# FSA
# HANDBOOK

# Conservation Reserve Program Cost Share and Practice Incentive Payments

For State and County Offices

SHORT REFERENCE

## 6-CRP

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

**UNITED STATES DEPARTMENT OF AGRICULTURE**
Farm Service Agency
Washington, DC 20250

| **Conservation Reserve Program<br>Cost Share and Practice<br>Incentive Payments<br>6-CRP** | **Amendment 1** |
|---|---|

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

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## Amendment Transmittal

### A Reason for Issuance

This handbook provides automation procedure for Cost Share and Practice Incentive Payments for the Conservation Reserve Program.

# Table of Contents

**Page No.**

**Part 1 General Information**

1 Handbook Coverage ........ 1-1
2 Responsibilities ........ 1-2
3 Receipt for Service (RFS) ........ 1-3
4 Submitting CSS Issues ........ 1-4
5-19 (Reserved)

**Part 2 CRP CSS**

20 General Information ........ 2-1
21 Accessing CRP CSS ........ 2-2
22 Cost Share – Program Selection ........ 2-3
23 CRP Home ........ 2-5
24-29 (Reserved)

**Part 3 Cost Share**

**Section 1 New Application**

30 Application Signup – Applicant Information ........ 3-1
31 Application Signup – Add Contributors ........ 3-6
32 Application Signup – Documentation ........ 3-8
33 Application Signup – Add Practices ........ 3-10
34 Application Signup – Add Practice Components ........ 3-13
35 Application Signup – Add Contributors – Share Designation ........ 3-16
36 Application Signup – Practice Summary – Confirmation ........ 3-19
37 Application Signup – Practice Summary – Finalize ........ 3-21
38 Application Signup – Additional Information – Eligibility ........ 3-23
39 Application Signup – Additional Information – Confirmation ........ 3-25
40-49 (Reserved)

**Section 2 Edit Application**

50 Edit Applications ........ 3-101
51-59 (Reserved)

## Table of Contents (Continued)

**Page No.**

## Part 3 Cost Share (Continued)

### Section 3 Agreement Approval

60 Agreement Approval – Search Results .......... 3-201
61 Agreement Approval – Assign ID .......... 3-203
62 Agreement Approval – Approval Data .......... 3-204
63 Application Signup – Component Rate Practice Approval .......... 3-207
64 Application Signup – Component Rate Practice Approval Summary .......... 3-210
65 Agreement Approval – Approval Date .......... 3-212
66 Agreement Approval – Confirmation .......... 3-216
67 Agreement Approval – Eligibility Information .......... 3-218
68 Agreement Approval – Eligibility Success .......... 3-220
69 Agreement Disapproval – Information .......... 3-222
70 Agreement Approval – Partial Disapproval .......... 3-224
74-79 (Reserved)

### Section 4 Un-submit Application

80 Un-Submit Application .......... 3-301
81 Application Signup – Un-submit .......... 3-303
82-89 (Reserved)

### Section 5 Inactivate Application

90 Inactivate Application .......... 3-401
91 Application Signup – Inactivate .......... 3-403
92 Application Signup – Inactivate Confirmation .......... 3-405
93-99 (Reserved)

### Section 6 Application Search

100 Application Search Criteria .......... 3-501
101 Application Search Results .......... 3-507
102 Application Search Results Practice Summary .......... 3-509
103 Application Search Results – Edit Application Column .......... 3-515
104 Application Search by Practice Status .......... 3-517
105-119 (Reserved)

## Table of Contents (Continued)

**Page No.**

**Part 3 Cost Share (Continued)**

**Section 7 View/Print Forms and Letters**

120 View/Print Forms.......... 3-601
121 View Print Form Results.......... 3-603
122-129 (Reserved)

**Part 4 Performance and Payment**

**Section 1 Certification**

130 Search Agreements for Certify and Pay.......... 4-1
131 Certify and Pay Search Results.......... 4-3
132 Agreement Summary Screen.......... 4-5
133 Practice Summary Screen.......... 4-7
134 Create New Producer Certification – Component Rate Practice.......... 4-10
135 Producer Certification Confirm – Component Rate Practice.......... 4-14
136 TSP Certification.......... 4-17
137 TSP Certification Confirmation.......... 4-24
138-140 (Reserved)

**Section 2 Certify & Pay**

141 Search Agreements for Certify & Pay.......... 4-101
142 Certify & Pay Search Results.......... 4-103
143 Certify and Pay Main.......... 4-107
144 Certify and Pay Main – Confirmation.......... 4-110
145-150 (Reserved)

**Section 3 View & Print Existing Certifications**

151 Existing Certifications.......... 4-201
152 View Existing Certifications from Search Results.......... 4-209
153 View Existing Certifications and Payments from Manage PIP Screen.......... 4-213
154-159 (Reserved)

## Table of Contents (Continued)

**Page No.**

**Part 4 Performance and Payment (Continued)**

**Section 4 Retry Payment**

160 Retry Payment Results ........................................ 4-301
161 Retry Payment ........................................ 4-303
162 Retry Payment Confirmation ........................................ 4-307
163 Failed Retry Payment ........................................ 4-309
164-169 (Reserved)

**Section 5 Manage PIP**

170 Managing PIPs ........................................ 4-401
171 Manage PIP ........................................ 4-403
172 Issuing Final PIP Payment ........................................ 4-407
173 Managing Final PIP Payments when Revising Agreements ........................................ 4-409
174 Issuing Final PIP Payment when a participant is removed from CRP-1 ........................................ 4-410
175 Managing Final PIP for Revisions Where Producer is Not Removed ........................................ 4-413
176 Issuing Final PIP Payment for Previously Revised Agreements ........................................ 4-415
177-179 (Reserved)

**Part 5 Agreement Maintenance**

**Section 1 Revise Agreement**

180 Search Agreements for Revision ........................................ 5-1
181 Revise Agreement Search Results ........................................ 5-3
182 Workflow for Revising a Contract ........................................ 5-5
183 Revise Contract – Prior Payments ........................................ 5-10
184-189 (Reserved)

## Table of Contents (Continued)

**Page No.**

**Part 5 Agreement Maintenance (Continued)**

**Section 2 Workflow for Revise Path**

190 Revise Path........................................................................................ 5-101
191 Revise Agreement – Applicant Information...................................................... 5-103
192 Revise Agreement – Add Contributors.............................................................. 5-105
193 Revise Agreement – Agreement Approval Data ................................................ 5-107
194 Revise Agreement – Add Practices..................................................................... 5-109
195 Revise Agreement – Add Practice Components................................................. 5-112
196 Revise Agreement – Component Rate Practice Approval.................................. 5-116
197 Revise Agreement– Component Rate Practice Approval Confirmation ............. 5-119
198 Revise Agreement – Assign Project Area ID ..................................................... 5-122
199 Revise Agreement – Funds Requested and Approved........................................ 5-124
200 Revise Agreement – Contract Summary.............................................................. 5-126
201 Revise Agreement – Revision Complete ............................................................ 5-128
202-209 (Reserved)

**Section 3 Workflow for Finalize Path**

210 Finalize Path....................................................................................... 5-201
211 Revise Agreement (Finalize) – Applicant Information ...................................... 5-203
212 Revise Agreement (Finalize) – Add Contributors .............................................. 5-205
213 Revise Agreement (Finalize) – Documentation.................................................. 5-207
214 Revise Agreement (Finalize) – Practice Summary – Finalize ............................ 5-209
215 Revise Agreement (Finalize) – Add Practices.................................................... 5-211
216 Revise Agreement (Finalize) – Add Practice Components ................................ 5-214
217 Revise Agreement (Finalize) – Add Contributors – Share Designation............. 5-217
218 Revise Agreement (Finalize) – Practice Summary – Confirmation .................... 5-220
219 Revise Agreement (Finalize) – Additional Information – Eligibility................. 5-223
220 Revise Agreement (Finalize) – Additional Information – Confirmation............ 5-225
221 Revise Agreement (Finalize) – Assign ID ......................................................... 5-226
222 Revise Agreement (Finalize) – Approval Data................................................... 5-228
223 Revise Agreement (Finalize) – Component Rate Practice Approval .................. 5-231
224 Revise Agreement (Finalize) – Component Rate Practice Approval Summary.. 5-234
225 Revise Agreement (Finalize) – Approval Date................................................... 5-236
226 Revise Agreement (Finalize) – Confirmation..................................................... 5-238
227 Revise Agreement (Finalize) – Eligibility Information...................................... 5-240
228 Revise Agreement (Finalize) – Eligibility Success ............................................ 5-241
229-239 (Reserved)

## Table of Contents (Continued)

**Page No.**

## Part 5 Agreement Maintenance (Continued)

### Section 4 Agreement in Process

240 Edit Contract .......... 5-301
241 Agreement Maintenance – Cancel Revision .......... 5-304
242 Agreement Maintenance – Cancellation (Revision) .......... 5-306
243 Agreement Maintenance – Cancel Reinstate .......... 5-307
244 Agreement Maintenance – Cancellation (Reinstate) .......... 5-309
245-249 (Reserved)

### Section 5 Terminate/Reinstate Agreement

250 Terminate Contract .......... 5-401
251 Agreement Maintenance – Terminate Agreement Reason .......... 5-403
252 Agreement Maintenance – Terminate Agreement Confirmation .......... 5-405
253 Agreement Maintenance – Terminate Complete .......... 5-406
254 Agreement Maintenance – Agreement Approval .......... 5-408
255 Agreement Maintenance – Agreement Approval Confirmation .......... 5-410
256 Agreement Maintenance – Terminate Final .......... 5-412
257 Agreement Maintenance – COC/CED Approval Complete .......... 5-414
258 Reinstating Agreements .......... 5-415
259 Agreement Maintenance – Reinstate Agreement Complete .......... 5-417
260-269 (Reserved)

### Section 6 Submit to COC/CED

270 Submit to COC/CED .......... 5-501
271 Agreement Maintenance – Submit to COC/CED .......... 5-503
272 Agreement Maintenance – Submit to COC/CED Complete .......... 5-505
273-279 (Reserved)

## Table of Contents (Continued)

**Page No.**

## Part 5 Agreement Maintenance (Continued)

### Section 7 COC/CED Approval

280 COC/CED Approval .......... 5-601
281 Agreement Maintenance – Check ID .......... 5-603
282 Agreement Maintenance – Agreement Approval .......... 5-605
283 Agreement Maintenance – Agreement Approval Confirmation .......... 5-607
284 Agreement Maintenance – Agreement Approval Eligibility Information .......... 5-609
285 Agreement Maintenance – COC/CED Approval Complete .......... 5-611
286 Agreement Maintenance – Cancel Termination .......... 5-613
287 Agreement Maintenance – Cancellation (Termination) .......... 5-615
288-299 (Reserved)

### Section 8 Agreement Search

300 Search Agreements .......... 5-701
301 Agreement Search Results .......... 5-706
302 Agreement Search – Process Links by Agreement Status .......... 5-709
303-309 (Reserved)

### Section 9 Reports

310 Report Search Criteria .......... 5-801
311-319 (Reserved)

## Part 6 Payments

### Section 1 Program Payment Provisions

320 General Payment Provisions .......... 6-1
321 Payment Eligibility Provisions .......... 6-4
322-329 (Reserved)

### Section 2 CRP Cost Share Payments and Overpayments

330 CRP Cost Share Payments and Corrections .......... 6-101
331 Terminations .......... 6-105
332 Partial Termination .......... 6-106
333 Overpayments .......... 6-108

## Table of Contents (Continued)

### Exhibits

1 Reports, Forms, Abbreviations, and Redelegations of Authority
2 Definitions of Terms Used in This Handbook
3 Menu and Screen Index
4-7 Reserved
8 Program Provisioning for CRP
9 Component Categories-Subcategories
10-16 Reserved
17 Full Termination with a Prorated Refund
18 Example of Partial Termination
19 Example of Partial Termination with a Prorated Refund
20 CRP Cost Share Payment Calculation Examples

# Part 1 General Information

## 1 Handbook Coverage

### A Purpose

This handbook provides automation procedure for administering CSS applications and agreements for CRP.

### B Authority and Responsibilities

PDD has the authority and responsibility for the instructions in this handbook.
CD has the authority and responsibility for cost share (C/S) policy in the CRP.

### C Related FSA Handbooks

The following FSA handbooks are related to the CRP cost share application.

| IF the area of concern is about… | THEN see… |
|---|---|
| audits and investigations | 9-AO. |
| program appeals | 1-APP. |
| document retention period | 32-AS. |
| approved abbreviations, signatures, and authorizations | 1-CM. |
| CRP policy and procedure | 2-CRP. |
| assignments and joint payees | 63-FI. |
| payment limitations for crop years before 2009 | 1-PL. |
| web-based subsidiary files | 3-PL. |
| payment eligibility, payment limitation, and average adjusted gross income for 2009 through 2013 crop years | 4-PL. |
| payment eligibility, payment limitation, and average adjusted gross income for 2014 through 2020 crop years | 5-PL. |
| payment eligibility, payment limitation, and average adjusted gross income for 2021 and subsequent crop years | 6-PL |

## 2 Responsibilities

### A Background

The responsibilities described in this paragraph are in addition to the responsibilities in applicable CRP handbooks.

### B Office Responsibilities

The following table describes the responsibilities of each office for CSS activity.

| Office | Responsibilities |
|---|---|
| PDD | Implement web-based processes to support CSS functions in State and County Offices.<br>Provide procedural assistance to State Offices on data entry requirements and software operations. |
| CD | Provide program policy and procedure for CRP cost share to State and County Offices.<br>Responds to State Office requests for CRP program guidance, requests for waivers, or requests for application of equitable relief or finality, as applicable. |
| State Offices | Provide application training to County Offices.<br>Provide procedural assistance to County Offices on data entry requirements and software operations. |
| KC-ITSD | Develops software and provides technical assistance to PDD. |

## 3 Receipt for Service (RFS)

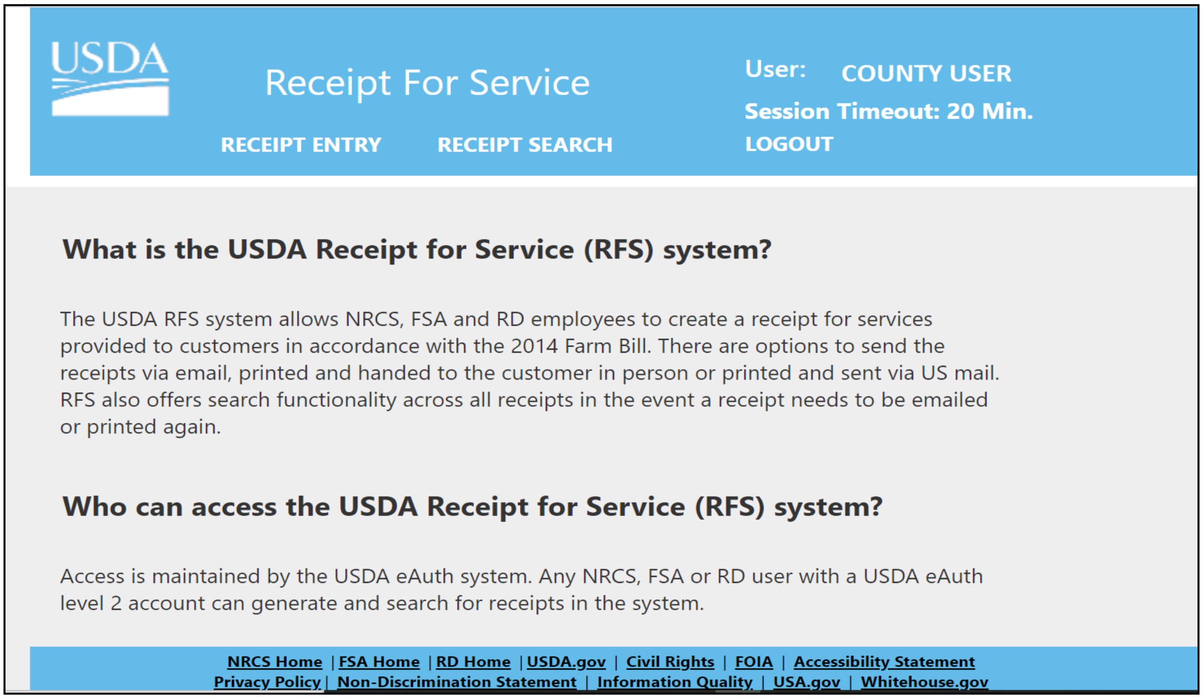
### A Overview

1-RFS provides policy for RFS, and all CSS activity should be documented using RFS-Receipt for Service.

**Note:** RFS-Receipt for Service training materials can be found on the DAFP Internet site.

### B Example of Receipt for Service Screen

The following is an example of the Receipt for Service Screen.


USDA
Receipt For Service
User: COUNTY USER
Session Timeout: 20 Min.
RECEIPT ENTRY
RECEIPT SEARCH
LOGOUT

**What is the USDA Receipt for Service (RFS) system?**

The USDA RFS system allows NRCS, FSA and RD employees to create a receipt for services provided to customers in accordance with the 2014 Farm Bill. There are options to send the receipts via email, printed and handed to the customer in person or printed and sent via US mail. RFS also offers search functionality across all receipts in the event a receipt needs to be emailed or printed again.

**Who can access the USDA Receipt for Service (RFS) system?**

Access is maintained by the USDA eAuth system. Any NRCS, FSA or RD user with a USDA eAuth level 2 account can generate and search for receipts in the system.

NRCS Home | FSA Home | RD Home | USDA.gov | Civil Rights | FOIA | Accessibility Statement
Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | Whitehouse.gov

### C Action

Access the RFS application according to the following table.

| Step | Action |
|---|---|
| 1 | Access the FSA Applications Intranet Screen at **https://intranet.fsa.usda.gov/fsa/applications.asp**. |
| 2 | Under “FSA Applications”, “Applications Directory”, CLICK “P-Z”. |
| 3 | CLICK “RFS – Receipt for Service”. |

## 4 Submitting CSS Issues

### A Overview

County Offices are to report issues to their State Office Specialist. If the specialist is unable to resolve the issue, the State Office Specialist should submit the issue to the Farm Programs Software Issues SharePoint site at **https://usdagcc.sharepoint.com/sites/fsa-dafp-disaster/Payment_Issues/SitePages/Home.aspx**.

**Note:** The PDD Software SharePoint site is only for State Office Specialists and the National Office. County Offices must **not** request access.

### B Providing State Office Access to the PDD Software Issues SharePoint Site

State Office Specialists can request access to the PDD Software Issues SharePoint site by access the site using the link, and if denied access, submit a request to be granted access.

## 5-19 (Reserved)

# Part 2 CRP CSS

## 20 General Information

### A Overview

CSS is a web-based software that automates the process of obtaining an agreement for FSA customers (producers) to implement conservation practices and receive cost share payments.

CRP CSS allows automated processing of CRP cost share applications, certifications, and payments.

### B Functionality

Follow the instructions in this handbook when using CRP CSS to accomplish automated functions for the following CRP CSS activities:

- applications
- certifications
- payments
- maintenance.

### C Application, Agreement, and Obligations

In this Handbook:

- Application means an FSA-848 or FSA-848A that has not been approved by COC or CED

- Agreement means an FSA-848A that has been approved by COC or CED.

CRP CSS obligations are handled through two separate systems depending on the original CRP-1 approval date. The different systems are:

- eFMS, Electronic Funds Management System for CRP-1's approved before October 1, 2020

- COF, Common Obligation Framework for CRP-1's approved on or after October 1, 2020.

## 21 Accessing CRP CSS

### A Overview

All CRP CSS functions:

- are automated within the web-based software
- can only be updated by FSA employees with eAuthentication Level II certification.

### B Authorized Users

The system allows the following users access to the CSS system.

National Authorized users will be able to access and perform all cost share functions to all CRP cost share applications nationwide.

State Authorized users will have full access to all CRP cost share applications within their State. Although designated State Office users have the capability to edit applications, this access does not constitute authority to create, edit, or inactivate CSS applications. State Office users must use discretion within CSS software as STO users have full county office functionality.

County users with authorized access in CSS will be able to fully utilize CRP CSS within their assigned counties.

### C Accessing CRP CSS

Access the CRP CSS according to the following table.

| Step | Action |
|---|---|
| 1 | Access the FSA Applications Intranet Screen at **https://fsaintranet.sc.egov.usda.gov/fsa/applications.asp**. |
| 2 | Under “FSA Applications”, “Applications Directory”, CLICK “A-C”. |
| 3 | CLICK “Conservation CSS - Cost Share Software”. |

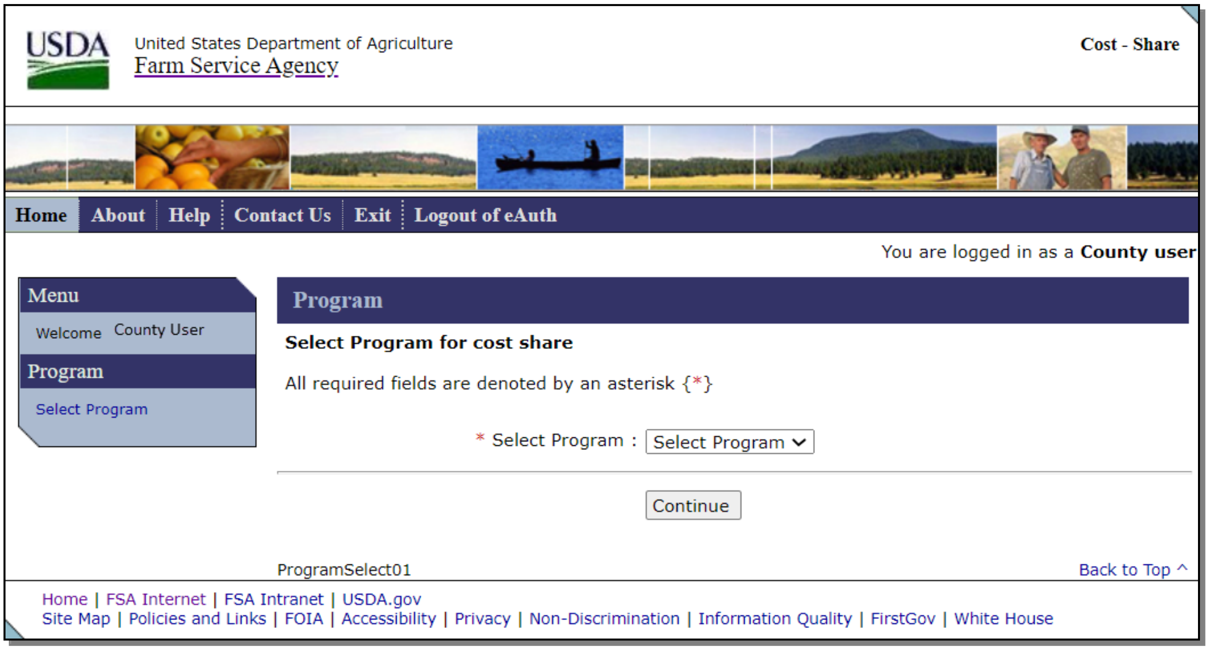
## 22 Cost Share – Program Selection

### A Overview

The Cost Share – Program Selection Screen is used to navigate between the different programs that use the CSS.

### B Example of Cost Share – Program Selection Screen

The following is an example of the Cost Share – Program Selection Screen.


USDA
United States Department of Agriculture
Farm Service Agency
Cost - Share
Home
About
Help
Contact Us
Exit
Logout of eAuth
Menu
Program
Select Program
Program
Select Program : Select Program
Continue
ProgramSelect01
Back to Top
Home | FSA Internet | FSA Intranet | USDA.gov
Site Map | Policies and Links | FOIA | Accessibility | Privacy | Non-Discrimination | Information Quality | FirstGov | White House

You are logged in as a **County user**

Welcome County User

**Select Program for cost share**

All required fields are denoted by an asterisk {*}

### C Action

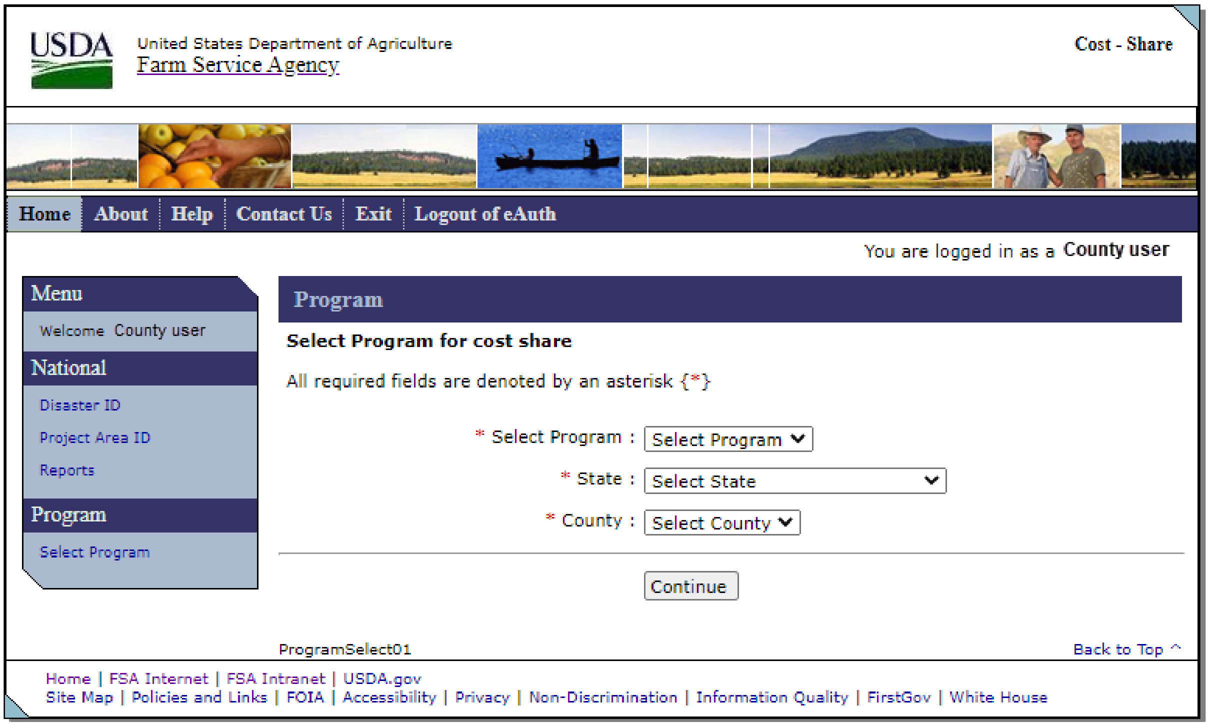
From the Cost Share – Program Selection Screen:

- using the drop-down menu, select “CRP”
- CLICK “Continue”.

## 22 Cost Share – Program Selection (Continued)

### D Example of Cost Share – Program Selection Screen for Multi-County Users

Users associated with multiple counties will need to select the applicable State and county before proceeding.


USDA
United States Department of Agriculture
Farm Service Agency
Cost - Share
Home
About
Help
Contact Us
Exit
Logout of eAuth
Menu
National
Disaster ID
Project Area ID
Reports
Program
Select Program
Program
Select Program
Select State
Select County
Continue
Back to Top
Home | FSA Internet | FSA Intranet | USDA.gov
Site Map | Policies and Links | FOIA | Accessibility | Privacy | Non-Discrimination | Information Quality | FirstGov | White House

You are logged in as a **County user**

Welcome County user

**Select Program for cost share**

All required fields are denoted by an asterisk {*}

* Select Program :

* State :

* County :

ProgramSelect01

### E Action

From the Cost Share – Program Selection Screen:

- using the drop-down menu, select “CRP”
- using the drop-down menu, select State
- using the drop-down menu, select County
- CLICK “Continue”.

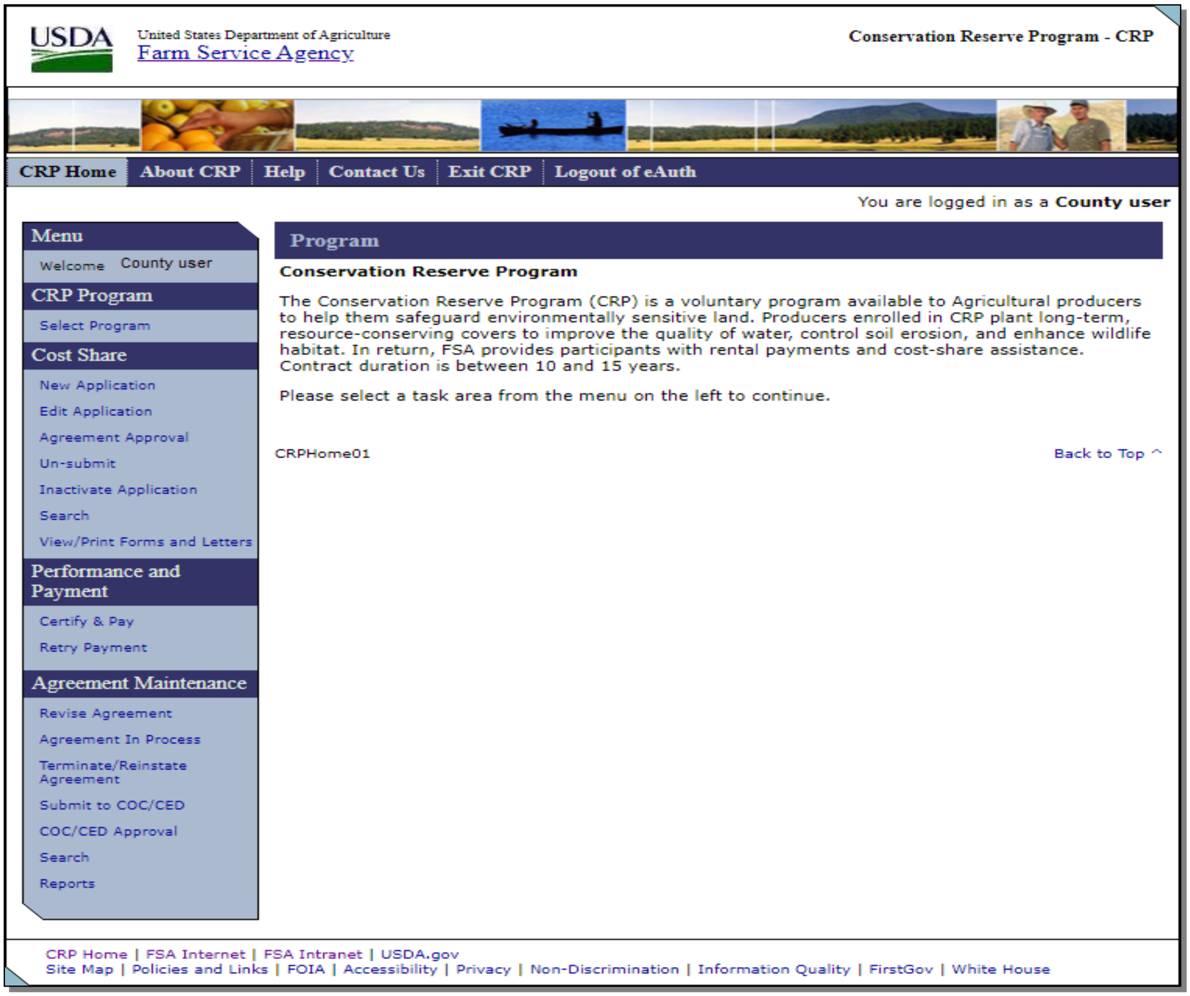
## 23 CRP Home

### A Overview

After the user has selected CRP from the Cost Share Program Selection Screen, the CRP Home Screen is displayed.

### B Example of CRP Home Screen

The following is an example of the Conservation Reserve Program Home Screen.


USDA
United States Department of Agriculture
Farm Service Agency
Conservation Reserve Program - CRP
CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Program
CRPHome01
Back to Top
CRP Home | FSA Internet | FSA Intranet | USDA.gov
Site Map | Policies and Links | FOIA | Accessibility | Privacy | Non-Discrimination | Information Quality | FirstGov | White House

**Conservation Reserve Program**

The Conservation Reserve Program (CRP) is a voluntary program available to Agricultural producers to help them safeguard environmentally sensitive land. Producers enrolled in CRP plant long-term, resource-conserving covers to improve the quality of water, control soil erosion, and enhance wildlife habitat. In return, FSA provides participants with rental payments and cost-share assistance. Contract duration is between 10 and 15 years.

Please select a task area from the menu on the left to continue.

## 23 CRP Home (Continued)

### C Field Description and Actions

The following table provides the fields, descriptions, and actions for the left navigation menu on the CRP Home Screen.

| Left Navigation Option | Description/Action |
|---|---|
| **CRP Program** | |
| Select Program | Provides the ability to select or change the program. |
| **Cost Share** | |
| New Application | Provides the ability to create a new application with producer, farm/tract/field practice, and technical practice.<br>**Note:** FSA-848 is used to document applications and is considered the cost share request; however, either "application" or "FSA-848" will be used based on the reference in the software to avoid confusion. |
| Edit Application | Provides a list of applications in "Incomplete" status that may be edited.<br>**Note:** Some agreements that are in the process of being revised will show in this list. These are easily identified by the alpha suffix at the end of the control number. |
| Agreement Approval | Provides a list of applications ready for COC approval.<br>**Note:** User can also approve an agreement from within the New Application process if application does not require edits. |
| Un-submit | Provides a list of "Complete" applications that may have the request for approval un-submitted, and the status reverted to "Incomplete." |
| Inactivate Application | Provides a list of applications that may be inactivated before approval. Once inactivation has been completed, the record will be permanently disabled, will no longer be accessible by the user, and will be unable to be reinstated. |
| Search | Used to search for an application.<br>**Note:** Agreements (approved applications) will also display in the application search results, but application search results will not contain editing links for agreements. |
| View/Print Forms and Letters | Used to access forms/letters. Existing certifications can also be viewed, and the Report of Certifications and Payments printed. |

## 23 CRP Home (Continued)

### C Field Description and Actions (Continued)

| Left Navigation Option | Description/Action |
|---|---|
| **Performance and Payment** | |
| Certify & Pay | Used to:<br>• enter producer and TSP certification (self or TSP certify)<br>• select and submit payment to process<br>• certify practices not receiving a payment. |
| Retry Payment | Provides a list of agreements that contain a practice with a failed payment. |
| **Agreement Maintenance** | |
| Revise Agreement | Provides the ability to modify the producer, change shares, add additional components, increase, or decrease extent approved, and extend practice expiration date. |
| Agreement In Process | Provides a list of agreements that are in the process of being revised that a user can select and finish or cancel the revision. |
| Terminate/ Reinstate Agreement | Provides the ability to terminate existing approved agreements by selecting "Terminate," or agreements may be reinstated after termination by selecting "Reinstate."<br>**Note:** During the process of reinstating an agreement, those agreements will also be shown as an agreement in process. |
| Submit to COC/CED | Provides the ability to complete a revision and submit the revised agreement for COC/CED approval. |
| COC/CED Approval | Provides the ability to enter COC/CED approval for revised and reinstated agreements. |
| Search | Used to search for an agreement. |
| Reports | Provides the ability to select reports to view. |

## 24-29 (Reserved)

# Part 3 Cost Share

## Section 1 New Application

### 30 Application Signup – Applicant Information

#### A Overview

After user clicks “New Application” from the Cost Share menu on the CRP Home Screen, the Application Signup – Applicant Information Screen is displayed. This Screen is used to create a new application and select the producers to be associated with the new application.

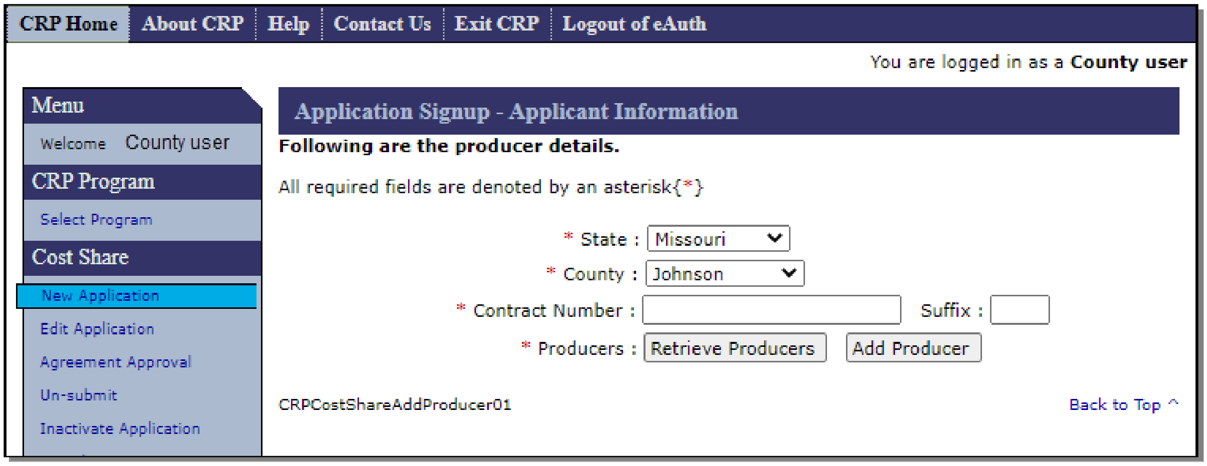
Users creating applications that do not require edits or inactivation, may create the application, and proceed to COC/CED approval through the New Application link. Scenario in the New Application section of this handbook assumes edits will be made before approval.

If edits are required within the application process before COC/CED approval, see paragraph 50 for Edit Application instructions. After edits are complete, see paragraph 60 for Agreement Approval instructions.

If application is submitted and COC/CED approves agreement, Edit Application will not be an option because the producer has an approved agreement and funds, if applicable, have been obligated to the agreement. User will be required to take steps to Revise the Agreement according to Part 5 Agreement Maintenance.

#### B Example of Application Signup – Applicant Information Screen

The following is an example of the Application Signup –Applicant Information Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Retrieve Producers
Add Producer
Back to Top ^

You are logged in as a **County user**

Application Signup - Applicant Information

**Following are the producer details.**

All required fields are denoted by an asterisk{*}

* State : Missouri

* County : Johnson

* Contract Number :

Suffix :

* Producers :

CRPCostShareAddProducer01

## 30 Application Signup – Applicant Information (Continued)

### C Field Description and Actions

The following table provides the field descriptions and actions for the Application Signup – Applicant Information Screen.

| Field/Button | Description/Action |
|---|---|
| State | County Office users associated with more than one State must select the administrative State for the CRP contract from a drop-down list. Drop-down menu is inactive for State and National users. State and National users are limited to the State selected on the program Screen during program selection. |
| County | County Office users associated with more than one County must select the administrative County for the CRP contract from a drop-down list. Drop-down menu is inactive for State and National users. State and National users are limited to the County selected on the program Screen during program selection. |
| Contract Number | Enter the CRP-1 contract number from CCMS. |
| Suffix | Enter the Contract Number Suffix for the active contract in CCMS, if applicable. |
| Retrieve Producers | CLICK “Retrieve Producers” and the producers that are associated with the CRP-1 in CCMS are retrieved and displayed on the Application Signup – Applicant Information Screen.<br>**Notes:** Producers who are not associated with the CRP-1 in CCMS will not be listed when selecting “Retrieve Producers.” Corrections to producers associated with the CRP-1 must be made in CCMS.<br>All “Retrieved Producers” are not required to be an applicant on the cost share application. User shall remove any producer(s) who will not be certifying a practice complete or receiving cost share. See “Remove” in this table for further instructions.<br>If the CRP contract is flagged as exempt from needing an FSA-848A the error message, "Source CRP contract is designated as cost share agreement exempt in CCMS and cannot receive cost share payments." is displayed and no further action will be available in CSS. |

## 30 Application Signup – Applicant Information (Continued)

### C Field Description and Actions (Continued)

| Field/Button | Description/Action |
|---|---|
| Add Producer | The user has the option to CLICK "Add Producer." The SCIMS Customer Search Screen is displayed. The SCIMS Customer Search Screen provides users with the ability to search SCIMS to find the applicable producer. See 1-CM for additional information on SCIMS.<br>After user clicks an applicant's link from the SCIMS search results, the Application Signup - Applicant Information Screen will be redisplayed with the selected applicant's information.<br>If the selected producer is not associated with the contract in CCMS, once "Continue" is selected and validations are run, system will display an Error message of "Producer(s) on this application does not match the producers on original application." User must make corrections to producers associated with the contract in CCMS software. |
| Select | Designate a producer as primary applicant. Under the "Select" column, CLICK the "radio button" for the primary applicant.<br>Primary applicant designates the name that will appear as the applicant name. The primary applicant will also receive correspondence pertaining to an approved agreement.<br>If more than one applicant is listed and a primary applicant is not selected, user will receive the error message of "Please select primary applicant" when validations are run. |

## 30 Application Signup – Applicant Information (Continued)

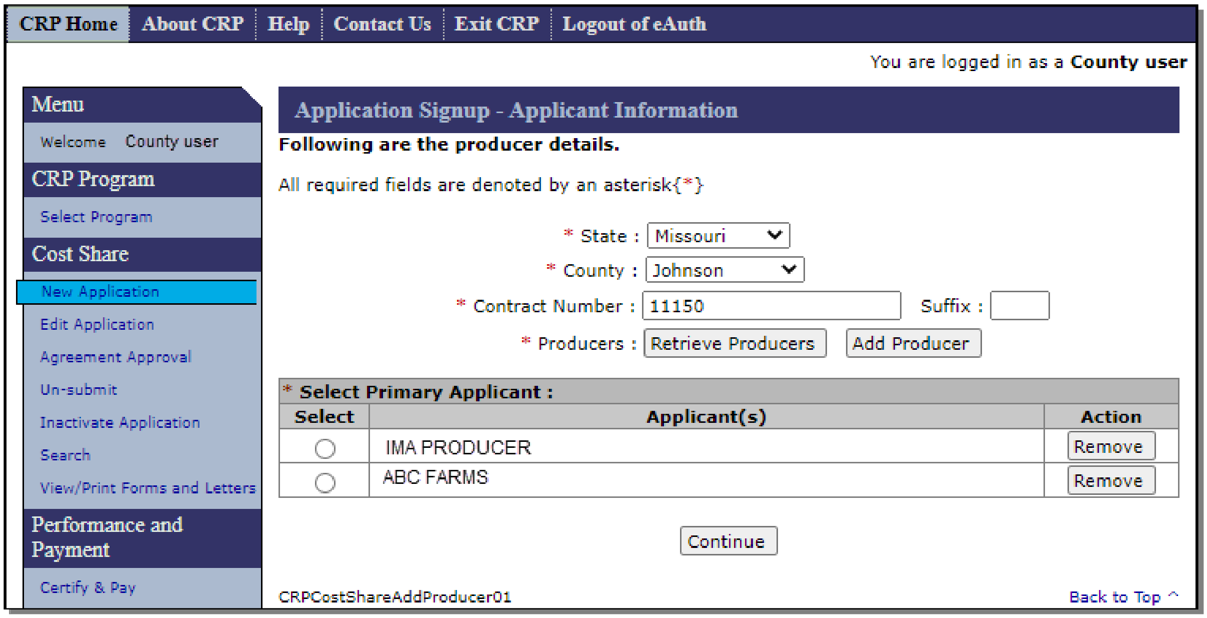
### C Field Description and Actions (Continued)

| Field/Button | Description/Action |
|---|---|
| Remove | Removes a producer.<br>User shall remove any producer(s) who will not be certifying a practice complete or receiving cost share.<br>**Example:** Joe Smith receives 100% and Jane Smith receives 0% of the shares on CRP-1. Joe Smith States that he will certify completion of practice, bear all expenses, and receive 100% cost share. User shall remove Jane Smith as an applicant for cost share. Agreement can be revised later to add Jane Smith to the agreement, if necessary.<br>**Note**: If the application contains only a single producer, that producer cannot be removed. User must make corrections to producers in CCMS. Producers not associated with a contract in CCMS cannot be on a CRP cost share agreement. |
| Continue | Validations will run and if no errors are found the Application Signup – Add Contributors Screen is displayed. See paragraph 31. |

## 30 Application Signup – Applicant Information (Continued)

### D Example of Application Signup – Applicant Information Screen after producer retrieval

The following is an example of the Application Signup –Applicant Information Screen after producer retrieval.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retrieve Producers
Add Producer
Remove
Remove
Continue
Back to Top ^

You are logged in as a **County user**

**Application Signup - Applicant Information**

**Following are the producer details.**

All required fields are denoted by an asterisk{*}

* State : Missouri

* County : Johnson

* Contract Number : 11150 Suffix :

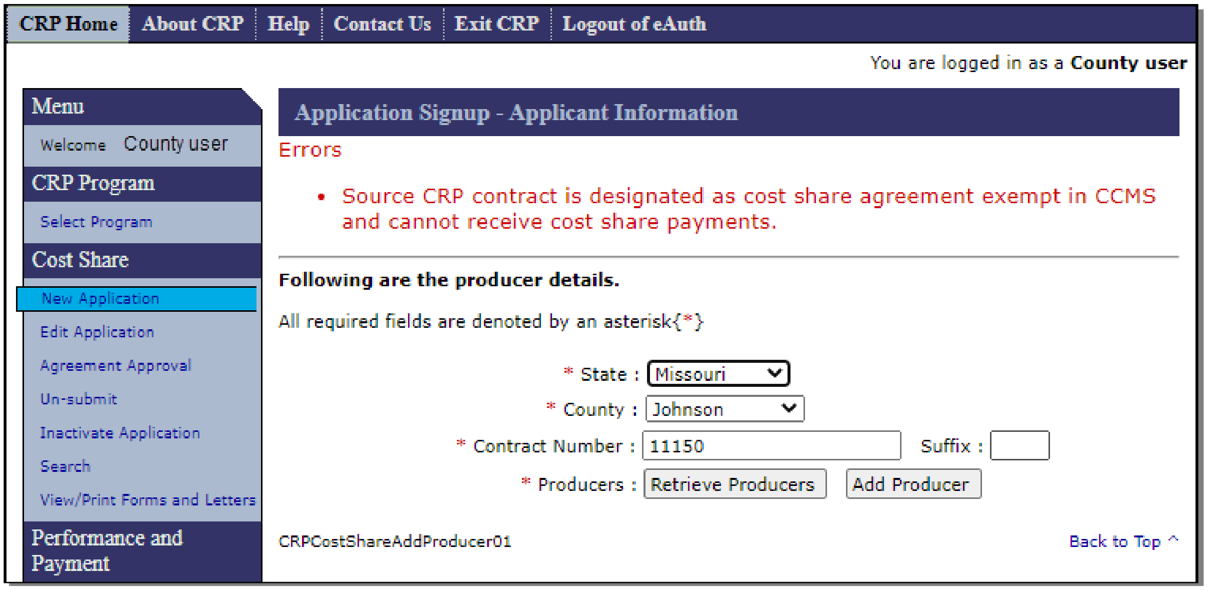
* Producers :

*** Select Primary Applicant :**

| Select | Applicant(s) | Action |
|---|---|---|
| ○ | IMA PRODUCER | Remove |
| ○ | ABC FARMS | Remove |

CRPCostShareAddProducer01

The following is an example of the Application Signup –Applicant Information Screen after producer retrieval and the CRP contract is designated as exempt in CCMS.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Retrieve Producers
Add Producer
Back to Top ^

You are logged in as a **County user**

**Application Signup - Applicant Information**

Errors

- Source CRP contract is designated as cost share agreement exempt in CCMS and cannot receive cost share payments.

