to be Entered in the EGSFP Payment Process”</b>.</li> </ul>	

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### 7 Recording EGSFP Payment Amounts (Continued)

#### A Overview (Continued)

Step	Action	Result
4B (cont.)	<ul style="list-style-type: none"> <li>Partial/Final payment <b>and</b> user is entering the <b>Partial</b> payment: record the payment amount provided by <b>column K, “Partial Payment Amount to be Entered in the EGSFP Payment Process”</b>. The Partial Payment Amount must not exceed 50% of the estimated gross payment amount in column F.</li> <li>Partial/Final payment <b>and</b> user is entering the <b>Final</b> payment: modify the payment amount in the EGSFP Payment Process to the amount provided by <b>column N, “Total Final Payment Amount to be Entered in the EGSFP Payment Process”</b>. Do <b>not</b> enter the Final Payment amount remaining in column M.</li> <li>When the total estimated dollar amount requested by the producer has been decreased and the final payment amount has been recalculated in the workbook because of a decrease, then modify the payment amount in the Payment Process to the revised Total Final Payment amount provided by the EGSFP Calculation Workbook <b>column N, “Total Final Payment Amount to be Entered in the EGSFP Payment Process”</b>. Calculated partial and final payments must not be increased. Increases to EGSFP amounts are <b>not</b> authorized.</li> <li>Correct an erroneous payment amount in the EGSFP Payment Process to match the applicable Partial or Final Amount from the EGSFP Calculation Workbook payment amount in the EGSFP Payment Process.</li> <li>Modify the payment amount to zero if the payment amount should be zero.</li> </ul> <p>CLICK <b>“Submit”</b> to continue with the process.</p>	
5	From the Add/Modify a Payment Confirmation Page CLICK <b>“Confirm”</b> to record the payment amounts entered.	The Success Menu Page will be displayed and indicates that the payment amount was successfully added or modified.

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### 8 Select a Program Year Page

#### A Accessing Select a Program Year Page

The following table provides the instructions to access the Select a Program Year Page.

Step	Action
1	To access the EGSFP Main Menu, go to FSA's Applications Intranet website at <a href="http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp">http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp</a>
2	Under "FSA Applications", "Applications Directory", CLICK " <b>D-F</b> ".  <b>Note:</b> The FSA Intranet Screen will be redisplayed with applications with names starting from D to F.
3	CLICK " <b>EGSFP Payment Process</b> ".
4	Users may be prompted to login through the USDA eAuthentication Login Screen. CLICK " <b>Login with LincPass (PIV)</b> " or enter user ID and password and CLICK " <b>Login</b> ".  <b>Note:</b> Only select State and County Offices are authorized access based on National Office approved payments.
5	The EGSFP Select a Program Year Page will be displayed.

The following is an example of the Select a Program Year Page.

USDA United States Department of Agriculture  
Farm Service Agency Emergency Grain Storage Facility Assistance Program EGSFP

EGSFP Home About FSA Help Contact Us Exit EGSFP Logout of eAuth

**EGSFP Menu**  
Welcome  
Role: National User

**Select a Program Year**

Select a Program Year  
Program Year: 2023 ▾  
Continue

#### B Action

Users will select 2023 from the Program Year drop-down menu and CLICK "Continue". The Select an Administrative State/County Page will be displayed.

## 9 Adding or Modifying EGSFP Payment Data

### A Adding or Modifying EGSFP Payments

After selecting the program year on the Select A Program Year Page, the Select an Administrative State/County Page will be displayed. User will select the Administrative State and County of the EGSFP Application and CLICK “Continue”.

The screenshot shows the USDA Farm Service Agency Emergency Grain Storage Facility Assistance Program EGSFP interface. The page title is "Select an Administrative State/County". On the left, there is an "EGSFP Menu" with links: Welcome, Role: National User, Change Program Year, and Change State/County. The main content area shows "Year: 2023" and a section titled "Select from All States and Counties". Below this, there are dropdown menus for "State:" (set to Alabama) and "County:" (set to Autauga). At the bottom right, there are "Back" and "Continue" buttons.

The SCIMS Select a Customer Page will be displayed. After selecting a producer from the SCIMS Select a Customer Page, the Add/Modify a Payment Page will be displayed.

