

For: KY, MN, and SD State and County Offices

**Emergency Grain Storage Facility Assistance
Program (EGSFP) Policy and Procedure Reminders**

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

EGSFP provides financial assistance to eligible grain producers impacted by eligible disaster events that damaged or destroyed local commercial grain elevators in affected counties during a specified period in 2021 and 2022. Signup began March 16, 2023, and concluded August 7, 2023.

EGSFP was allocated \$80 million in cost share assistance to construct storage facilities needed to meet on-farm grain storage capacity and handling needs necessary to support the marketing of grain for producers. Payment processing for approved applicants was authorized for payment by the National Office on August 7, 2023. To date, more than half of the funding has been paid to approved applicants. However, payment processing to approved EGSFP applicants continues.

B Purpose

This notice reminds State and County Offices of EGSFP procedure related to the following:

- issuing EGSFP payments to approved applicants authorized by the National Office
- EGSFP disapprovals
- EGSFP completion deadline and extensions
- EGSFP payment process procedures
- FSA-412 (Exhibit 1)
- FSA-414 (Exhibit 2).

Disposal Date	Distribution
October 1, 2025	Above State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Contacts

State Offices may contact the following for additional information.

IF the question is about EGSFP...	THEN contact...
policy	Toni Williams by email to toni.williams@usda.gov .
calculation workbook	Jeannette Matetzschk by email to jeannette.matetzschk@usda.gov .
automated payment process	Danielle Roder by email to danielle.roder@usda.gov .
producer eligibility policy	Rebecca Csutoras by email to rebecca.csutoras@usda.gov .
conservation compliance	Joe Fuchtman by email to joseph.fuchtman@usda.gov .

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

A Completing FSA-414

The National Office has provided applicable State Offices with a list of approved EGSFP applicants authorized to receive EGSFP payments after a partial or final payment request is received in the County Office, and an onsite inspection is conducted according to subparagraph B and documented on FSA-413, if applicable. No other applicant payments may be entered in the EGSFP payment process. FSA-414 must be completed by an administrative County Office employee for all authorized applicants with an approved EGSFP request before a partial or final payment can be issued in the EGSFP payment process.

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

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 payment can be issued.

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

A Completing FSA-414 (Continued)

Important: A partial payment must **not** exceed 50 percent of the gross estimated EGSFP payment amount **after** the cost share factor is applied. An applicant's partial payment amount to be entered in the EGSFP payment process **must** not be manually entered in the County Office workbook. Contact the National Office if an applicant's partial payment amount to be entered in the EGSFP payment process is not **automatically** calculated by Excel in the County Office workbook.

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.

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

B EGSFP Onsite Inspection

STC has authority to require an onsite inspection before disbursing a partial or final payment. This must be a statewide determination and not on a case-by-case basis.

If an onsite inspection is required, FSA-413, Part F (Remarks) must be used to document the results of the inspection. FSA-414, item 17 must also be completed for the onsite inspection.

C EGSFP State Office, State Office Designee, or DAFP Review

State Offices or State Office designees will review for each County Office the first five FSA-413's, FSA-413-1's, FSA-414's, and supporting documentation (if applicable) submitted for partial or final payment to ensure accuracy 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 emailed to the National Office at EGSFPPolicy@usda.gov for review before disbursing an EGSFP partial or final payment.

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

D Decreasing the EGSFP Estimated Approved Amount

If the total project cost is less than the EGSFP estimated approved amount, the County Office will enter the total project cost in FSA-413, Part F (Remarks) and notate the EGSFP payments are less than the EGSFP estimated cost approved. The total estimated dollar amount requested must be decreased in the EGSFP calculation workbook to equal the actual total project cost and correct the partial or final payment amount.

Important: No EGSFP payment increases are authorized.

3 EGSFP Disapprovals

A Disapproving FSA-413

When an EGSFP applicant is no longer eligible for EGSFP assistance, County Offices must use FSA-412 to notify the applicant of the disapproval for any of the following reasons:

- when the applicant does not market or produce grain
- when the applicant no longer needs additional on-farm grain storage capacity
- when the applicant is not located in an affected county or will not build the on-farm grain storage capacity in an affected county.

COC or STC must disapprove FSA-413 and document the disapproval reason in both of the following:

- FSA-413, Part F (Remarks)
- executive COC or STC meeting minutes.