**Following are the producer details.**

All required fields are denoted by an asterisk{*}

* State : Missouri

* County : Johnson

* Contract Number : 11150 Suffix :

* Producers :

CRPCostShareAddProducer01

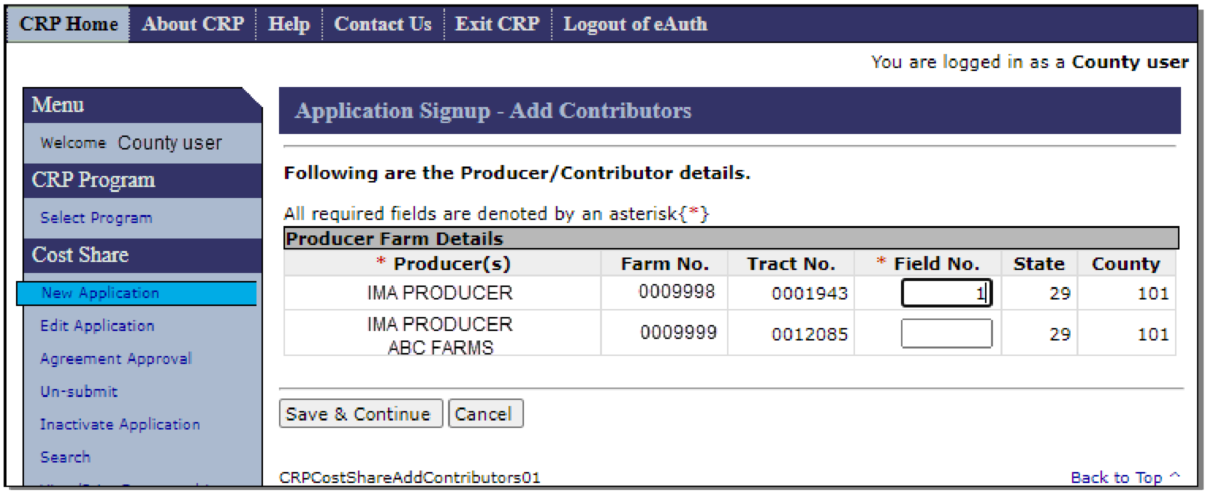
## 31 Application Signup – Add Contributors

### A Overview

After selecting “Continue” on the Application Signup – Applicant Information Screen, the Application Signup – Add Contributors Screen is displayed. This Screen is used to enter field numbers for the land where practices will be applied.

### B Example of Application Signup – Add Contributors Screen

The following is an example of the Application Signup – Add Contributors – Field Selection Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
Save & Continue
Cancel
CRPCostShareAddContributors01
Back to Top

You are logged in as a **County user**

**Application Signup - Add Contributors**

**Following are the Producer/Contributor details.**

All required fields are denoted by an asterisk{*}

**Producer Farm Details**

| * Producer(s) | Farm No. | Tract No. | * Field No. | State | County |
|---|---|---|---|---|---|
| IMA PRODUCER | 0009998 | 0001943 | 1 | 29 | 101 |
| IMA PRODUCER<br>ABC FARMS | 0009999 | 0012085 |  | 29 | 101 |

## 31 Application Signup – Add Contributors (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Add Contributors Screen.

| Field | Description/Action |
|---|---|
| Producer(s) | Displays the producer(s) associated to the CRP-1. |
| Farm No. | Displays the farm(s) associate to the producer(s). |
| Tract No. | Displays the tract numbers of the farms. |
| Field No. | Users should enter field numbers for all practices listed on the CRP-1 that require certification. CSS will interface with Farm Records to extract farm and tract number data associated with the Producer(s) on the CRP Contract.<br>**Note:** There is no limit to the amount of field numbers that can be entered. If practices are being cost-shared on multiple fields, field number values should be separated by commas with no spaces. |
| State | Displays the physical location State of the tract. |
| County | Displays the physical location County of the tract. |
| Save & Continue | After all applicable information has been entered, CLICK “Save & Continue” to display the Application Signup – Documentation Screen. |
| Cancel | CLICK “Cancel” to cancel and return to the “Application Signup - Applicant Information” Screen. |

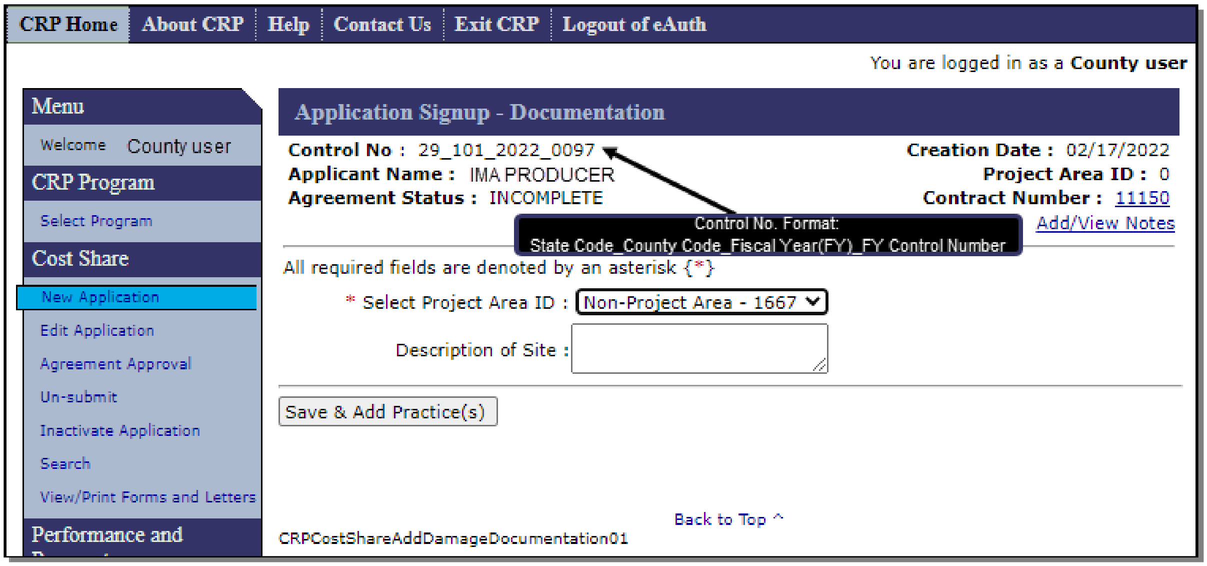
## 32 Application Signup – Documentation

### A Overview

After the user selects Save & Continue from the Application Signup – Add Contributors Screen, the Application Signup – Documentation Screen is displayed. This Screen provides selection criteria for entering information pertaining to the specific Project Area ID for which the producer is applying.

### B Example of Application Signup – Documentation Screen

The following is an example of the Application Signup – Documentation Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and
Add/View Notes
Save & Add Practice(s)
Back to Top ^

You are logged in as a **County user**

Application Signup - Documentation

**Control No :** 29_101_2022_0097
**Applicant Name :** IMA PRODUCER
**Agreement Status :** INCOMPLETE
**Creation Date :** 02/17/2022
**Project Area ID :** 0
**Contract Number :** 11150

Control No. Format:
State Code_County Code_Fiscal Year(FY)_FY Control Number

All required fields are denoted by an asterisk {*}

* Select Project Area ID : Non-Project Area - 1667

Description of Site :

CRPCostShareAddDamageDocumentation01

**Note:** System creates a control number for the application using the format of two-digit State code, three-digit county code, fiscal year, and sequential number created within the fiscal year.

## 32 Application Signup – Documentation (Continued)

### C Header Information

The following table provides the fields, descriptions, and actions for the header information that is displayed on most application and agreement screens.

| Field/Link | Description/Action |
|---|---|
| Control No | The control number is a combination of the State, county, program year, and system assigned application number. |
| Applicant Name | Displays the applicant's name. |
| Agreement Status | Displays the status of the agreement. |
| Creation Date | Displays the date the new application was created. |
| Project Area ID | Displays the Project Area ID. |
| Contract Number | CLICK the hyperlink to go to CCMS for contract maintenance, if necessary. |
| Add/View Notes | CLICK "Add/View Notes" to insert notes and/or comments on each Screen.<br>**Note:** User may use the "Add/View Notes" feature to keep a record of important actions applicable to the application/agreement process. This is an internal records option that the user may utilize, and no information is displayed or printed for producers. |

### D Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Documentation Screen.

| Field/Link | Description/Action |
|---|---|
| Select Project Area ID | Non-Project Area – 1667 is defaulted when entering an application for CRP cost share. Do not attempt to change the defaulted value. |
| Description of Site | Enter a narrative description with any information that helps user remember specifics about the application to differentiate between applications. Entry in this field is optional. |
| Save & Add Practice(s) | Saves documentation information that was loaded and Application Signup – Add Practices Screen is displayed. |

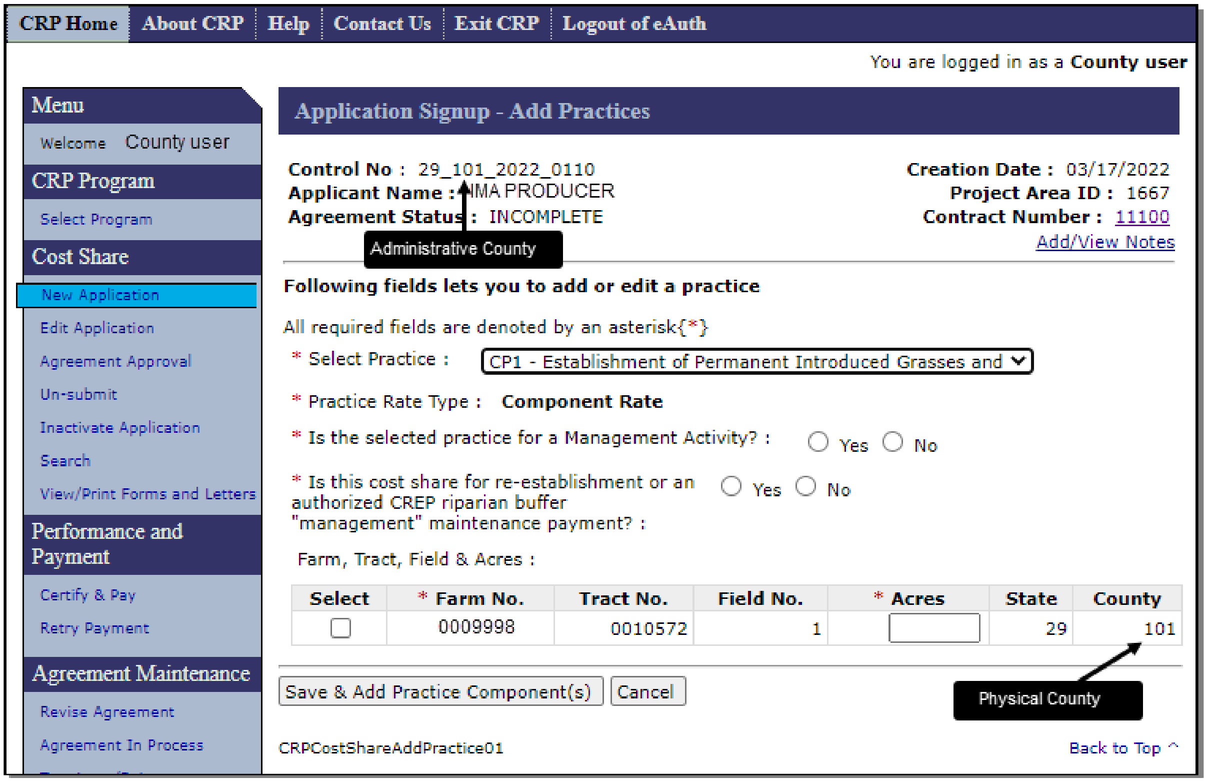
## 33 Application Signup – Add Practices

### A Overview

After the documentation has been added, the Application Signup – Add Practices Screen is displayed. This Screen is used to select the practices under which CRP cost share assistance is being requested.

### B Example of Application Signup – Add Practices Screen

The following is an example of the Application Signup – Add Practices Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Administrative County
Physical County
Add/View Notes
Save & Add Practice Component(s)
Cancel
Back to Top

Application Signup - Add Practices

**Control No :** 29_101_2022_0110
**Applicant Name :** MA PRODUCER
**Agreement Status :** INCOMPLETE

**Creation Date :** 03/17/2022
**Project Area ID :** 1667
**Contract Number :** 11100

**Following fields lets you to add or edit a practice**

All required fields are denoted by an asterisk{*}

* Select Practice : CP1 - Establishment of Permanent Introduced Grasses and

* Practice Rate Type : **Component Rate**

* Is the selected practice for a Management Activity? : ○ Yes ○ No

* Is this cost share for re-establishment or an authorized CREP riparian buffer "management" maintenance payment? : ○ Yes ○ No

Farm, Tract, Field & Acres :

| Select | * Farm No. | Tract No. | Field No. | * Acres | State | County |
|---|---|---|---|---|---|---|
| ☐ | 0009998 | 0010572 | 1 | | 29 | 101 |

CRPCostShareAddPractice01

**Note:** If Administrative County and Physical County are different, ensure that the Physical County has loaded components and rates in Program Provisioning. See Exhibit 8 for information on Program Provisioning for CRP.

## 33 Application Signup – Add Practices (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Add Practices Screen.

| Field/Link | Description/Action |
|---|---|
| Select Practice | From the drop-down list, select the CRP practice for which the producer must certify a component. System prepopulates the drop-down list with practices associated with the CRP contract in CCMS.<br>Not all practices on a CRP contract have components that need to be certified on FSA-848.<br>**Example:** Practice CP12 (Wildlife Food Plot) is not eligible for cost share. See policy in 2-CRP, Part 15 for additional information on practices that do not require certification on FSA-848. |
| Practice Rate Type | CSS uses a component rate or practice rate to calculate the cost share, according to the Program and the County's Program Provisioning information. See Exhibit 8 for information on Program Provisioning for CRP.<br>• starting with Signup 53, CRP only uses component rates. Component rate is now defaulted, and modification is not permitted for CRP.<br>• for Signup 52 and prior CRP contracts, the user must select either practice rate or component rate when adding a practice to the FSA-848. |
| Is the selected practice for a management activity? | If the user answers "Yes" to this question, calculated cost share will always compute to $0.00 since management activities for Signups 52 and higher are not eligible to receive cost share. |

## 33 Application Signup – Add Practices (Continued)

### C Fields, Descriptions, and Actions (Continued)

| **Field/Link** | **Description/Action** |
|---|---|
| Is this cost share for re-establishment or an authorized CREP riparian buffer "management" maintenance payment? | If the user answers "Yes" to this question, CSS will not pay a PIP (practice incentive payment) for the practice. PIP is only payable for the initial establishment of a practice and is not authorized when cost share is paid for re-establishing a failed practice or when cost share is paid for "management" maintenance of a CREP riparian buffer as authorized by the applicable CREP agreement.<br>**Note:** Once the application is approved the answer to this question is not editable. If answered incorrectly the cost share agreement will need to be terminated and reentered with the correct answer. |
| Farm, Tract, Field, & Acres | CHECK (☐) Select the check box for the applicable farm/tract/field row associated with the practice and enter the total number of acres enrolled for each field.<br>Total practice acres cannot exceed the total farmland acres on the tract as recorded in MIDAS Farm Records. |
| Save & Add Practice Component(s) | Saves practice information that was loaded on the Screen. Takes the user to the Application Signup – Add Practice Components Screen. See paragraph 34. |
| Cancel | Takes the user to the Application Signup – Practice Summary – Finalize Screen. See paragraph 37. |

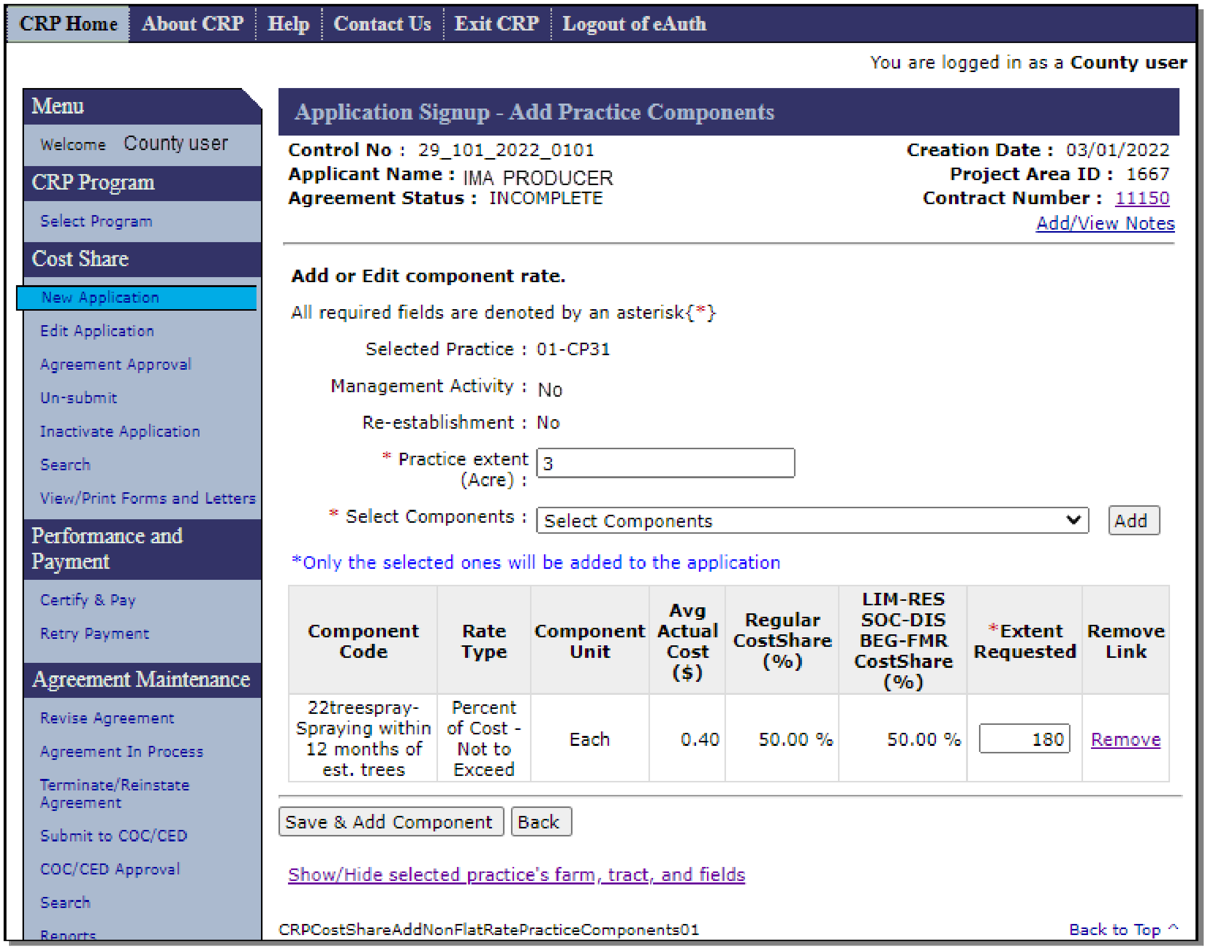
## 34 Application Signup – Add Practice Components

### A Overview

After practice information has been entered, the Application Signup – Add Practice Components Screen is displayed. This Screen is used to select the components associated with the previously selected practice. The components that will be displayed depend on components available in the county level program provisioning software. Components may have been created at the county level or created at the State level and copied to the county level.

### B Example of Application Signup – Add Practice Components Screen

The following is an example of the Application Signup - Add Practice Components Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Application Signup - Add Practice Components
Add/View Notes
Add
Save & Add Component
Back
Show/Hide selected practice's farm, tract, and fields
CRPCostShareAddNonFlatRatePracticeComponents01
Back to Top

**Control No :** 29_101_2022_0101
**Applicant Name :** IMA PRODUCER
**Agreement Status :** INCOMPLETE
**Creation Date :** 03/01/2022
**Project Area ID :** 1667
**Contract Number :** 11150

**Add or Edit component rate.**

All required fields are denoted by an asterisk{*}

Selected Practice : 01-CP31
Management Activity : No
Re-establishment : No
* Practice extent (Acre) : 3
* Select Components : Select Components

*Only the selected ones will be added to the application

| Component Code | Rate Type | Component Unit | Avg Actual Cost ($) | Regular CostShare (%) | LIM-RES SOC-DIS BEG-FMR CostShare (%) | *Extent Requested | Remove Link |
|---|---|---|---|---|---|---|---|
| 22treespray-Spraying within 12 months of est. trees | Percent of Cost - Not to Exceed | Each | 0.40 | 50.00 % | 50.00 % | 180 | Remove |

## 34 Application Signup – Add Practice Components (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup - Add Practice Components Screen.

| Field/Link | Description/Action |
|---|---|
| Selected Practice | Displays the selected practice. |
| Management Activity | Displays the answer to the management question from the Application Signup – Add Practices Screen. |
| Re-establishment | Displays the answer to the Re-establishment question from the Application Signup – Add Practices Screen. |
| Practice extent (Acre) | Enter sum of all acres up to two decimals for the Selected Practice Code (Example: 01-CP27) on which the practice is being applied. This field is required.<br>**Note:** Acre will be unit of measure listed for practice reporting purposes, but components can be different units of measure such as "each" or "hour." |
| Select Components | Select desired component from the drop-down list and CLICK "Add". The currently selected component will be added into the selected component list in the following table. This field is required.<br>**Note:** Multiple components may be selected. Components will be limited to those associated to the State/County and practice selected. If desired components are not available for selection, please verify in Program Provisioning that the component is active/loaded in the county where the land is physically located, and that the category/subcategory designation is associated to the practice. See Exhibit 9 to determine which components are associated to the practice. See Exhibit 8 for information on Program Provisioning for CRP. |

## 34 Application Signup – Add Practice Components (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field/Link | Description/Action |
|---|---|
| Add | Adds the currently selected component from the drop-down list into the list of selected components in the table below.<br>**Note:** The currently selected component from the drop-down list will not be added to the application if the user clicks "Save & Add Component" at the bottom of the Screen before first using the "Add" button to add the component into the list of selected components in the table below the "Select Components" box. |
| Component Code, Rate Type, Component Unit, Avg Actual Cost ($), Regular Cost Share (%), & LIM-RES SOC-DIS BEG-FMR Cost Share (%) | Displays the data applicable to the selected component from Program Provisioning. See Exhibit 8 for information on Program Provisioning for CRP. |
| Extent Requested | Enter the extent requested for each component/technical practice selected.<br>This field is required. When unit of measure for a component is expressed in acres, component extent may be equal or less than, but may not exceed practice extent. Extent for components not expressed in acres is not expected to match practice acres. |
| Remove Link | Allows users to remove a selected component. |
| Save & Add Component | Saves the selected components displayed in the table to the application and continues to the Application Signup – Add Contributors Screen.<br>**Note:** Does not add a currently displayed component in the "Select Component" data field to the application. |
| Back | Returns user to the previous Screen "Application Signup – Add Practices." |
| Show/Hide selected practice's farm, tract, and fields | Displays or Hides the Farm No., Tract No., Field No., Acres and State/County as loaded on Application Signup –Add Contributors Screen. See paragraph 31. |

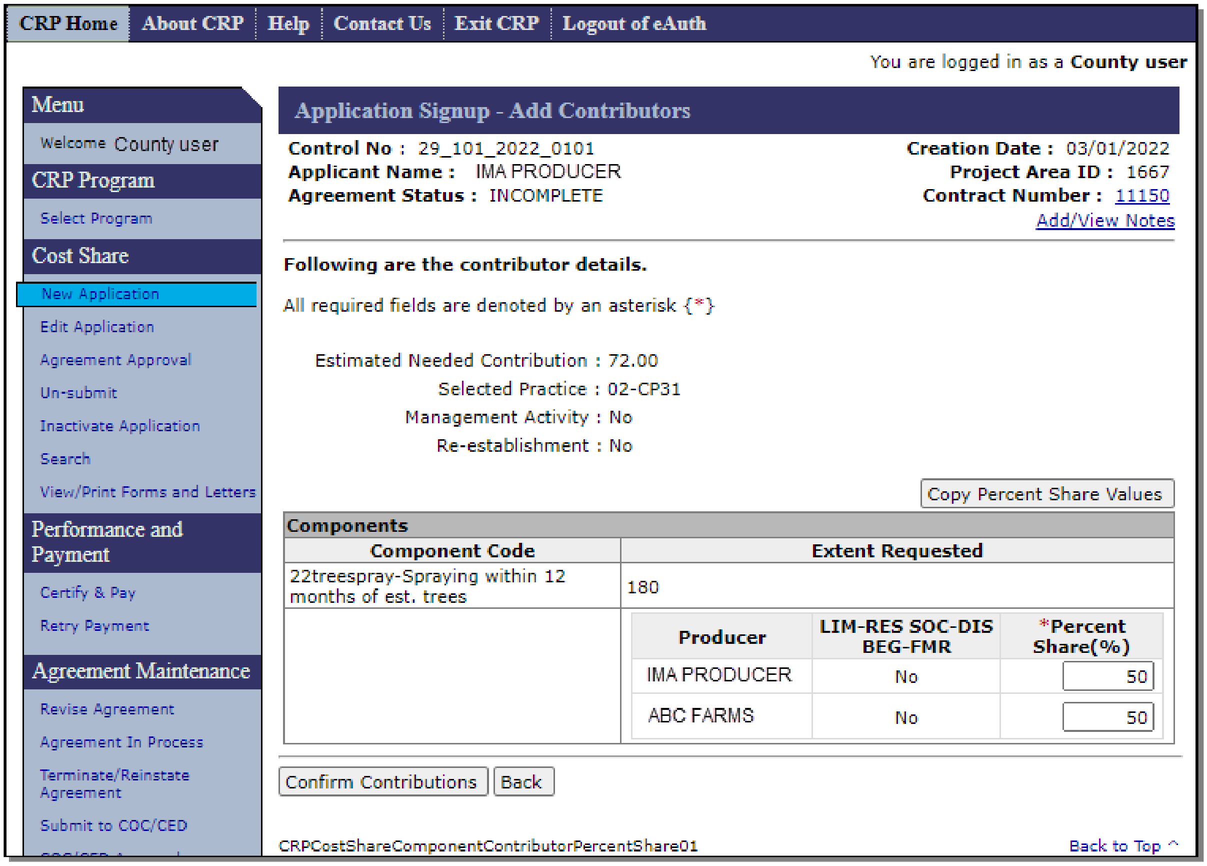
## 35 Application Signup – Add Contributors – Share Designation

### A Overview

The Application Signup – Add Contributors – Share Designation Screen will be displayed with a listing of all producers on the cost share application associated with the tracts used for field selection in paragraph 31, after all applicable information has been entered on the Application Signup - Add Practice Components Screen. This Screen is used to designate the share of expenses that each producer is expected to bear.

### B Example of Application Signup – Add Contributors – Share Designation Screen

The following is an example of the Application Signup – Add Contributors – Share Designation Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
Copy Percent Share Values
Confirm Contributions
Back
Back to Top

You are logged in as a **County user**

Application Signup - Add Contributors

**Control No :** 29_101_2022_0101
**Applicant Name :** IMA PRODUCER
**Agreement Status :** INCOMPLETE

**Creation Date :** 03/01/2022
**Project Area ID :** 1667
**Contract Number :** 11150
Add/View Notes

**Following are the contributor details.**

All required fields are denoted by an asterisk {*}

Estimated Needed Contribution : 72.00
Selected Practice : 02-CP31
Management Activity : No
Re-establishment : No

**Components**

| Component Code | Extent Requested |
|---|---|
| 22treespray-Spraying within 12 months of est. trees | 180 |

| Producer | LIM-RES SOC-DIS BEG-FMR | *Percent Share(%) |
|---|---|---|
| IMA PRODUCER | No | 50 |
| ABC FARMS | No | 50 |

CRPCostShareComponentContributorPercentShare01

## 35 Application Signup – Add Contributors – Share Designation (Continued)

### C Fields, Descriptions, and Actions

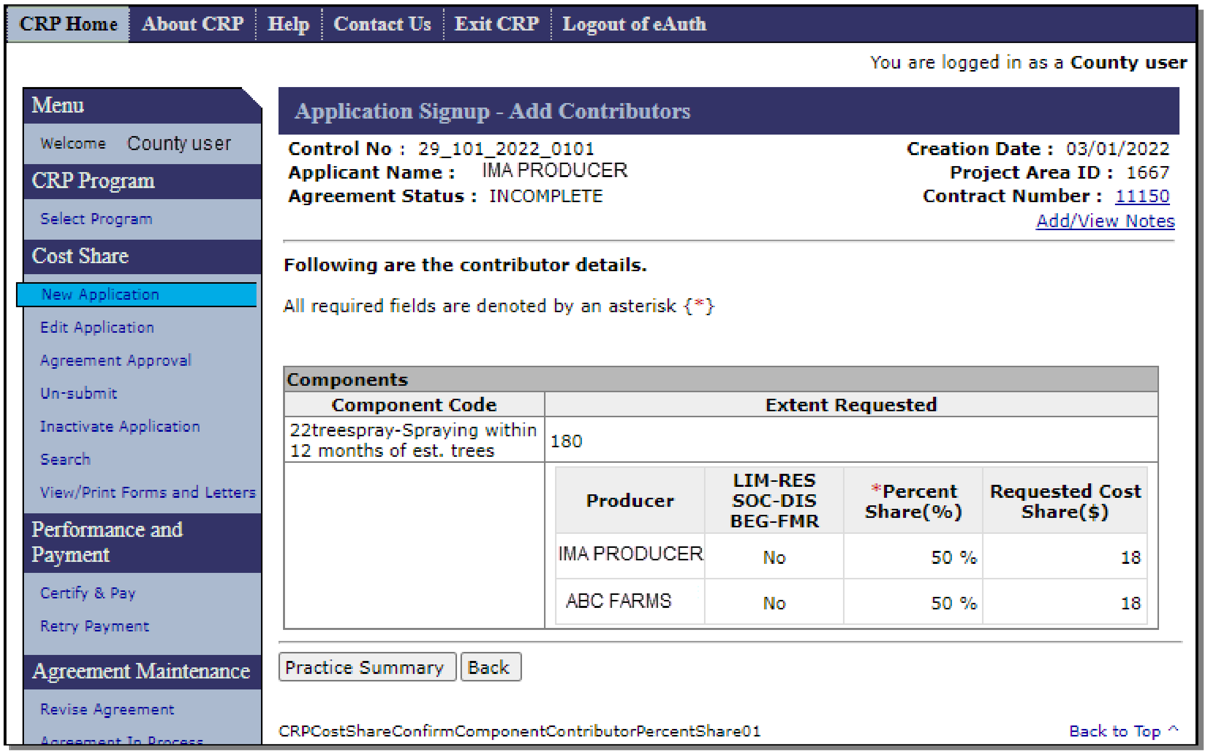
The following table provides the fields, descriptions, and actions for the Application Signup – Add Contributors – Share Designation Screen.

| Field/Link | Description/Action |
|---|---|
| Estimated Needed Contribution | Displays the estimated contribution needed for the practice. |
| Selected Practice | Displays the selected practice. |
| Management Activity | Displays the answer to the management question from the Application Signup – Add Practices Screen. |
| Re-establishment | Displays the answer to the Re-establishment question from the Application Signup – Add Practices Screen. |
| Copy Percent Share Values | When a practice has multiple components and there are multiple producers associated with the application, this button can be used to assign the same shares to all components without having to enter shares multiple times. After entering the estimated percent share for each applicant on the first component listed, CLICK "Copy Percent Share Values" to automatically assign the same share to all other components.<br>**Note:** This process always works off the first component in the list. If the user enters a share or changes an existing share for any other component in the list and CLICKS "Copy Percent Share Values," the share for all components, including the component that was entered or changed, will always be set to match the value of the first component in the list. |
| Component Code | Displays the applicable component(s). |
| Extent Requested | Displays the extent requested for the component. |
| Producer | Displays the producer(s) associated with the application. |
| LIM-RES SOC-DIS BEG-FMR | Displays the applicable Limited Resource, Socially Disadvantaged, and Beginning Farmer designation from Subsidiary. |
| Percent Share (%) | Enter the estimated percent share for each applicant listed. If any of the applicants listed will not contribute to this practice, entering zero percent shares is acceptable. This field is required.<br>**Note:** The sum of the "Estimated Percent Share (%)" fields for all contributors must total 100 percent. |
| Confirm Contributions | After entering the estimated percent share for each producer, CLICK "Confirm Contributions". The Application Signup – Add Contributors Screen will be redisplayed. |
| Back | Returns user to "Application Signup - Add Practice Components" Screen. |

## 35 Application Signup – Add Contributors – Share Designation (Continued)

### D Example of Redisplayed Application Signup – Add Contributors – Share Designation Screen

The following is an example of the redisplayed Application Signup - Add Contributors – Share Designation Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a **County user**
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Add/View Notes
Practice Summary
Back
Back to Top ^

Application Signup - Add Contributors

**Control No :** 29_101_2022_0101
**Applicant Name :** IMA PRODUCER
**Agreement Status :** INCOMPLETE
**Creation Date :** 03/01/2022
**Project Area ID :** 1667
**Contract Number :** 11150

**Following are the contributor details.**

All required fields are denoted by an asterisk {*}

**Components**

| **Component Code** | **Extent Requested** |
|---|---|
| 22treespray-Spraying within 12 months of est. trees | 180 |

| **Producer** | **LIM-RES SOC-DIS BEG-FMR** | ***Percent Share(%)** | **Requested Cost Share($)** |
|---|---|---|---|
| IMA PRODUCER | No | 50 % | 18 |
| ABC FARMS | No | 50 % | 18 |

CRPCostShareConfirmComponentContributorPercentShare01

### E Actions

After reviewing the information, CLICK "Practice Summary" if the information is correct. The Application Signup – Practice Summary Confirmation Screen will be displayed.

If the information is incorrect, selecting "Back" will return the user to the Application Signup –Add Contributor – Share Designation Screen to update producer's shares.

## 36 Application Signup – Practice Summary – Confirmation

### A Overview

After contributors are added, the Application Signup - Practice Summary - Confirmation Screen will be displayed. This Screen is used to view and confirm previously entered information. This Screen is a summary of selected:

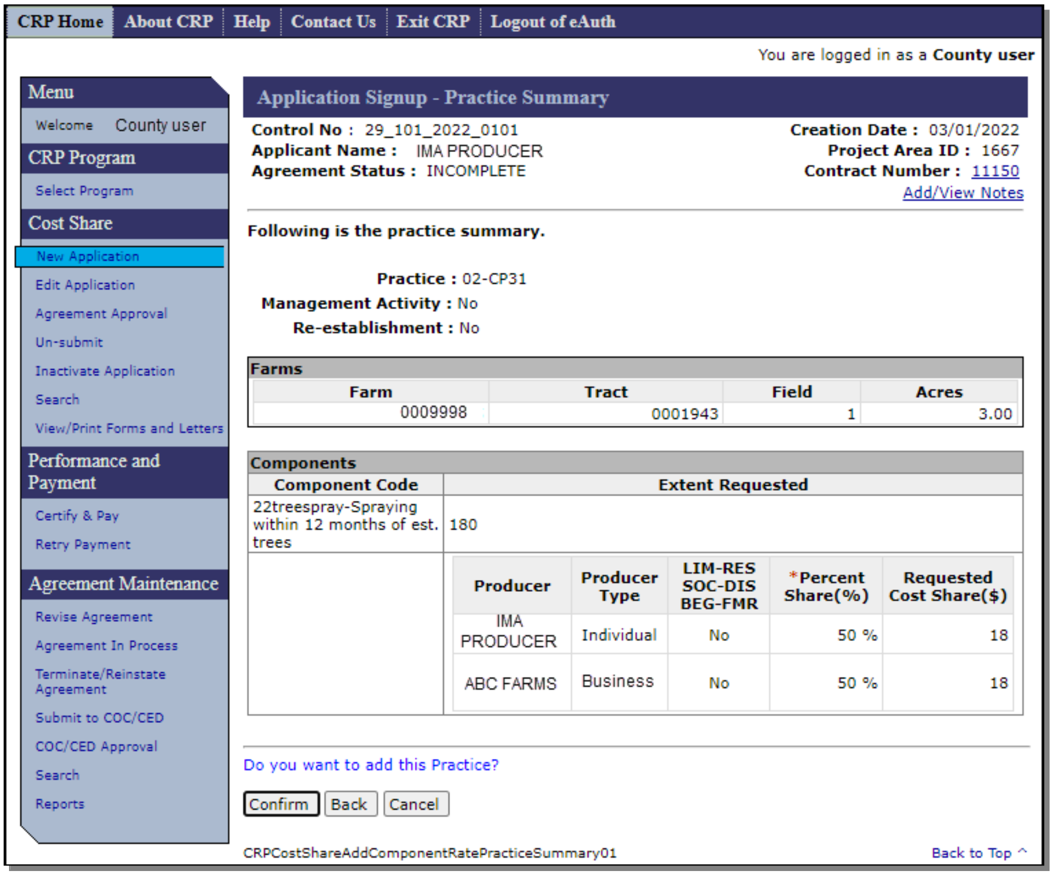
- farm/tract/field combinations with applicable acreage
- components with selected technical practices and the applicable requested extent
- producers, shares, and the requested cost-share amounts.

CSS automatically calculates requested cost share based on the component and practice rate information entered in the Program Provisioning software.