### B Example of Add/Modify a Payment Page

The Add/Modify a Payment Page allows the user to add or modify the calculated EGSFP payment amounts. The following is an example of the Add/Modify a Payment Page.

The screenshot shows the USDA Farm Service Agency Emergency Grain Storage Facility Assistance Program EGSFP interface. The page title is "Add/Modify a Payment". On the left, there is an "EGSFP Menu" with links: Welcome, Role: National User, Change Program Year, Change State/County, and Change Producer. The main content area shows "Year: 2023", "Admin State: Alabama", and "Admin County: Autauga". Below this, there is a "Producer:" field. A section titled "2023 EGSFP" contains a form for "Original Approval Date/ Register Date: (mm/dd/yyyy)" with a date picker. Below the date field is a table with two columns: "Application" and "Payment Amount". The table has one row with "Emergency Grain Storage" in the "Application" column and a dollar sign followed by a text input field in the "Payment Amount" column. At the bottom right, there are "Back", "Cancel", and "Submit" buttons.

Application	Payment Amount
Emergency Grain Storage	\$

## 9 Adding or Modifying EGSFP Payment Data (Continued)

### C Add/Modify a Payment Page Options

The following options are available on the Add/Modify a Payment Page.

Option	Action
Back	Returns the user to the SCIMS Select a Customer Page.
Cancel	Discontinues the process and returns to the EGSFP Main Menu <b>without</b> updating the payment amounts.
Submit	Continues the process of recording EGSFP payment data after amount has been recorded.

### D Error Messages

The following error messages may be displayed depending on the data recorded.

Error Message	Description of Problem	Corrective Action
"Payment data can only be recorded by administrative or recording state and county, as applicable."	User attempted to record payment for a producer under a State/county combination that was not the administrative State/county for the selected producer.	EGSFP applications must be acted upon and entered by the producer's administrative State/county.
"The Original Approval Date / Register Date entered cannot be a date prior to 03/16/2023"	Date entered must be on or after 03/16/2023.	Review the application approval date on the FSA-413 and EGSFP Calculation Workbook confirm correct date.
"The amount recorded must be in whole dollars."	<ul style="list-style-type: none"> <li>Amount entered must be in whole dollars.</li> <li>An amount greater than \$0 must be recorded initially.</li> <li>Amounts entered included dollar signs or commas.</li> </ul>	Correct the amount recorded and ensure that: <ul style="list-style-type: none"> <li>only numeric data is entered</li> <li>amount entered is greater than \$0, if the payment amount is being added for the first time</li> </ul>
"An amount must be entered for each type of payment. The amount can be \$0 for one or more of the payment amounts, but not all."	User attempted to record \$0 in the payment amount field.  Do <b>not</b> record a payment amount in the EGSFP Payment Process if the application is disapproved and the calculated payment amount from the EGSFP Calculation Workbook is \$0.	<ul style="list-style-type: none"> <li>payment amount doesn't include dollar signs or commas.</li> </ul>
"Payment Amount is empty. A value must be entered."	An amount was not entered and "Submit" was selected.	Payment amount must be \$0 or greater than zero.  <b>Note:</b> Payment amount must be greater than \$0 when updating the initial payment amount.



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### 9 Adding or Modifying EGSFP Payment Data (Continued)

#### E Example of Add/Modify Payment Confirmation Page

The following is an example of the Add/Modify Payment Confirmation Page.

USDA United States Department of Agriculture  
Farm Service Agency  
Emergency Grain Storage Facility Assistance Program EGSFP

EGSFP Home About FSA Help Contact Us Exit EGSFP Logout of eAuth

**EGSFP Menu**  
Welcome B Holloway  
Role: National User  
Change Program Year  
Change State/County  
Change Producer

**Add/Modify Payment Confirmation**

Year: 2023 Admin State: Alabama Admin County: Autauga  
Producer:

**i** • Payment Confirmation. Press "Confirm" to proceed.

**2023 EGSFP**

Original Approval Date/  
Register Date: 03/23/2023

Application	Payment Amount
Emergency Grain Storage	\$ 8,500
<b>Total</b>	<b>\$ 8,500</b>

Back Cancel Confirm

#### F Add/Modify Payment Confirmation Page Options

The following options are available on the Add/Modify Payment Confirmation Page.