State Offices must contact the National Office if the EGSFP disapproval is because of, but not limited to, the following:

- FSA-850 concerns
- incorrect EGSFP approval authority.

The appropriate FSA-413 approving official must also:

- select “Disapproved” in item 17A
- disapprove EGSFP by signing and dating in items 17B and 17D
- ENTER “0” in item 18, item 21, or both.

3 EGSFP Disapprovals (Continued)

A Disapproving FSA-413 (Continued)

When STC is the approval authority, after disapproval STC will return the case file to the County Office for disapproval processing.

Note: Initials and dates are required for all information changed on FSA-413.

B Processing EGSFP Disapproval

EGSFP approving authorities making adverse determinations against EGSFP applicants will:

- mail or email the producer the disapproved FSA-412, FSA-413, and FSA-413-1
- provide mediation, reconsideration, and appeal rights according to 1-APP
- follow procedure in 1-APP to process and act on appeals
- retain a copy the disapproved FSA-412 and FSA-413 in the producer's EGSFP folder
- email a copy of FSA-412 to **EGSFPPolicy@usda.gov**.

Notes: The National Office will update the COC or STC determination in the EGSFP calculation workbook from “approval” to “disapproval” and revise the COC determination date to reflect the disapproval date on FSA-412.

State Offices will receive a revised authorized approval list for EGSFP payments.

The FSA-420 Tracker is available in Microsoft Teams to document when an approved applicant is found to be ineligible:

- **KY EGSFP FSA-420 TRACKER.xlsx**
- **MN EGSFP FSA-420 TRACKER.xlsx**
- **SD EGSFP FSA-420 TRACKER.xlsx**.

4 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 according to paragraph 8** 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.

4 General Payment Provisions for EGSFP Payments (Continued)

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 the 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.

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

The 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

4 General Payment Provisions for EGSFP Payments (Continued)

I Payment Due Date (Continued)

- 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.

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 that 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 who cannot be paid will be listed on the Failed Obligations/ Insufficient Funds Report in the Common Payment Reports (CPR) system.

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 add 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.

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

5 Payment Limitation Provisions

A Payment Limitation Information for EGSFP Payments

The total amount of EGSFP payments 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.

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

B Available Payment Limitation

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.

6 EGSFP Subsidiary Eligibility

A Introduction

The EGSFP payment process reads the web-based eligibility system for the year associated with 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.

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6 EGSFP Subsidiary Eligibility (Continued)

B Subsidiary Eligibility (Continued)

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	
Conservation Compliance - Farm/Tract Eligibility	In Compliance	Yes	<u>1/</u> A partial compliance value of “Yes” will result in an additional determination for the farm.
	Partial Compliance	Yes <u>1/</u>	
	In Violation	No	
	No Association	Yes	
	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
3	AD-1026

7 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.

Type of Information	How Information Is Used for Payment Processing	Source
FSA-413, FSA-413-1, EGSFP Calculation Workbook, and FSA-414	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 or final payments, if applicable. FSA-414 must 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 or member of a joint operation is eligible for payment for the year in which FSA-413 and FSA-413-1 were 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 were filed, used to determine the members and members' share of the following: <ul style="list-style-type: none"> • entities • general partnerships • joint ventures. 	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"> • Calculated payment information is provided to NPS. • Determined overpayment amount may be provided to NRRS. 	NPS or NRRS

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7 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">• has been COC- or STC-approved and authorized for payment by the National Office• information has been properly entered into the EGSFP calculation workbook according to instructions and a second party review is completed in Microsoft Teams. <p>Important: County Offices must not use a downloaded local copy of the workbook when making payments.</p>
2	<p>AD-1026:</p> <ul style="list-style-type: none">• is on file for the applicable year for producers seeking benefits• eligibility information is recorded in the web-based eligibility system.
3	The applicable CCC-902 is on file.
4	All other eligibility determinations have been updated according to 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	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 is completed, and the payment amount has been entered in the EGSFP payment process according to this notice.

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8 Recording EGSFP Payment Amounts

A Action

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 Select a Program Year Page will be displayed.
2	From the Select a Program Year Page: <ul style="list-style-type: none"> select program year 2023 CLICK “Continue”. 	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>The 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 approval date/register date of the authorized payment from column G, “FSA-413 Original COC Approval Date”, using a “mm/dd/yyyy” format.</p> <p>Notes: Applications not authorized for payment by the National Office are not 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 the user.</p>	The Add/Modify a Payment Confirmation Page will be displayed with the recorded approval date and payment amount.
4B	<p>The 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 in this step for the authorized producer’s payment in whole dollars without a dollar sign or comma.</p> <ul style="list-style-type: none"> Final only payment: record the payment amount provided by column N, “Total Final Payment Amount to be Entered in the EGSFP Payment Process”. 	