**Note:** If the information is not correct, user can click "Back" or "Cancel."

### B Example of Application Signup – Practice Summary – Confirmation Screen

The following is an example of the Application Signup – Practice Summary – Confirmation Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Add/View Notes
Confirm
Back
Cancel
Back to Top

Application Signup - Practice Summary

**Control No :** 29_101_2022_0101
**Applicant Name :** IMA PRODUCER
**Agreement Status :** INCOMPLETE
**Creation Date :** 03/01/2022
**Project Area ID :** 1667
**Contract Number :** 11150

**Following is the practice summary.**

**Practice :** 02-CP31
**Management Activity :** No
**Re-establishment :** No

**Farms**

| Farm | Tract | Field | Acres |
|---|---|---|---|
| 0009998 | 0001943 | 1 | 3.00 |

**Components**

| Component Code | Extent Requested |
|---|---|
| 22treespray-Spraying within 12 months of est. trees | 180 |

| Producer | Producer Type | LIM-RES SOC-DIS BEG-FMR | *Percent Share(%) | Requested Cost Share($) |
|---|---|---|---|---|
| IMA PRODUCER | Individual | No | 50 % | 18 |
| ABC FARMS | Business | No | 50 % | 18 |

Do you want to add this Practice?

CRPCostShareAddComponentRatePracticeSummary01

## 36 Application Signup – Practice Summary – Confirmation (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Practice Summary – Confirmation Screen.

| Field/Link | Description/Action |
|---|---|
| Practice | Displays the practice. |
| Management Activity | Displays the answer to the management question from the Application Signup – Add Practices Screen. |
| Re-establishment | Displays the answer to the Re-establishment question from the Application Signup – Add Practices Screen. |
| Farms | Displays the Farm, Tract, Field, and Acres applicable to the practice. |
| Components | Displays the applicable Component Code(s) and Extent(s) Requested for the practice along with the Producer, Producer Type, LIM-RES SOC-DIS BEG-FMR, Percent Share(%), and Requested Cost Share($) for the component. |
| Confirm | CSS automatically calculates requested cost share based on the component rate information entered in the Program Provisioning software. After user has reviewed the information and confirmed the information is correct, CLICK "Confirm". The Application Signup – Practice Summary – Finalize Screen will be displayed. See Exhibit 8 for information on Program Provisioning for CRP. |
| Back | If the information is not correct, user can CLICK "Back" and the previous Screen (Application Signup – Add Contributors) will be displayed. |
| Cancel | The Application Signup Screen is displayed. The Application Signup Screen is a blank Screen that instructs the user to use the left navigation menu to select a task. The practice will remain associated with the application, but all component information and producer share information that was entered for the practice is lost. |

## 37 Application Signup – Practice Summary – Finalize

### A Overview

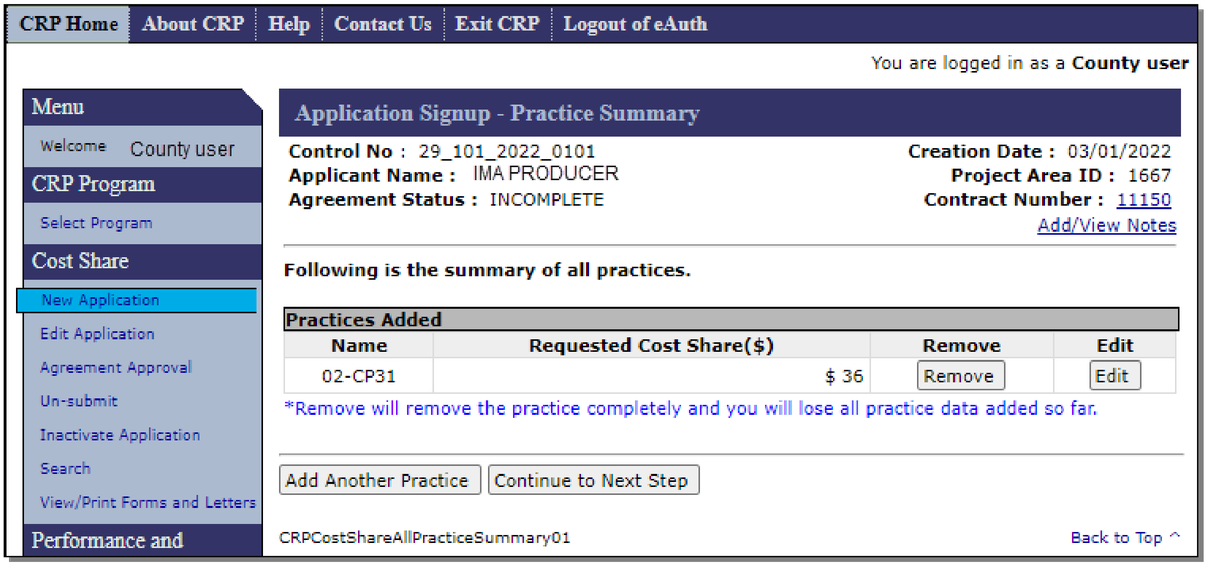
The Application Signup – Practice Summary – Finalize Screen will be displayed after information on the Application Signup Practice Summary Confirmation Screen has been confirmed. This Screen contains links to take the user to additional process steps.

The Application Signup – Practice Summary – Finalize Screen can be used to:

- remove practices
- edit practices
- add another practice
- continue to next step.

### B Example of Application Signup – Practice Summary – Finalize Screen

The following is an example of the Application Signup – Practice Summary – Finalize Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and
Add/View Notes
Add Another Practice
Continue to Next Step
Back to Top ^

You are logged in as a **County user**

**Application Signup - Practice Summary**

**Control No :** 29_101_2022_0101
**Applicant Name :** IMA PRODUCER
**Agreement Status :** INCOMPLETE

**Creation Date :** 03/01/2022
**Project Area ID :** 1667
**Contract Number :** 11150

**Following is the summary of all practices.**

**Practices Added**

| Name | Requested Cost Share($) | Remove | Edit |
|---|---|---|---|
| 02-CP31 | $ 36 | Remove | Edit |

*Remove will remove the practice completely and you will lose all practice data added so far.

CRPCostShareAllPracticeSummary01

## 37 Application Signup – Practice Summary – Finalize (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup - Practice Summary - Finalize Screen.

| Field/Link | Description/Action |
|---|---|
| Practices Added | Displays the current practices entered on the application and the requested cost share for the practice |
| Remove | Deletes the practice.<br>**Caution:** Practice is immediately deleted. User is not given an opportunity to confirm selected practice is the correct one to be deleted. |
| Edit | Click "Edit" to modify practice or component information. |
| Add Another Practice | Allows user to add another practice. Application Signup- Add Practices Screen will be displayed. |
| Continue to Next Step | After confirming the practice summary information is correct and performing all actions needed on this Screen, CLICK "Continue to Next Step" to display the Application Signup – Additional Information –Screen. |

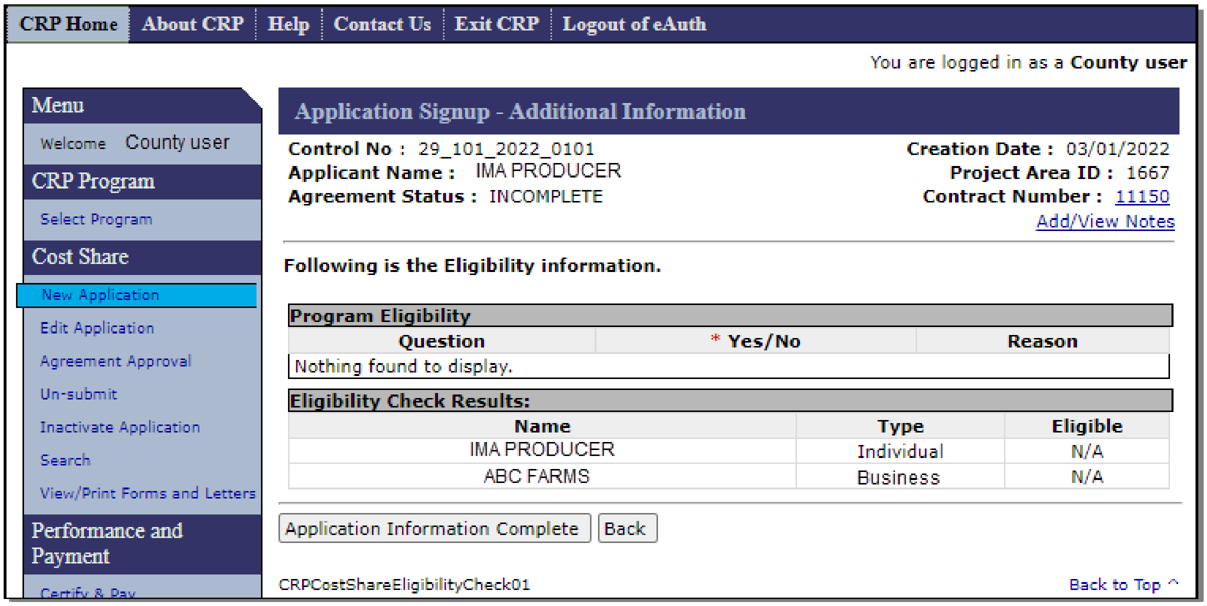
## 38 Application Signup – Additional Information – Eligibility

### A Overview

The Application Signup – Additional Information – Eligibility Screen will display program eligibility. The Program Eligibility section is used for other programs and not applicable to CRP.

### B Example of Application Signup – Additional Information – Eligibility Screen

The following is an example of the Application Signup – Additional Information – Eligibility Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Add/View Notes
Application Information Complete
Back
Back to Top

**Application Signup - Additional Information**

**Control No :** 29_101_2022_0101
**Applicant Name :** IMA PRODUCER
**Agreement Status :** INCOMPLETE
**Creation Date :** 03/01/2022
**Project Area ID :** 1667
**Contract Number :** 11150

**Following is the Eligibility information.**

**Program Eligibility**

| Question | * Yes/No | Reason |
|---|---|---|
| Nothing found to display. | | |

**Eligibility Check Results:**

| Name | Type | Eligible |
|---|---|---|
| IMA PRODUCER | Individual | N/A |
| ABC FARMS | Business | N/A |

CRPCostShareEligibilityCheck01

## 38 Application Signup – Additional Information – Eligibility (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Additional Information- Eligibility Screen.

| Field/Link | Description/Action |
|---|---|
| Program Eligibility | Program Eligibility questions are not applicable to CRP. This functionality is for other Cost Share programs. |
| Eligibility Check Results | Displays the Producer(s) and Producer Type. Eligible flag is not applicable to CRP. |
| Application Information Complete | Submits the application to the approval process. The Application Signup–Additional Information–Confirmation Screen will be displayed with the message "The application submitted successfully." |
| Back | Returns user to the Application Signup – Practice Summary – Finalize Screen. |

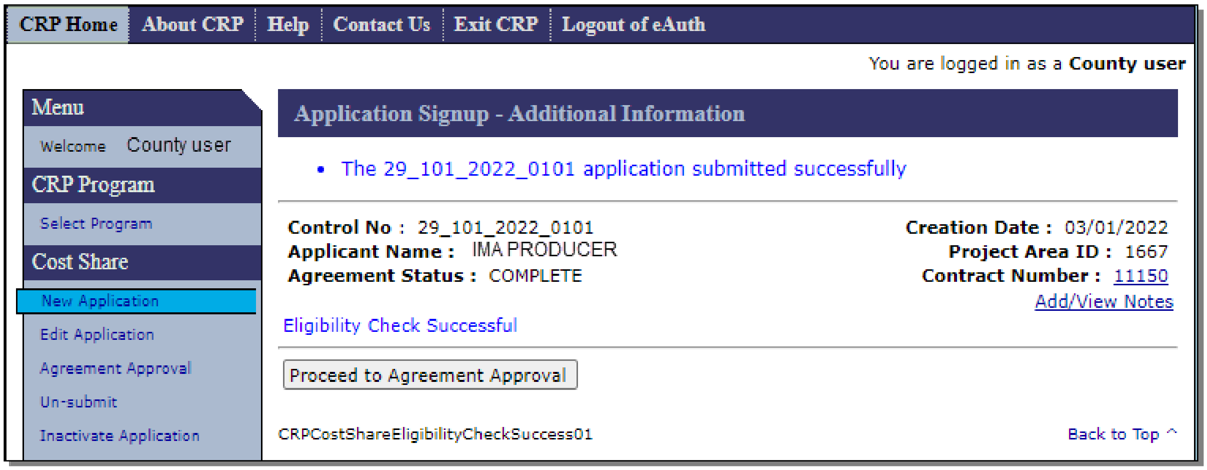
## 39 Application Signup – Additional Information – Confirmation

### A Overview

The Application Signup – Additional Information – Confirmation Screen displays the results of the application submission and eligibility check.

### B Example of Application Signup – Additional Information – Confirmation Screen

The following is an example of the Application Signup – Additional Information – Confirmation Screen. This Screen confirms successful submission of eligibility information and signature dates.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Add/View Notes
Proceed to Agreement Approval
Back to Top

You are logged in as a **County user**

Welcome County user

Application Signup - Additional Information

- The 29_101_2022_0101 application submitted successfully

**Control No :** 29_101_2022_0101
**Applicant Name :** IMA PRODUCER
**Agreement Status :** COMPLETE

**Creation Date :** 03/01/2022
**Project Area ID :** 1667
**Contract Number :** 11150

Eligibility Check Successful

CRPCostShareEligibilityCheckSuccess01

## 39 Application Signup – Additional Information – Confirmation (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Additional Information – Confirmation Screen.

| Field/Link | Description/Action |
|---|---|
| Proceed to Agreement Approval | The Agreement Approval – Assign ID Screen will be displayed. |

**Note:** If edits are not required, user may continue with the approval process within "New Application." For instructions, see Section 3, paragraph 61. If edits are required to the application before approval, see paragraph 50, Edit Applications.

## 40-49 (Reserved)

## Section 2 Edit Application

### 50 Edit Applications

#### A Overview

If a cost share application has been started but has not been submitted (application status of "Incomplete"), the "Edit Application" option will be available. If the application was previously submitted and has since been un-submitted according to Section 5, the "Edit Application" option will also be available for the un-submitted application.

To edit an existing application, from the CRP Home Screen, CLICK "Edit Application" on the left navigation menu. A listing of all incomplete status applications will be displayed.

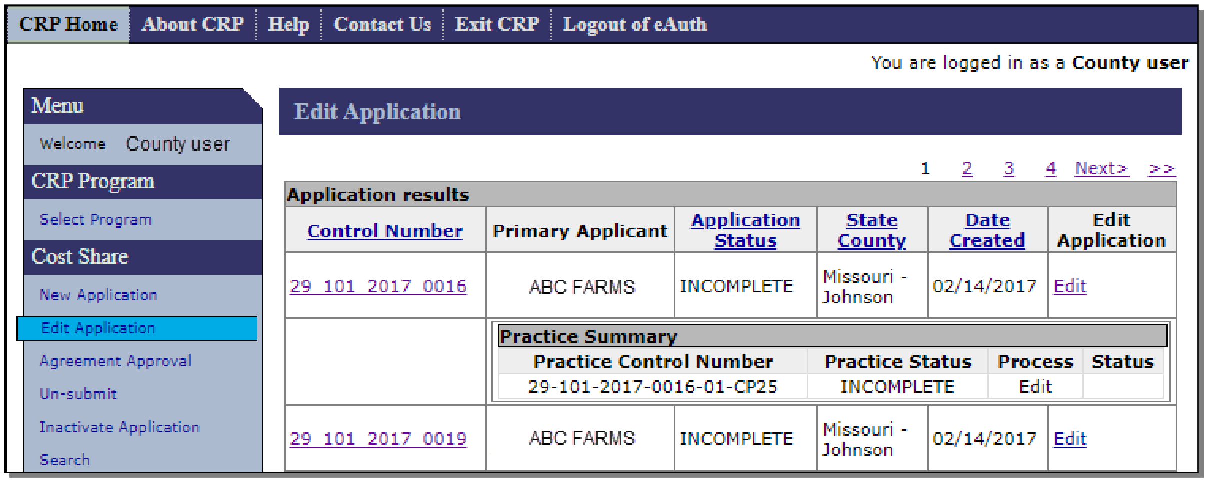
#### B Example of Edit Application Screen

The following is an example of the Edit Application Screen.

**Notes:** Navigation links to additional pages of results may be displayed at the top and bottom of the Screen when all search results do not fit on a single Screen.

By default, applications are listed without the practice summary box displayed. In the example below the Practice Summary for application control number 29-101-2017-0016 is displayed because the user has clicked on the control number. Many of the examples in this handbook follow this format where the practice summary has been opened to display additional details and links.

If there is an application listed with a suffix this is an indication that this is a revision in process of a previously approved agreement, see Part 5 Agreement Maintenance for more information on revisions.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
Edit Application
1 2 3 4 Next> >>

Application results

| Control Number | Primary Applicant | Application Status | State County | Date Created | Edit Application |
|---|---|---|---|---|---|
| 29 101 2017 0016 | ABC FARMS | INCOMPLETE | Missouri - Johnson | 02/14/2017 | Edit |

Practice Summary

| Practice Control Number | Practice Status | Process | Status |
|---|---|---|---|
| 29-101-2017-0016-01-CP25 | INCOMPLETE | Edit | |

| Control Number | Primary Applicant | Application Status | State County | Date Created | Edit Application |
|---|---|---|---|---|---|
| 29 101 2017 0019 | ABC FARMS | INCOMPLETE | Missouri - Johnson | 02/14/2017 | Edit |

## 50 Edit Applications (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Edit Application Screen.

| Field/Link | Description/Action |
|---|---|
| **Application Results** | |
| Control Number | CLICK the applicable control number to see a summary list of all practices for the application.<br>**Note:** If practices have not yet been added to the application, the control number link is not activated, and the Practice Summary will not be displayed. |
| Primary Applicant | Displays the producer selected as the primary applicant on the application. |
| Application Status | Displays the status of the application. See paragraph 102C for a list of possible application statuses. |
| State County | Displays the administrative State and County of the application. |
| Date Created | Displays the date the application was created. |
| Edit Application | CLICK "Edit" to edit the application. The application process will start from the beginning. See Section 1 for additional information. |

## 51-59 (Reserved)

## Section 3 Agreement Approval

### 60 Agreement Approval – Search Results

**A Overview**

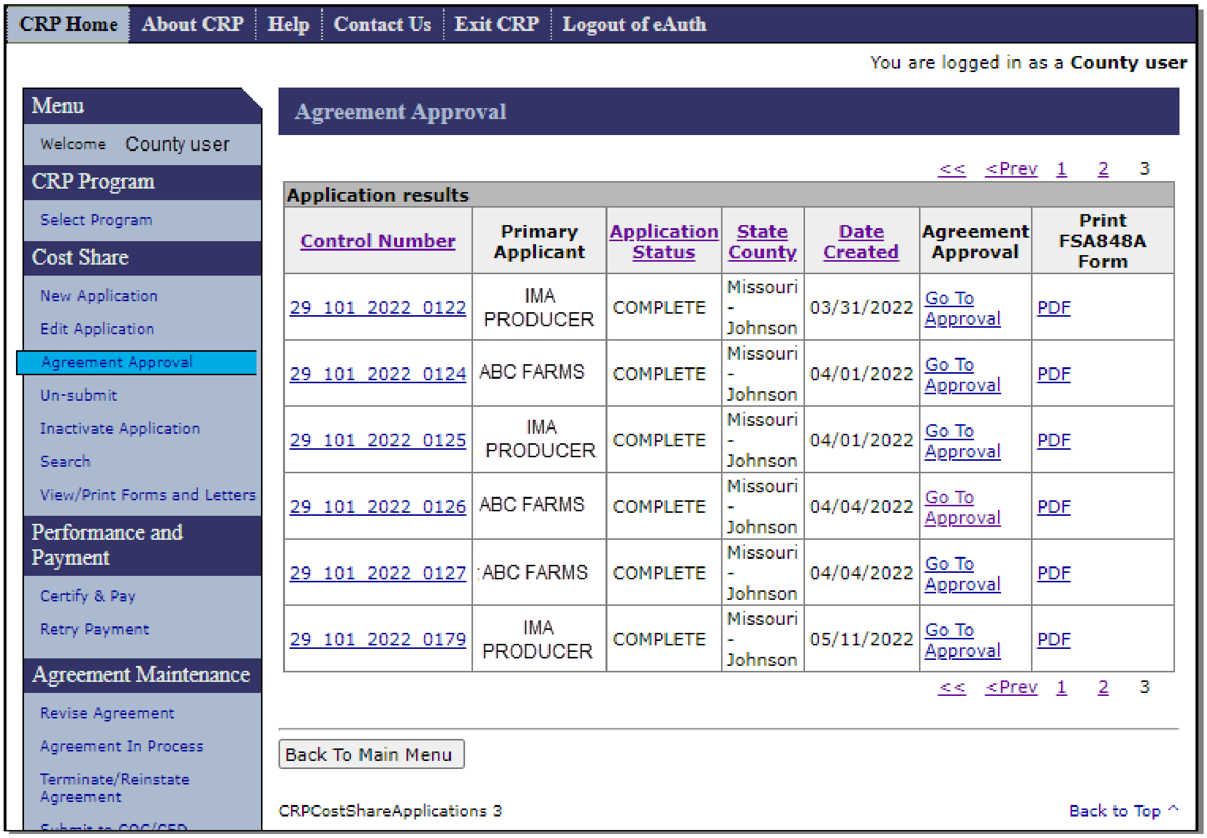
If edits were not required, user may continue with the Agreement Approval process within the New Application section. See paragraph 61 to continue with Agreement Approval steps.

If edits were required or agreement was not approved when user created the application, user may go directly to Agreement Approval using the left navigation menu. To enter information, CLICK "Agreement Approval." All "Complete" applications available for possible approval will be displayed on the Agreement Approval – Search Results Screen.

**B Example of Agreement Approval – Search Results Screen**

The following is an example of the Agreement Approval – Search Results Screen.

**Note:** Navigation links to additional pages of results is displayed at the top and bottom of the Screen when all search results do not fit on a single Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
Agreement Approval
<< <Prev 1 2 3
Back To Main Menu
CRPCostShareApplications 3
Back to Top ^

Application results

| Control Number | Primary Applicant | Application Status | State County | Date Created | Agreement Approval | Print FSA848A Form |
|---|---|---|---|---|---|---|
| 29_101_2022_0122 | IMA PRODUCER | COMPLETE | Missouri - Johnson | 03/31/2022 | Go To Approval | PDF |
| 29_101_2022_0124 | ABC FARMS | COMPLETE | Missouri - Johnson | 04/01/2022 | Go To Approval | PDF |
| 29_101_2022_0125 | IMA PRODUCER | COMPLETE | Missouri - Johnson | 04/01/2022 | Go To Approval | PDF |
| 29_101_2022_0126 | ABC FARMS | COMPLETE | Missouri - Johnson | 04/04/2022 | Go To Approval | PDF |
| 29_101_2022_0127 | ABC FARMS | COMPLETE | Missouri - Johnson | 04/04/2022 | Go To Approval | PDF |
| 29_101_2022_0179 | IMA PRODUCER | COMPLETE | Missouri - Johnson | 05/11/2022 | Go To Approval | PDF |

## 60 Agreement Approval – Search Results (Continued)

### C Fields, Descriptions, and Actions

The following table provides the field, descriptions, and actions for the Agreement Approval – Search Results Screen.

| Field/Link | Description/Action |
|---|---|
| Control Number | CLICK the control number and the Practice Summary box will be displayed. |
| Primary Applicant | Displays the producer selected as the primary applicant on the application. |
| Application Status | Displays the status of the application. See paragraph 102 C for a list of possible application statuses. |
| State County | Displays the administrative State and County of the application. |
| Date Created | Displays the date the application was created. |
| Agreement Approval | CLICK "Go to Approval" to approve some, or all the practices for the selected control number. The Agreement Approval – Assign ID Screen is displayed.<br>**Notes:** Practices approved will be determined by the addition of approval information according to paragraph 63.<br>An agreement could be listed as "Complete" if it has a practice but no components. In this situation the application will not be accessible through the edit application process until the application has been un-submitted. An error will be displayed stating "Component(s) required is required" when "Go to Approval" is selected for applications with this condition. |
| Print FSA848A Form | CLICK "PDF" to Print FSA-848A.<br>**Note:** Practices Approved and Components Approved will be blank on the form if no approval information was saved previously. User may want to wait to print form until approval information is entered. |
| Back to Main Menu | The Application Signup Screen will be displayed. The Application Signup Screen is a blank Screen that instructs the user to use the left navigation menu to select a task. |

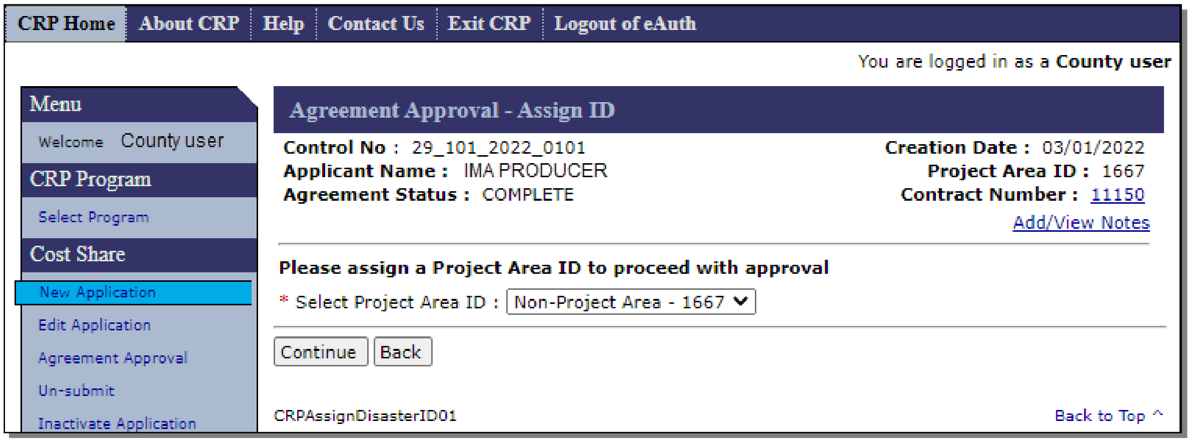
## 61 Agreement Approval – Assign ID

### A Overview

After the user clicks “Go to Approval” from the Agreement Approval – Search Results Screen, the Agreement Approval – Assign ID Screen is displayed. This Screen is used to assign or change a project area ID.

### B Example of Agreement Approval – Assign ID Screen

The following is an example of the Agreement Approval – Assign ID Screen. Example is when accessing the Screen from within the New Application section. The same information is displayed if accessing from the Agreement Approval link in the Left Navigation menu.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Add/View Notes
Continue
Back
Back to Top ^

You are logged in as a **County user**

Agreement Approval - Assign ID

**Control No :** 29_101_2022_0101
**Applicant Name :** IMA PRODUCER
**Agreement Status :** COMPLETE
**Creation Date :** 03/01/2022
**Project Area ID :** 1667
**Contract Number :** 11150

**Please assign a Project Area ID to proceed with approval**

* Select Project Area ID : Non-Project Area - 1667

CRPAssignDisasterID01

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval – Assign ID Screen.

| Field/Link | Description/Action |
|---|---|
| Select Project Area ID | Project Area ID is prepopulated based upon the ID selected during the “New Application” process.<br>Project area ID is always “Non-Project Area – 1667” for CRP and user should not attempt to modify. |
| Continue | After the user has entered all applicable information, CLICK “Continue”. The Agreement Approval – Approval Data Screen is displayed. |
| Back | CLICK “Back” to return to the Agreement Approval – Search Results Screen. |

## 62 Agreement Approval – Approval Data

### A Overview

After clicking "Continue" on the Agreement Approval – Assign ID Screen, the Agreement Approval – Approval Data Screen will be displayed.

**Notes:** If retired rates exist for the components included in the application, a message is displayed alerting user to make changes in the Program Provisioning software before proceeding. If this message is displayed the user should contact their STO.

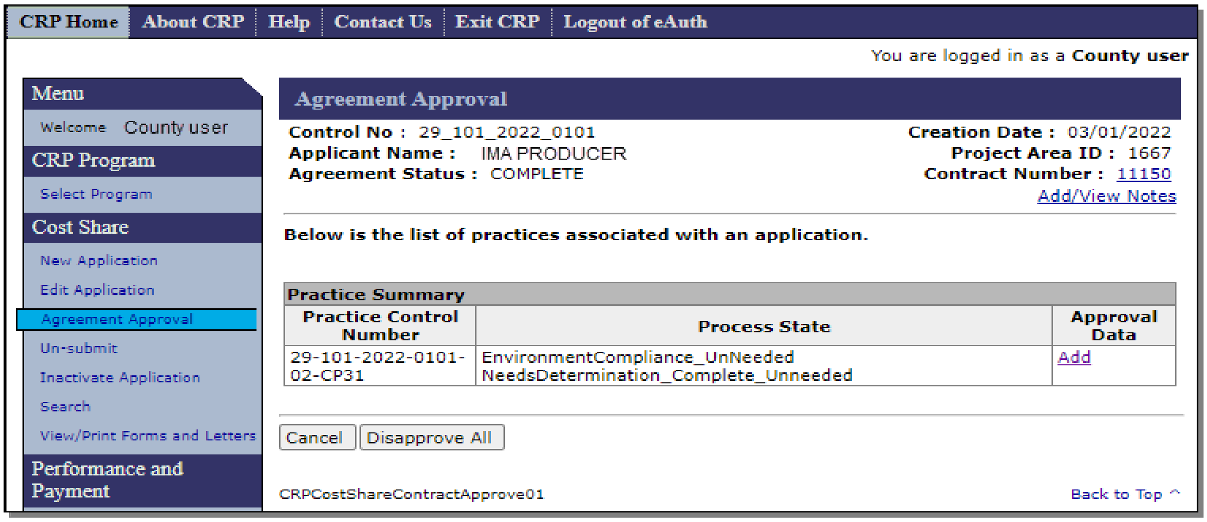
If a component's effective end date has passed the user is instructed to remove the component or update the effective end date in program provisioning. See Exhibit 8 for information on Program Provisioning for CRP.

According to 2-CRP, paragraph 499, when a CRP-1 is approved, the practices scheduled on the approved conservation plan are automatically approved. Because CSS is used for multiple programs, several functions are included in the software but **should not be used for CRP cost share agreements**. These functions are:

- the "Disapprove All" button
- automated disapproval of practices that do not have approval information loaded during the approval process
- disapproval letters.

### B Examples of Agreement Approval – Approval Data Screen

The following is an example of the Agreement Approval – Approval Data Screen if approval information has not been previously entered for any practices.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Agreement Approval
Add/View Notes
Cancel
Disapprove All
Back to Top

You are logged in as a **County user**

Welcome County user

**Control No :** 29_101_2022_0101
**Applicant Name :** IMA PRODUCER
**Agreement Status :** COMPLETE

**Creation Date :** 03/01/2022
**Project Area ID :** 1667
**Contract Number :** 11150

**Below is the list of practices associated with an application.**

**Practice Summary**

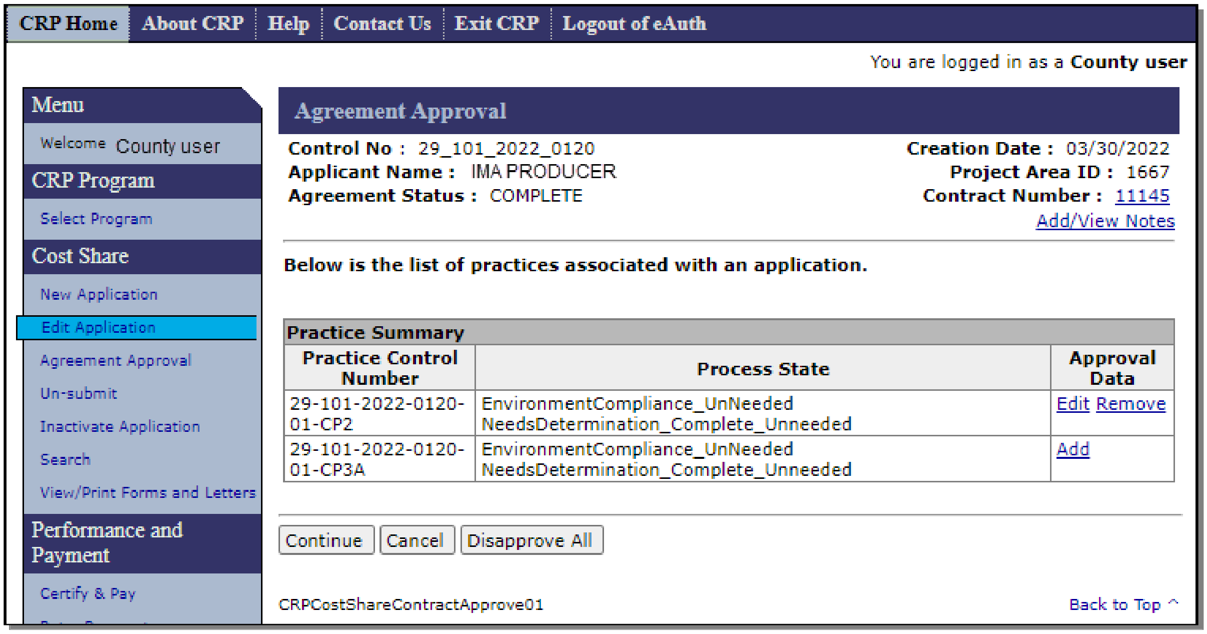
| Practice Control Number | Process State | Approval Data |
|---|---|---|
| 29-101-2022-0101-02-CP31 | EnvironmentCompliance_UnNeeded<br>NeedsDetermination_Complete_Unneeded | Add |

CRPCostShareContractApprove01

## 62 Agreement Approval – Approval Data (Continued)

### B Examples of Agreement Approval – Approval Data Screen (Continued)

The following is an example of the Agreement Approval – Approval Data Screen if approval information exists for one or more practices.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Continue
Cancel
Disapprove All
CRPCostShareContractApprove01
Back to Top

You are logged in as a **County user**

**Agreement Approval**

**Control No :** 29_101_2022_0120
**Applicant Name :** IMA PRODUCER
**Agreement Status :** COMPLETE
**Creation Date :** 03/30/2022
**Project Area ID :** 1667
**Contract Number :** 11145
Add/View Notes

**Below is the list of practices associated with an application.**

**Practice Summary**

| Practice Control Number | Process State | Approval Data |
|---|---|---|
| 29-101-2022-0120-01-CP2 | EnvironmentCompliance_UnNeeded<br>NeedsDetermination_Complete_Unneeded | Edit Remove |
| 29-101-2022-0120-01-CP3A | EnvironmentCompliance_UnNeeded<br>NeedsDetermination_Complete_Unneeded | Add |

**Note:** The “Continue” option becomes available as soon as Approval Data exists for at least one practice.

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval – Approval Data Screen.

| Field/Link | Description/Action |
|---|---|
| Practice Control Number | Displays the application control number and applicable practice(s). |
| Process State | Not applicable to CRP. |

## 62 Agreement Approval – Approval Data (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field/Link | Description/Action |
|---|---|
| Approval Data | CLICK:<br>• "Add" to Select the practice for approval. The Application Signup – Component Rate Practice Approval Screen is displayed.<br>**Note:** The "Add" link will only be available for practices that have no existing approval information entered.<br>• "Edit" to edit the component rate practice approval data including:<br>  • practice begin and end dates<br>  • practice and component extents approved<br>  • shares.<br>• "Remove" to remove the approval data for the practice.<br>**Note:** The "Remove" link will only be available if approval information exists for that practice. |
| Continue | CLICK "Continue" to complete the approval information. The Agreement Approval – Approval Date Screen will be displayed.<br>**Notes:** The "Continue" option will only be available if approval information exists for one or more practices.<br>If the user clicks "Continue" while some practices do not have approval data added, the Agreement Approval – Partial Disapproval Screen will be displayed. See Paragraph 70. Those practices without approval data will be disapproved during continuation of the approval process for other practices on the same application. The user should take care to avoid this situation since disapproval of practices should not happen on CRP cost share agreements. |
| Cancel | Cancels the "Agreement Approval" and returns user to Agreement Approval – Assign ID Screen. |
| Disapprove All | Should not be used for CRP cost share agreements. Disapproves all practices associated with the application. The Agreement Disapproval – Information Screen is displayed. See Paragraph 69. |

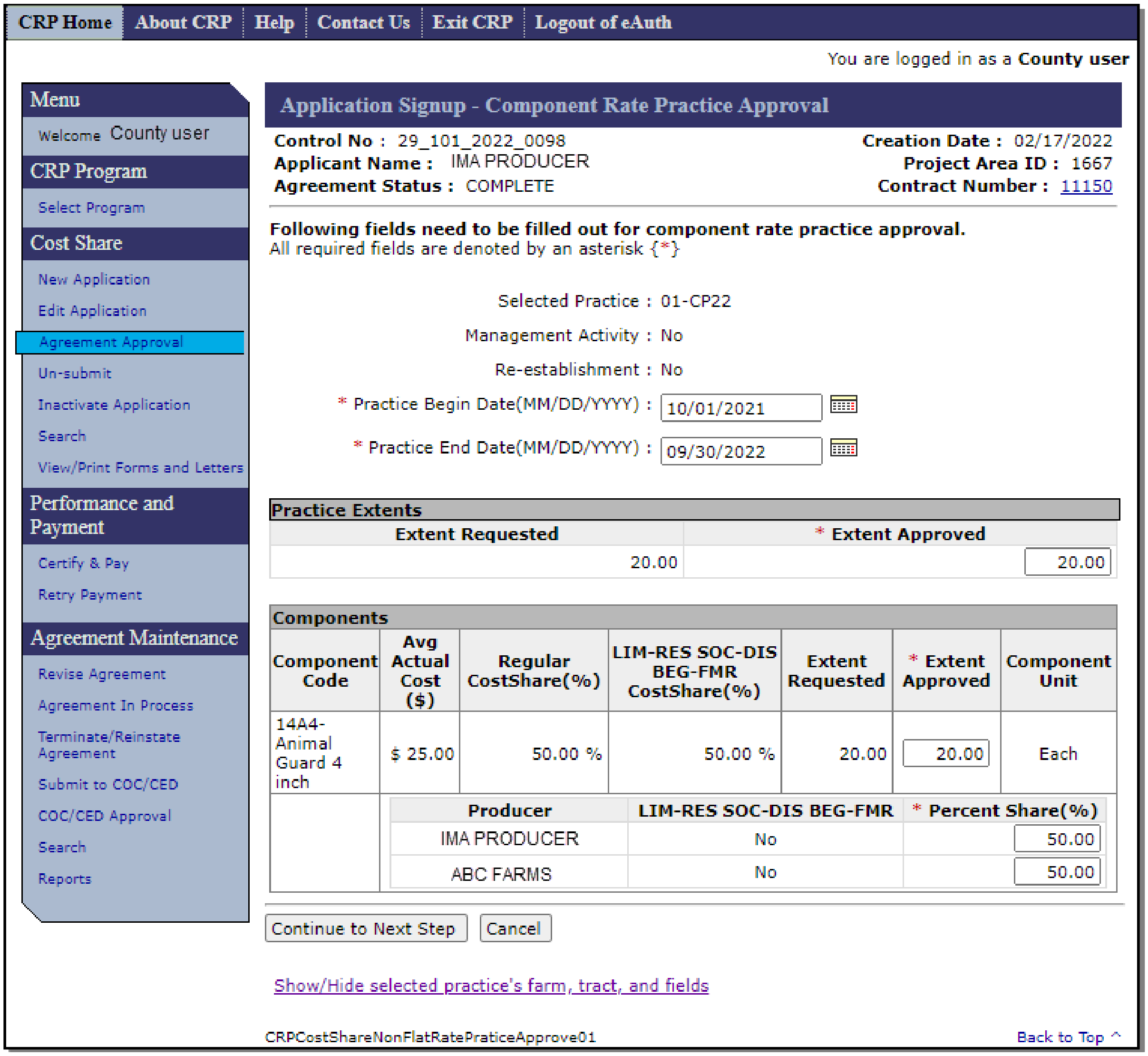
## 63 Application Signup – Component Rate Practice Approval

### A Overview

After the user clicks “Add” on the Agreement Approval – Approval Data Screen, the Application Signup – Component Rate Practice Approval Screen will be displayed.