Option	Action
Back	Returns to the Add/Modify a Payment Page so the amount can be modified, if necessary.
Cancel	Discontinues the process and returns to the EGSFP Main Menu <b>without</b> updating the payment amounts.
Submit	Records the payment amount and triggers the payment process.  <b>Note:</b> The message "Payment(s) has been successfully added and/or modified." will be displayed.

## 10 Modifying Previously Recorded EGSFP Payment Data

### A Introduction

The previously entered payment amount can be modified to a different amount or zero if the producer is no longer due an EGSFP payment.

All producers that elected to receive a partial and a final payment will require County Office modification of the previously entered partial payment in the EGSFP Payment Process to account for the EGSFP Final Payment. See subparagraph 7 B for additional information.

### B Effect on Previously Processed Payments

Modifying a previously recorded payment amount impacts previously processed payments in different ways, depending on whether the original payment was sent to NPS and certified and signed. The following table describes how a previously recorded payment is affected when the amount is modified.

IF previously recorded payment amount is...	AND previously recorded payment amount was...	AND the payment in NPS was...	THEN...
modified	not sent to NPS because of a nonpayment condition		system will trigger the payment to reprocess the payment transaction.
	sent to NPS	certified and signed	<ul style="list-style-type: none"> <li>system will retrigger the payment to reprocess to determine whether the producer is overpaid or underpaid</li> <li>a transaction will be sent to NPS or the Pending Overpayment Report, as applicable.</li> </ul>
		either of the following: <ul style="list-style-type: none"> <li>not certified</li> <li>certified, but not signed</li> </ul>	<ul style="list-style-type: none"> <li>original amount in NPS will be canceled and the system will retrigger the payment to reprocess</li> <li>new payment amount will be listed in NPS for certification and signature, provided all eligibility requirements are met.</li> </ul>

10 Modifying Previously Recorded EGSFP Payment Data (Continued)

B Effect on Previously Processed Payments (Continued)

IF previously recorded payment amount is...	AND previously recorded payment amount was...	AND the payment in NPS was...	THEN...
changed to \$0	not sent to NPS because of a nonpayment condition		<ul style="list-style-type: none"> <li>payment amounts will be set to \$0</li> <li>system will retrigger the payment to reprocess to determine whether the producer is overpaid</li> <li>an overpayment may be put on the Pending Overpayment Report if a portion or all of the original payment amount was certified or signed.</li> </ul>
	sent to NPS	certified and signed	<ul style="list-style-type: none"> <li>system will retrigger the payment to reprocess to determine the overpayment amount for the producer</li> <li>a transaction will be sent to the Pending Overpayment Report.</li> </ul>
		either of the following: <ul style="list-style-type: none"> <li>not certified</li> <li>certified, but not signed</li> </ul>	original amount in NPS will be canceled.

## 11 General Provisions for Canceling Payments

### A Canceling Payments

After payment processing has been completed, County Offices will review the Payment History Report in CPR or the NPS payment worklist to ensure that the correct payments have been generated. If an error is determined, the user will:

- not sign the payment in NPS
- correct the condition causing the incorrect payment or overpayment.

**Notes:** User intervention is not allowed for the cancellation process. If the condition causing the incorrect payment is corrected, the system will automatically cancel the unsigned payment and recalculate the payment amount due.

If the payment amount is determined to be incorrect and the payment has been signed in the NPS system, the payment can no longer be canceled. The producer will be underpaid or overpaid after the condition causing the incorrect payment has been corrected.

## 12 Overpayments

### A Introduction

The EGSFP Payment Process is an integrated process that reads data from many systems to determine whether payments issued to a producer were earned in-full or in-part. These systems include the following:

- EGSFP Payment Process where the payment amount from the EGSFP Calculation Workbook is entered
- Subsidiary system including data about eligibility, combined producer, and Business File
- Payment Limitation system
- SCIMS.

If something changes in any of these systems, the EGSFP Payment Process is automatically triggered to recalculate the payment. The producer is overpaid if the information that has been changed results in the current calculated amount to be less than the amount originally paid to the producer.

## 12 Overpayments (Continued)

### B Determined Overpayments

For any overpayment amount calculated as \$1 or greater, the system will update the applicable information to the Pending Overpayment Report. See 9-CM, paragraph 65 for information on the Pending Overpayment Report.