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8 Recording EGSFP Payment Amounts (Continued)

A Action (Continued)

Step	Action	Result
4B (Cntd)	<ul style="list-style-type: none"> Partial/final payment and user is entering the partial payment: record the payment amount provided by column K, “Partial Payment Amount to be Entered in the EGSFP Payment Process”. The partial payment amount must not exceed 50 percent of the estimated gross payment amount in column F. Partial/final payment and user is entering the final payment: modify the payment amount in the EGSFP payment process to the amount provided by column N, “Total Final Payment Amount to be Entered in the EGSFP Payment Process”. Do not enter the final payment amount remaining in column M. 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, modify the payment amount in the EGSFP payment process to the revised total final payment amount provided by the EGSFP calculation workbook, column N, “Total Final Payment Amount to be Entered in the EGSFP Payment Process”. Calculated partial and final payments must not be increased. Increases to EGSFP amounts are not authorized. 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. Modify the payment amount to zero if the payment amount should be zero. <p>CLICK “Submit” to continue with the process.</p>	
5	From the Add/Modify a Payment Confirmation Page, CLICK “Confirm” to record the payment amounts entered.	The Success Menu Page will be displayed and will indicate that the payment amount was successfully added or modified.

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9 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 the FSA Applications Intranet Page at https://intranet.fsa.usda.gov/fsa/applications.asp .
2	Under “FSA Applications”, “Applications Directory”, CLICK “ D-F ”. Note: The FSA Applications Intranet Page will be redisplayed with applications with names starting from D to F.
3	CLICK “ EGSFP – Emergency Grain Storage Facility Program Payments ”.
4	Users may be prompted to login through the USDA eAuthentication Login Screen. CLICK “ Login with LincPass (PIV) ” or enter the user ID and password, then CLICK “ Login ”. Note: Only select State and County Offices are authorized access based on National Office-approved payments.
5	The Select a Program Year Page will be displayed.

B Example of Select a Program Year Page

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

The screenshot shows the EGSFP (Emergency Grain Storage Facility Assistance Program) interface. At the top, there is a header with the USDA logo, "United States Department of Agriculture", "Farm Service Agency", and "Emergency Grain Storage Facility Assistance Program EGSFP". Below the header is a navigation bar with links: "EGSFP Home", "About FSA", "Help", "Contact Us", "Exit EGSFP", and "Logout of eAuth". On the left side, there is a sidebar with "EGSFP Menu" and "Welcome [User Name] Role: National User". The main content area has a blue header with "Select a Program Year". Below this, there is a section titled "Select a Program Year" with a "Program Year:" label and a dropdown menu showing "2023". A "Continue" button is located at the bottom right of the main content area.

C Action

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

10 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. The user will select the administrative State and county of the EGSFP application and CLICK “Continue”.

The screenshot shows the EGSFP web interface. At the top, the USDA logo and 'Farm Service Agency' are on the left, and 'Emergency Grain Storage Facility Assistance Program EGSFP' is on the right. A navigation bar contains links: EGSFP Home, About FSA, Help, Contact Us, Exit EGSFP, and Logout of eAuth. On the left is an 'EGSFP Menu' with links: Welcome, Role: National User, and Change Program Year. The main heading is 'Select an Administrative State/County'. Below it, 'Year: 2023' is displayed. A section titled 'Select from All States and Counties' contains two dropdown menus: 'State: Alabama' and 'County: Autauga'. At the bottom 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 'Add/Modify a Payment' page. The header and navigation bar are identical to the previous page. The 'EGSFP Menu' on the left includes an additional link: 'Change Producer'. The main heading is 'Add/Modify a Payment'. Below it, 'Year: 2023' is displayed. To the right, 'Admin State: Alabama' and 'Admin County: Autauga' are shown. Below these, 'Producer:' is followed by a greyed-out text box. A section titled '2023 EGSFP' contains a form for 'Original Approval Date/ Register Date: (mm/dd/yyyy)' with a date input field and a calendar icon. Below this is a table with two columns: 'Application' and 'Payment Amount'. The table has one row with 'Emergency Grain Storage' under 'Application' and a dollar sign followed by an input field under 'Payment Amount'. At the bottom are 'Back', 'Cancel', and 'Submit' buttons.