### B Example of Application Signup – Component Rate Practice Approval Screen

The following is an example of the Application Signup – Component Rate Practice Approval Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Continue to Next Step
Cancel
Show/Hide selected practice's farm, tract, and fields
Back to Top ^

You are logged in as a **County user**

**Application Signup - Component Rate Practice Approval**

**Control No :** 29_101_2022_0098
**Applicant Name :** IMA PRODUCER
**Agreement Status :** COMPLETE
**Creation Date :** 02/17/2022
**Project Area ID :** 1667
**Contract Number :** 11150

**Following fields need to be filled out for component rate practice approval.**
All required fields are denoted by an asterisk {*}

Selected Practice : 01-CP22
Management Activity : No
Re-establishment : No
* Practice Begin Date(MM/DD/YYYY) : 10/01/2021
* Practice End Date(MM/DD/YYYY) : 09/30/2022

**Practice Extents**

| Extent Requested | * Extent Approved |
|---|---|
| 20.00 | 20.00 |

**Components**

| Component Code | Avg Actual Cost ($) | Regular CostShare(%) | LIM-RES SOC-DIS BEG-FMR CostShare(%) | Extent Requested | * Extent Approved | Component Unit |
|---|---|---|---|---|---|---|
| 14A4-Animal Guard 4 inch | $ 25.00 | 50.00 % | 50.00 % | 20.00 | 20.00 | Each |

| Producer | LIM-RES SOC-DIS BEG-FMR | * Percent Share(%) |
|---|---|---|
| IMA PRODUCER | No | 50.00 |
| ABC FARMS | No | 50.00 |

CRPCostShareNonFlatRatePraticeApprove01

## 63 Application Signup – Component Rate Practice Approval (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Component Rate Practice Approval Screen.

| Field/Link | Description/Action |
|---|---|
| Selected Practice | Displays the selected practice. |
| Management Activity | Displays the answer to the management question from the Application Signup – Add Practices Screen. |
| Re-establishment | Displays the answer to the Re-establishment question from the Application Signup – Add Practices Screen. |
| Practice Begin Date | Enter the date practice is to begin that is the approval date. Users can use the calendar icon to populate the entry. This field is required. |
| Practice End Date | A calculated date 12 months after the practice begin date. This field is editable and required. Practice end date is ≤ 12 months of practice begin date.<br>**Note:** See paragraph 182 for instructions to extend a Practice End Date after the application has been approved. |
| **Practice Extents** | |
| Extent Requested | Displays the extent requested for the practice. |
| Extent Approved | Extent approved is prepopulated with the extent requested from the "New Application" or "Edit Application" option but can be edited. User should verify that the prepopulated data is correct before continuing. This field is required. |
| **Components** | |
| Component Code, Avg Actual Cost ($), Regular Cost Share (%), & LIM-RES SOC-DIS BEG-FMR Cost Share (%) | Displays the data applicable to the component from Program Provisioning. See Exhibit 8 for information on Program Provisioning for CRP. |

## 63 Application Signup – Component Rate Practice Approval (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field/Link | Description/Action |
|---|---|
| Extent Requested | Displays the extent requested for the component. |
| Extent Approved | Extent approved is prepopulated with the extent requested from the "New Application" or "Edit Application" option but can be edited. User should verify that the prepopulated data is correct before continuing. This field is required.<br>**Note:** Users cannot remove practices or components within the practice approval process; however, users can enter zero in the Extent Approved field. |
| Component Unit | Displays the data applicable to the component from Program Provisioning. See Exhibit 8 for information on Program Provisioning for CRP. |
| Producer | Displays the producer(s) associated with the application. |
| LIM-RES<br>SOC-DIS<br>BEG-FMR | Displays the applicable Limited Resource, Socially Disadvantaged, and Beginning Farmer designation. |
| Percent Share (%) | Percent Share is prepopulated with the Percent Share from the "New Application" or "Edit Application" option but can be edited. User should verify that the prepopulated data is correct before continuing. This field is required,<br>**Note:** The sum of the percent shares for all producers must equal 100 percent. |
| Cancel | Users can also click "Cancel", but all approval information added for the selected practice will be lost. After clicking "Cancel" the Application Signup Screen is displayed. The Application Signup Screen is a blank screen that instructs the user to use the left navigation menu to select a task. |
| Show/Hide selected practice's farm, tract, and fields | Displays or Hides the Farm No., Tract No., Field No., Acres and State/County as loaded on Application Signup –Add Contributors Screen. See paragraph 31. |

## 64 Application Signup – Component Rate Practice Approval Summary

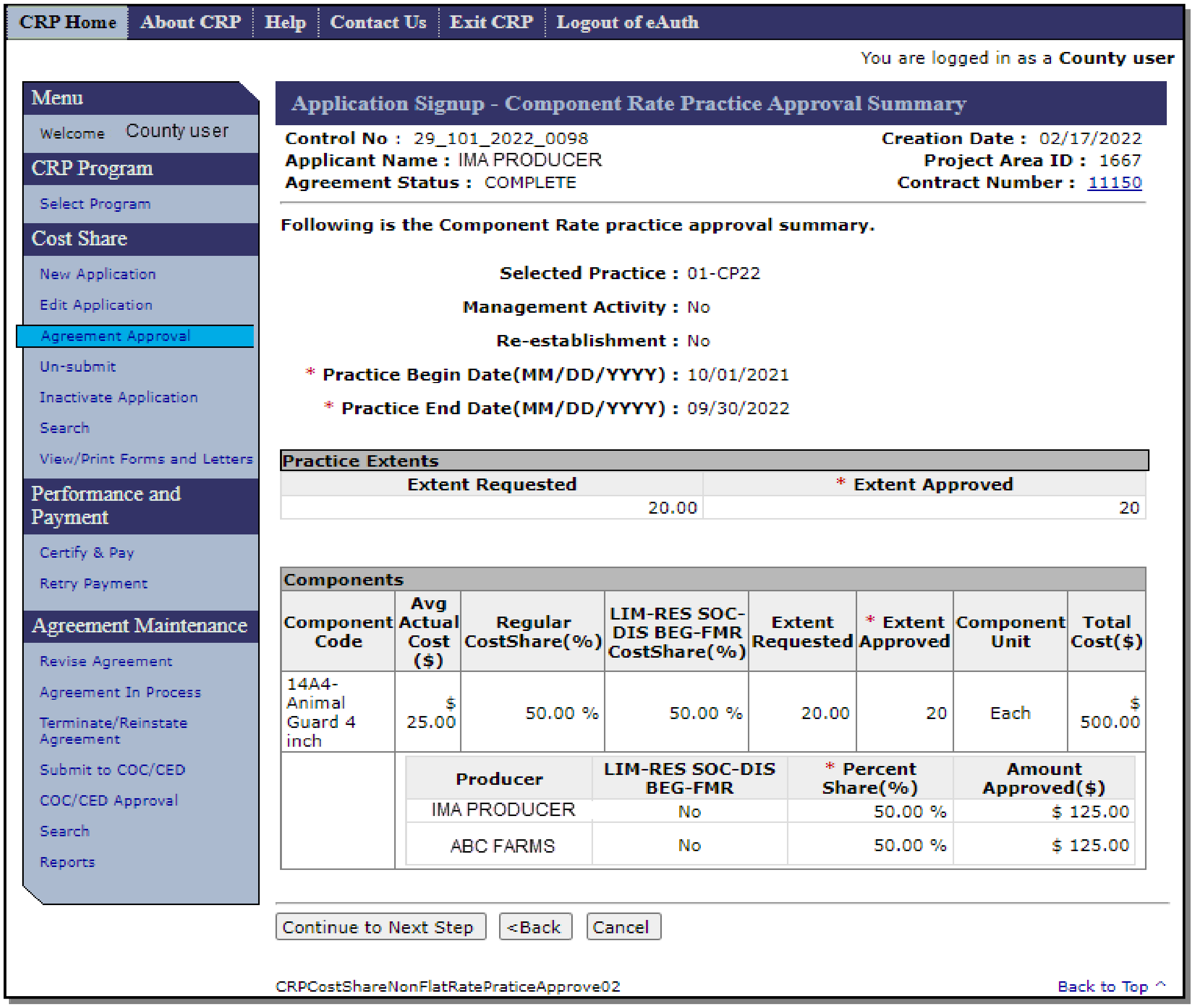
### A Overview

After “Continue to Next Step” is clicked from the Application Signup – Component Rate Practice Approval Screen, the Approval Signup - Component Rate Practice Approval Summary Screen will be displayed. This Screen provides:

- requested and approved extents for the practices and components
- estimated cost of installing the practice (Average Actual Cost $)
- selected contributors, estimated contributions, and the approved cost share.

### B Example of Application Signup – Component Rate Practice Approval Summary Screen

The following is an example of the Application Signup – Component Rate Practice Approval Summary Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Continue to Next Step
<Back
Cancel
Back to Top

You are logged in as a **County user**

**Application Signup - Component Rate Practice Approval Summary**

**Control No :** 29_101_2022_0098
**Applicant Name :** IMA PRODUCER
**Agreement Status :** COMPLETE
**Creation Date :** 02/17/2022
**Project Area ID :** 1667
**Contract Number :** 11150

**Following is the Component Rate practice approval summary.**

**Selected Practice :** 01-CP22
**Management Activity :** No
**Re-establishment :** No
* **Practice Begin Date(MM/DD/YYYY) :** 10/01/2021
* **Practice End Date(MM/DD/YYYY) :** 09/30/2022

**Practice Extents**

| Extent Requested | * Extent Approved |
|---|---|
| 20.00 | 20 |

**Components**

| Component Code | Avg Actual Cost ($) | Regular CostShare(%) | LIM-RES SOC-DIS BEG-FMR CostShare(%) | Extent Requested | * Extent Approved | Component Unit | Total Cost($) |
|---|---|---|---|---|---|---|---|
| 14A4-Animal Guard 4 inch | $ 25.00 | 50.00 % | 50.00 % | 20.00 | 20 | Each | $ 500.00 |

| Producer | LIM-RES SOC-DIS BEG-FMR | * Percent Share(%) | Amount Approved($) |
|---|---|---|---|
| IMA PRODUCER | No | 50.00 % | $ 125.00 |
| ABC FARMS | No | 50.00 % | $ 125.00 |

CRPCostShareNonFlatRatePraticeApprove02

## 64 Application Signup – Component Rate Practice Approval Summary (Continued)

### B Example of Application Signup – Component Rate Practice Approval Summary Screen (Continued)

**Note:** The Calculation for:

- total estimated cost for installing the component is (Extent Approved) x (Average Actual Cost) = (Total Cost)
- approved cost share amount is (Extent Approved) x (Average Actual Cost) x 50% x (Producer Share) = (Amount Approved).

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Component Rate Practice Approval Summary Screen.

| Field/Link | Description/Action |
|---|---|
| **Practice Extents** | |
| All Practice Extents fields | Display information from previous screen. |
| **Components** | |
| All Components fields | Display information directly from previous screen or calculated from entries on previous screen. |
| Continue to Next Step | CSS automatically calculates approved cost share. After user has verified the information, CLICK "Continue to Next Step". The Agreement Approval- Approval Data Screen will be displayed. See paragraph 62 for additional information. |
| Back | User is returned to the Application Signup – Component Rate Practice Approval Screen. |
| Cancel | Users can also click "Cancel", but all approval information added for the selected practice will be lost. |

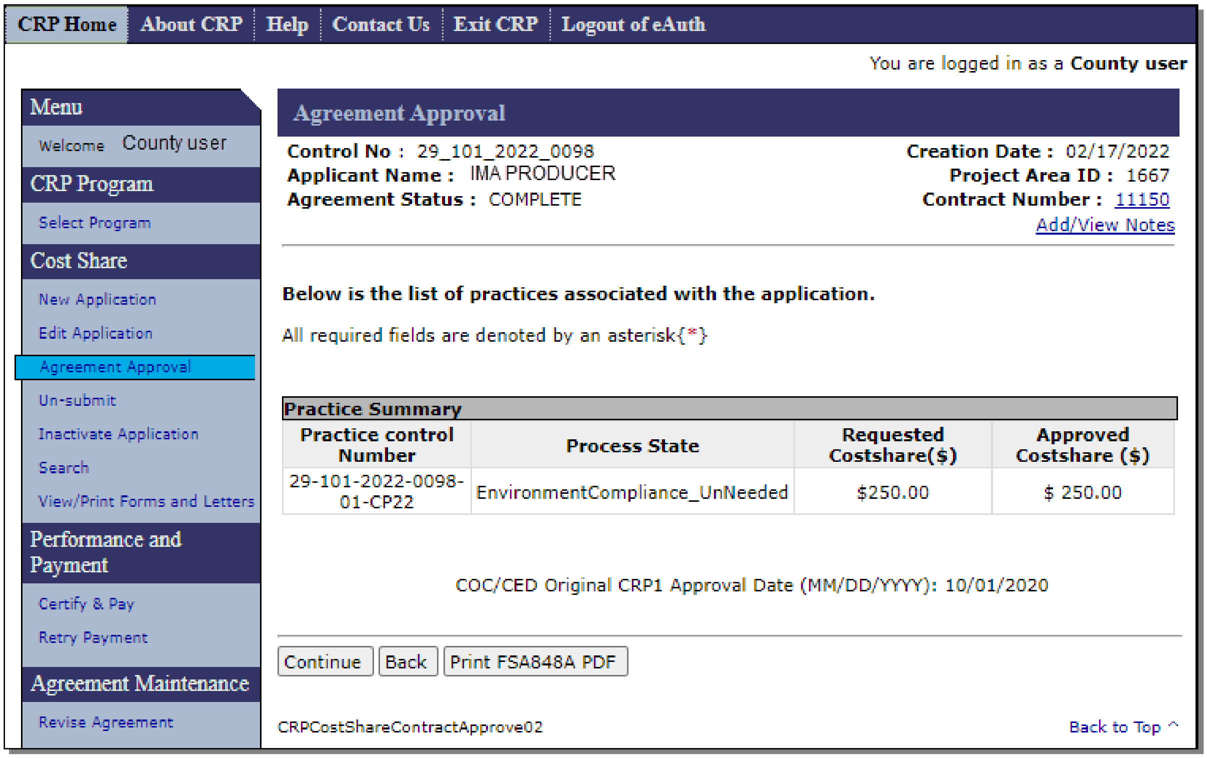
## 65 Agreement Approval – Approval Date

### A Overview

After the user clicks "Continue" on the Application Signup – Approval Data Screen, the Agreement Approval – Approval Date Screen will be displayed.

### B Example of Agreement Approval – Approval Date Screen

The following is an example of the Agreement Approval – Approval Date Screen.



CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Continue
Back
Print FSA848A PDF
Back to Top

You are logged in as a **County user**

**Agreement Approval**

**Control No :** 29_101_2022_0098
**Applicant Name :** IMA PRODUCER
**Agreement Status :** COMPLETE

**Creation Date :** 02/17/2022
**Project Area ID :** 1667
**Contract Number :** 11150
Add/View Notes

**Below is the list of practices associated with the application.**

All required fields are denoted by an asterisk{*}

**Practice Summary**

| Practice control Number | Process State | Requested Costshare($) | Approved Costshare ($) |
|---|---|---|---|
| 29-101-2022-0098-01-CP22 | EnvironmentCompliance_UnNeeded | $250.00 | $ 250.00 |

COC/CED Original CRP1 Approval Date (MM/DD/YYYY): 10/01/2020

CRPCostShareContractApprove02

## 65 Agreement Approval – Approval Date (Continued)

### C Fields, Descriptions, and Actions

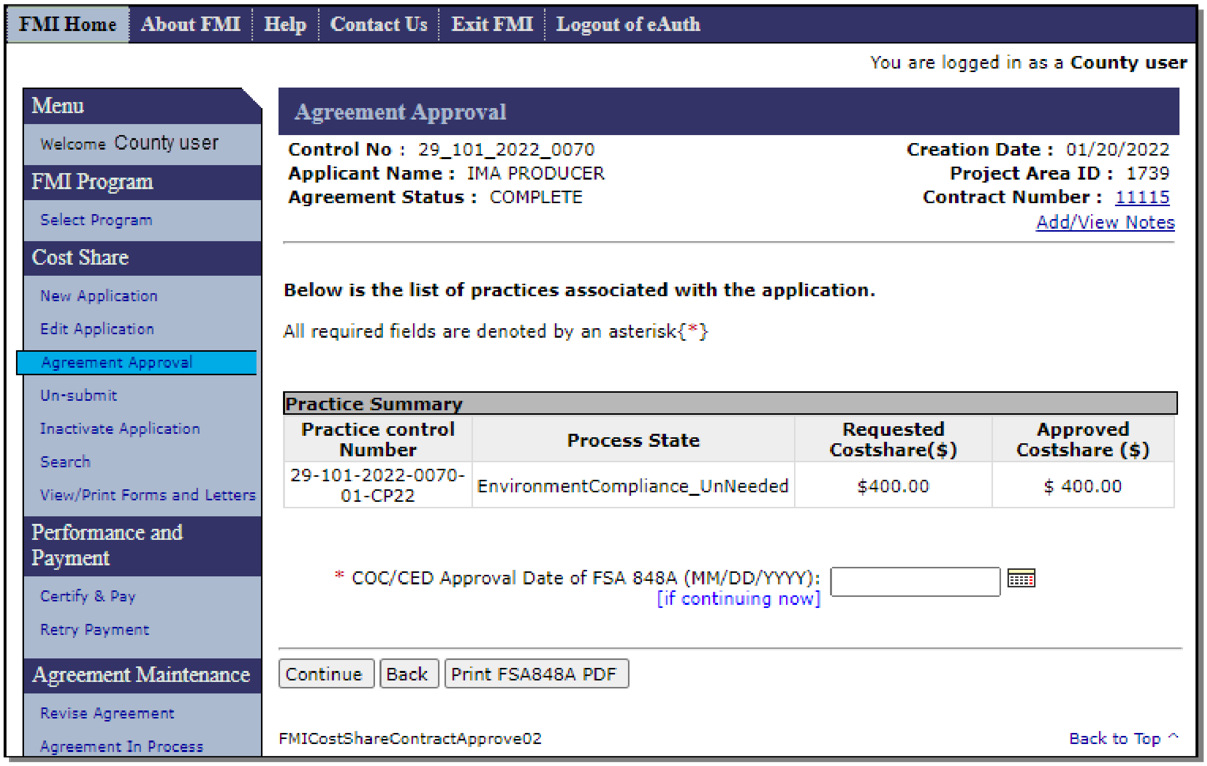
The following table provides the fields, descriptions, and actions for the Agreement Approval – Approval Date Screen.

| Field/Link | Description/Action |
|---|---|
| **Practice Summary** | |
| Practice Control Number | Displays the application control number and applicable practice(s). |
| Process State | Not applicable to CRP. |
| Requested Costshare($) | Displays the dollar amount of cost share requested. |
| Approved Costshare($) | Displays the dollar amount of cost share approved to be obligated. |
| COC/CED Original CRP1 Approval Date (MM/DD/YYYY) | Approval date is prepopulated from CCMS. |
| Continue | When all applicable information is entered, CLICK "Continue". The Agreement Approval - Confirmation Screen will be displayed. |
| Back | User is returned to the Agreement Approval – Approval Data Screen. |
| Print FSA-848A PDF | User is able to print FSA-848A, Cost-Share Agreement.<br>**Notes:** Printing FSA-848A does not approve the agreement.<br>Dates do not have to be entered to print an FMI agreement. |

## 65 Agreement Approval – Approval Date (Continued)

### D Example of Agreement Approval – Approval Date Screen for FMI

The following is an example of the Agreement Approval – Approval Date Screen for FMI.


FMI Home
About FMI
Help
Contact Us
Exit FMI
Logout of eAuth
Menu
Welcome County user
FMI Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Add/View Notes
Continue
Back
Print FSA848A PDF
Back to Top

You are logged in as a **County user**

**Agreement Approval**

**Control No :** 29_101_2022_0070
**Applicant Name :** IMA PRODUCER
**Agreement Status :** COMPLETE

**Creation Date :** 01/20/2022
**Project Area ID :** 1739
**Contract Number :** 11115

**Below is the list of practices associated with the application.**

All required fields are denoted by an asterisk{*}

**Practice Summary**

| Practice control Number | Process State | Requested Costshare($) | Approved Costshare ($) |
|---|---|---|---|
| 29-101-2022-0070-01-CP22 | EnvironmentCompliance_UnNeeded | $400.00 | $ 400.00 |

* COC/CED Approval Date of FSA 848A (MM/DD/YYYY): [if continuing now]

FMICostShareContractApprove02

## 65 Agreement Approval – Approval Date (Continued)

### E Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval – Approval Date Screen.

| Field/Link | Description/Action |
|---|---|
| **Practice Summary** | |
| Practice Control Number | Displays the application control number and applicable practice(s). |
| Process State | Not applicable to CRP. |
| Requested Costshare($) | Displays the dollar amount of cost share requested. |
| Approved Costshare($) | Displays the dollar amount of cost share approved to be obligated. |
| COC/CED Approval Date of FSA848A (MM/DD/YYYY) | For FMI agreements, Enter the COC/CED approval date. Users can use the calendar icon to populate the entry. This field is required. |
| Continue | When all applicable information is entered, CLICK “Continue”. The Agreement Approval - Confirmation Screen will be displayed. |
| Back | User is returned to the Agreement Approval – Approval Data Screen. |
| Print FSA-848A PDF | User is able to print FSA-848A, Cost-Share Agreement.<br>**Notes:** Printing FSA-848A does not approve the agreement.<br>Dates do not have to be entered to print an FMI agreement. |

## 66 Agreement Approval – Confirmation

### A Overview

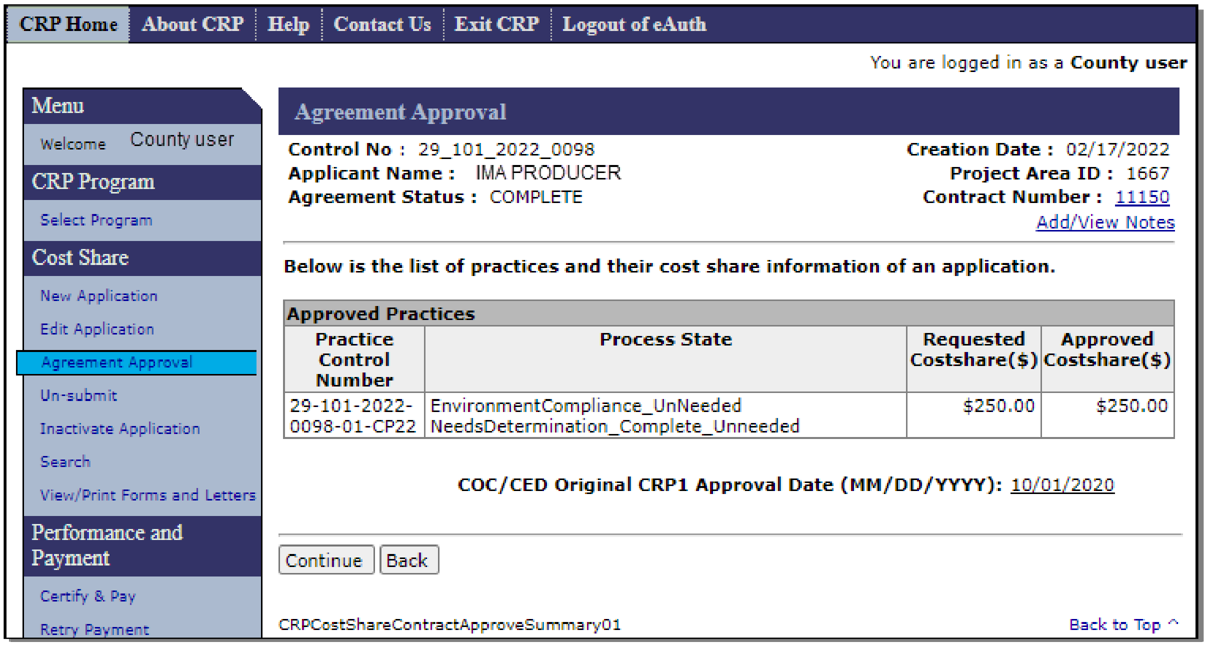
After clicking "Continue" on the Agreement Approval – Approval Date Screen, the Agreement Approval - Confirmation Screen will be displayed. The Agreement Approval – Confirmation Screen provides a summary of:

- all approved practices
- all disapproved practices
- cost share information.

**Note:** Practices that do not have approval information will automatically be disapproved. The user should take care to avoid this situation since disapproval of practices should not happen on CRP cost share agreements.

### B Example of Agreement Approval – Confirmation Screen

The following is an example of the Agreement Approval – Confirmation Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Add/View Notes
Continue
Back
Back to Top ^

You are logged in as a **County user**

Agreement Approval

**Control No :** 29_101_2022_0098
**Applicant Name :** IMA PRODUCER
**Agreement Status :** COMPLETE
**Creation Date :** 02/17/2022
**Project Area ID :** 1667
**Contract Number :** 11150

**Below is the list of practices and their cost share information of an application.**

**Approved Practices**

| Practice Control Number | Process State | Requested Costshare($) | Approved Costshare($) |
|---|---|---|---|
| 29-101-2022-0098-01-CP22 | EnvironmentCompliance_UnNeeded<br>NeedsDetermination_Complete_Unneeded | $250.00 | $250.00 |

**COC/CED Original CRP1 Approval Date (MM/DD/YYYY):** 10/01/2020

CRPCostShareContractApproveSummary01

## 66 Agreement Approval – Confirmation (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval – Confirmation Screen.

| Field/Link | Description/Action |
|---|---|
| Practice Control Number | Displays the application control number and applicable practice(s). |
| Process State | Not applicable to CRP. |
| Requested Costshare($) | Displays the dollar amount of cost share requested. |
| Approved Costshare($) | Displays the dollar amount of cost share approved to be obligated. |
| COC/CED Original CRP1 Approval Date (MM/DD/YYYY) | Approval date is prepopulated from CCMS. |
| Continue | CLICK "Continue" after reviewing all information and verifying that the information is correct. The Agreement Approval - Eligibility Information Screen will be displayed. |
| Back | User is returned to the Agreement Approval – Approval Date Screen. |

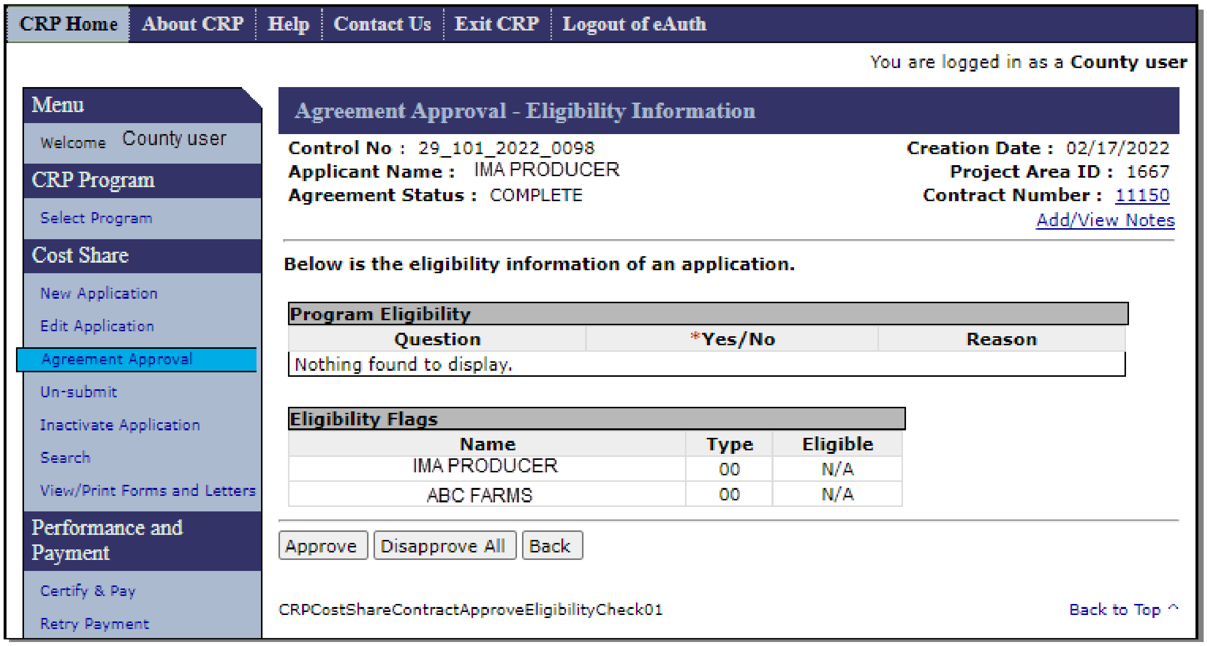
## 67 Agreement Approval – Eligibility Information

### A Overview

After “Continue” is selected from the Agreement Approval – Confirmation Screen, the Agreement Approval – Eligibility Information Screen will be displayed.

### B Example of Agreement Approval – Eligibility Information Screen

The following is an example of the Agreement Approval – Eligibility Information Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a **County user**
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Add/View Notes
Approve
Disapprove All
Back
Back to Top

Agreement Approval - Eligibility Information

**Control No :** 29_101_2022_0098
**Applicant Name :** IMA PRODUCER
**Agreement Status :** COMPLETE
**Creation Date :** 02/17/2022
**Project Area ID :** 1667
**Contract Number :** 11150

**Below is the eligibility information of an application.**

**Program Eligibility**

| Question | *Yes/No | Reason |
|---|---|---|
| Nothing found to display. | | |

**Eligibility Flags**

| Name | Type | Eligible |
|---|---|---|
| IMA PRODUCER | 00 | N/A |
| ABC FARMS | 00 | N/A |

CRPCostShareContractApproveEligibilityCheck01

## 67 Agreement Approval – Eligibility Information (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval – Eligibility Information Screen.

| Field/Link | Description/Action |
|---|---|
| Program Eligibility | Program Eligibility questions are not applicable to CRP. This functionality is for other Cost Share programs. |
| Eligibility Flags | Displays the Producer(s) and Producer Type. Eligible flag is not applicable to CRP. |
| Approve | CLICK "Approve" after reviewing all information. The Agreement Approval – Eligibility Success Screen will be displayed. |
| Disapprove All | Should not be used for CRP cost share agreements. If user clicks "Disapprove All", the Agreement Disapproval Information Screen will be displayed. |
| Back | User is returned to the Agreement Approval – Confirmation Screen. |

## 68 Agreement Approval – Eligibility Success

### A Overview

After selecting "Approve" on the Agreement Approval – Eligibility Information Screen, the Agreement Approval – Eligibility Success Screen will be displayed.

Funds will either be obligated or the process of obligation will be initiated depending on the funding system. eFMS will obligate and COF will show as in process.

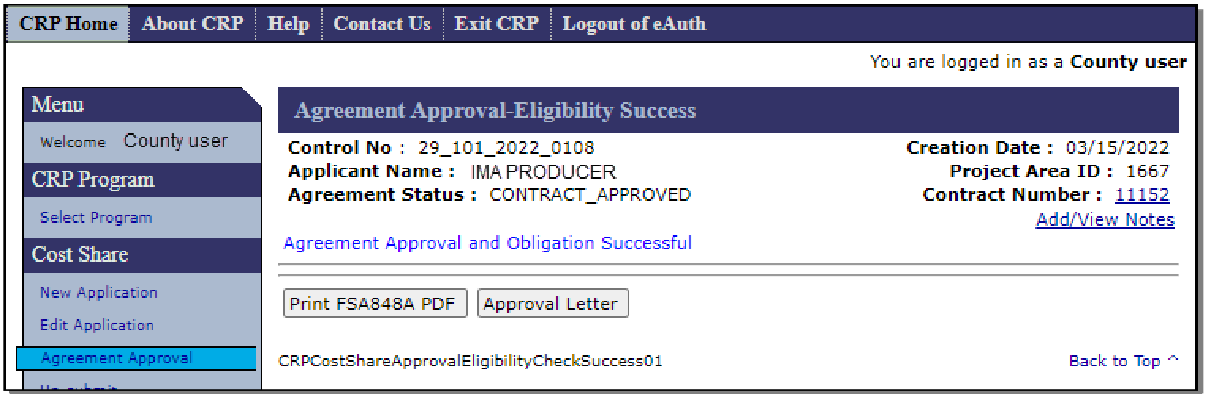
Users shall generate and mail the approval letter along with a copy of the COC/CED signed FSA-848A.

**Notes:** The approved application now becomes an agreement, and the control number is now referred to as an agreement number instead of an application control number.

Producers are now approved participants.

### B Example of eFMS Agreement Approval – Eligibility Success Screen

The following is an example of the Agreement Approval – Eligibility Success Screen when obligation is through eFMS.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Agreement Approval-Eligibility Success
Add/View Notes
Print FSA848A PDF
Approval Letter
CRPCostShareApprovalEligibilityCheckSuccess01
Back to Top ^

**Control No :** 29_101_2022_0108
**Applicant Name :** IMA PRODUCER
**Agreement Status :** CONTRACT_APPROVED
**Creation Date :** 03/15/2022
**Project Area ID :** 1667
**Contract Number :** 11152

Agreement Approval and Obligation Successful

## 68 Agreement Approval – Eligibility Success (Continued)

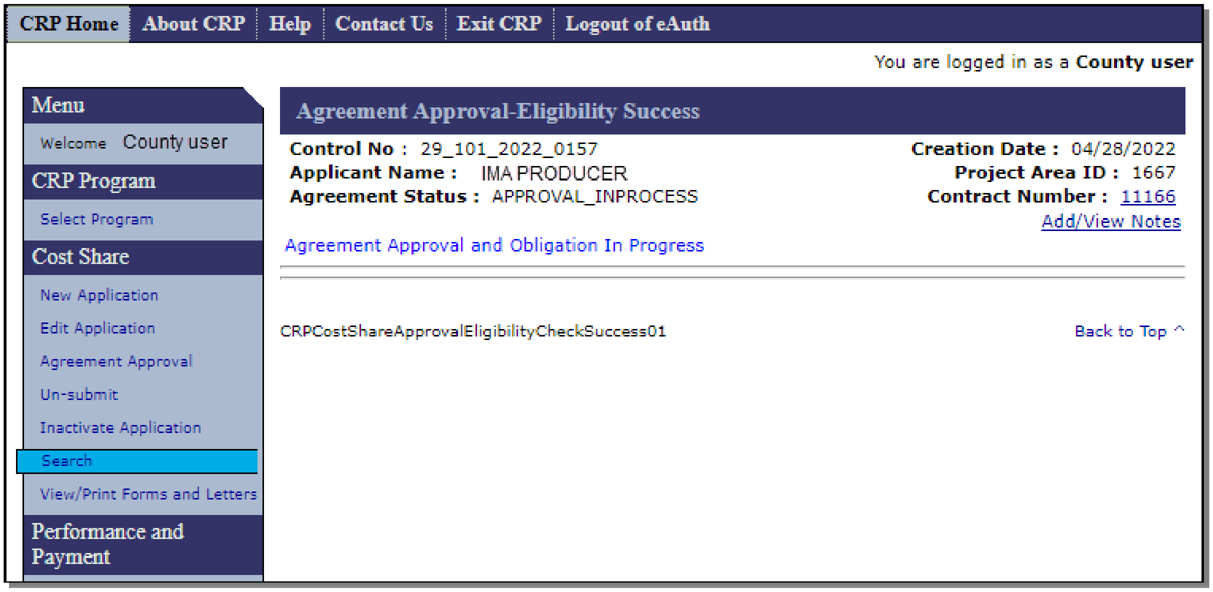
### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval – Eligibility Success Screen.

| Field/Link | Description/Action |
|---|---|
| Print FSA-848A PDF | Print FSA-848A, Cost-Share Agreement. |
| Approval Letter | Print approval letter. |

### D Example of COF Agreement Approval – Eligibility Success Screen

The following is an example of the Agreement Approval – Eligibility Success Screen when obligation is through COF.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Back to Top ^

You are logged in as a **County user**

Agreement Approval-Eligibility Success

**Control No :** 29_101_2022_0157
**Applicant Name :** IMA PRODUCER
**Agreement Status :** APPROVAL_INPROCESS
**Creation Date :** 04/28/2022
**Project Area ID :** 1667
**Contract Number :** 11166
Add/View Notes

Agreement Approval and Obligation In Progress

CRPCostShareApprovalEligibilityCheckSuccess01

### E Action

To print the approval letter, CLICK "View/Print Forms and Letters" from the Cost Share left navigation menu. Follow Section 7 to search and print the letter.

## 69 Agreement Disapproval – Information

### A Overview

If user selects “Disapprove All” on the Agreement Approval – Eligibility Information Screen, the Agreement Disapproval Information Screen will be displayed. For CRP cost share agreements this screen should not be encountered.

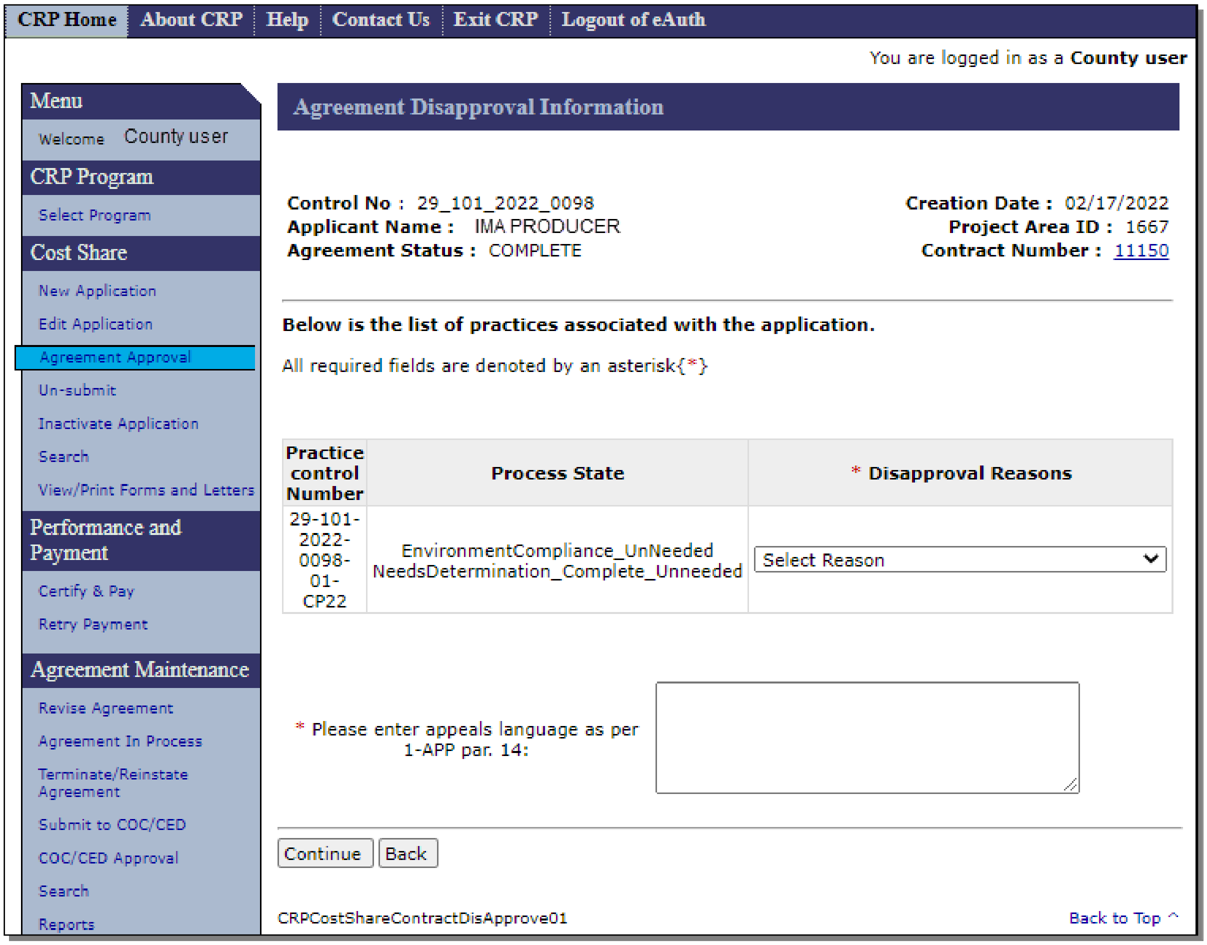
According to 2-CRP, paragraph 499, when CRP-1 is approved, the practices scheduled on the approved conservation plan are automatically approved. Because CSS is used for multiple programs, several functions are included in the software but should not be used for CRP cost share agreements. These functions are:

- the “Disapprove All” button
- automated disapproval of practices that do not have approval information loaded during the approval process
- disapproval letters.

## 69 Agreement Disapproval – Information (Continued)

### B Example of Agreement Disapproval Information Screen

The following is an example of the Agreement Disapproval Information Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Continue
Back
Back to Top ^

You are logged in as a **County user**

**Agreement Disapproval Information**

**Control No :** 29_101_2022_0098
**Applicant Name :** IMA PRODUCER
**Agreement Status :** COMPLETE

**Creation Date :** 02/17/2022
**Project Area ID :** 1667
**Contract Number :** 11150

**Below is the list of practices associated with the application.**

All required fields are denoted by an asterisk{*}

| Practice control Number | Process State | * Disapproval Reasons |
|---|---|---|
| 29-101-2022-0098-01-CP22 | EnvironmentCompliance_UnNeeded<br>NeedsDetermination_Complete_Unneeded | Select Reason |

* Please enter appeals language as per 1-APP par. 14:

CRPCostShareContractDisApprove01

### C Action

CLICK “Back” to return to the previous screen.

## 70 Agreement Approval – Partial Disapproval

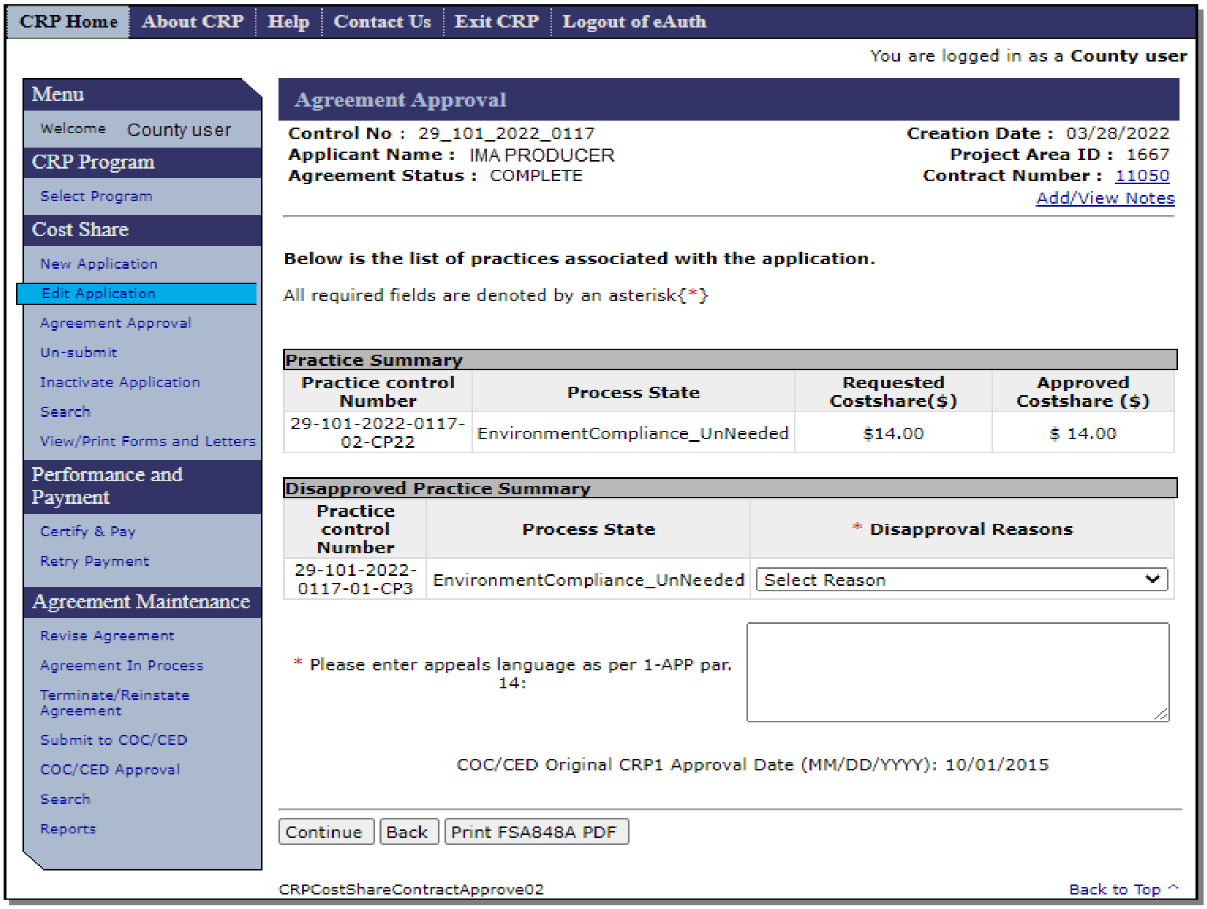
### A Overview

When an agreement contains multiple practices, if approval data is not loaded on all practices, the software simultaneously approves practices with approval information and disapproves the practice(s) that are missing approval information.