### C Handling Debts Less Than \$100

County Offices will follow 58-FI for handling receivables less than \$100.

### D Debt Basis Codes

The systems will automatically assign the debt basis code to the receivable when it is updated to the Pending Overpayment Report. The following table displays the debt basis codes used for EGSFP overpayments.

IF the reason the payment entity/member is overpaid is because of...	THEN the discovery/debt basis reason is...
payment limitation issues	10-426.
payment eligibility	10-427.
prior payments exceed the current payment	10-428.

### E Charging Interest

Interest will be charged on receivables from the date the original payment was disbursed if COC determines the producer is ineligible because of the following reasons:

- producer signed to information on FSA-413 that is subsequently determined inaccurate
- producer erroneously or fraudulently represented any act affecting a payment eligibility determination, including the following violation of:
  - conservation compliance provisions
  - controlled substance provisions
- producer knowingly adopted a scheme or device that was intended to defeat the purposes of EGSFP.

## 12 Overpayments (Continued)

### E Charging Interest (Continued)

Interest will **not** be charged from date of disbursement if:

- overpayment resulted based on revised information that the producer would not have had reason to know was invalid
- National, State, or County Office erred
- producer voluntarily refunds the payment that was issued and COC has not determined that the producer is ineligible.

**Notes:** Software does **not** currently support charging interest from the date of disbursement.

Any receivable established is sent to NRRS with the current system date. If the receivable is **not** repaid within 30 calendar days from the date the initial notification letter is issued, interest will start accruing from the date the receivable was established.

If COC, STC or National Office determines that the producer is ineligible and interest will be charged from the date of disbursement:

- County Offices will contact their State Office for assistance
- State Offices will contact the National Office for guidance
- National Office will work directly with OBF for guidance.

### F Overpayment Due Dates

Overpayments can occur for many reasons and County Offices are required to take necessary action to collect overpayments. The following table lists situations that may cause overpayment and the applicable overpayment due dates.

Time of Determination	Situation	Overpayment Due Date
any time	payment was issued to the wrong producer	immediately
after an entry affecting the payment amount is changed on the FSA-413	payment was issued and later something occurred that changed the EGSFP payment	
after producer misrepresentation is determined	producer received a EGSFP payment and COC, STC or National Office determines that the producer misrepresented their interest	

## 12 Overpayments (Continued)

### F Overpayment Due Dates (Continued)

Time of Determination	Situation	Overpayment Due Date
after payment limitation is exceeded	it is determined that payments have been issued exceeding the producer's effective payment limitation amount	immediately
after an eligibility value changes that make the producer ineligible for payment	producer's eligibility value changed that makes the producer ineligible for payment	
any time the FSA-413 is disapproved	FSA-413 was disapproved after payment was issued to producer	

## 13 EGSFP Payment Reports

### A Displaying or Printing EGSFP Payment Reports

EGSFP Payment Reports are available to provide information about each payment or nonpayment. Most of the payment reports have information that is common between program areas and information about these reports is found in 9-CM. Information for the EGSFP Payment History Report - Detail program-specific data is found in this notice.

EGSFP Payment Report information is available according to the following table:

Report Name	Type of Data	Reference
Submitted Payments Report	Live	9-CM, paragraph 63
Submitted Overpayments Report	Live	9-CM, paragraph 64
Pending Overpayment Report	Live	9-CM, paragraph 65
<b>Note:</b> The Pending Overpayment Report is accessed through the Pending Overpayment Summary Report according to 9-CM, paragraph 64.5.		
Nonpayment/Reduction Report	Live	9-CM, paragraph 66
Insufficient Funds Report	Live	9-CM, paragraph 67
Payments Computed to Zero Report	Live	9-CM, paragraph 68
Payment History Report – Summary	Report Database	9-CM, paragraph 69
Payment History Report – Detail	Report Database	paragraph 12 of this notice

**Note:** See 9-CM, paragraph 52 for complete instructions on accessing the CPR System.

## 14 Payment History Report – Detail Description

### A Background

The Payment History Report – Detail is a report that provides detailed information about an EGSFP payment.

### B Payment History Report – Detail Description

The following information will be displayed on the Payment History Report – Detail.