Application	Payment Amount
Emergency Grain Storage	\$ <input type="text"/>

10 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 without 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."	The user attempted to record payment for a producer under a State/county combination that was not the administrative State and county for the selected producer.	EGSFP applications must be acted upon and entered by the producer's administrative State and county.
"The Original Approval Date / Register Date entered cannot be a date prior to 03/16/2023"	Date entered must be on or after March 16, 2023.	Review the application approval date on FSA-413 and EGSFP calculation workbook, and confirm the correct date.
"The amount recorded must be in whole dollars."	<ul style="list-style-type: none"> Amount entered must be in whole dollars. An amount greater than \$0 must be recorded initially. Amounts entered included dollar signs or commas. 	Correct the amount recorded and ensure that: <ul style="list-style-type: none"> only numeric data is entered amount entered is greater than \$0, if the payment amount is being added for the first time
"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."	<p>The user attempted to record \$0 in the "Payment Amount" field.</p> <p>Do not 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.</p>	<ul style="list-style-type: none"> payment amount does not include dollar signs or commas.
"Payment Amount is empty. A value must be entered."	An amount was not entered and "Submit" was selected.	<p>Payment amount must be \$0 or greater than zero.</p> <p>Note: Payment amount must be greater than \$0 when updating the initial payment amount.</p>

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10 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
Total	\$ 8,500

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 the user 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 without updating the payment amounts.
Submit	Records the payment amount and triggers the EGSFP payment process. Note: The message, "Payment(s) has been successfully added and/or modified." will be displayed.

11 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 who elected to receive a partial and 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 paragraph 8 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"> system will retrigger the payment to reprocess to determine whether the producer is overpaid or underpaid transaction will be sent to NPS or the Pending Overpayment Report, as applicable.
		either of the following: <ul style="list-style-type: none"> not certified certified, but not signed 	<ul style="list-style-type: none"> original amount in NPS will be canceled and the system will retrigger the payment to reprocess new payment amount will be listed in NPS for certification and signature, provided all eligibility requirements are met.

11 Modifying Previously Recorded EGSEFP 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"> • payment amounts will be set to \$0 • system will retrigger the payment to reprocess to determine whether the producer is overpaid • overpayment may be put on the Pending Overpayment Report if a portion or all of the original payment amount was certified or signed.
	sent to NPS	certified and signed	<ul style="list-style-type: none"> • system will retrigger the payment to reprocess to determine the overpayment amount for the producer • transaction will be sent to the Pending Overpayment Report.
		either of the following: <ul style="list-style-type: none"> • not certified • certified, but not signed 	original amount in NPS will be canceled.

12 General Provisions for Canceling Payments

A Canceling Payments

After payment processing has been completed, County Offices will review the Payment History Report in the CPR system 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.

13 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.

13 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 or member is overpaid is because of...	THEN the discovery or debt basis code 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 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
 - violation of controlled substance provisions
- producer knowingly adopted a scheme or device that was intended to defeat the purposes of EGSFP.

13 Overpayments (Continued)

E Charging Interest (Continued)

Interest will **not** be charged from the 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 the Farm Production and Conservation Business Center's BUD and FMD 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 FSA-413	Payment was issued and later something occurred that changed the EGSFP payment	
After producer misrepresentation is determined	Producer received an EGSFP payment and COC, STC, or National Office determines that the producer misrepresented their interest	

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13 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 FSA-413 is disapproved	FSA-413 was disapproved after payment was issued to the producer	

14 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
Note: 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 15 of this notice

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

15 Payment History Report – Detail Description

A Background

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

B 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"> for individuals, last name, middle name, first name, and suffix for businesses, business name.
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 codes 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"> entity or joint operation where amounts were attributed to members member to show the payment entity through whom the amount was attributed.
Payment ID Number	Unique number that ties the program history data to the NPS history data.
Business Type	Business type of the producer 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"> “Payment” “Receivable” “Canceled Payment” “Canceled Receivable”.

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15 Payment History Report – Detail Description (Continued)

B 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. Note: CCC-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. Note: If a single producer was selected for processing, this button will not 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. Note: If a single producer was selected for processing, this button will not be available.