When the user CLICKS "Continue" on the Agreement Approval – Approval Data Screen (see paragraph 62), with approval information entered for some but not all practices on the agreement, an alternate version of the Agreement Approval – Approval Date Screen will be displayed. This alternate version of the screen is the Agreement Approval – Partial Disapproval Screen. **If this screen is encountered on a CRP cost share agreement an error has been made.**

### B Example of Agreement Approval – Partial Disapproval Screen

The following is an example of the Agreement Approval – Partial Disapproval Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Continue
Back
Print FSA848A PDF
Back to Top

You are logged in as a **County user**

Welcome County user

**Agreement Approval**

**Control No :** 29_101_2022_0117
**Applicant Name :** IMA PRODUCER
**Agreement Status :** COMPLETE

**Creation Date :** 03/28/2022
**Project Area ID :** 1667
**Contract Number :** 11050
Add/View Notes

**Below is the list of practices associated with the application.**

All required fields are denoted by an asterisk{*}

**Practice Summary**

| Practice control Number | Process State | Requested Costshare($) | Approved Costshare ($) |
|---|---|---|---|
| 29-101-2022-0117-02-CP22 | EnvironmentCompliance_UnNeeded | $14.00 | $ 14.00 |

**Disapproved Practice Summary**

| Practice control Number | Process State | * Disapproval Reasons |
|---|---|---|
| 29-101-2022-0117-01-CP3 | EnvironmentCompliance_UnNeeded | Select Reason |

* Please enter appeals language as per 1-APP par. 14:

COC/CED Original CRP1 Approval Date (MM/DD/YYYY): 10/01/2015

CRPCostShareContractApprove02

## 70 Agreement Approval – Partial Disapproval (Continued)

### C Action

CLICK “Back” to return to the previous screen.

## 71-79 (Reserved)

## Section 4 Un-submit Application

### 80 Un-Submit Application

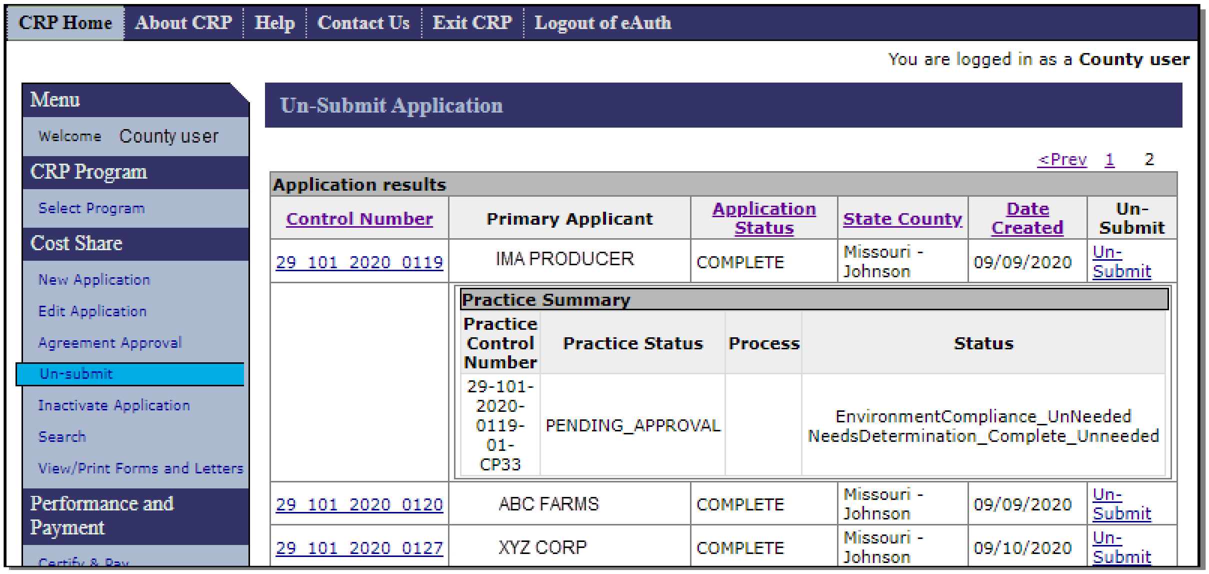
**A Overview**

Applications with a status of “Complete” can be un-submitted. To un-submit a completed, submitted application CLICK “Un-submit” from the left navigation menu.

**B Example of Un-Submit Application Screen**

The following is an example of the Un-Submit Application Screen. Notice the “Application Status” for all applications is “Complete”.

**Note:** Additional Screen numbers may be displayed at the top and bottom of the Screen when all search results do not fit on a single Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Un-Submit Application
<Prev 1 2

Application results

| Control Number | Primary Applicant | Application Status | State County | Date Created | Un-Submit |
|---|---|---|---|---|---|
| 29_101_2020_0119 | IMA PRODUCER | COMPLETE | Missouri - Johnson | 09/09/2020 | Un-Submit |
| 29_101_2020_0120 | ABC FARMS | COMPLETE | Missouri - Johnson | 09/09/2020 | Un-Submit |
| 29_101_2020_0127 | XYZ CORP | COMPLETE | Missouri - Johnson | 09/10/2020 | Un-Submit |

Practice Summary

| Practice Control Number | Practice Status | Process | Status |
|---|---|---|---|
| 29-101-2020-0119-01-CP33 | PENDING_APPROVAL | | EnvironmentCompliance_UnNeeded<br>NeedsDetermination_Complete_Unneeded |

## 80 Un-Submit Application (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Un-Submit Application Screen.

| Field/Link | Description/Action |
|---|---|
| **Application Results** | |
| Control Number | CLICK the applicable control number to display a summary list of all practices for the application. |
| Primary Applicant | Displays the producer selected as the primary applicant on the application. |
| Application Status | Displays the status of the application. See paragraph 102 C for a list of possible application statuses. |
| State County | Displays the administrative State and County of the application. |
| Date Created | Displays the date the application was created. |
| Un-Submit | CLICK "Un-Submit". The Application Signup – Un-submit Screen is displayed. |

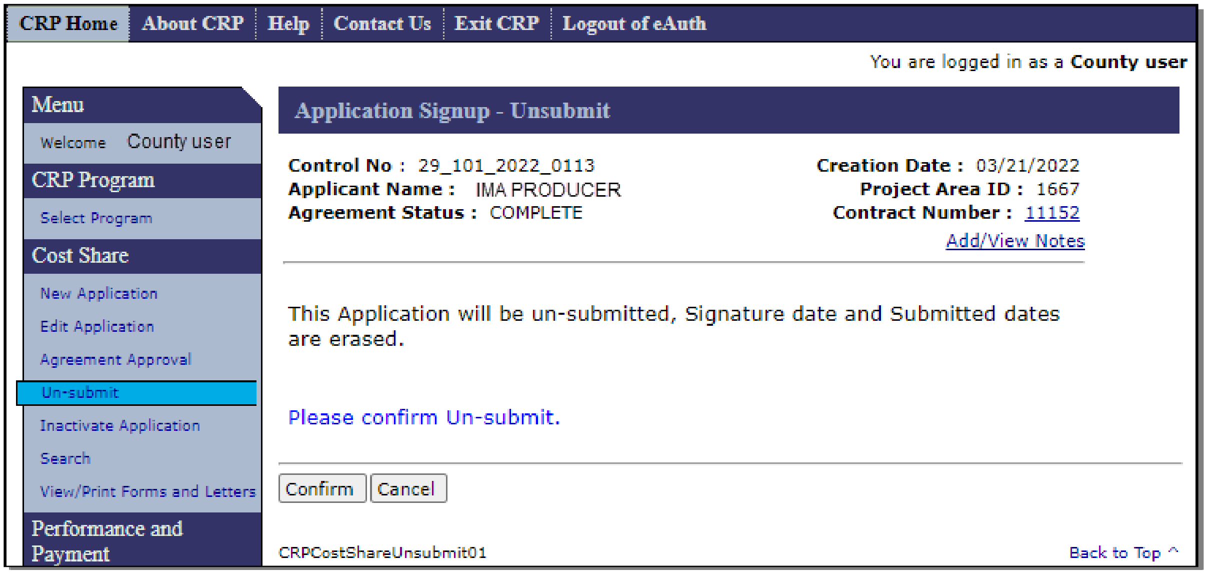
## 81 Application Signup – Un-submit

### A Overview

The Application Signup – Un-submit Screen is displayed after "Un-Submit" is selected from the Un-Submit Application Screen. Use this option before agreement approval to return a "Complete" status application to a status of "Incomplete" to allow edits of practice and component data, including removal of unwanted or incorrect practices and/or components. This option would also be used for cases where no component was added to a practice and needs to be returned to incomplete status to add a component.

### B Example of the Application Signup – Un-submit Screen

The following is an example of the Application Signup – Un-submit Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Add/View Notes
Confirm
Cancel
Back to Top

Application Signup - Unsubmit

**Control No :** 29_101_2022_0113
**Applicant Name :** IMA PRODUCER
**Agreement Status :** COMPLETE
**Creation Date :** 03/21/2022
**Project Area ID :** 1667
**Contract Number :** 11152

This Application will be un-submitted, Signature date and Submitted dates are erased.

Please confirm Un-submit.

CRPCostShareUnsubmit01

## 81 Application Signup – Un-submit (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Un-submit Screen.

| Field/Link | Description/Action |
|---|---|
| Confirm | CLICK "Confirm" to un-submit the application. The Un-submit Application Screen will be displayed.<br>After the application is un-submitted, it will no longer be available using the "Un-submit" option but will be available under the "Edit Application" option. Using the "Edit Application" option, users should access the application, edit the application as needed, and then re-submit the application. |
| Cancel | Returns user to the Un-Submit Application Screen. See paragraph 80. |

## 82-89 (Reserved)

## Section 5 Inactivate Application

### 90 Inactivate Application

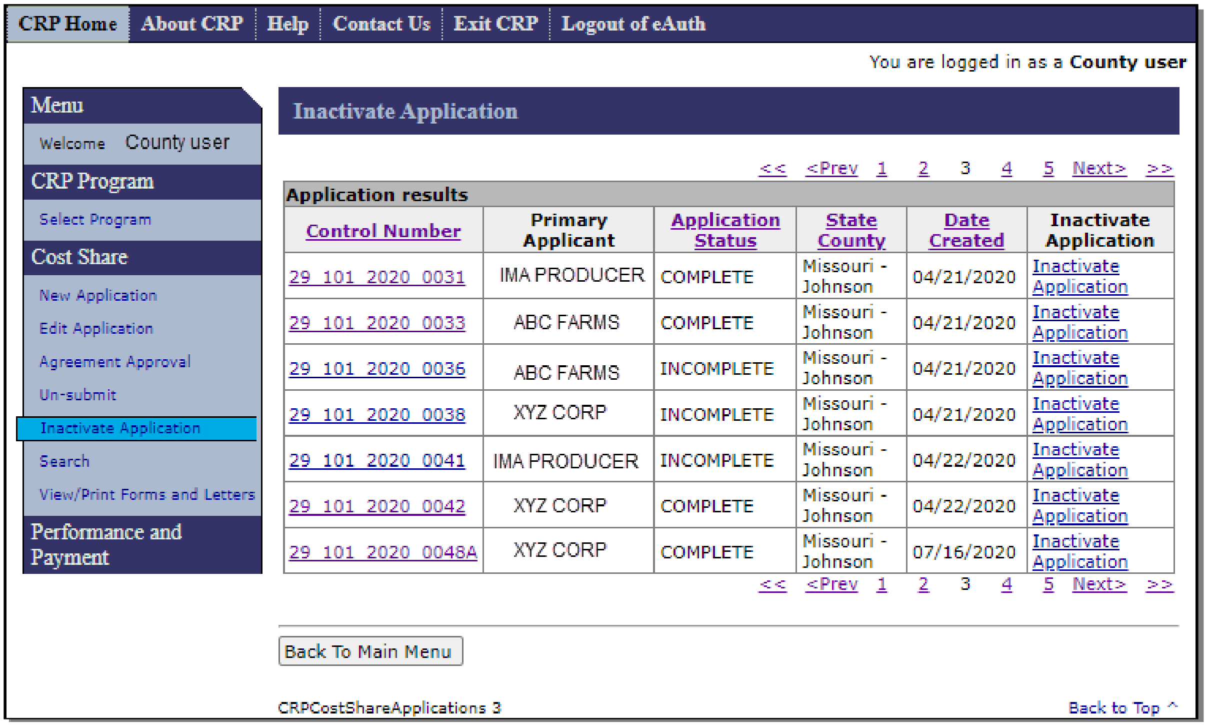
#### A Overview

The “inactivate” function is available for all applications that have not yet been approved. To inactivate an application, CLICK “Inactivate” from the left navigation menu. The Inactivate Application Screen will be displayed. Use this option when a producer requests to withdraw their application before agreement approval. If a producer requests to withdraw an agreement after approval use the “Terminate” option according to paragraph 250.

#### B Example of Inactivate Application Screen

The following is an example of the Inactivate Application Screen.

**Note:** Additional Screen numbers may be displayed at the top and bottom of the Screen when all search results do not fit on a single Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Inactivate Application
<< <Prev 1 2 3 4 5 Next> >>
Back To Main Menu
Back to Top ^

You are logged in as a **County user**

**Application results**

| Control Number | Primary Applicant | Application Status | State County | Date Created | Inactivate Application |
|---|---|---|---|---|---|
| 29 101 2020 0031 | IMA PRODUCER | COMPLETE | Missouri - Johnson | 04/21/2020 | Inactivate Application |
| 29 101 2020 0033 | ABC FARMS | COMPLETE | Missouri - Johnson | 04/21/2020 | Inactivate Application |
| 29 101 2020 0036 | ABC FARMS | INCOMPLETE | Missouri - Johnson | 04/21/2020 | Inactivate Application |
| 29 101 2020 0038 | XYZ CORP | INCOMPLETE | Missouri - Johnson | 04/21/2020 | Inactivate Application |
| 29 101 2020 0041 | IMA PRODUCER | INCOMPLETE | Missouri - Johnson | 04/22/2020 | Inactivate Application |
| 29 101 2020 0042 | XYZ CORP | COMPLETE | Missouri - Johnson | 04/22/2020 | Inactivate Application |
| 29 101 2020 0048A | XYZ CORP | COMPLETE | Missouri - Johnson | 07/16/2020 | Inactivate Application |

CRPCostShareApplications 3

## 90 Inactivate Application (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Inactivate Application Screen.

| Field/Link | Description/Action |
|---|---|
| **Application Results** | |
| Control Number | CLICK the applicable control number to see a summary list of all practices for the application. |
| Primary Applicant | Displays the producer selected as the primary applicant on the application. |
| Application Status | Displays the status of the application. See paragraph 102 C for a list of possible application statuses. |
| State County | Displays the administrative State and County of the application. |
| Date Created | Displays the date the application was created. |
| Inactivate Application | CLICK "Inactivate Application". The Application Signup – Inactivate Screen is displayed. |
| Back to Main Menu | The Application Signup Screen is displayed. The Application Signup Screen is a blank Screen that instructs the user to use the left navigation menu to select a task. |

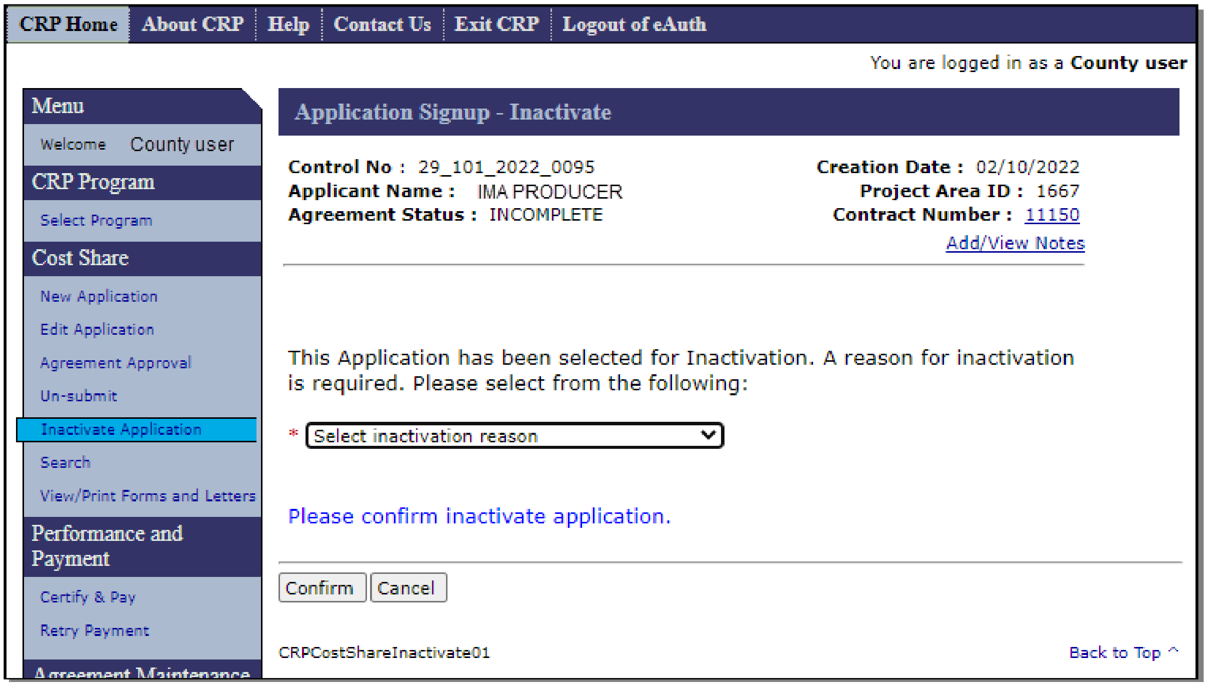
## 91 Application Signup – Inactivate

### A Overview

After clicking the "Inactivate Application" link on the Inactivate Application Screen, the Application Signup - Inactivate Screen will be displayed.

### B Example of Application Signup – Inactivate Screen

The following is an example of the Application Signup – Inactivate Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Add/View Notes
Confirm
Cancel
Back to Top

You are logged in as a **County user**

Welcome County user

Application Signup - Inactivate

**Control No :** 29_101_2022_0095
**Applicant Name :** IMA PRODUCER
**Agreement Status :** INCOMPLETE
**Creation Date :** 02/10/2022
**Project Area ID :** 1667
**Contract Number :** 11150

This Application has been selected for Inactivation. A reason for inactivation is required. Please select from the following:

* Select inactivation reason

Please confirm inactivate application.

CRPCostShareInactivate01

## 91 Application Signup – Inactivate (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup - Inactivate Screen.

| Field/Link | Description/Action |
|---|---|
| Select Inactivation Reason | Select from the drop-down menu one of the following reasons the application is being inactivated:<br>• R1 – Producer no longer interested<br>• R2 – Producer not environmentally compliant<br>• R3 – Practice not needed.<br>**Note:** User is required to choose a reason. Select R1 if none of the other reasons apply. |
| Confirm | Click "Confirm" to confirm the inactivation request. The Application Signup – Inactivate Confirmation Screen is displayed. |
| Cancel | Cancel returns user to the list of agreements available for inactivation. |

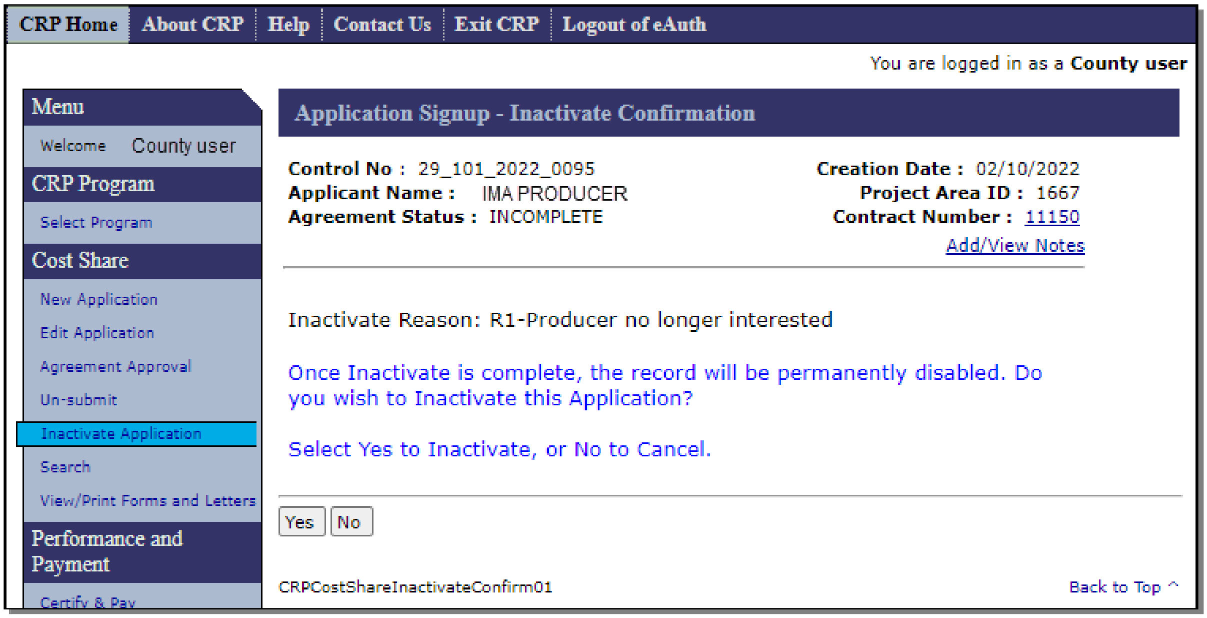
## 92 Application Signup – Inactivate Confirmation

### A Overview

After "Confirm" is selected on the Application Signup – Inactivate Screen, the Application Signup – Inactivate Confirmation Screen will be displayed.

### B Example of Application Signup – Inactivate Confirmation Screen

The following is an example of the Application Signup – Inactivate Confirmation Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Yes
No
Back to Top

You are logged in as a **County user**

Application Signup - Inactivate Confirmation

**Control No :** 29_101_2022_0095
**Applicant Name :** IMA PRODUCER
**Agreement Status :** INCOMPLETE
**Creation Date :** 02/10/2022
**Project Area ID :** 1667
**Contract Number :** 11150
Add/View Notes

Inactivate Reason: R1-Producer no longer interested

Once Inactivate is complete, the record will be permanently disabled. Do you wish to Inactivate this Application?

Select Yes to Inactivate, or No to Cancel.

CRPCostShareInactivateConfirm01

## 92 Application Signup – Inactivate Confirmation (Continued)

### C Fields, Descriptions, and Actions

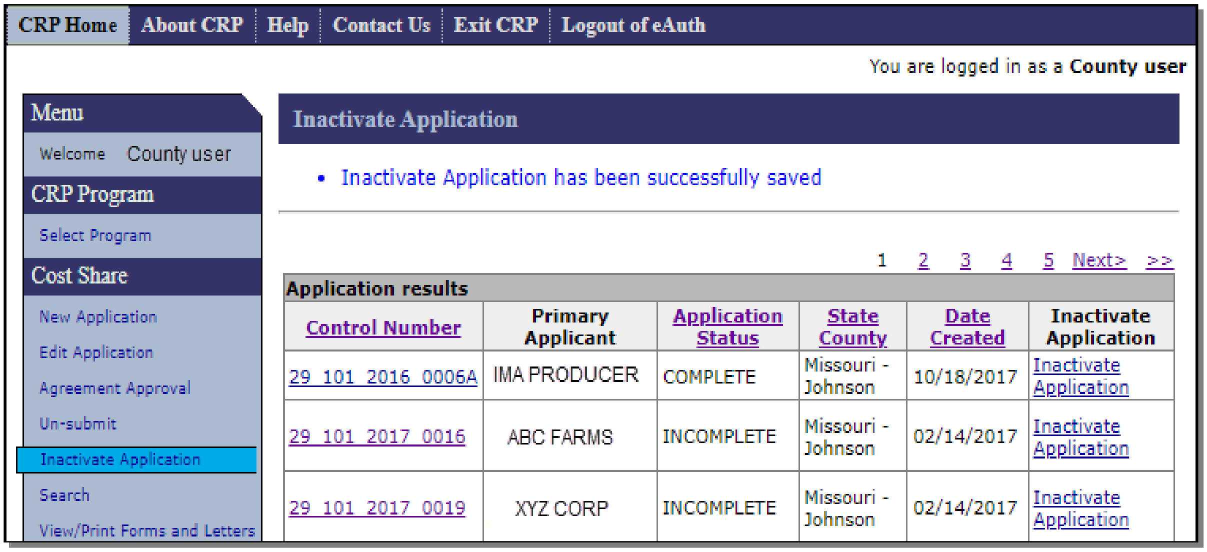
The following table provides the fields, descriptions, and actions for the Application Signup – Inactivate Confirmation Screen.

| Field/Link | Description/Action |
|---|---|
| Add/View Notes | Click "Add/View Notes" to insert notes and/or comments on each Screen. See table in paragraph 32 for more information.<br>**Note:** Once the application is inactivated any notes and comments archived and are no longer available to be viewed. |
| Yes | Click "Yes" to confirm inactivation request. The Inactivate Application Screen is displayed with the message "Inactivate Application has been successfully saved." After the application is inactivated, it will no longer be available for use and will no longer be displayed in any application search results. |
| No | Click "No" to cancel and return to the list of agreements available for inactivation. |

## 92 Application Signup – Inactivate Confirmation (Continued)

### D Example of Inactivate Application Screen with inactivate message

The following is an example of the Inactivate Application Screen with message that will be displayed following an inactivation.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
1 2 3 4 5 Next> >>

You are logged in as a **County user**

Inactivate Application

- Inactivate Application has been successfully saved

**Application results**

| Control Number | Primary Applicant | Application Status | State County | Date Created | Inactivate Application |
|---|---|---|---|---|---|
| 29_101_2016_0006A | IMA PRODUCER | COMPLETE | Missouri - Johnson | 10/18/2017 | Inactivate Application |
| 29_101_2017_0016 | ABC FARMS | INCOMPLETE | Missouri - Johnson | 02/14/2017 | Inactivate Application |
| 29_101_2017_0019 | XYZ CORP | INCOMPLETE | Missouri - Johnson | 02/14/2017 | Inactivate Application |

## 93-99 (Reserved)

## Section 6 Application Search

### 100 Application Search Criteria

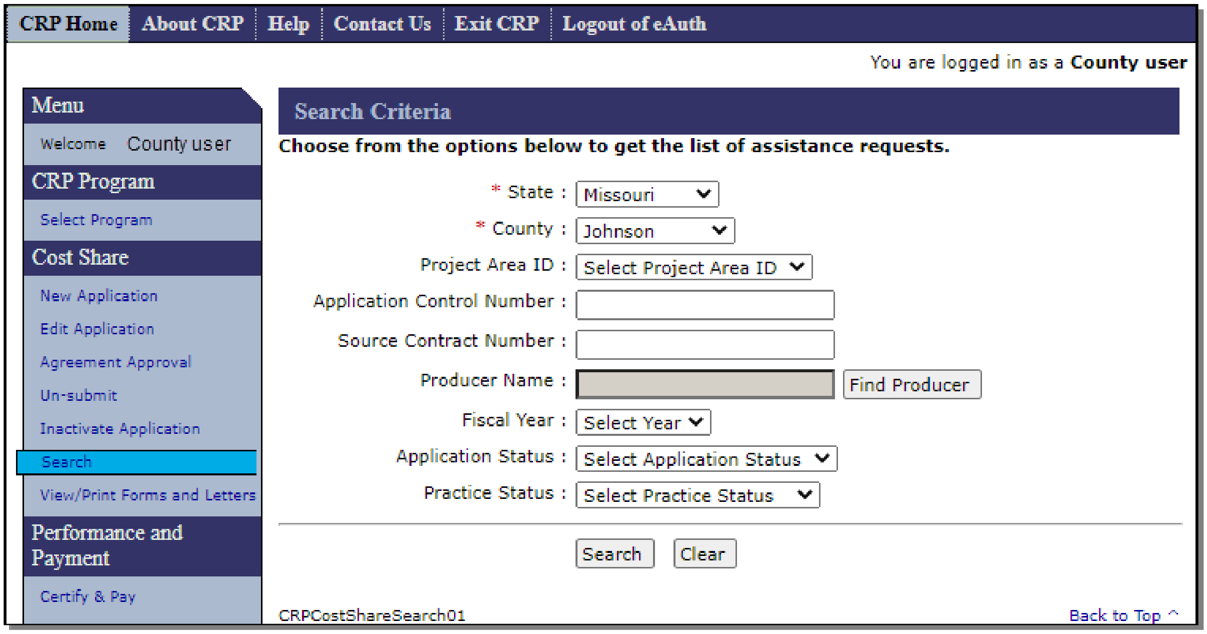
**A Overview**

To search for an existing application or agreement, from the CRP Home Screen click "Search" located under the Cost Share header in the left navigation menu.

**Note:** The Application Search should not be confused with the Agreement Search that is also found on the left navigation menu but is located under the Agreement Maintenance header (See paragraph 300). Although the two searches are similar in their functionality, the Application Search results include both applications and agreements while the Agreement Search results only include approved agreements. Agreement records contained in the Application Search results often do not contain many of the process links that are present in the Agreement Search results for that same record.

**B Example of Search Criteria Screen**

The following is an example of the Search Criteria Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Search Criteria
Find Producer
Search
Clear
Back to Top

You are logged in as a **County user**

Welcome County user

Choose from the options below to get the list of assistance requests.

* State : Missouri

* County : Johnson

Project Area ID : Select Project Area ID

Application Control Number :

Source Contract Number :

Producer Name :

Fiscal Year : Select Year

Application Status : Select Application Status

Practice Status : Select Practice Status

CRPCostShareSearch01

## 100 Application Search Criteria (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Search Criteria Screen.

| Field/Link | Description | Action |
|---|---|---|
| State | Drop-down list containing only the currently selected State. | Select the desired State. This is a required selection. State and National Office users are limited to the State selected during program selection (paragraph 22). |
| County | Drop-down list containing only the currently selected county | Select the desired county. This is a required selection. State and National Office users are limited to the county selected during program selection (paragraph 22). |
| Project Area ID | Drop-down list containing all Project Area ID's associated with the State and county and an additional option of "ID Not Assigned". Defaults to "Select Project Area ID". | Because CRP only has one option, "Non-Project Area", selecting it or leaving the default selection of "Select Project Area ID" will return the same search results. |

## 100 Application Search Criteria (Continued)

### C Fields, Descriptions, and Actions

| Field/Link | Description | Action |
|---|---|---|
| Application Control Number | Free form data field for entering a specific application control number when known. | Type the application control number of the desired application/agreement.<br>It is not necessary to type the full 13-digit application control number – the last four numerical digits of the control number (and alphabetical suffix, if applicable) are usually sufficient.<br>It is not necessary to type underscores or dashes in the Application Control Number. The search ignores special characters such as underscores.<br>When searching by application control number, do not enter search criteria in other search fields except the required State and county fields and optional fiscal year field (if desired). Entry of additional search criteria may unintentionally exclude the desired application/agreement.<br>Typing the last six numerical digits of the application control number will limit the search to the desired fiscal year without entering anything in the Fiscal Year search criteria.<br>**Example**: Typing 170001 as the Application Control Number in the search screen will return the same results as typing 01_053_2017_0001. |

## 100 Application Search Criteria (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field/Link | Description | Action |
|---|---|---|
| Source Contract Number | Free form data field for entering a specific source contract number when known. | Type the source contract number of the desired approved CRP-1.<br>If contract has been suffixed in CCMS, user can narrow search by entering contract number and suffix. |
| Producer Name | Used to search by name of a known producer who is associated with the desired application/agreement. | CLICK "Find Producer" to open a new window to conduct a SCIMS Customer Search (see 11-CM). From within the SCIMS Customer Search Screen type the producer's last name or business name.<br>Use of the customer's first name in combination with the last name for individuals further refines and limits the search results.<br>**Example:** Typing the last name of "Smith" in the SCIMS Customer Search returns all producers in the county with the last name of Smith. Adding the first name of "John" in the SCIMS Customer Search limits search results to only producers with first and last name of "John Smith". |

## 100 Application Search Criteria (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field/Link | Description | Action |
|---|---|---|
| Fiscal Year | Drop-down menu that allows the user to select the four-digit Fiscal Year in which an application was created as search criteria. | Select the desired Fiscal Year in which the application was created.<br>Use of this search criteria in combination with the four-digit application control number (and alphabetical suffix, if applicable) limits the search results to a specific application/agreement. |
| Application Status | Drop-down list of specific application statuses available for use as search criteria. Defaults to "Select Application Status". Selectable application statuses include:<br>• Approval Inprocess<br>• Approved<br>• Cancelled<br>• Complete<br>• Disapproved<br>• Finalized<br>• Incomplete<br>• Paid<br>• Partially Earned.<br>• Revise COC<br>• Revise Approval Inprocess<br>• Terminate_Contract.<br>**Note**: If a specific application status from the list is not designated as search criteria, all application statuses will be displayed in the search results, including application statuses associated with agreements, which are not listed in this drop-down menu. | Select the desired application status to limit search results to only applications/agreements having that specific status.<br>**Example**: Selecting "Partially Earned" as search criteria returns search results containing agreements that have received a payment, but not all practices have been marked as "Practice complete".<br>**Note:** When using search criteria of "Cancelled" for Application Status the Application search results will always be blank. There is no benefit to using the Application Status of Cancelled as search criteria. |

## 100 Application Search Criteria (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field/Link | Description | Action |
|---|---|---|
| Practice Status | Drop-down list of specific practice statuses available for use as search criteria. Defaults to "Select Practice Status". Selectable practice statuses include:<br>• Approved<br>• Disapproved<br>• Incomplete<br>• Paid<br>• Partially Earned<br>• Payment Failed<br>• Pending Approval<br>• Pending Certification. | Select the desired practice status to limit search results to only applications/agreements containing a practice having that specific status.<br>**Example**: Selecting "Payment Failed" as practice status search criteria returns search results containing applications where a payment has been attempted through Certify and Pay, but the payment was not successfully issued. |
| Search | Retrieves information based on the search criteria selected/entered. The Search Results Screen is displayed. | Click "Search" to conduct the search according to the selected criteria. |
| Clear | Resets all data entry search criteria fields. | Click "Clear" to remove all previously selected search criteria.<br>**Note:** State and county are not removed as search criteria when clicking "Clear". |

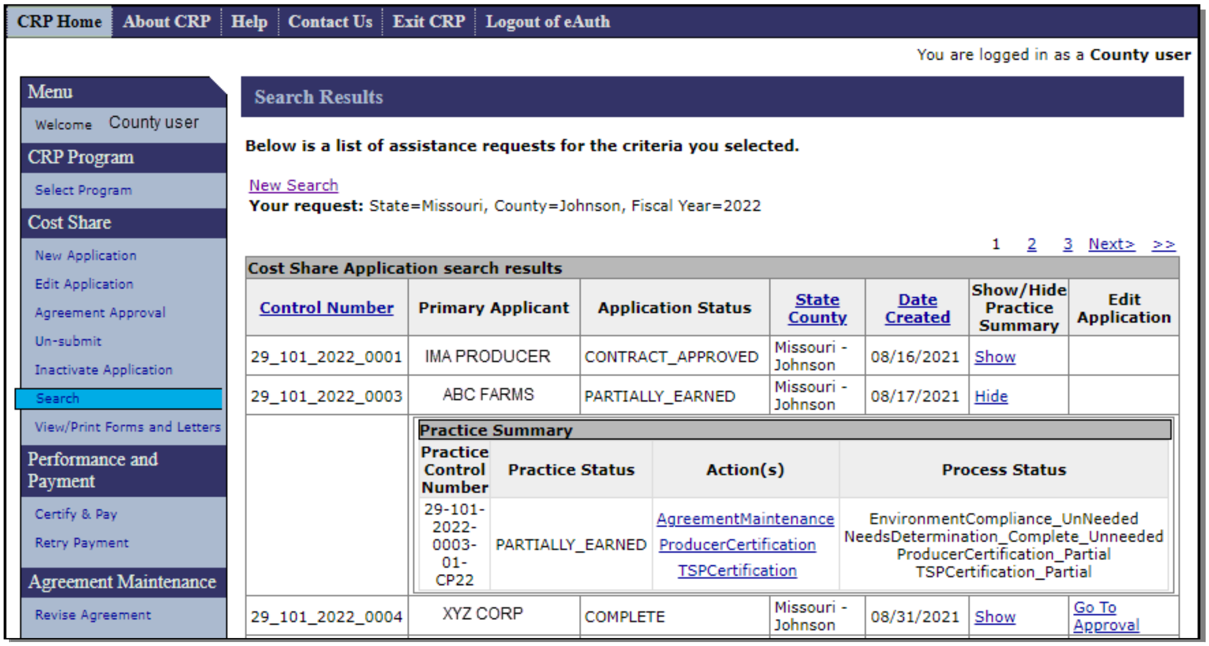
## 101 Application Search Results

### A Overview

The Search Results Screen will be displayed based on the search criteria selected/entered according to paragraph 100.

### B Example of Application Search Results Screen

The following is an example of the Application Search Results Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement

You are logged in as a **County user**

**Search Results**

**Below is a list of assistance requests for the criteria you selected.**

New Search
**Your request:** State=Missouri, County=Johnson, Fiscal Year=2022

1 2 3 Next> >>

**Cost Share Application search results**

| Control Number | Primary Applicant | Application Status | State County | Date Created | Show/Hide Practice Summary | Edit Application |
|---|---|---|---|---|---|---|
| 29_101_2022_0001 | IMA PRODUCER | CONTRACT_APPROVED | Missouri - Johnson | 08/16/2021 | Show | |
| 29_101_2022_0003 | ABC FARMS | PARTIALLY_EARNED | Missouri - Johnson | 08/17/2021 | Hide | |
| 29_101_2022_0004 | XYZ CORP | COMPLETE | Missouri - Johnson | 08/31/2021 | Show | Go To Approval |

**Practice Summary**

| Practice Control Number | Practice Status | Action(s) | Process Status |
|---|---|---|---|
| 29-101-2022-0003-01-CP22 | PARTIALLY_EARNED | AgreementMaintenance<br>ProducerCertification<br>TSPCertification | EnvironmentCompliance_UnNeeded<br>NeedsDetermination_Complete_Unneeded<br>ProducerCertification_Partial<br>TSPCertification_Partial |

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Search Results Screen.

| Field/Link | Description/Action |
|---|---|
| New Search | Returns the user to the Search Criteria Screen. Previous search criteria are retained. User must revise the search criteria as necessary to change the results of the next search. |
| **Cost Share Application Search Results** | |
| Control Number | CLICK the applicable control number to see a summary list of all practices for the application. |
| Primary Applicant | Displays the producer selected as the primary applicant on the application. |

## 101 Application Search Results (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field/Link | Description/Action |
|---|---|
| Application Status | Displays the status of the application. See paragraph 102 C for a list of possible application statuses. |
| State County | Displays the administrative State and County of the application. |
| Date Created | Displays the date the application was created. |
| Show/Hide Practice Summary | After clicking “Search”, all resulting records of the search are displayed as collapsed with the “Show” link available.<br>When “Show” is selected, the record is expanded and the Practice Summary for the selected Control Number is displayed as depicted by Application Control Number 29_101_2022_0003 above. Depending upon the application status, links to specific processes may display within the Practice Summary. See paragraph 102 for a list of the process links that are available within the Practice Summary for each possible application status.<br>When “Hide” is selected, the record is collapsed, and the Practice Summary is removed from the user’s view. |
| Edit Application | Depending upon the application status, links to specific processes may display within the Edit Application column. See paragraph 103 for a list of the process links that are available within the Edit Application column for each possible application status. |

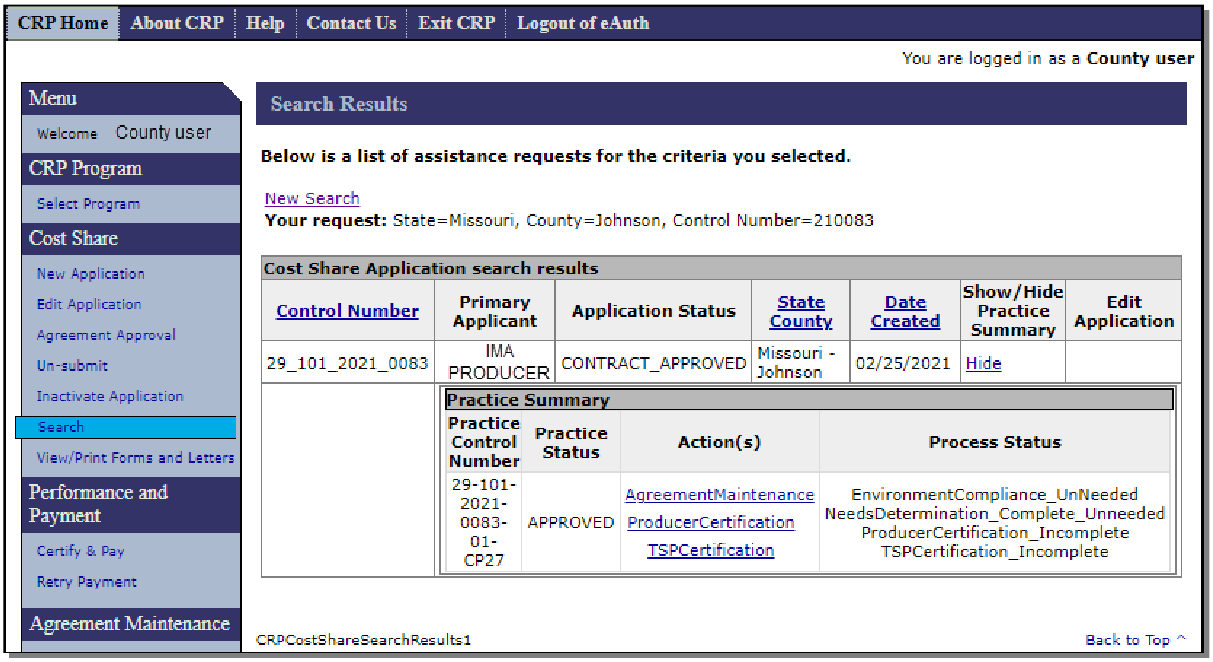
## 102 Application Search Results Practice Summary

### A Overview

The Application Search Results Practice Summary is displayed for a record when the user clicks "Show" in the "Show/Hide Practice Summary Column. Available process links (if any) vary according to Application Status. Clicking the process link under the "Action" column heading takes the user directly to the specific process.