Field	Description
Program Year	2023
Program Name	Emergency Grain Storage Facility Assistance Program
State	Full name of the State selected by the user.
County	Full name of the county selected by the user.
Producer Name and Address	Name from SCIMS as follows: <ul style="list-style-type: none"> <li>for individuals, last name, middle name, first name, and suffix</li> <li>for businesses, business name.</li> </ul>
Date (Report)	Date the report is generated by the user.
Date (Payment)	Date the payment was processed and sent to NPS, or the date the overpayment transaction was processed and sent to NRRS.
State/County	State and county code associated with the applicable transaction record.
Payment Entity/Member Name	The “Payment Entity/Member Name” field will provide payment entity or member name information if the EGSFP Payment History Report - Detail is generated for: <ul style="list-style-type: none"> <li>an entity or joint operation where amounts were attributed to members</li> <li>a member to show the payment entity through whom the amount was attributed.</li> </ul>
Payment ID Number	Unique number that ties the program history data to the NPS history data.
Business Type	Business type of the producer and/or member.
Obligation ID	Unique number for the payment obligation.
Commodity/Payment Type	Emergency Grain Storage
Transaction Type	One of the following transaction types will be displayed: <ul style="list-style-type: none"> <li>“Payment”</li> <li>“Receivable”</li> <li>“Canceled Payment”</li> <li>“Canceled Receivable”.</li> </ul>



**14 Payment History Report – Detail Description (Continued)**

**B Payment History Report – Detail Description (Continued)**

Field	Description
Reduction Amount	Reduction amount because of payment limitation.
Net Payment	Net payment amount for the producer after all reductions have been applied.
Totals	Total payment amount for the producer or member.  <b>Note:</b> A 1099-G will be issued to the producer or member.

**C Report Options**

The following options are available on the Payment History Report – Detail.

Option	Action
Previous	The previous Payment History Report – Detail will be displayed.  <b>Note:</b> If a single producer was selected for processing, this button will <b>not</b> be available.
Print	The Payment History Report – Detail will be sent to the applicable printer.
Next	The Payment History Report – Detail for the next producer will be displayed.  <b>Note:</b> If a single producer was selected for processing, this button will <b>not</b> be available.

**FSA-420, EGSFP Approval Notification Letter**

The following is an example of FSA-420, EGSFP Approval Notification Letter.

**EGSFP APPROVAL NOTIFICATION LETTER**

(Use Agency Letterhead format with local return address.)

(Date of Letter)

(Applicant Name)

(Applicant Address Line 1)

(Applicant Address Line 2)

Dear (Applicant's Name),

Please be advised that Farm Service Agency (FSA) has approved your estimated payment request for the Emergency Grain Storage Facility Assistance Program (EGSFP) in the amount of \$\_\_\_\_\_.

Your approved EGSFP payment will be based on the producer's share of grain crop that will be stored in the built or purchased storage structure or the producer's share of grain crop that will require drying and handling, in the case of EGSFP payments for drying and handling equipment. A cost-share factor of 75 percent will be applied to your calculated payment. However, participants that have certified their underserved status on form CCC-860, Socially Disadvantaged, Limited Resource, Beginning and Veteran Farmer or Rancher Certification, a factor of 90 percent will be applied.

You are responsible for contacting this office to request a partial, if applicable or final disbursement. If a partial disbursement was requested at the time of application, the partial disbursement can be for up to 50 percent of the total estimated cost amount calculated by FSA (after the applicable cost-share factor is applied) and commensurate with the amount of the completed EGSFP project. Please note that no increases to the estimated costs submitted on your FSA-413, Emergency Grain Storage Facility Assistance Program Application and FSA-413-1, Continuation Sheet for EGSFP, if applicable, will be approved.

Please keep us informed of any changes to the EGSFP project, since some changes may affect your payment approval. An FSA employee may request supporting documentation and visit the project site before or after an EGSFP payment is issued. Additionally, inform our office of your intent to proceed with the EGSFP payment or withdraw the EGSFP application request.

EGSFP are subject to the availability of funding and will be funded in the order in which they are approved. If additional funding is allocated to EGSFP after initial funding is depleted, additional applications will be reviewed, approved and funded, if the eligibility criteria is met, in the order received, subject to the availability of those additional funds.

Sincerely,

County Executive Director

**FSA-420** (08-07-23)

**FSA-479, EGSFP Status Notification Letter**

The following is an example of FSA-479, EGSFP Status Notification Letter.