FSA-412, Adverse Determination of Ineligibility Notification Letter

The following is an example of FSA-412.

ADVERSE DETERMINATION OF INELIGIBILITY NOTIFICATION LETTER

(Use Agency Letterhead format with local return address.)

(Date of Letter)

(EGSFP Applicant's Name)

(Address Line 1)

(Address Line 2)

Dear (EGSFP Applicant),

Your request for the Emergency Grain Storage Facility Assistance Program (EGSFP) with the Farm Service Agency on (insert date of application) has been reviewed by the County/State FSA Committee. The EGSFP request was previously approved on March XX, 2023. After a recent review of the EGSFP request, the request is disapproved. The reason we cannot approve your EGSFP request is:

(Insert specific reasons for not approving the EGSFP in plain language)

If you disagree with the County/State FSA Committee's decision, you may request reconsideration, mediation, or an appeal. (Insert rights for reconsideration, mediation, and appeal according to 1-APP.)

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal agency that administers compliance with this law is the Federal Trade Commission, Equal Credit Opportunity, Washington, D.C. 20580.

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 of programs. Remedies and complaint filing deadlines vary by program or incident.

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.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html 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: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

Thank you for your interest in the program.

Sincerely,

County Executive Director
For the (County Name) FSA County Committee
FSA-412 (09-09-24)

FSA-414, Emergency Grain Storage Facility Assistance Program (EGSFP) Payment Checklist

The following is an example of FSA-414.

FSA-414 (08-30-24)	U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency	1. Administrative State <i>Name Code</i>	2. Administrative County <i>Name Code</i>		
EMERGENCY GRAIN STORAGE FACILITY ASSISTANCE PROGRAM (EGSFP) PAYMENT CHECKLIST		3. EGSFP Applicant Name	4. Application Number		
		5. Type of payment request: <input type="checkbox"/> Partial <input type="checkbox"/> Final			
PART A – PROCESSING					
Question	YES	NO	N/A	Initials	Date
Eligibility					
6. Did the COC/STC approve the EGSFP Partial Payment or Final Payment request?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7. Was the FSA-850 completed prior to approval of the FSA-413?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8. Was all the applicant's share of 2021 and 2022 certified grain production on the FSA-413 Item 13A produced in an EGSFP affected county?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9. If the applicant certified they are an Underserved Producer on the FSA-413 or FSA-413-1, is a CCC-860 on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Payments					
10. Was the information certified on the FSA-413 and FSA-413-1 correctly entered in the EGSFP Workbook?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12. Were General Partnerships and Formal Joint Ventures loaded correctly in the EGSFP workbook?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
13. Did the COF ensure the approved estimated cost has not been increased?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
14. Did the COF correctly follow Subparagraph 2D if the total payments were less than the approved estimated costs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
15. Was a 2 nd Party Review completed and initials entered in the EGSFP Workbook?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
16. Did the COF ensure the Partial Payment, if applicable does not exceed 50% of the calculated gross estimated payment amount?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Field Review, If Applicable					
17. If the STC required an on-site inspection, provide the date of the field inspection? (Enter pertinent information in Remarks if applicable.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Payment Amount					
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.					
PART B – CERTIFICATION					
21A. Signature of Preparer(s)	21B. Date (MM-DD-YYYY)				

FSA-414, Emergency Grain Storage Facility Assistance Program (EGSFP) Payment Checklist (Continued)

FSA-414 (08-30-24)

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PART C - CONCURRENCE

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

☐ Concur ☐ 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)

23. State Office, State Office Designee or DAFP Review:

The State Office or State Office Designee shall review the first five FSA-413 forms and FSA-413-1 forms for each county, submitted for payment prior to the County Office issuing payment. The State Office or State Office Designee will review FSA-413 forms and FSA-413-1 forms 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.

Question	YES	NO	Remarks or finding, if applicable
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?	<input type="checkbox"/>	<input type="checkbox"/>	
23B. According to your review of FSA-413 and FSA-413-1 and the actions taken, is the applicant eligible for a EGSFP payment?	<input type="checkbox"/>	<input type="checkbox"/>	
23C. Do you have other concerns regarding the applicant's request for EGSFP payment?	<input type="checkbox"/>	<input type="checkbox"/>	

23D. I, the undersigned, certify the above items have been verified or updated accordingly.

☐ Concur ☐ 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