### B Example of Application Search Results Practice Summary

The following is an example of the Practice Summary for a specific application/agreement.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance

You are logged in as a **County user**

**Search Results**

**Below is a list of assistance requests for the criteria you selected.**

New Search
**Your request:** State=Missouri, County=Johnson, Control Number=210083

**Cost Share Application search results**

| Control Number | Primary Applicant | Application Status | State County | Date Created | Show/Hide Practice Summary | Edit Application |
|---|---|---|---|---|---|---|
| 29_101_2021_0083 | IMA PRODUCER | CONTRACT_APPROVED | Missouri - Johnson | 02/25/2021 | Hide | |

**Practice Summary**

| Practice Control Number | Practice Status | Action(s) | Process Status |
|---|---|---|---|
| 29-101-2021-0083-01-CP27 | APPROVED | AgreementMaintenance<br>ProducerCertification<br>TSPCertification | EnvironmentCompliance_UnNeeded<br>NeedsDetermination_Complete_Unneeded<br>ProducerCertification_Incomplete<br>TSPCertification_Incomplete |

CRPCostShareSearchResults1

Back to Top ^

## 102 Application Search Results Practice Summary (Continued)

### C Application Statuses, Status Descriptions, Process Links, and Actions

The following table provides the application statuses, descriptions of the application statuses, process links, and actions for the Application Search Results Practice Summary.

| **Application Status** | **Application Status Description** | **Process Link** | **Action** |
|---|---|---|---|
| Active Revise | Agreement in the process of being replaced by a revised agreement. | None | No action is permitted on an Active Revise status agreement unless its successor agreement is cancelled. |
| Active Terminate | Predecessor agreement where the termination of its successor agreement has been started, but not completed. | None | No action is permitted on Active Terminate status agreements. |
| Approval Inprocess | Agreement has been submitted for approval to secure the funds. This status is applicable only to CRP contracts approved on or after 12-04-2020. | None | Approval Inprocess status most often indicates that a problem occurred that prevented a successful approval. If agreement remains in "Approval Inprocess" contact the STO for assistance. |
| Approved | Agreement has been approved but no payments have been issued under the agreement. | Agreement Maintenance | Takes the user to the Revise Contract Screen. See paragraph 182. |
|  |  | Producer Certification | Takes the user to the Practice Summary Screen. See paragraph 133. |
|  |  | Retry Payment | Takes the user to the Retry Payment Screen. See paragraph 161. |
|  |  | TSP Certification | Takes the user to the Practice Summary Screen. See paragraph 133. |

## 102 Application Search Results Practice Summary (Continued)

### C Application Statuses, Status Descriptions, Process Links, and Actions

| Application Status | Application Status Description | Process Link | Action |
|---|---|---|---|
| Cancelled | Status is not used. | N/A | N/A |
| Complete | Practices and components have been added to the application, but the application has not yet been approved. Agreements in the process of being revised may also have a "Complete" status. Revised agreements are identifiable by the control number having an alpha suffix. | N/A | N/A |
| Disapproved | All practices on the application have been disapproved. | None | No action is permitted on "Disapproved" status applications. |
| Finalized | Agreement has been replaced with a successor agreement as a result of a revision. | None | No action is permitted on "Finalized" status agreements from within the Application Search Results. The Terminate Link is available through Agreement Search Results. See paragraph 301. |

## 102 Application Search Results Practice Summary (Continued)

### C Application Statuses, Status Descriptions, Process Links, and Actions (Continued)

| Application Status | Application Status Description | Process Link | Action |
|---|---|---|---|
| Incomplete | Application does not have producer signature date and submitted date entered. Agreements in the process of being revised may also have an "Incomplete" status. Revised agreements are identifiable by the control number having an alpha suffix.<br>**Note:** If no practices have been added to the application the Practice Summary is not displayed when the user clicks "Show" for the record on the Search Results Screen. | N/A | No actions are available in the practice summary until a practice is approved. |
| Paid | Payments have been issued under the agreement and all practices have been marked as "Practice Complete". | Agreement Maintenance | Takes the user to the Revise Contract Screen. See paragraph 182. |
| | | Producer Certification | Takes the user to the Producer Practice Summary Screen. See paragraph 133. |
| | | TSP Certification | Takes the user to the Practice Summary Screen. See paragraph 133. |

## 102 Application Search Results Practice Summary (Continued)

### C Application Statuses, Status Descriptions, Process Links, and Actions (Continued)

| Application Status | Application Status Description | Process Link | Action |
|---|---|---|---|
| Partially Earned | Payments have been issued under the agreement but not all practices have been marked as "Practice Complete". | Agreement Maintenance | Takes the user to the Revise Contract Screen. See paragraph 182. |
| | | Producer Certification | Takes the user to the Practice Summary Screen. See paragraph 133. |
| | | TSP Certification | Takes the user to the Practice Summary Screen. See paragraph 133. |
| Revise COC | Successor agreement of a revision that has been submitted to COC/CED for approval but has not yet been approved.<br>**Note**: The Revise COC status also applies to a previously terminated agreement that is in the process of being reinstated and has been submitted to the COC/CED for approval of the reinstatement. | None | No action is permitted from within the Application Search Results Screen for a "Revise COC" status agreement. See paragraph 280 for actions permitted through "COC/CED Approval" on the left navigation menu. |
| Revise Approval Inprocess | Revised agreement has been submitted for approval to secure the funds. This status is applicable only to CRP contracts approved on or after 12-04-2020. | None | Revise approval Inprocess status most often indicates that a problem occurred that prevented a successful approval. If agreement remains in "Revise Approval Inprocess" contact the STO for assistance. STO should submit the case to SharePoint. See paragraph 4. |
| Revise Ended | Agreement that has been replaced with a successor contract through "Revise Agreement" process. | None | No action is permitted on "Revise Ended" status agreements. |

## 102 Application Search Results Practice Summary (Continued)

### C Application Statuses, Status Descriptions, Process Links, and Actions (Continued)

| Application Status | Application Status Description | Process Link | Action |
|---|---|---|---|
| Revise In Process | Successor agreement of a revision that has not yet been designated “Revise Complete”.<br>**or**<br>Previously terminated agreement in the process of being reinstated but not yet designated as submitted to the COC/CED for approval. | None | No action is permitted from within the Application Search Results Screen for a “Revise In Process” status agreement. See paragraph 240 for actions permitted through “Agreement In Process” on the left navigation menu. |
| Terminate COC | Agreement in the process of being terminated that has not yet received a “Terminate COC/CED Approval Date”. | None | No action is permitted from within the Application Search Results Screen for a “Terminate COC” status agreement. See paragraph 280 for actions permitted through “COC/CED Approval” on the left navigation menu. |
| Terminate Contract | Agreement that has been terminated. | None | No action is permitted on “Terminate Contract” status applications. |
| Terminate Ended | Predecessor of a terminated successor agreement. “Terminate Ended” status is given to the predecessor after the successor agreement is terminated. | None | No action is permitted on “Terminate Ended” status agreements. |

## 103 Application Search Results – Edit Application Column

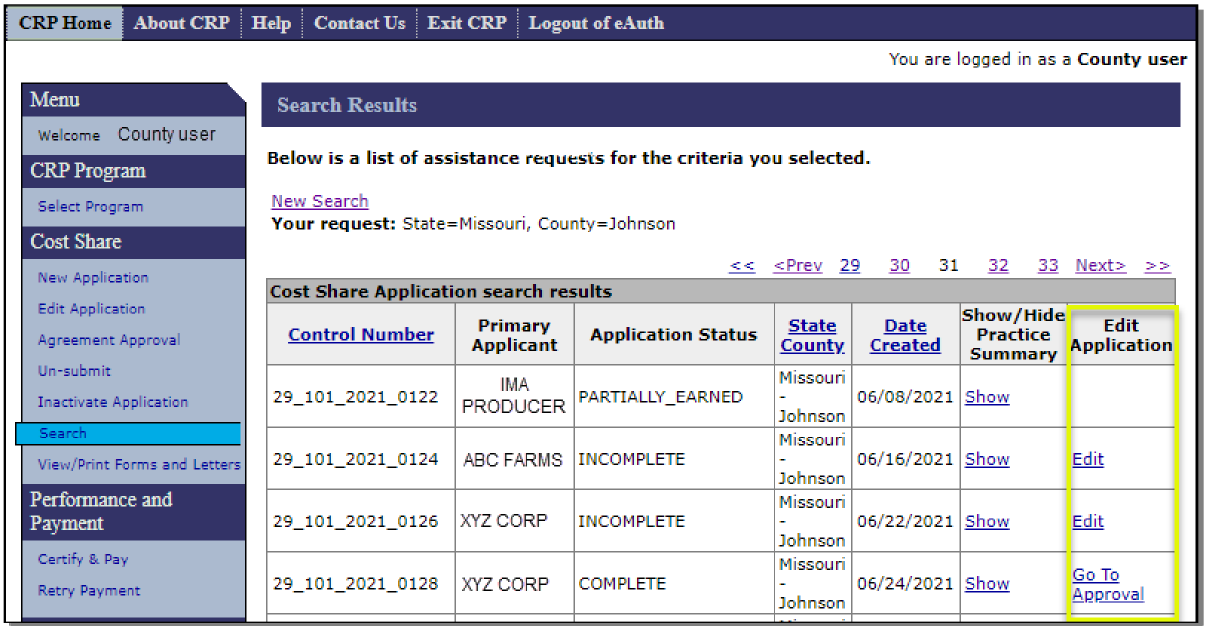
### A Overview

The "Edit Application" column on the Application Search Results Screen contains process links for applications. Available process links (if any) vary according to Application Status selected in the search criteria on the Search Criteria Screen. Clicking the process link under the "Edit Application" column takes the user directly to the specific process.

**Note:** Many of the application statuses that are displayed in the application search results represent agreements (approved applications). The "Edit Application" column of the application search results will never contain a process link for an agreement.

### B Example of Application Search Results – Edit Application Column

The following is an example of the "Edit Application" column on the Application Search Results Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Search Results
New Search
<< <Prev 29 30 31 32 33 Next> >>

**Below is a list of assistance requests for the criteria you selected.**

**Your request:** State=Missouri, County=Johnson

**Cost Share Application search results**

| Control Number | Primary Applicant | Application Status | State County | Date Created | Show/Hide Practice Summary | Edit Application |
|---|---|---|---|---|---|---|
| 29_101_2021_0122 | IMA PRODUCER | PARTIALLY_EARNED | Missouri - Johnson | 06/08/2021 | Show | |
| 29_101_2021_0124 | ABC FARMS | INCOMPLETE | Missouri - Johnson | 06/16/2021 | Show | Edit |
| 29_101_2021_0126 | XYZ CORP | INCOMPLETE | Missouri - Johnson | 06/22/2021 | Show | Edit |
| 29_101_2021_0128 | XYZ CORP | COMPLETE | Missouri - Johnson | 06/24/2021 | Show | Go To Approval |

## 103 Application Search Results – Edit Application Column (Continued)

### C Application Statuses, Status Descriptions, Process Links, and Actions

The following table provides the application statuses, status descriptions, process links, and actions for the Edit Application column of the Application Search Results.

| Application Status | Status Description | Process Link | Action |
|---|---|---|---|
| Complete | Practices and components have been added to the application, but the application has not yet been COC approved. | Go to Approval | The Agreement Approval – Assign ID Screen is displayed. See paragraph 61 for additional information. |
| Incomplete | Application does not have producer signature date and submitted date entered. | Edit | The Application Signup – Applicant Information Screen is displayed. See paragraph 30 for additional information. |
| Approval Inprocess | Application has been submitted for approval to secure the funds. | View Approval Status | Error message describing the reason approval was prevented will be displayed. |
| Revise Approval Inprocess | Agreement being revised has been submitted for approval to secure the funds. | View Approval Status | Error message describing the reason approval was prevented will be displayed. |
| All Other Statuses (Approved, Disapproved, Paid, etc.) | All other statuses are associated with agreements, not applications. | None | Not applicable. |

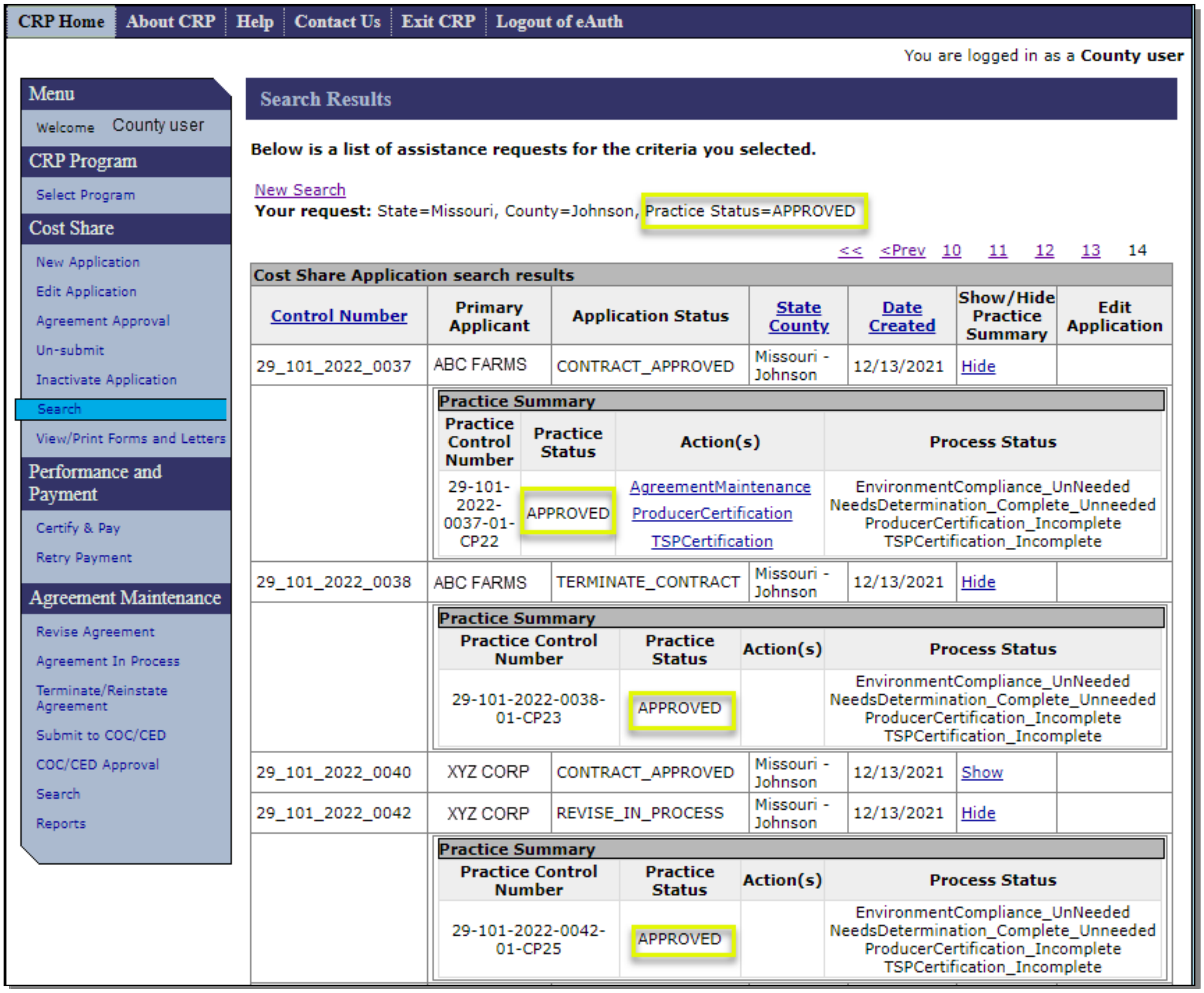
## 104 Application Search by Practice Status

### A Overview

The Application Search process provides the user with the ability to search by Practice Status. Searching by Practice Status allows the user to locate applications that need specific actions. Links to the processes to complete those actions exist within the search results.

### B Example of Application Search Results – Approved Practice Status

The following is an example of the application search results using a practice status of "Approved" as search criteria. "Show" must be clicked in the "Show/Hide Practice Summary" column to display the practice summary containing the individual practices and their applicable process links.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Search Results

Below is a list of assistance requests for the criteria you selected.

New Search

**Your request:** State=Missouri, County=Johnson, Practice Status=APPROVED

<< <Prev 10 11 12 13 14

**Cost Share Application search results**

| Control Number | Primary Applicant | Application Status | State County | Date Created | Show/Hide Practice Summary | Edit Application |
|---|---|---|---|---|---|---|
| 29_101_2022_0037 | ABC FARMS | CONTRACT_APPROVED | Missouri - Johnson | 12/13/2021 | Hide | |

**Practice Summary**

| Practice Control Number | Practice Status | Action(s) | Process Status |
|---|---|---|---|
| 29-101-2022-0037-01-CP22 | APPROVED | AgreementMaintenance<br>ProducerCertification<br>TSPCertification | EnvironmentCompliance_UnNeeded<br>NeedsDetermination_Complete_Unneeded<br>ProducerCertification_Incomplete<br>TSPCertification_Incomplete |

| Control Number | Primary Applicant | Application Status | State County | Date Created | Show/Hide Practice Summary | Edit Application |
|---|---|---|---|---|---|---|
| 29_101_2022_0038 | ABC FARMS | TERMINATE_CONTRACT | Missouri - Johnson | 12/13/2021 | Hide | |

**Practice Summary**

| Practice Control Number | Practice Status | Action(s) | Process Status |
|---|---|---|---|
| 29-101-2022-0038-01-CP23 | APPROVED | | EnvironmentCompliance_UnNeeded<br>NeedsDetermination_Complete_Unneeded<br>ProducerCertification_Incomplete<br>TSPCertification_Incomplete |

| Control Number | Primary Applicant | Application Status | State County | Date Created | Show/Hide Practice Summary | Edit Application |
|---|---|---|---|---|---|---|
| 29_101_2022_0040 | XYZ CORP | CONTRACT_APPROVED | Missouri - Johnson | 12/13/2021 | Show | |
| 29_101_2022_0042 | XYZ CORP | REVISE_IN_PROCESS | Missouri - Johnson | 12/13/2021 | Hide | |

**Practice Summary**

| Practice Control Number | Practice Status | Action(s) | Process Status |
|---|---|---|---|
| 29-101-2022-0042-01-CP25 | APPROVED | | EnvironmentCompliance_UnNeeded<br>NeedsDetermination_Complete_Unneeded<br>ProducerCertification_Incomplete<br>TSPCertification_Incomplete |

## 104 Application Search by Practice Status (Continued)

### C Explanation of Application Search Results – Approved Practice Status

When using search criteria of “Approved” for Practice Status, the Application Search Results:

- may display multiple application statuses

  **Note:** Practices with a status of Approved may be associated with any application status except application statuses of Complete, Disapproved, Incomplete, and Paid.

- will only contain process links when associated with application statuses of Contract Approved or Partially Earned

  **Note:** Process links associated with the Approved status practice will always be:

  - Agreement Maintenance – paragraph 182
  - Producer Certification – paragraph 133
  - TSP Certification – paragraph 133.

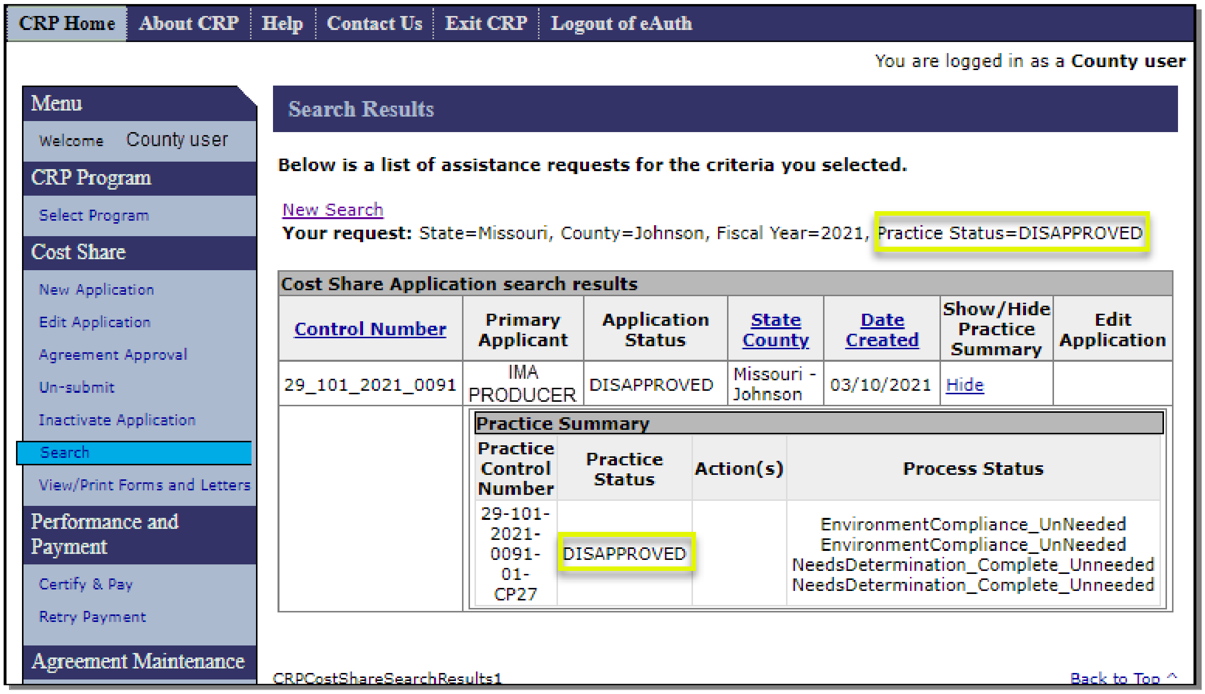
- practice statuses other than approved may also be displayed in the Practice Summary of the search results when applications having more than one practice are included in the search results and all practices associated with the application display when the practice summary is opened.

The primary benefit of using Practice Status of Approved as search criteria is to exclude unapproved applications, disapproved applications, and paid agreements from the search results list. This may significantly reduce the number of results returned.

## 104 Application Search by Practice Status (Continued)

### D Example of Application Search Results – Disapproved Practice Status

The following is an example of the Application Search Results using a “Practice Status” of “Disapproved” as search criteria.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a **County user**
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
New Search
CRPCostShareSearchResults1
Back to Top ^

Search Results

**Below is a list of assistance requests for the criteria you selected.**

**Your request:** State=Missouri, County=Johnson, Fiscal Year=2021, Practice Status=DISAPPROVED

**Cost Share Application search results**

| Control Number | Primary Applicant | Application Status | State County | Date Created | Show/Hide Practice Summary | Edit Application |
|---|---|---|---|---|---|---|
| 29_101_2021_0091 | IMA PRODUCER | DISAPPROVED | Missouri - Johnson | 03/10/2021 | Hide | |

**Practice Summary**

| Practice Control Number | Practice Status | Action(s) | Process Status |
|---|---|---|---|
| 29-101-2021-0091-01-CP27 | DISAPPROVED | | EnvironmentCompliance_UnNeeded<br>EnvironmentCompliance_UnNeeded<br>NeedsDetermination_Complete_Unneeded<br>NeedsDetermination_Complete_Unneeded |

### E Explanation of Application Search Results – Disapproved Practice Status

When using search criteria of “Disapproved” for “Practice Status” the “Application Search Results”:

- may have results if a practice has been disapproved in error

  **Note:** According to 2-CRP, paragraph 499, when CRP-1 is approved, the practices scheduled on the approved conservation plan are automatically approved. Because CSS is used for multiple programs, functionality to disapprove applications is included in the software but should not be used for CRP cost share agreements.

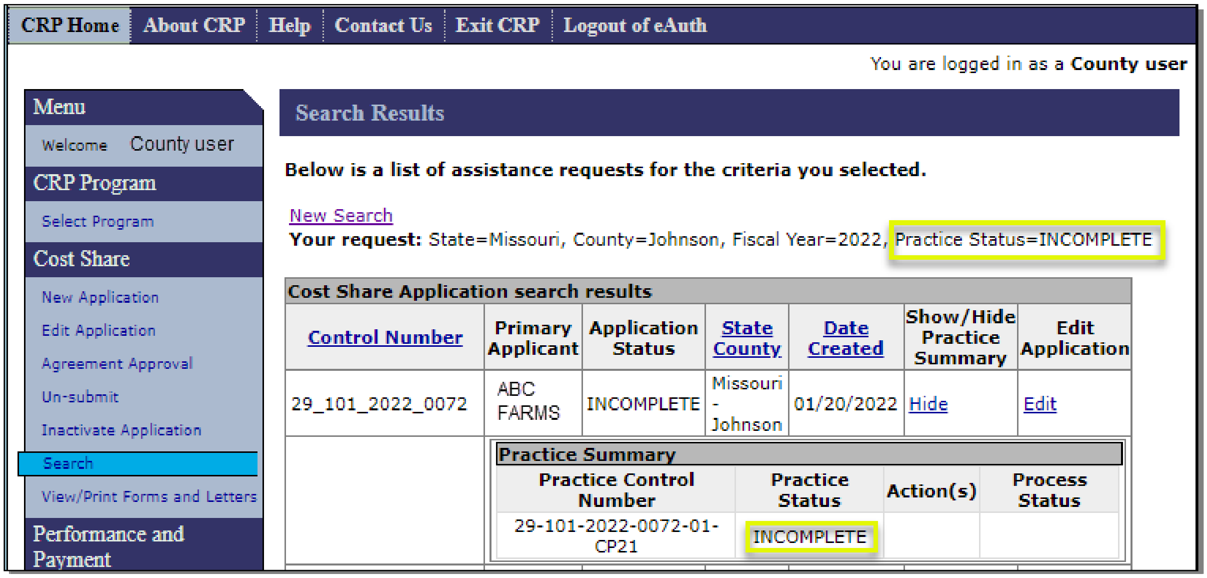
- may display multiple application statuses, and practices with a status of “Disapproved” may be associated with any application status except application statuses of “Finalized and Incomplete”

- practice statuses other than “Disapproved” may also be displayed in the search results when applications having more than one practice are included in the search results.

## 104 Application Search by Practice Status (Continued)

### F Example of Application Search Results – Incomplete Practice Status

The following is an example of the Application Search Results using a “Practice Status” of “Incomplete” as search criteria.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment

Search Results

**Below is a list of assistance requests for the criteria you selected.**

New Search

**Your request:** State=Missouri, County=Johnson, Fiscal Year=2022, Practice Status=INCOMPLETE

**Cost Share Application search results**

| Control Number | Primary Applicant | Application Status | State County | Date Created | Show/Hide Practice Summary | Edit Application |
|---|---|---|---|---|---|---|
| 29_101_2022_0072 | ABC FARMS | INCOMPLETE | Missouri - Johnson | 01/20/2022 | Hide | Edit |

**Practice Summary**

| Practice Control Number | Practice Status | Action(s) | Process Status |
|---|---|---|---|
| 29-101-2022-0072-01-CP21 | INCOMPLETE | | |

### G Explanation of Application Search Results – Incomplete Practice Status

When using search criteria of “Incomplete” for “Practice Status” the “Application Search Results” will:

- only contain applications with an Application Status of Incomplete
- never contain applications that contain practices with a “Practice Status” of anything other than “Incomplete” – practices inherit their incomplete practice status from the application
- always display an application process link of “Edit” in the “Edit Application” column.

**Note:** Clicking the “Edit” process link in the “Edit Application” column takes the user to the Application Signup – Applicant Information Screen (see paragraph 30) where the user can edit the application from the start of the application process.

## 104 Application Search by Practice Status (Continued)

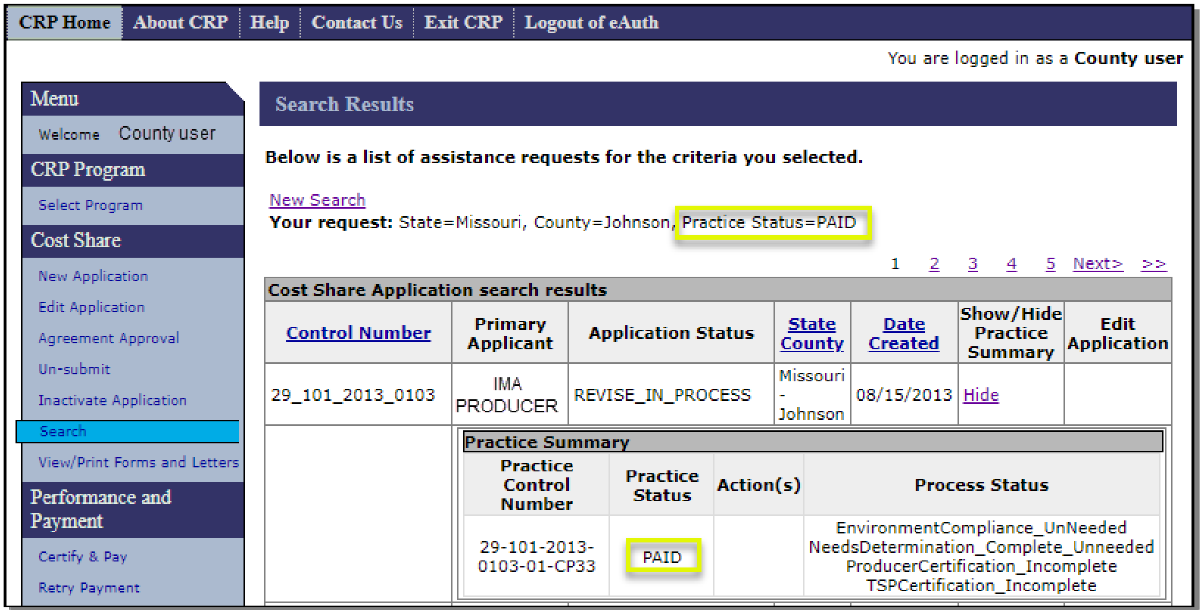
### G Explanation of Application Search Results – Incomplete Practice Status (Continued)

The primary benefit of using "Practice Status" of "Incomplete" as search criteria is to locate applications where practices have been added to the application, but the application has not been designated as complete by confirming the application information is complete on the Application Signup – Additional Information – Eligibility Screen (see paragraph 38).

**Note:** Searching by "Application Status" of "Incomplete" may return more results than searching by "Practice Status" of "Incomplete". Searching by "Application Status" of "Incomplete" will return applications with no practices added, while searching by "Practice Status" of "Incomplete" will only return applications with at least one practice added.

### H Example of Application Search Results – Paid Practice Status

The following is an example of the Application Search Results using a Practice Status of Paid as search criteria.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
1 2 3 4 5 Next> >>

You are logged in as a **County user**

Search Results

**Below is a list of assistance requests for the criteria you selected.**

New Search

**Your request:** State=Missouri, County=Johnson, Practice Status=PAID

Cost Share Application search results

| Control Number | Primary Applicant | Application Status | State County | Date Created | Show/Hide Practice Summary | Edit Application |
|---|---|---|---|---|---|---|
| 29_101_2013_0103 | IMA PRODUCER | REVISE_IN_PROCESS | Missouri - Johnson | 08/15/2013 | Hide | |

Practice Summary

| Practice Control Number | Practice Status | Action(s) | Process Status |
|---|---|---|---|
| 29-101-2013-0103-01-CP33 | PAID | | EnvironmentCompliance_UnNeeded<br>NeedsDetermination_Complete_Unneeded<br>ProducerCertification_Incomplete<br>TSPCertification_Incomplete |

## 104 Application Search by Practice Status (Continued)

### I Explanation of Application Search Results – Paid Practice Status

When using search criteria of "Paid" for practice status the "Application Search Results":

- may display multiple application statuses
- may contain practices with a practice status of something other than "Paid" when multiple practices are included on a single application
- will contain process links in the "Practice Summary" for the practices with a practice status of paid, if the application status is either "Paid" or "Partially Earned".

  **Note:** Process links associated with the "Paid" status practice will always be:

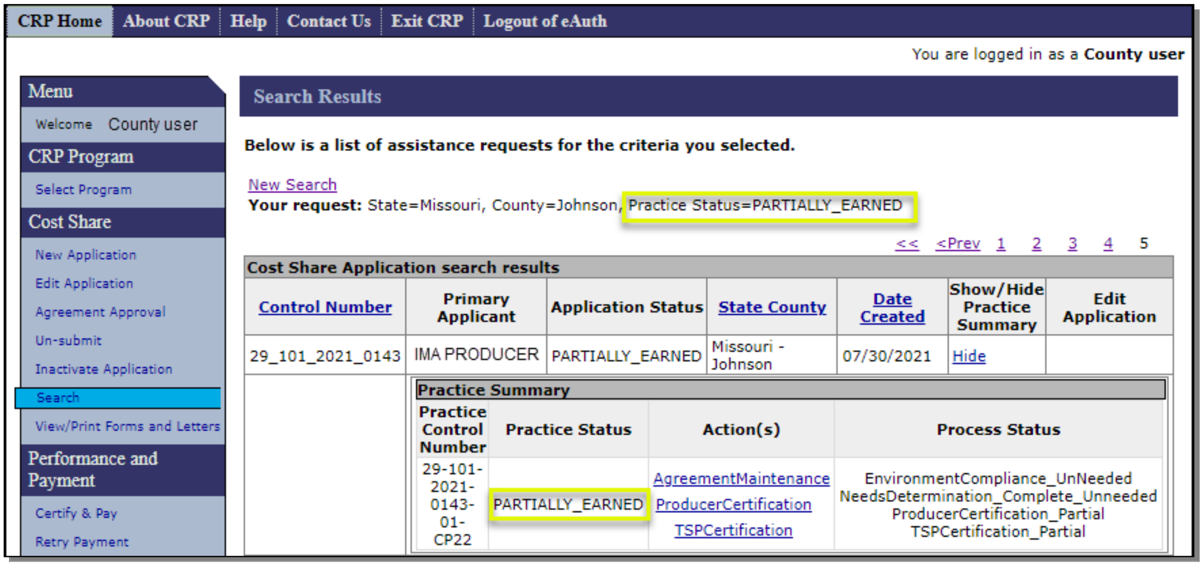
  - Agreement Maintenance – paragraph 182
  - Producer Certification – paragraph 133
  - TSP Certification – paragraph 133.

The primary benefit of using "Practice Status" of "Paid" as search criteria is to locate applications where a payment has been issued for one or more practices and at least one of the practices on which payment was issued has been designated as "Practice complete".

## 104 Application Search by Practice Status (Continued)

### J Example of Application Search Results – Partially Earned Practice Status

The following is an example of the application search results using a “Practice Status” of “Partially Earned” as search criteria.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
New Search
<< <Prev 1 2 3 4 5
Hide

You are logged in as a **County user**

Search Results

**Below is a list of assistance requests for the criteria you selected.**

**Your request:** State=Missouri, County=Johnson, Practice Status=PARTIALLY_EARNED

**Cost Share Application search results**

| Control Number | Primary Applicant | Application Status | State County | Date Created | Show/Hide Practice Summary | Edit Application |
|---|---|---|---|---|---|---|
| 29_101_2021_0143 | IMA PRODUCER | PARTIALLY_EARNED | Missouri - Johnson | 07/30/2021 | Hide | |

**Practice Summary**

| Practice Control Number | Practice Status | Action(s) | Process Status |
|---|---|---|---|
| 29-101-2021-0143-01-CP22 | PARTIALLY_EARNED | AgreementMaintenance<br>ProducerCertification<br>TSPCertification | EnvironmentCompliance_UnNeeded<br>NeedsDetermination_Complete_Unneeded<br>ProducerCertification_Partial<br>TSPCertification_Partial |

### K Explanation of Application Search Results – Partially Earned Practice Status

When using search criteria of “Partially Earned” for “Practice Status”, the Application Search Results:

- may display multiple application statuses
- may contain practices with a “Practice Status” of something other than “Partially Earned” when multiple practices are included on a single application
- will contain process links in the “Practice Summary” for the practices with a “Practice Status” of “Partially Earned” if the Application Status is “Partially Earned”, “Contract Approved”, or “Paid”.

  **Note:** Process links associated with the Partially Earned status practice will always be:

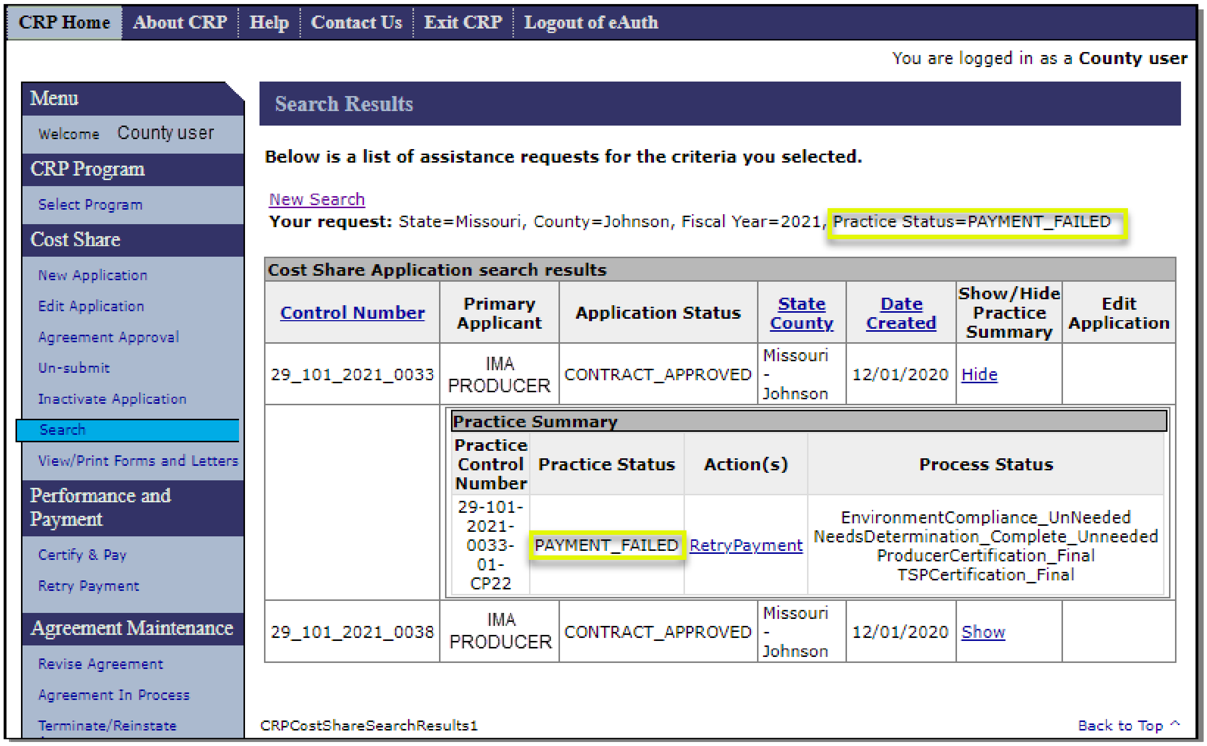
  - Agreement Maintenance – paragraph 182
  - Producer Certification – paragraph 133
  - TSP Certification – paragraph 133.

The primary benefit of using “Practice Status” of “Partially Earned” as search criteria is to locate applications where a payment has been issued for one or more practices, but the practice has not been designated as “Practice complete”.

## 104 Application Search by Practice Status (Continued)

### L Example of Application Search Results – Payment Failed Practice Status

The following is an example of the application search results using a "Practice Status" of "Payment Failed" as search criteria.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate

You are logged in as a **County user**

**Search Results**

**Below is a list of assistance requests for the criteria you selected.**

New Search

**Your request:** State=Missouri, County=Johnson, Fiscal Year=2021, Practice Status=PAYMENT_FAILED

**Cost Share Application search results**

| Control Number | Primary Applicant | Application Status | State County | Date Created | Show/Hide Practice Summary | Edit Application |
|---|---|---|---|---|---|---|
| 29_101_2021_0033 | IMA PRODUCER | CONTRACT_APPROVED | Missouri - Johnson | 12/01/2020 | Hide | |
| 29_101_2021_0038 | IMA PRODUCER | CONTRACT_APPROVED | Missouri - Johnson | 12/01/2020 | Show | |

**Practice Summary**

| Practice Control Number | Practice Status | Action(s) | Process Status |
|---|---|---|---|
| 29-101-2021-0033-01-CP22 | PAYMENT_FAILED | RetryPayment | EnvironmentCompliance_UnNeeded<br>NeedsDetermination_Complete_Unneeded<br>ProducerCertification_Final<br>TSPCertification_Final |

CRPCostShareSearchResults1

Back to Top ^

### M Explanation of Application Search Results – Payment Failed Practice Status

When using search criteria of "Payment Failed" for "Practice Status", the Application Search Results:

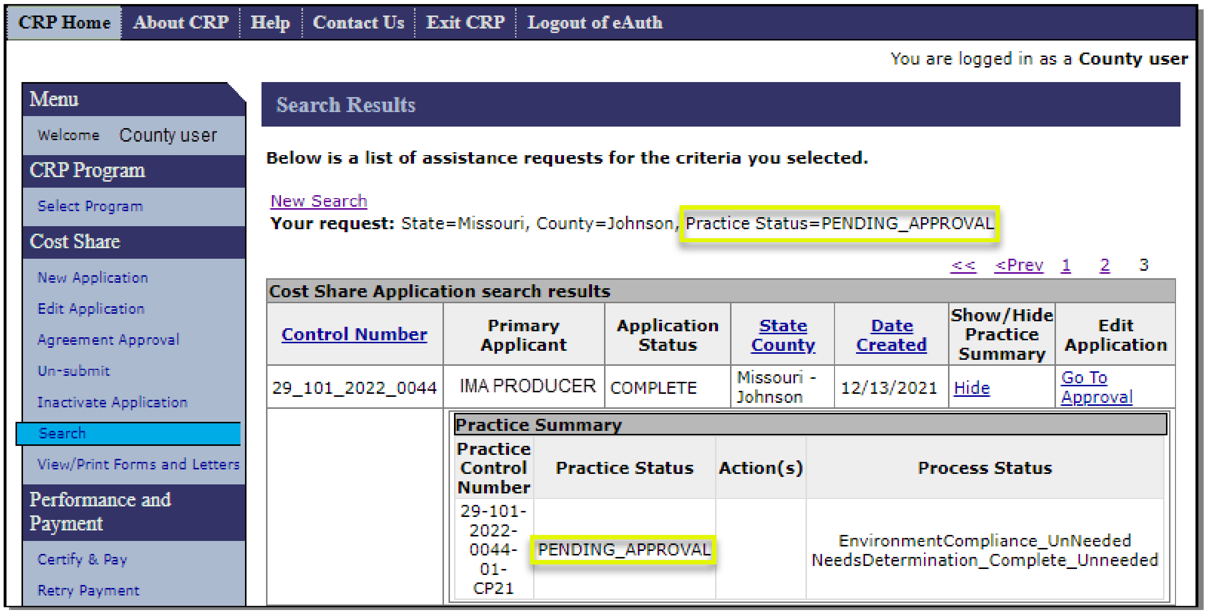
- may display multiple application statuses
- may contain practices with a practice status of something other than "Payment Failed" when multiple practices are included on a single application
- will contain a "Retry Payment" process link in the "Practice Summary" for the practices with a practice status of "Payment Failed". See paragraph 160.