**EGSFP STATUS NOTIFICATION LETTER**

(Use Agency Letterhead format with local return address.)

(Date of Letter)

(Applicant Name)

(Applicant Address Line 1)

(Applicant Address Line 2)

Dear (Applicant's Name),

The Emergency Grain Storage Facility Assistance Program (EGSFP) was announced by FSA in March to provide cost-share assistance payments to help producers affected by the December 2021 tornadoes that passed through 11 counties in Kentucky, as well as producers in Illinois, Iowa, Minnesota, Missouri, North Dakota, South Dakota and Tennessee, impacted by the damage or destruction of large commercial grain elevators due to natural disaster events that occurred December 1, 2021 to August 1, 2022.

Thank you for applying for the EGSFP; however, due to the high volume of program applications that exceed the available EGSFP funding, your application will not be funded. EGSFP is subject to the availability of funding. Applications received have exceeded the available funding. Consistent with the terms of the EGSFP Notice of Funding Availability published on March 16, 2023, FSA is funding eligible producer applications in the order in which applications were approved.

We regret having to make this notification. FSA is evaluating possible new options for assistance to grain producers who are still in need of emergency storage, drying, and handling equipment. Information on any additional assistance options as well as program policy and the implementation process will be forthcoming.

Alternatively, for producers who may be interested, FSA's [Farm Storage Facility Loan Program \(FSFL\)](#) can immediately provide low-interest financing for eligible producers who may not qualify for EGSFP but are in need of on-farm storage capacity. FSA is also currently reviewing FSFL policies to determine whether certain additional flexibilities can be made, or waivers granted, to further reduce FSFL financial obligations for producers in need of immediate grain storage.

Sincerely,

**County Executive Director**

FSA-479 (08-07-23)

## FSA-414, EGSFP Checklist

The following is an example of FSA-414, EGSFP Checklist.

<b>FSA-414 Payment Checklist</b> (08-07-23)  <b>EMERGENCY GRAIN STORAGE FACILITY ASSISTANCE PROGRAM (EGSFP)</b> PAYMENT CHECKLIST	USDA FSA	1. Name of EGSFP Applicant				
		2. Application Number				
		3. Administrative State Name			4. Administrative County Name	
		5. Is this a partial or final payment request? <input type="checkbox"/> Partial <input type="checkbox"/> Final				
<b>Office Staff Actions:</b>		YES	NO	N/A	Initials	Date
<b>Answer Questions 6 through 20</b>						
<b>Eligibility</b>						
6. Did the COC/STC approve the EGSFP Partial Payment or Final Payment request?						
7. Was the FSA-850 completed prior to approval of the FSA-413 according to Notice SP-94 subparagraph 3G?						
8. Was all of the applicant's share of 2021 and 2022 certified grain production on the FSA-413 Item 13A produced in a EGSFP affected county?						
9. If the applicant certified they are an Underserved Producer on the FSA-413 or FSA-413-1, is an CCC-860 on file?						
<b>Payments</b>						
10. Was the information certified on the FSA-413 and FSA-413-1 correctly entered in the EGSFP Workbook?						
11. Although optional, if the EGSFP applicant provided cost documents, were all costs associated with the purchase or construction of the on-farm grain storage structure and/or drying/handling equipment incurred on or after March 16, 2023?						
12. Were General Partnerships and Formal Joint Ventures loaded correctly in the EGSFP workbook?						
13. Has the COF ensured the approved estimated cost has not been increased?						
14. Did the COF correctly follow Notice SP-94 subparagraph 4G if the total payments were less than the approved estimated cost?						
15. Was a 2 <sup>nd</sup> Party Review completed and initials entered in the EGSFP Workbook?						
16. Did the COF ensure the Partial Payment, if applicable does not exceed 50% of the calculated gross estimated payment amount?						
<b>Field Review, If Applicable</b>						
17. If the STC required an on-site inspection, provide the date of the field inspection? _____ Enter pertinent information in Remarks if applicable.						
18. If the STC required an on-site inspection, did the COF inspect and verify the amount of construction or project was completed and/or purchased?						
<b>Payment Amount</b>						
19. Partial Payment, if Applicable: Enter the Partial Payment Amount from the County Office Workbook (Column K) that will be entered in the EGSFP Payment Process.						
20. Final Payment: Enter the Final Payment Amount from the County Office Workbook (Column N) to be entered in the EGSFP Process.						
<b>CERTIFICATION</b>						
21A. Signature of Preparer(s)					21B. Date (MM-DD-YYYY)	

## FSA-414, EGSFP Checklist (Continued)

FSA-414 Payment Checklist (08-07-23)		Page 2 of 2
<b>CERTIFICATION (Continued)</b>		
<b>22A. I concur/do not concur the above items have been verified or updated accordingly and applicant in Item 1 is eligible for EGSFP Payment</b> <input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur (Enter reason for Do Not Concur in Item 24 Remarks)		
22B. CED, CED Designee Representative or STC Signature (Required for all EGSFP Payments)	22C. Date (MM-DD-YYYY)	
<b>23. State Office, State Office Designee or DAFP Review:</b> The State Office or State Office Designee shall review the first five FSA-413's and FSA-413-1's for each county, submitted for payment prior to the County Office issuing payment. The State Office or State Office designee will review FSA-413's and FSA-413-1's for all County Office employees prior to issuing an EGSFP payment. If the applicant is a State Office employee, the FSA-413 and FSA-413-1 must be reviewed by DAFP prior to issuing an EGSFP payment.		
<b>Question</b>	<b>YES</b>	<b>NO</b>
23A. Did the respective preparer check, initial, and date the appropriate box for Items 1 through 18 and enter the payment amount in Item 19 if applicable and Item 20?		
23B. According to your review of FSA-413 and FSA-413-1 and the actions taken, is the applicant eligible for a EGSFP payment?		
23C. Do you have other concerns regarding the applicant's request for EGSFP payment?		
<b>23D. I, the undersigned, certify the above items have been verified or updated accordingly.</b> <input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur (Enter reason for Do Not Concur in Item 24 Remarks)		
23E. State Office, State Office Designee or DAFP Signature	23F. Date (MM-DD-YYYY)	
24. Remarks		
<p><i>In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.</i></p> <p><i>Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.</i></p> <p><i>To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at <a href="http://www.ascr.usda.gov/complaint_filing_cust.html">http://www.ascr.usda.gov/complaint_filing_cust.html</a> and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a>. USDA is an equal opportunity provider, employer, and lender.</i></p>		

**EGSFP Frequently Asked Questions (FAQ)**

**Q1: What should I tell an EGSFP applicant who is not included on the National Office worksheet to receive a payment?**

**A1:** Provide a copy of the EGSFP Status Notification Letter which will explain why the applicant's payment is not authorized.

**Q2: Should County Offices continue to accept EGSFP applications?**

**A2:** No, County Offices may inform applicants that EGSFP is closed. However, if the applicant insists that you take the completed application, do so, and notify the National Office.

**Q3: Will a similar emergency grain program be developed to assist producers?**

**A3:** FSA is in the process of determining how assistance can be provided to affected grain producers still in need of emergency storage and handling and more information is forthcoming.

**Q4: What should County Offices do with the EGSFP applications received and not acted on or funded?**

**A4:** County Offices must retain all EGSFP applications and supporting documentation for at least 3 years.

**Q5: What happens if an EGSFP applicant started construction of a grain bin before receiving COC approval and the FSA-413 will not be funded?**

**A5:** Since the EGSFP applicant started construction of the grain bin before receiving COC approval, the applicant started the project at their own risk.

**Q6: Is a FSA-413 payment request required before an EGSFP payment can be issued to the approved EGSFP applicant?**

**A6:** Yes, refer to subparagraph 2 A.

**Q7: If a new program is made available to assist grain producers still in need of emergency storage and handling equipment, will an applicant need to reapply for assistance?**

**A7:** Yes, more details are forthcoming.

**Q8: Is supporting documentation required when an EGSFP payment request is received?**

**A8:** No; however, approved EGSFP applicants may submit supporting documentation and the information must be filed in the grain producers EGSFP file folder.

**Q9: What happens if a FSA-850 was not approved before the FSA-413 was approved?**

**A9:** Contact the National Office for additional guidance and the case may need to be sent to the National Office for review.

**Q10: How long does an approved EGSFP applicant have to complete the EGSFP project?**

**A10:** The National Office will provide details in a forthcoming SP notice for the approved timeframe for completing the EGSFP project.