The primary benefit of using "Practice Status" of "Payment Failed" as search criteria is to locate applications where a payment has been attempted but was not fully successful for one or more producers.

## 104 Application Search by Practice Status (Continued)

### N Example of Application Search Results – Pending Approval Practice Status

The following is an example of the application search results using a “Practice Status” of “Pending Approval” as search criteria.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Search Results
New Search
<< <Prev 1 2 3

You are logged in as a **County user**

Below is a list of assistance requests for the criteria you selected.

**Your request:** State=Missouri, County=Johnson, Practice Status=PENDING_APPROVAL

Cost Share Application search results

| Control Number | Primary Applicant | Application Status | State County | Date Created | Show/Hide Practice Summary | Edit Application |
|---|---|---|---|---|---|---|
| 29_101_2022_0044 | IMA PRODUCER | COMPLETE | Missouri - Johnson | 12/13/2021 | Hide | Go To Approval |

Practice Summary

| Practice Control Number | Practice Status | Action(s) | Process Status |
|---|---|---|---|
| 29-101-2022-0044-01-CP21 | PENDING_APPROVAL | | EnvironmentCompliance_UnNeeded<br>NeedsDetermination_Complete_Unneeded |

### O Explanation of Application Search Results – Pending Approval Practice Status

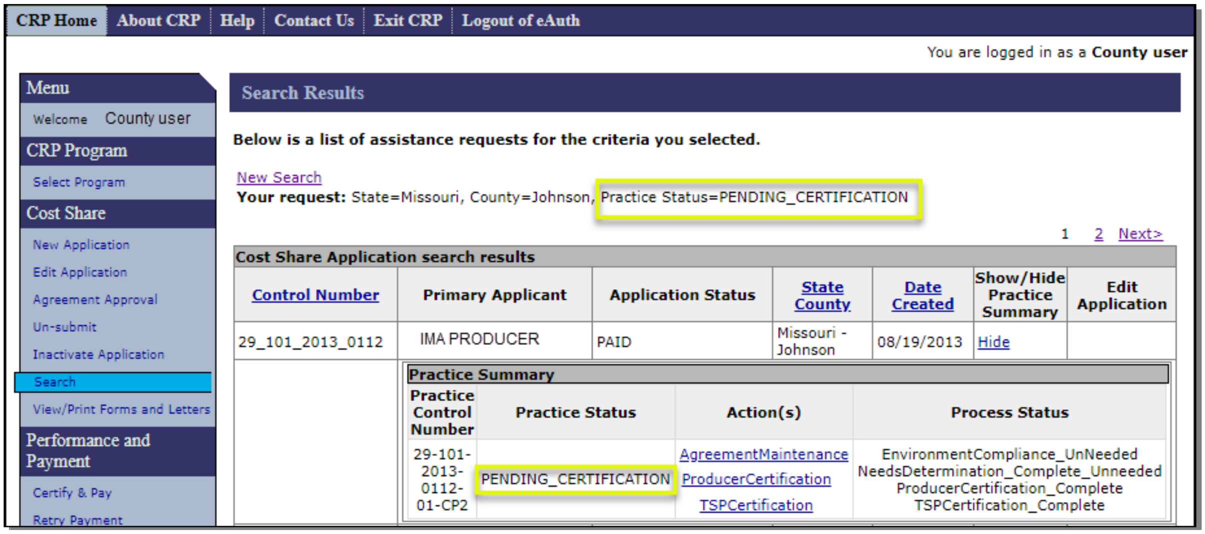
When using search criteria of “Pending Approval” for “Practice Status”, the application search results:

- may display multiple application statuses
- will usually display only practices with a “Practice Status” of “Pending Approval” but may also include other practice statuses
- will contain a “Go To Approval” link in the “Edit Application” column for the application. (See Section 3 – Agreement Approval for additional information).

## 104 Application Search by Practice Status (Continued)

### P Example of Application Search Results – Pending Certification Practice Status

The following is an example of the application search results using a “Practice Status” of “Pending Certification” as search criteria.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment

You are logged in as a **County user**

**Search Results**

**Below is a list of assistance requests for the criteria you selected.**

New Search
**Your request:** State=Missouri, County=Johnson, Practice Status=PENDING_CERTIFICATION

1 2 Next>

**Cost Share Application search results**

| Control Number | Primary Applicant | Application Status | State County | Date Created | Show/Hide Practice Summary | Edit Application |
|---|---|---|---|---|---|---|
| 29_101_2013_0112 | IMA PRODUCER | PAID | Missouri - Johnson | 08/19/2013 | Hide | |

**Practice Summary**

| Practice Control Number | Practice Status | Action(s) | Process Status |
|---|---|---|---|
| 29-101-2013-0112-01-CP2 | PENDING_CERTIFICATION | AgreementMaintenance<br>ProducerCertification<br>TSPCertification | EnvironmentCompliance_UnNeeded<br>NeedsDetermination_Complete_Unneeded<br>ProducerCertification_Complete<br>TSPCertification_Complete |

### Q Explanation of Application Search Results – Pending Certification Practice Status

When using search criteria of “Pending Certification” for “Practice Status” the application search results:

- will display applications with multiple practice statuses
- may contain practices with a “Practice Status” of something other than “Pending Certification” when multiple practices are included on a single application.

**Note:** Process links associated with the pending certification status practice will always be:

- Agreement Maintenance – paragraph 182
- Producer Certification – paragraph 133
- TSP Certification – paragraph 133.

The primary benefit of using “Practice Status” of “Pending Certification” as search criteria is to locate agreements that have both producer certification and TSP certification complete, but the agreement has not yet been processed for payment through “Certify” and “Pay”.

## 105-119 (Reserved)

# Section 7 View/Print Forms and Letters

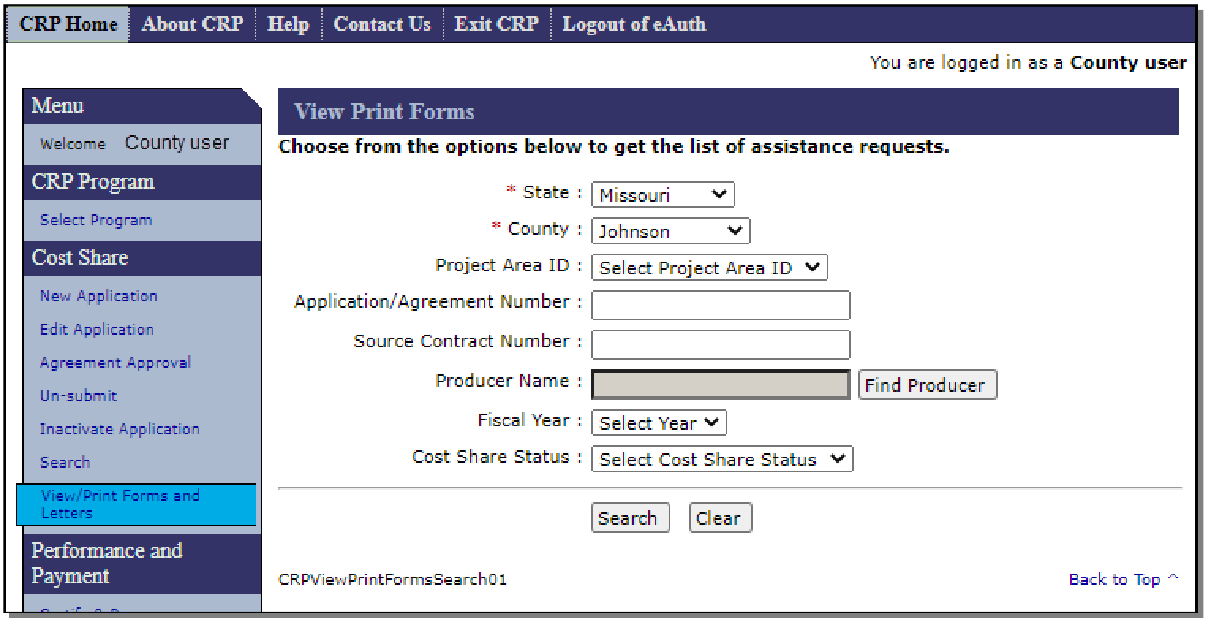
## 120 View/Print Forms

### A Overview

To view and print an existing application or agreement, from the CRP Home Screen CLICK "View/Print Forms and Letters" from the left navigation menu.

### B Example of View Print Forms Screen

The following is an example of the View Print Forms Screen with default search criteria settings.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Search
Clear
Find Producer
Back to Top

You are logged in as a **County user**

View Print Forms

**Choose from the options below to get the list of assistance requests.**

* State : Missouri
* County : Johnson
Project Area ID : Select Project Area ID
Application/Agreement Number :
Source Contract Number :
Producer Name :
Fiscal Year : Select Year
Cost Share Status : Select Cost Share Status

CRPViewPrintFormsSearch01

## 120 View/Print Forms

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the View Print Forms Screen.

| Field/Link | Description/Action |
|---|---|
| State | Drop-down list of the States associated to the user. Select desired State. State and National users are limited to the State selected during program selection. |
| County | Drop-down list of the counties associated to the user. Select desired county. State and National users are limited to the county selected during program selection. |
| Project Area ID | Select "Project Area ID" from the drop-down list to limit search results to a single "Project Area ID", if desired. Leave as "Select Project Area ID" to include all available "Project Areas" as potential search results. |
| Application/ Agreement Number | Enter application/agreement number to search for a specific application/agreement, if desired. Leave blank to include all agreement numbers as potential search results. See paragraph 100 for search tips when using agreement number (application control number) as search criteria. |
| Source Contract Number | Enter source contract number to search for a specific CRP-1, if desired. Leave blank to include all source contract numbers as potential search results. |
| Find Producer | CLICK "Find Producer" to open a new window to conduct a SCIMS Customer Search (see 11-CM). |
| Fiscal Year | Select the Fiscal Year from the drop-down list, to limit search results to a single Fiscal Year if desired. Leave as "Select Year" to include all available FY's as potential search results. |
| Cost Share Status | Select "Cost Share Status" from the drop-down list to limit search results to a single Cost Share (Application or Agreement) Status, if desired. Leave as "Select Cost Share Status" to include all available Cost Share Statuses as potential search results. |
| Search | Retrieves information based on the search criteria selected/entered. The View Print Form Results Screen will be displayed. |
| Clear | Resets search criteria to default values. |

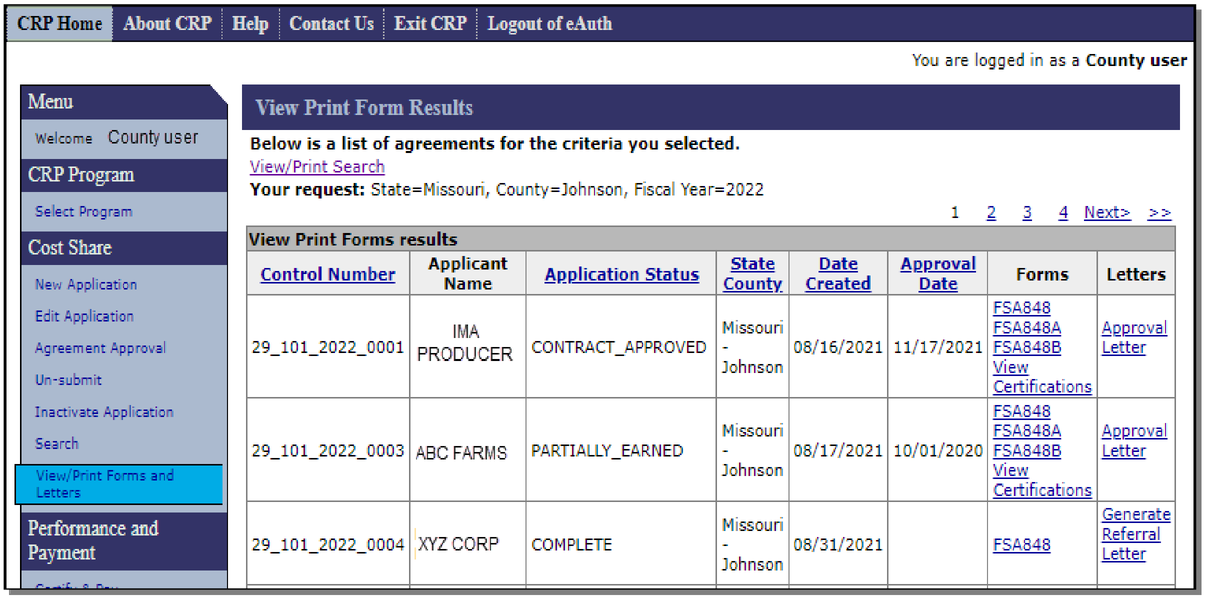
## 121 View Print Form Results

### A Overview

The View Print Form Results Screen will be displayed based on the search criteria selected/entered according to paragraph 120.

### B Example of View Print Form Results Screen

The following is an example of the View Print Form Results Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
View Print Form Results

You are logged in as a **County user**

**Below is a list of agreements for the criteria you selected.**

View/Print Search

**Your request:** State=Missouri, County=Johnson, Fiscal Year=2022

1 2 3 4 Next> >>

**View Print Forms results**

| Control Number | Applicant Name | Application Status | State County | Date Created | Approval Date | Forms | Letters |
|---|---|---|---|---|---|---|---|
| 29_101_2022_0001 | IMA PRODUCER | CONTRACT_APPROVED | Missouri - Johnson | 08/16/2021 | 11/17/2021 | FSA848<br>FSA848A<br>FSA848B<br>View Certifications | Approval Letter |
| 29_101_2022_0003 | ABC FARMS | PARTIALLY_EARNED | Missouri - Johnson | 08/17/2021 | 10/01/2020 | FSA848<br>FSA848A<br>FSA848B<br>View Certifications | Approval Letter |
| 29_101_2022_0004 | XYZ CORP | COMPLETE | Missouri - Johnson | 08/31/2021 |  | FSA848 | Generate Referral Letter |

## 121 View Print Form Results (Continued)

### C Action

The following table provides the letters and/or forms that are available to view and print.

**Note:** The letters and forms available for selection is dependent on the stage of the application or agreement and its status.

| Letter/ Form | Description | Necessary to Print |
|---|---|---|
| Approval Letter | Letter to the Producer stating their request for Cost-Sharing for the indicated practice(s) has been approved. | Application approved. |
| Disapproval Letter | Letter to the Producer stating their request for Cost-Sharing for the indicated practice(s) has been disapproved. CRP cost share agreements are created based on practices needed for CRP contracts and Disapproval letters are not used. | N/A |
| Referral Letter | Applications could have a Referral Letter link but the letter is not applicable to CRP. | N/A |
| FSA-848 | Form FSA-848, Cost-Share Application. | Application started with producer assigned and farm(s), tract(s), and field(s) selected. |
| FSA-848A | Form FSA-848A, Cost-Share Agreement. | Application approved. |
| FSA-848B | Form FSA-848B, Cost-Share Certifications and Payments. | Application approved. |
| View Certifications | Displays the View Existing Certifications Screen. See paragraph 152 for additional information. | N/A |

## 122-129 (Reserved)

# Part 4 Performance and Payment

## Section 1 Certification

### 130 Search Agreements for Certify and Pay

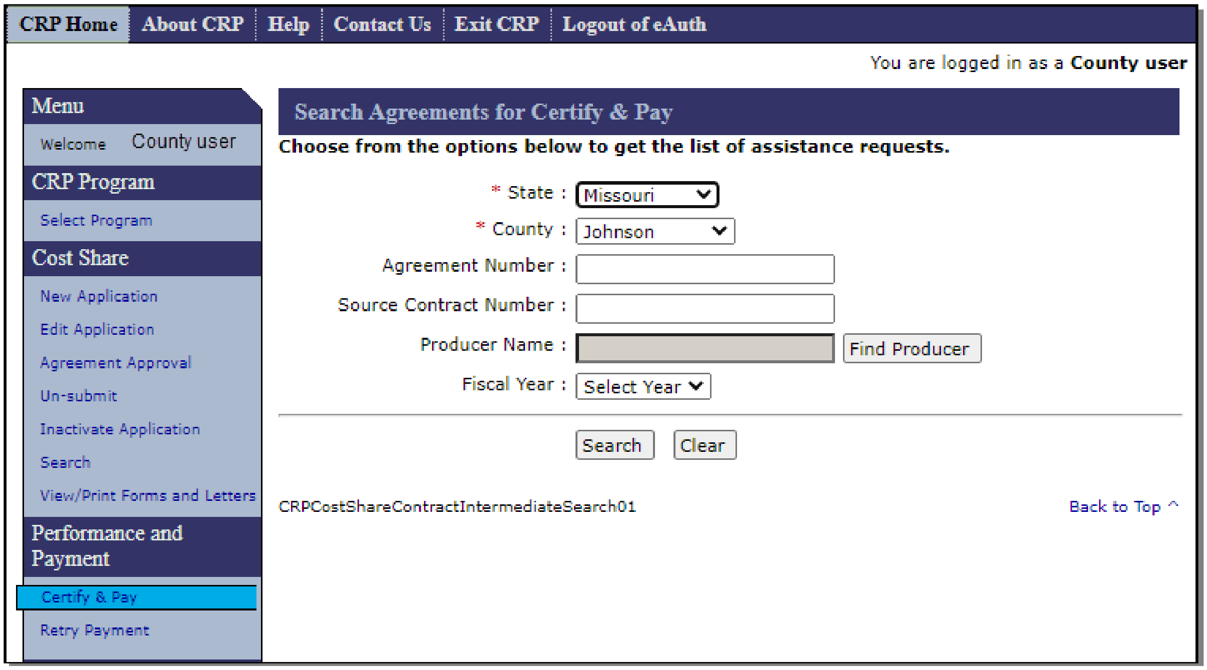
#### A Overview

Producer and TSP certification data must be entered for each approved practice on a cost share agreement. After an application has been approved and the producer has completed work on practices or components on the agreement, user will enter producer and TSP certification data.

To enter producer and TSP certification data for existing approved agreements, from the CRP Home Screen, CLICK "Certify & Pay" from the left navigation menu. The Search Agreements for Certify & Pay Screen will be displayed.

#### B Example of Search Agreements for Certify & Pay Screen

The following is an example of the Search Agreements for Certify & Pay Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Find Producer
Search
Clear
Back to Top

You are logged in as a **County user**

Search Agreements for Certify & Pay

**Choose from the options below to get the list of assistance requests.**

* State : Missouri

* County : Johnson

Agreement Number :

Source Contract Number :

Producer Name :

Fiscal Year : Select Year

CRPCostShareContractIntermediateSearch01

## 130 Search Agreements for Certify and Pay (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Certification Search Agreements for Certify & Pay Results Screen.

| Field | Description/Action |
|---|---|
| State | Drop-down list of the States associated to the user. Select desired State. State and National users are limited to the State selected during program selection. |
| County | Drop-down list of the counties associated to the user. Select desired county. State and National users are limited to the county selected during program selection. |
| Agreement Number | Enter agreement number to search for a specific agreement, if desired. Leave blank to include all agreement numbers as potential search results. See paragraph 100 for search tips when using agreement number (application control number) as search criteria. |
| Source Contract Number | Enter source contract number from the CRP-1 to search for agreements associated with the CRP contract. Leave blank to include all source contract numbers as potential search results. |
| Producer Name | CLICK "Find Producer" to open a new window to conduct a SCIMS Customer Search (11-CM). |
| Fiscal Year | Select the fiscal year from the drop-down list, to limit search results to a single fiscal year if desired. Leave as "Select Year" to include all available fiscal years as potential search results. |
| Search | Retrieves information based on the search criteria selected/entered. The Certification Search Results Screen is displayed. |
| Clear | Resets search criteria to default values. |

## 131 Certify and Pay Search Results

### A Overview

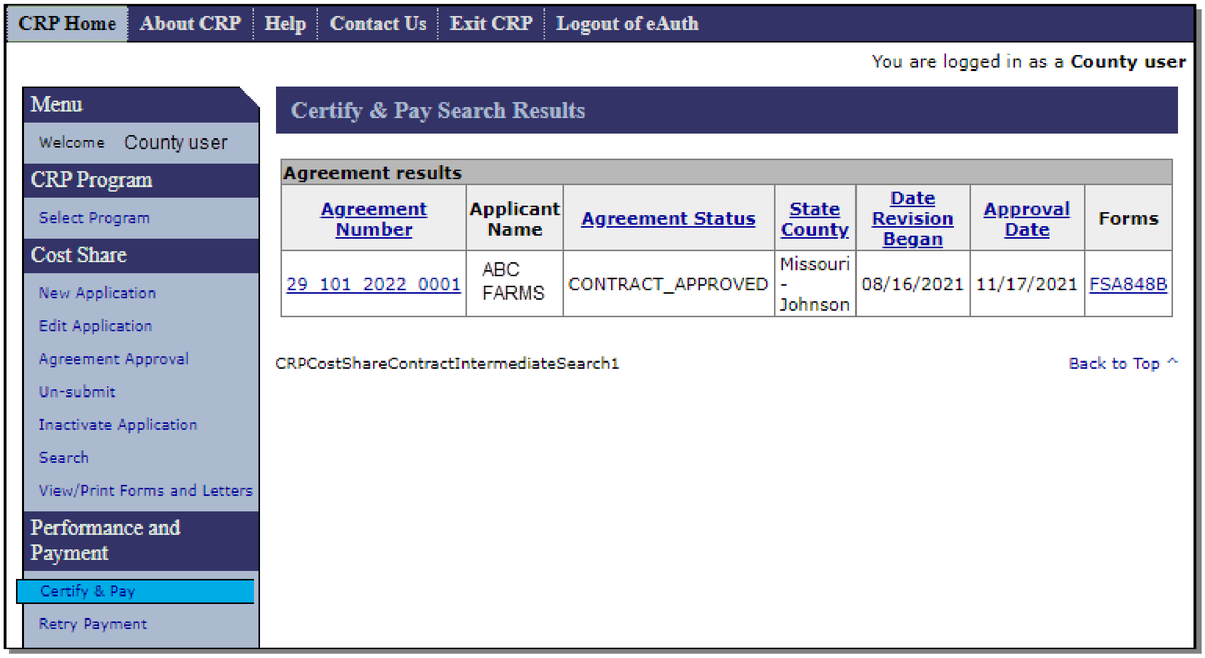
After “Search” is selected on the Search Agreements for Certify & Pay Screen, the Certify & Pay Search Results Screen will be displayed. Depending on the search criteria entered, one or more search results may be listed. CLICK on the Agreement Number of the desired record to open the Agreement Summary containing links to the practices.

### B Example of Certify & Pay Search Results Screen

The following is an example of the Certify & Pay Search Results Screen.

**Notes**: In the “Agreement Status” column, only approved, paid, finalized, and partially earned agreements will be displayed in the list of agreements available for producer certification and/or TSP certification data.

Additional Screen numbers may be displayed at the top and bottom of the Screen when all search results do not fit on a single screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Back to Top ^

You are logged in as a **County user**

Certify & Pay Search Results

**Agreement results**

| Agreement Number | Applicant Name | Agreement Status | State County | Date Revision Began | Approval Date | Forms |
|---|---|---|---|---|---|---|
| 29_101_2022_0001 | ABC FARMS | CONTRACT_APPROVED | Missouri - Johnson | 08/16/2021 | 11/17/2021 | FSA848B |

CRPCostShareContractIntermediateSearch1

## 131 Certify and Pay Search Results (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Certify & Pay Search Results Screen.

| Field | Description/Action |
|---|---|
| Agreement Number | Click the agreement control number link for the agreement on which performance is to be certified. The Agreement Summary Screen is displayed. |
| Applicant Name | Displays the applicant's name. |
| Agreement Status | Displays the current status of the agreement. |
| State-County | Displays the State and County of the agreement. |
| Date Revision Began | Displays the date the agreement was created or date revision began. If there is a revision, the predecessor agreement and successor agreement are assigned the same date. |
| Approval Date | Displays the approval date. |
| Forms | CLICK "FSA848B" to generate FSA-848B, Cost-Share Performance Certification and Payment, for printing. |

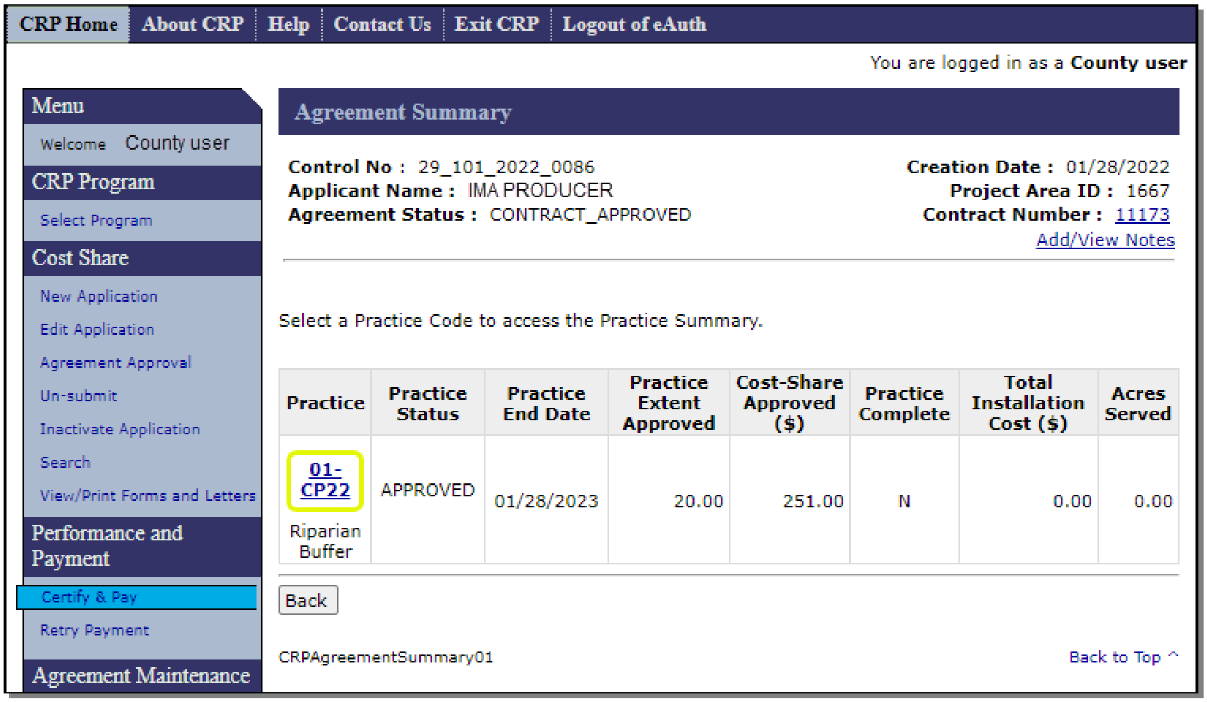
# 132 Agreement Summary Screen

## A Overview

The Agreement Summary Screen is displayed after "Agreement Number" is selected on the Certify and Pay Search Results Screen.

## B Example of Agreement Summary Screen

The following is an example of the Agreement Summary Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Back
Back to Top ^
Add/View Notes

You are logged in as a **County user**

Agreement Summary

**Control No :** 29_101_2022_0086
**Applicant Name :** IMA PRODUCER
**Agreement Status :** CONTRACT_APPROVED

**Creation Date :** 01/28/2022
**Project Area ID :** 1667
**Contract Number :** 11173

Select a Practice Code to access the Practice Summary.

| Practice | Practice Status | Practice End Date | Practice Extent Approved | Cost-Share Approved ($) | Practice Complete | Total Installation Cost ($) | Acres Served |
|---|---|---|---|---|---|---|---|
| 01-CP22<br>Riparian Buffer | APPROVED | 01/28/2023 | 20.00 | 251.00 | N | 0.00 | 0.00 |

CRPAgreementSummary01

## 132 Agreement Summary Screen (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Summary Screen.

| Field | Description/Action |
|---|---|
| Practice | Click the hyperlink for the practice to access the Practice Summary Screen to enter the producer and TSP certifications or submit a practice for payment. |
| Practice Status | Displays the current status of the practice. |
| Practice End Date | Displays the end date of the practice. |
| Practice Extent Approved | Displays the extent approved for the practice. |
| Cost-Share Approved ($) | Displays the dollar amount of cost share approved for the practice. |
| Practice Complete | Displays if the practice is complete or not. |
| Total Installation Cost ($) | Displays the total cost once the practice is marked complete during the entry of producer certification. |
| Acres Served | Displays the acres served by the practice once practice is marked complete during the entry of producer certification. |
| Back | Certify and Pay Search Results Screen is displayed. |

## 133 Practice Summary Screen

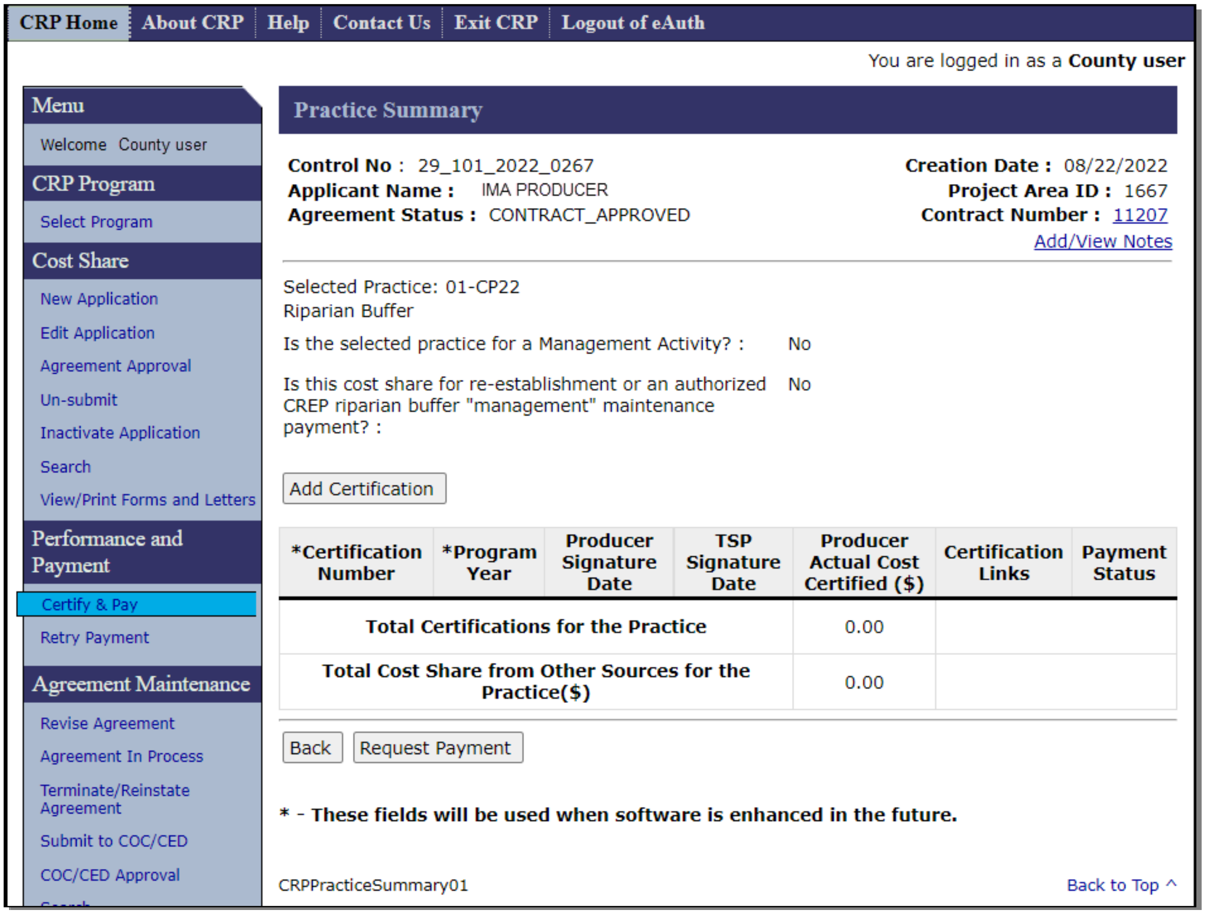
### A Overview

The Practice Summary Screen will be displayed after the practice is selected on the Agreement Summary Screen.

### B Example of the Practice Summary Screen

The following is an example of the Practice Summary Screen.

**Note:** If only the "Add Certification" button is displayed, then no certifications have been entered on the specific practice that was selected.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Add/View Notes
Add Certification
Back
Request Payment
Back to Top ^

You are logged in as a **County user**

Practice Summary

**Control No :** 29_101_2022_0267
**Applicant Name :** IMA PRODUCER
**Agreement Status :** CONTRACT_APPROVED

**Creation Date :** 08/22/2022
**Project Area ID :** 1667
**Contract Number :** 11207

Selected Practice: 01-CP22
Riparian Buffer

Is the selected practice for a Management Activity? : No

Is this cost share for re-establishment or an authorized CREP riparian buffer "management" maintenance payment? : No

| *Certification Number | *Program Year | Producer Signature Date | TSP Signature Date | Producer Actual Cost Certified ($) | Certification Links | Payment Status |
|---|---|---|---|---|---|---|
| **Total Certifications for the Practice** | | | | 0.00 | | |
| **Total Cost Share from Other Sources for the Practice($)** | | | | 0.00 | | |

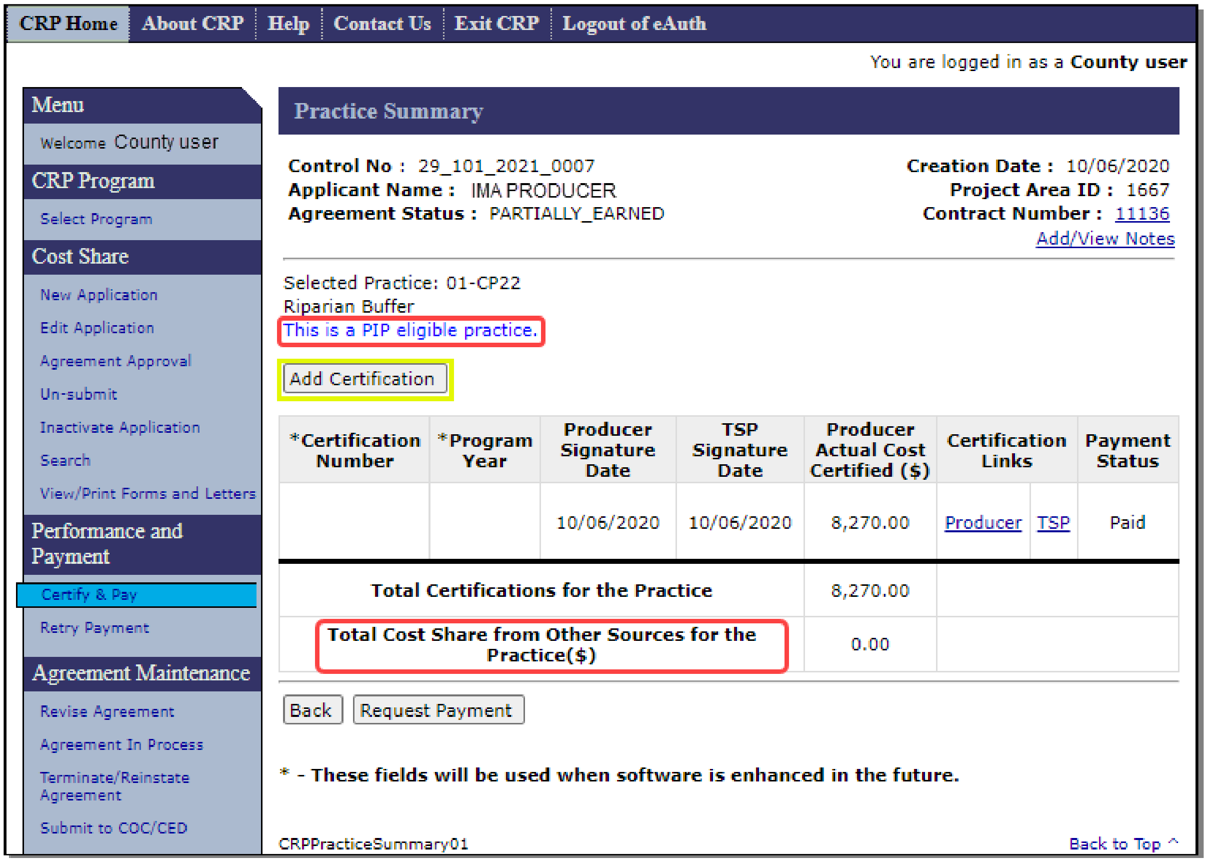
*** - These fields will be used when software is enhanced in the future.**

CRPPracticeSummary01

**Note:** If this practice was PIP eligible, the message "This is a PIP eligible practice" will be displayed under the Add Certification selection.

## 133 Practice Summary Screen (Continued)

### B Example of the Practice Summary Screen (Continued)


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
Practice Summary
Add/View Notes
Add Certification
Back
Request Payment
Back to Top ^

**Control No :** 29_101_2021_0007
**Applicant Name :** IMA PRODUCER
**Agreement Status :** PARTIALLY_EARNED

**Creation Date :** 10/06/2020
**Project Area ID :** 1667
**Contract Number :** 11136

Selected Practice: 01-CP22
Riparian Buffer
This is a PIP eligible practice.

| *Certification Number | *Program Year | Producer Signature Date | TSP Signature Date | Producer Actual Cost Certified ($) | Certification Links | Payment Status |
|---|---|---|---|---|---|---|
| | | 10/06/2020 | 10/06/2020 | 8,270.00 | Producer TSP | Paid |
| Total Certifications for the Practice | | | | 8,270.00 | | |
| Total Cost Share from Other Sources for the Practice($) | | | | 0.00 | | |

* - These fields will be used when software is enhanced in the future.

CRPPracticeSummary01

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Practice Summary Screen.

| Field | Description/Action |
|---|---|
| Add Certification | CLICK “Add Certification” to enter a new certification for the practice that was selected. The Create New Producer Certification – Component Rate Practice Screen is displayed. |
| Certification Number | Not currently used. |
| Program Year | Not currently used. |
| Producer Signature Date | Displays the producer signature date. |
| TSP Signature Date | Displays the TSP signature date. |
| Producer Actual Cost Certified ($) | Displays the actual cost that has been certified by the producer. |

## 133 Practice Summary Screen (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field | Description/Action |
|---|---|
| Certification Links | CLICK:<br>• "Producer" to view the applicable producer certification<br>• "TSP" to view the applicable TSP certification. |
| Payment Status | Displays the status payment status of the specific certification. |
| Total Certifications for the Practice | Displays the total of all certifications for the practice. |
| Total Cost Share from Other Sources for the Practice($) | Displays the total cost share from other sources for the practice. |
| Back | The Agreement Summary Screen is displayed. |
| Request Payment | The Record and Pay Screen is displayed only if the producer and TSP certifications have both been entered.<br>If certifications have not been entered, once "Request Payment" is selected, system will display an Error message of "Producer Certification and TSP Certification must be completed for a practice before payment. Please verify certification is complete for the practice(s) before submitting for payment(s)." |

## 134 Create New Producer Certification – Component Rate Practice

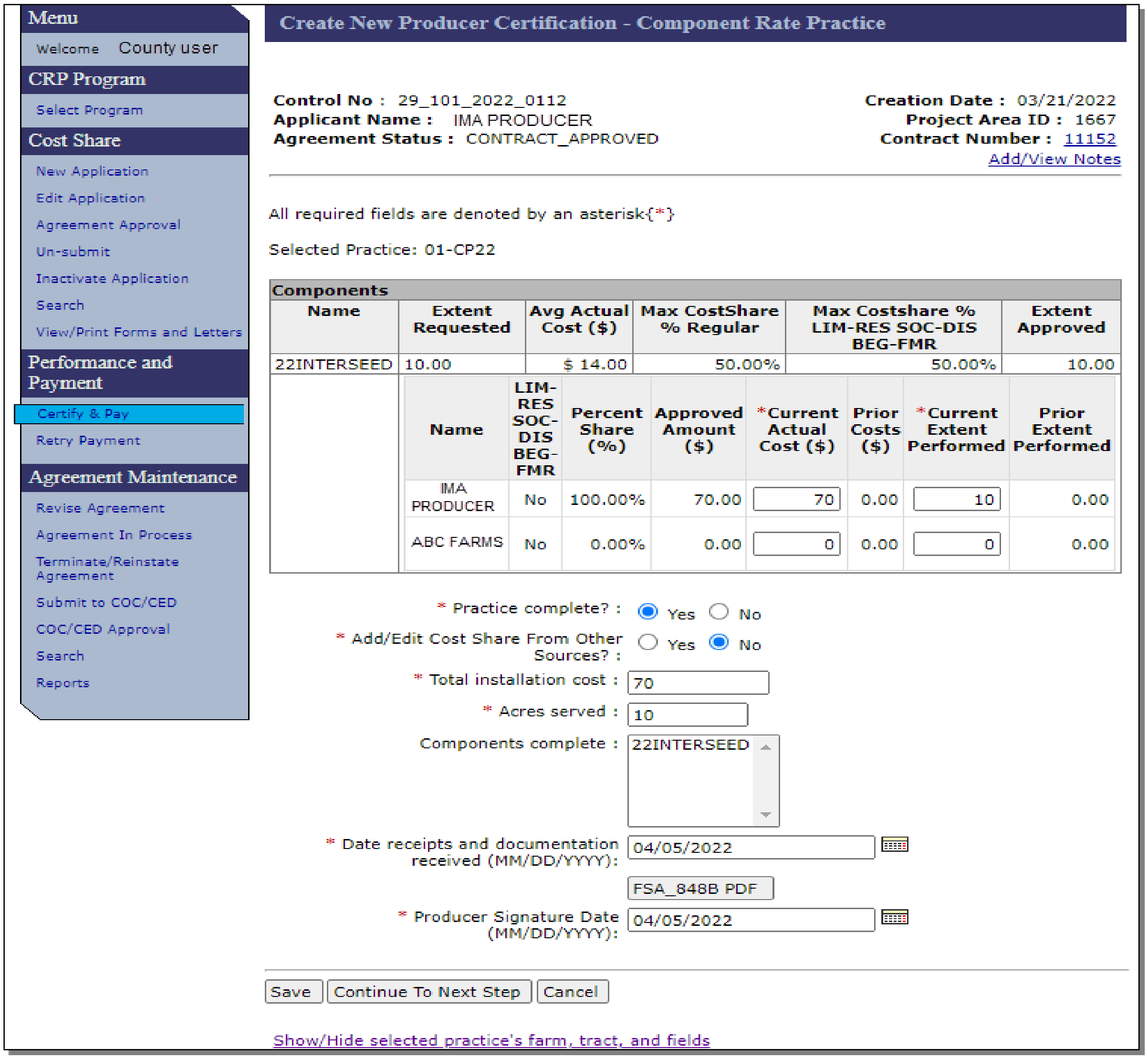
### A Overview

The Create New Producer Certification – Component Rate Practice Screen is displayed after “Add Certification” is selected on the Practice Summary Screen.

For examples of cost share calculations see Exhibit 20.

### B Example of Create New Producer Certification – Component Rate Practice Screen

The following is an example of the Create New Producer Certification – Component Rate Practice Screen.


Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports

**Create New Producer Certification - Component Rate Practice**

**Control No :** 29_101_2022_0112
**Applicant Name :** IMA PRODUCER
**Agreement Status :** CONTRACT_APPROVED

**Creation Date :** 03/21/2022
**Project Area ID :** 1667
**Contract Number :** 11152
Add/View Notes

All required fields are denoted by an asterisk{*}

Selected Practice: 01-CP22

**Components**

| Name | Extent Requested | Avg Actual Cost ($) | Max CostShare % Regular | Max Costshare % LIM-RES SOC-DIS BEG-FMR | Extent Approved |
|---|---|---|---|---|---|
| 22INTERSEED | 10.00 | $ 14.00 | 50.00% | 50.00% | 10.00 |

| Name | LIM-RES SOC-DIS BEG-FMR | Percent Share (%) | Approved Amount ($) | *Current Actual Cost ($) | Prior Costs ($) | *Current Extent Performed | Prior Extent Performed |
|---|---|---|---|---|---|---|---|
| IMA PRODUCER | No | 100.00% | 70.00 | 70 | 0.00 | 10 | 0.00 |
| ABC FARMS | No | 0.00% | 0.00 | 0 | 0.00 | 0 | 0.00 |

* Practice complete? : ● Yes ○ No

* Add/Edit Cost Share From Other Sources? : ○ Yes ● No

* Total installation cost : 70

* Acres served : 10

Components complete : 22INTERSEED

* Date receipts and documentation received (MM/DD/YYYY): 04/05/2022

FSA_848B PDF

* Producer Signature Date (MM/DD/YYYY): 04/05/2022

Save
Continue To Next Step
Cancel
Show/Hide selected practice's farm, tract, and fields

## 134 Create New Producer Certification – Component Rate Practice (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Create New Producer Certification – Component Rate Practice Screen.

| Field/Link | Description/Action |
|---|---|
| Current Actual Cost ($) | Enter actual cost for the producer's share. Calculated by multiplying the amount of eligible costs from the producer's receipts times the producer's share. |
| Current Extent Performed | Enter current extent performed for the producer's share.<br>Current Extent Performed is not prepopulated from Agreement Approval. Re-entering extent performed encourages the county user to fully evaluate the extent requested, extent needed, extent approved, and extent performed before approving.<br>**Notes:** Cost and extent can be edited any time before payments are disbursed through the Certify & Pay option.<br>After a payment has been disbursed, any adjustment to cost or extent must be done by completing a new certification. This will require generating a new FSA-848B and obtaining new signatures. Extent adjustments after payment disbursement could result in a receivable or an overpayment.<br>When changes are made to producer certified extents, users must verify that TSP certifications are correct and modify TSP certifications, if necessary.<br>If the practice is not complete, additional certifications can be processed at a later time.<br>The sum of the Current Extent Performed by all producers cannot exceed the extent approved. If Prior Extent Performed data exists, the sum of the Current Extent Performed by all producers plus the Prior Extent Performed by all producers cannot exceed the extent approved. |

## 134 Create New Producer Certification – Component Rate Practice (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field/Link | Description/Action |
|---|---|
| Practice Complete? | CLICK:<br>• "Yes" if certification for all components on the selected practice is certified completely and if no other payment is to be issued.<br>**Notes:** If "Yes" is selected indicating that the practice is complete the system will automatically de-obligate any unused funds.<br>"Total installation cost" and "Acre served" data fields are added to the Screen and will be displayed.<br>• "No" if partial certification. |
| Add/Edit Cost Share From Other Sources? | CLICK:<br>• "Yes" if there is cost share from other sources that need to be recorded<br>• "No" if no other sources need to be recorded.<br>**Note**: If the practice is not eligible for a PIP, answer no. |
| Total Installation Cost | Only applicable if the "Practice complete?" question has been answered "Yes". Enter the total cost incurred to install the practice.<br>**Note:** Total installation cost is not used in the reporting. |
| Acres Served | Only applicable if the "Practice complete?" question has been answered "Yes". Enter the acres served by the conservation practice. |
| Components Complete | Select the components that are complete by clicking on the completed component in the list to highlight the completed component.<br>If all components are complete click on the first component in the list, click and hold shift and click the last component in the list and all components will be highlighted.<br>To select multiple components individually, click and hold the control (ctrl) key while clicking on the individual completed components.<br>To de-select a component that was erroneously highlighted, click and hold the control key and click on the highlighted component. |

## 134 Create New Producer Certification – Component Rate Practice (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field/Link | Description/Action |
|---|---|
| Date Receipts and documentation received | Enter date receipts and documentation are received from the producer.<br>**Note:** When applicable, the prompt payment interest date will be calculated by the software by adding 30 calendar days to the later of the date documents are received or the producer signature date. |
| FSA_848B PDF | Before producer signature date is entered, CLICK "FSA_848B PDF" to print FSA-848B. If multiple signatures are required, then multiple copies will need to be printed to obtain the required signatures. |
| Producer Signature Date | After the producer's signature is obtained on the printed form, re-access the certification and enter the producer signature date. If multiple signatures are required enter the latest signature date.<br>**Note:** When applicable, the prompt payment interest date will be calculated by adding 30 calendar days to the later of the date documents are received or the producer signature date. |
| Save | The information entered can be saved if a producer signature has not been entered.<br>**Note:** If the information for producer certification is not saved, all producer certification data for that practice control number will be lost. Practice Status and the Producer Certification process status will remain as they were before initiation of the certification. |
| Continue to Next Step | The Producer Certification Confirm – Component Rate Practice Screen is displayed. See paragraph 135 for additional information. |
| Cancel | The Agreement Summary Screen is displayed. See paragraph 132 for additional information. |
| Show/Hide selected practice's farm, tract, and fields | Displays or Hides the Farm No., Tract No., Field No., Acres and State/County as loaded on Application Signup –Add Contributors Screen. See paragraph 31. |

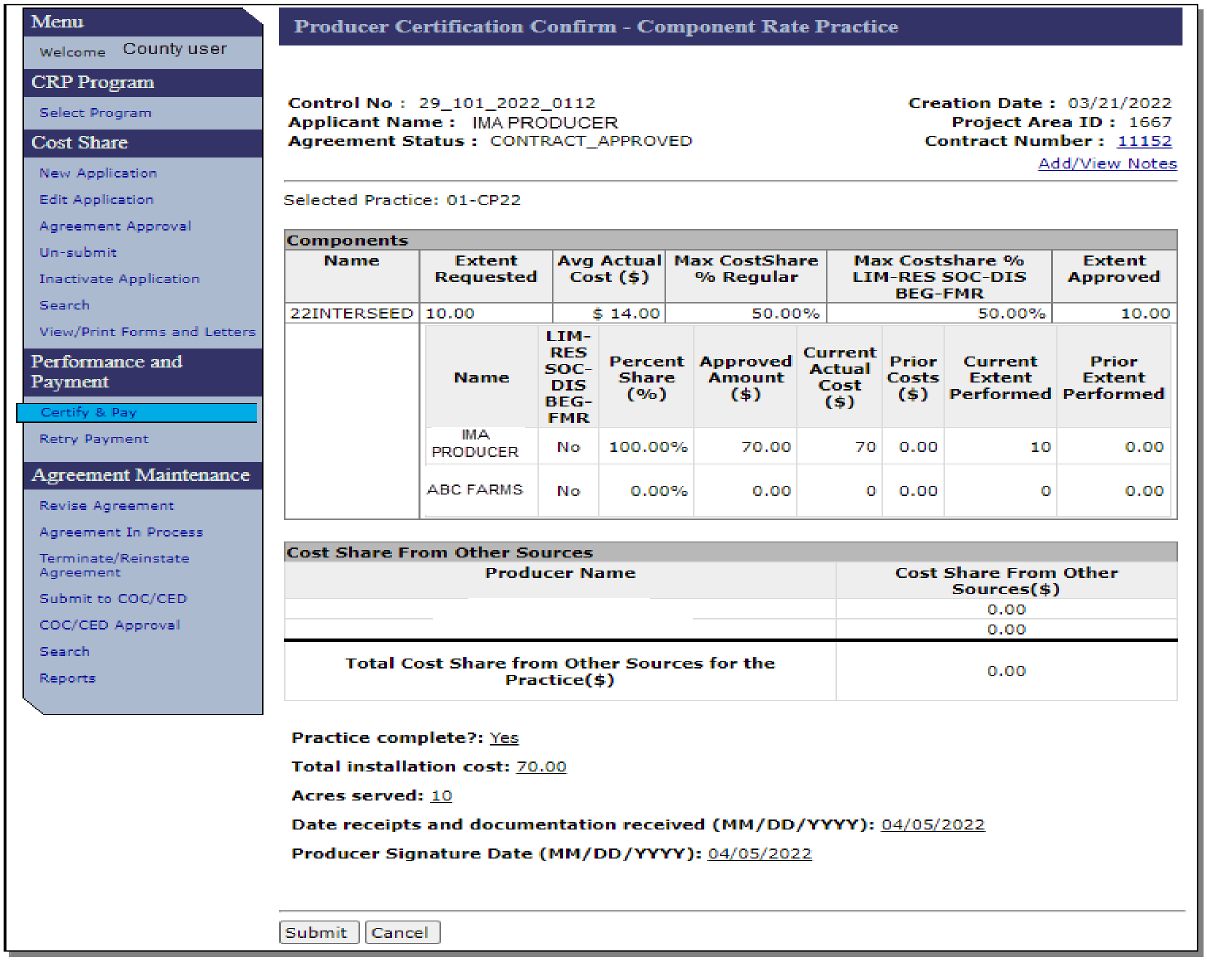
## 135 Producer Certification Confirm – Component Rate Practice

### A Overview

After "Continue to Next Step" is selected on the Producer Certification – Component Rate Practice Screen, the Producer Certification Confirm – Component Rate Practice Screen will be displayed if "No" was selected for the "Add/Edit Cost Share From Other Sources" question. See 135 D for an example of the Cost Share From Other Sources Screen if "YES" is selected for the question "Add/Edit Cost Share From Other Sources".

### B Example of Producer Certification Confirm – Component Rate Practice Screen

The following is an example of the Producer Certification Confirm – Component Rate Practice Screen.


Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Submit
Cancel

**Producer Certification Confirm - Component Rate Practice**

**Control No :** 29_101_2022_0112
**Applicant Name :** IMA PRODUCER
**Agreement Status :** CONTRACT_APPROVED

**Creation Date :** 03/21/2022
**Project Area ID :** 1667
**Contract Number :** 11152
Add/View Notes

Selected Practice: 01-CP22

**Components**

| Name | Extent Requested | Avg Actual Cost ($) | Max CostShare % Regular | Max Costshare % LIM-RES SOC-DIS BEG-FMR | Extent Approved |
|---|---|---|---|---|---|
| 22INTERSEED | 10.00 | $ 14.00 | 50.00% | 50.00% | 10.00 |

| Name | LIM-RES SOC-DIS BEG-FMR | Percent Share (%) | Approved Amount ($) | Current Actual Cost ($) | Prior Costs ($) | Current Extent Performed | Prior Extent Performed |
|---|---|---|---|---|---|---|---|
| IMA PRODUCER | No | 100.00% | 70.00 | 70 | 0.00 | 10 | 0.00 |
| ABC FARMS | No | 0.00% | 0.00 | 0 | 0.00 | 0 | 0.00 |

**Cost Share From Other Sources**

| Producer Name | Cost Share From Other Sources($) |
|---|---|
| | 0.00 |
| | 0.00 |
| **Total Cost Share from Other Sources for the Practice($)** | 0.00 |

**Practice complete?:** Yes
**Total installation cost:** 70.00
**Acres served:** 10
**Date receipts and documentation received (MM/DD/YYYY):** 04/05/2022
**Producer Signature Date (MM/DD/YYYY):** 04/05/2022

## 135 Producer Certification Confirm – Component Rate Practice (Continued)

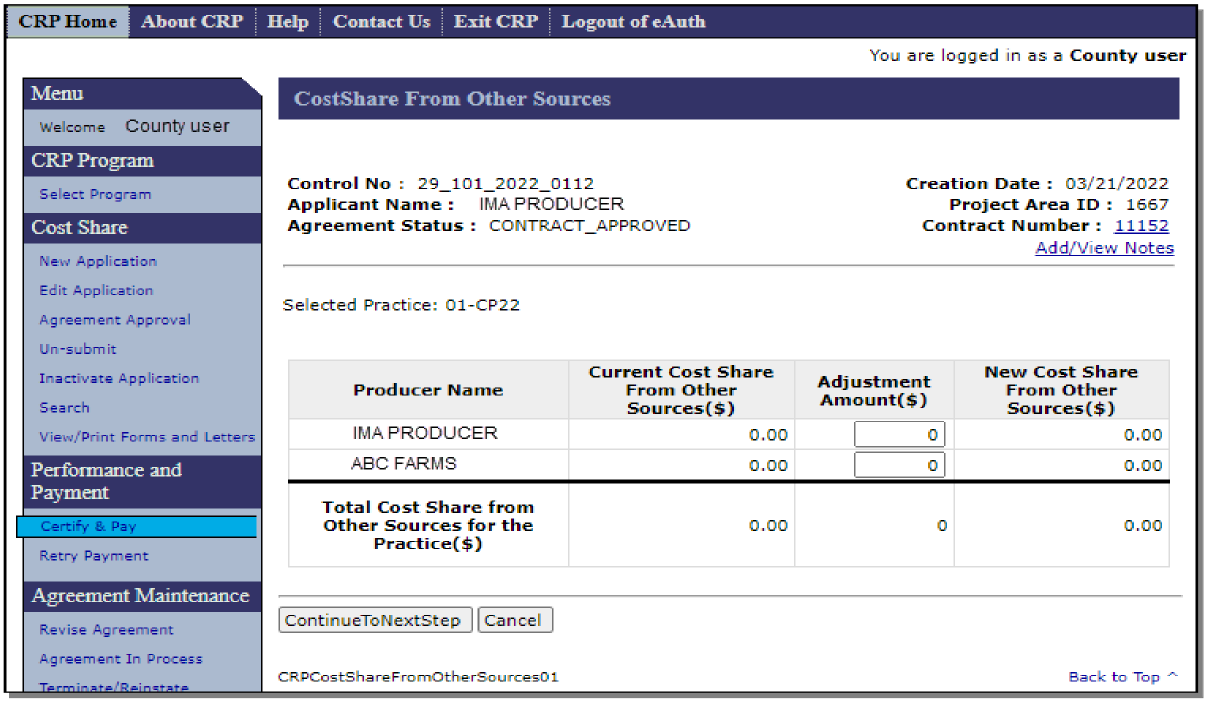
### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Producer Certification Confirm – Component Rate Practice Screen.

| Field/Link | Description/Action |
|---|---|
| Prior Costs ($) | Calculated by the system. Prior Costs will not be populated until the payment has been submitted through Certify and Pay. |
| Prior Extent Performed | Calculated by the system. Prior Extent Performed will not be populated until the payment has been submitted through Certify and Pay. |
| Cost Share From Other Sources | Will show as $0.00 unless cost share from other sources are entered on the Cost Share From Other Sources Screen. |
| Submit | The Agreement Summary Screen is displayed with the message, "Certification data submitted successfully." |
| Cancel | User is returned to Certification Search Results Screen. |

### D Example of Cost Share From Other Sources Screen

The following is an example of the Cost Share From Other Sources Screen when "YES" is selected for the question "Add/Edit Cost Share From Other Sources" question on the Create New Producer Certification - Component Rate Practice Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate
Add/View Notes
ContinueToNextStep
Cancel
Back to Top ^

You are logged in as a **County user**

**CostShare From Other Sources**

**Control No :** 29_101_2022_0112
**Applicant Name :** IMA PRODUCER
**Agreement Status :** CONTRACT_APPROVED

**Creation Date :** 03/21/2022
**Project Area ID :** 1667
**Contract Number :** 11152

Selected Practice: 01-CP22

| Producer Name | Current Cost Share From Other Sources($) | Adjustment Amount($) | New Cost Share From Other Sources($) |
|---|---|---|---|
| IMA PRODUCER | 0.00 | 0 | 0.00 |
| ABC FARMS | 0.00 | 0 | 0.00 |
| **Total Cost Share from Other Sources for the Practice($)** | 0.00 | 0 | 0.00 |

CRPCostShareFromOtherSources01

## 135 Producer Certification Confirm – Component Rate Practice (Continued)

### E Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Cost Share From Other Sources Screen.

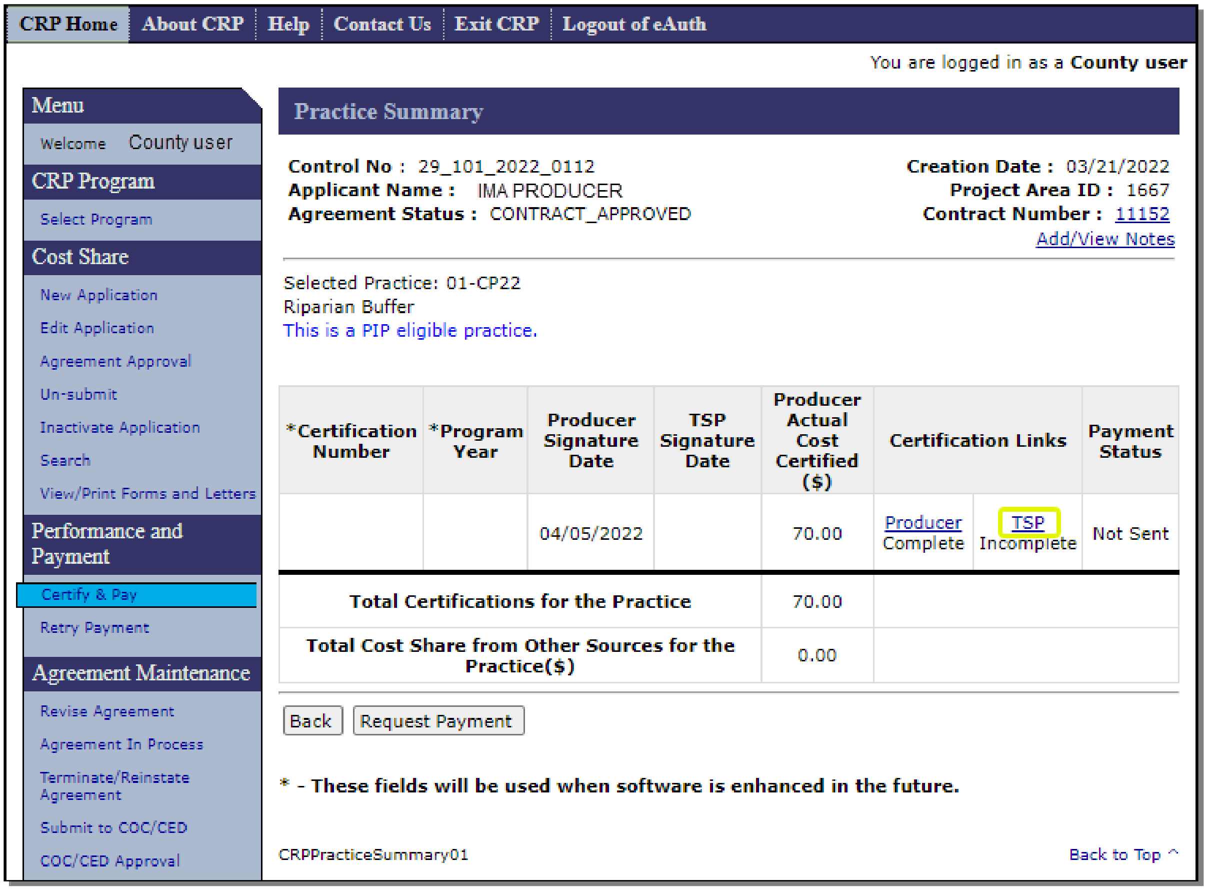
| Field/Link | Description/Action |
|---|---|
| Current Cost Share From Other Sources ($) | Will show as 0.00 unless cost share from other sources were entered during a prior certification. |
| Adjustment Amount ($) | Enter the cost share from other sources for each producer. |
| New Cost Share From Other Sources ($) | Will populate after cost share from other sources is entered. |
| Continue to Next Step | The Producer Certification Confirm – Component Rate Practice Screen will be displayed. |
| Cancel | User is returned to Producer Certification – Component Rate Practice Screen. |

## 136 TSP Certification

### A Overview

The Create New TSP Certification – Component Rate Practice Screen will be displayed after "TSP" is selected on the Practice Summary Screen.

**Note:** The link to select TSP will not be displayed until a producer certification has been completed. On the following screen the "Producer Status" is "Complete" because a certification has been submitted successfully.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Back
Request Payment
Back to Top ^

You are logged in as a **County user**

Practice Summary

**Control No :** 29_101_2022_0112
**Applicant Name :** IMA PRODUCER
**Agreement Status :** CONTRACT_APPROVED

**Creation Date :** 03/21/2022
**Project Area ID :** 1667
**Contract Number :** 11152
Add/View Notes

Selected Practice: 01-CP22
Riparian Buffer
This is a PIP eligible practice.

| *Certification Number | *Program Year | Producer Signature Date | TSP Signature Date | Producer Actual Cost Certified ($) | Certification Links | | Payment Status |
|---|---|---|---|---|---|---|---|
| | | 04/05/2022 | | 70.00 | Producer<br>Complete | TSP<br>Incomplete | Not Sent |
| **Total Certifications for the Practice** | | | | 70.00 | | | |
| **Total Cost Share from Other Sources for the Practice($)** | | | | 0.00 | | | |

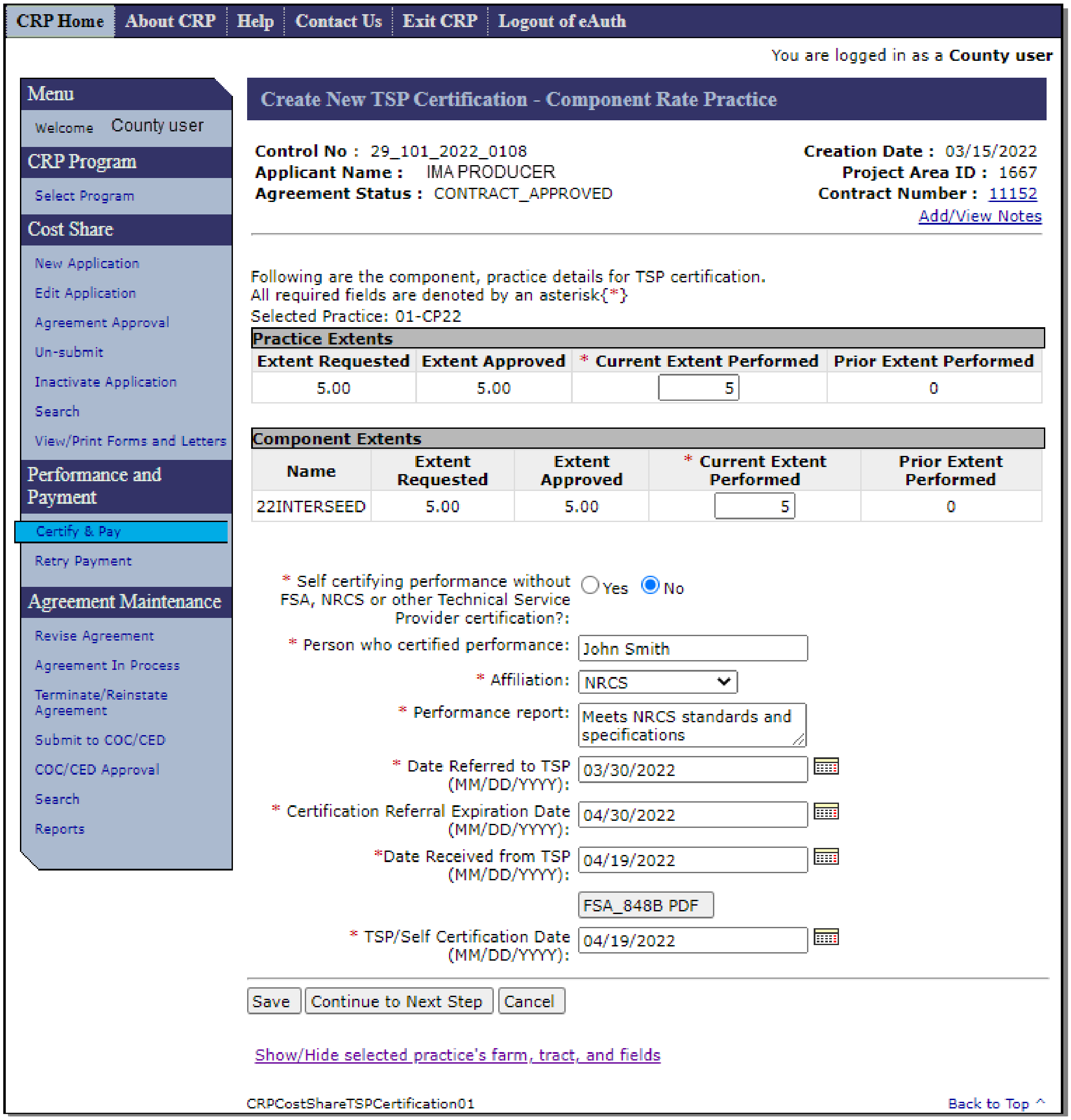
*** - These fields will be used when software is enhanced in the future.**

CRPPracticeSummary01

## 136 TSP Certification (Continued)

### B Example of Create New TSP Certification – Component Rate Practice Screen

The following is an example of the Create New TSP Certification – Component Rate Practice Screen where TSP certification information will be entered.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Save
Continue to Next Step
Cancel
Show/Hide selected practice's farm, tract, and fields
Back to Top ^

You are logged in as a **County user**

**Create New TSP Certification - Component Rate Practice**

**Control No :** 29_101_2022_0108
**Applicant Name :** IMA PRODUCER
**Agreement Status :** CONTRACT_APPROVED

**Creation Date :** 03/15/2022
**Project Area ID :** 1667
**Contract Number :** 11152
Add/View Notes

Following are the component, practice details for TSP certification.
All required fields are denoted by an asterisk{*}
Selected Practice: 01-CP22

**Practice Extents**

| Extent Requested | Extent Approved | * Current Extent Performed | Prior Extent Performed |
|---|---|---|---|
| 5.00 | 5.00 | 5 | 0 |

**Component Extents**

| Name | Extent Requested | Extent Approved | * Current Extent Performed | Prior Extent Performed |
|---|---|---|---|---|
| 22INTERSEED | 5.00 | 5.00 | 5 | 0 |

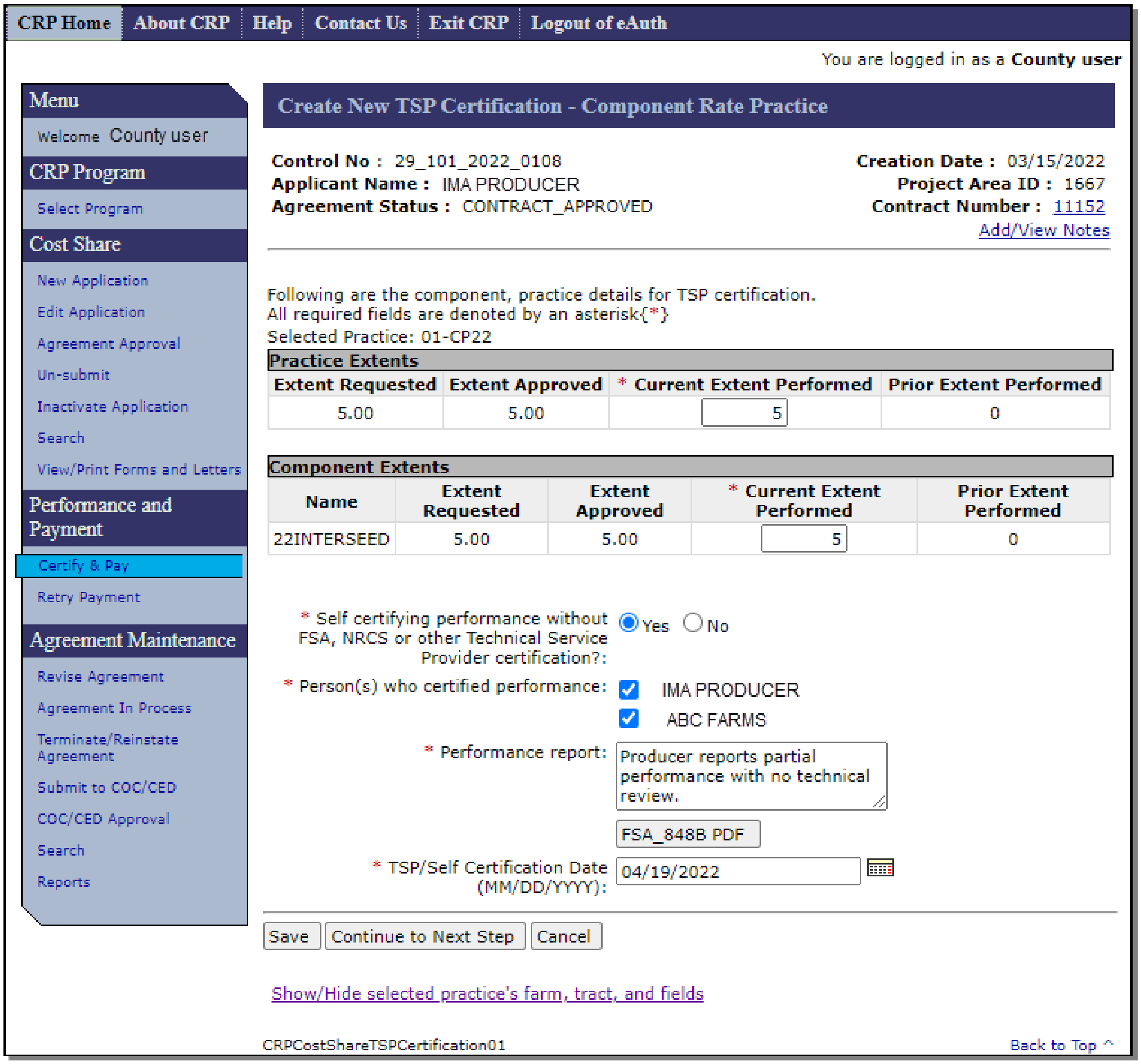
* Self certifying performance without FSA, NRCS or other Technical Service Provider certification?: ○ Yes ● No
* Person who certified performance: John Smith
* Affiliation: NRCS
* Performance report: Meets NRCS standards and specifications
* Date Referred to TSP (MM/DD/YYYY): 03/30/2022
* Certification Referral Expiration Date (MM/DD/YYYY): 04/30/2022
*Date Received from TSP (MM/DD/YYYY): 04/19/2022
FSA_848B PDF
* TSP/Self Certification Date (MM/DD/YYYY): 04/19/2022

CRPCostShareTSPCertification01

## 136 TSP Certification (Continued)

### B Example of Create New TSP Certification – Component Rate Practice Screen (Continued)

The following is an example of the Create New TSP Certification – Component Rate Practice Screen where reporting of partial performance by the producer will be entered.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
FSA_848B PDF
Save
Continue to Next Step
Cancel
Show/Hide selected practice's farm, tract, and fields
Back to Top

You are logged in as a **County user**

**Create New TSP Certification - Component Rate Practice**

**Control No :** 29_101_2022_0108
**Applicant Name :** IMA PRODUCER
**Agreement Status :** CONTRACT_APPROVED
**Creation Date :** 03/15/2022
**Project Area ID :** 1667
**Contract Number :** 11152
Add/View Notes

Following are the component, practice details for TSP certification.
All required fields are denoted by an asterisk{*}
Selected Practice: 01-CP22

**Practice Extents**

| Extent Requested | Extent Approved | * Current Extent Performed | Prior Extent Performed |
|---|---|---|---|
| 5.00 | 5.00 | 5 | 0 |

**Component Extents**

| Name | Extent Requested | Extent Approved | * Current Extent Performed | Prior Extent Performed |
|---|---|---|---|---|
| 22INTERSEED | 5.00 | 5.00 | 5 | 0 |

* Self certifying performance without FSA, NRCS or other Technical Service Provider certification?: ● Yes ○ No

* Person(s) who certified performance: ☑ IMA PRODUCER ☑ ABC FARMS

* Performance report: Producer reports partial performance with no technical review.

* TSP/Self Certification Date (MM/DD/YYYY): 04/19/2022

CRPCostShareTSPCertification01

## 136 TSP Certification (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Create New TSP Certification – Component Rate Practice Screen.

| Field/Link | Description/Action |
|---|---|
| **Practice Extents** | |
| Current Extent Performed | Enter the current practice extent performed. |
| **Component Extents** | |
| Current Extent Performed | Enter the current **component** extent performed. |
| Self-certifying performance without FSA, NRCS or other Technical Service Provider certification? | Click the "No" radio button if FSA, NRCS or other TSP is certifying performance. Click the "Yes" radio button if the producer is self-certifying performance. If "Yes" is selected, the only data fields that are required are:<br>• "Person(s) who certified performance" – a list of the producers on the agreement is provided and the user must check the box next to the name of the producer(s) who is/are reporting partial performance<br>• "Performance Report" – enter "Producer reports partial performance with no technical review"<br>• TSP/Self Certification Date. |
| Person(s) who certified performance | Enter the name if TSP certified.<br>Check the producer(s) signing if reporting partial performance. |
| Affiliation | Select the affiliation of the person who certified performance. |
| Performance Report | Enter any information that is relevant to the installation of the practice. |
| Date Referred to TSP | Enter the date referred. |
| Certification Referral Expiration Date | Auto-populated to a date 1 month after the certification date referred. The date may be changed. |

## 136 TSP Certification (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field/Link | Description/Action |
|---|---|
| Date received from TSP | Enter the date received.<br>**Note:** Before TSP or self-certification signature date is entered, the user will CLICK “FSA_848B PDF” and obtain a signature on the printed form. User must CLICK “Save” before printing FSA-848B to populate the TSP certification data entered in the system on the printed form. |
| FSA_848B PDF | CLICK “FSA_848B PDF” to print FSA-848B to obtain a signature. If multiple signatures are required multiple copies may need to be printed to obtain the required signatures. |
| TSP/Self Certification Date | Enter the TSP or self-certification date. A calendar option is also provided.<br>**Notes:** Self certification may only be used for partial payments.<br>USDA TSP certification is required for completed practices.<br>If more than one signature is required, the latest signature date should be entered. |
| Save | The information entered can be saved if TSP signature has not been entered.<br>**Note:** If the information for a TSP certification is not submitted (with certification date) or saved (when not yet certified) all TSP certification data for that practice control number will be lost. The TSP Certification process status will remain “Incomplete”. |
| Continue to Next Step | The TSP Certification Confirmation Screen is displayed. |
| Cancel | Returns user to Agreement Summary Screen. If TSP/Self Certification date has been entered, it is removed. |

## 136 TSP Certification (Continued)

### D Certification Sequence – TSP Certified vs. Self-certified

| TSP Certified | Self-certified |
|---|---|
| **Initial Step – Before entering extents** | |
| • Answer self-certifying question as "No".<br>• In the "Affiliation" data field, enter the name of the agency that will perform the TSP certification or "Other" if an independent TSP will perform the certification.<br>• Enter date referred to TSP.<br>• "Save" and print FSA-848B.<br>• Refer FSA-848B to TSP. | • Answer self-certifying question as "Yes".<br>**Note:** All subsequent data fields will disappear except:<br>• Person Who Certified Performance<br>• Performance Certification<br>• TSP/Self Certification Date. |

## 136 TSP Certification (Continued)

### D Certification Sequence – TSP Certified vs. Self-certified (Continued)

| TSP Certified | Self-certified |
|---|---|
| **Entering Performance** | |
| • Enter the current **practice** extent performed as provided by TSP.<br>• Enter the current **component** extent performed as provided by TSP.<br>• Enter the name of the person who certified performance.<br>• Enter text description of performance certification as provided by TSP.<br>• Enter date FSA-848B was received back from TSP.<br>• Enter TSP certification date.<br>• Continue to Next Step.<br>• Confirm accuracy of data and submit TSP certification (see paragraph 137). | • Enter the current **practice** extent performed as provided by producer.<br>• Enter the current **component** extent performed as provided by producer.<br>• Select the producer or producers who certified performance. All producers who will receive a share of the payment must sign.<br>• Enter "Producer reports partial performance with no technical review" to capture that no TSP review has been performed to certify that standards and specs have been met in the performance report field.<br>• Enter self-certification date. Enter the latest signature date if more than one producer certification is required.<br>• Continue to Next Step.<br>• Confirm accuracy of data and submit TSP certification (see paragraph 137). |

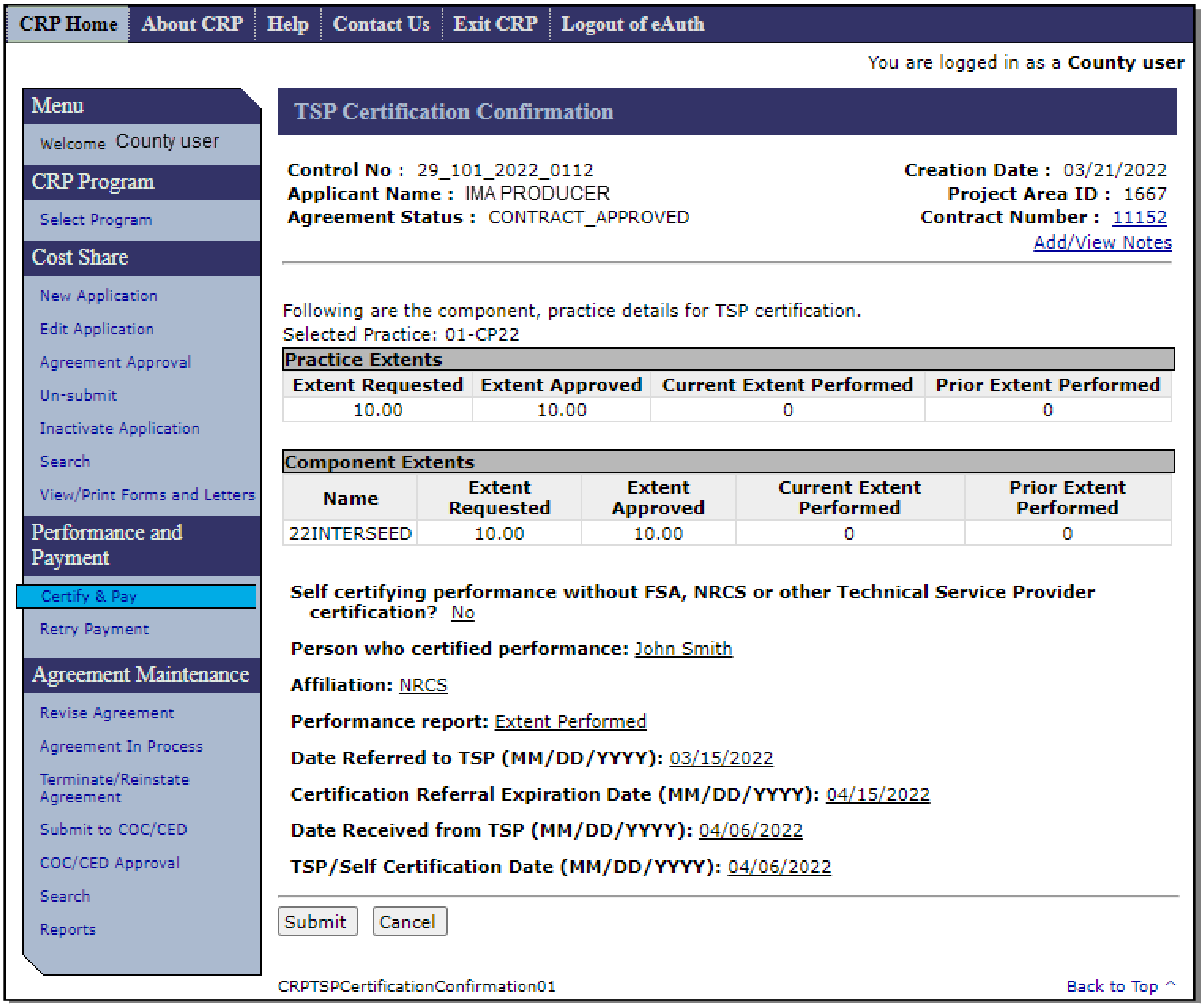
## 137 TSP Certification Confirmation

### A Overview

After "Continue to Next Step" is selected on the TSP Certification Screen, the TSP Certification Confirmation Screen is displayed.

### B Example of TSP Certification Confirmation Screen

The following is an example of the TSP Certification Confirmation Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Submit
Cancel
Back to Top

You are logged in as a **County user**

**TSP Certification Confirmation**

**Control No :** 29_101_2022_0112
**Applicant Name :** IMA PRODUCER
**Agreement Status :** CONTRACT_APPROVED

**Creation Date :** 03/21/2022
**Project Area ID :** 1667
**Contract Number :** 11152
Add/View Notes

Following are the component, practice details for TSP certification.
Selected Practice: 01-CP22

**Practice Extents**

| Extent Requested | Extent Approved | Current Extent Performed | Prior Extent Performed |
|---|---|---|---|
| 10.00 | 10.00 | 0 | 0 |

**Component Extents**

| Name | Extent Requested | Extent Approved | Current Extent Performed | Prior Extent Performed |
|---|---|---|---|---|
| 22INTERSEED | 10.00 | 10.00 | 0 | 0 |

**Self certifying performance without FSA, NRCS or other Technical Service Provider certification?** No

**Person who certified performance:** John Smith

**Affiliation:** NRCS

**Performance report:** Extent Performed

**Date Referred to TSP (MM/DD/YYYY):** 03/15/2022

**Certification Referral Expiration Date (MM/DD/YYYY):** 04/15/2022

**Date Received from TSP (MM/DD/YYYY):** 04/06/2022

**TSP/Self Certification Date (MM/DD/YYYY):** 04/06/2022

CRPTSPCertificationConfirmation01

## 137 TSP Certification Confirmation (Continued)

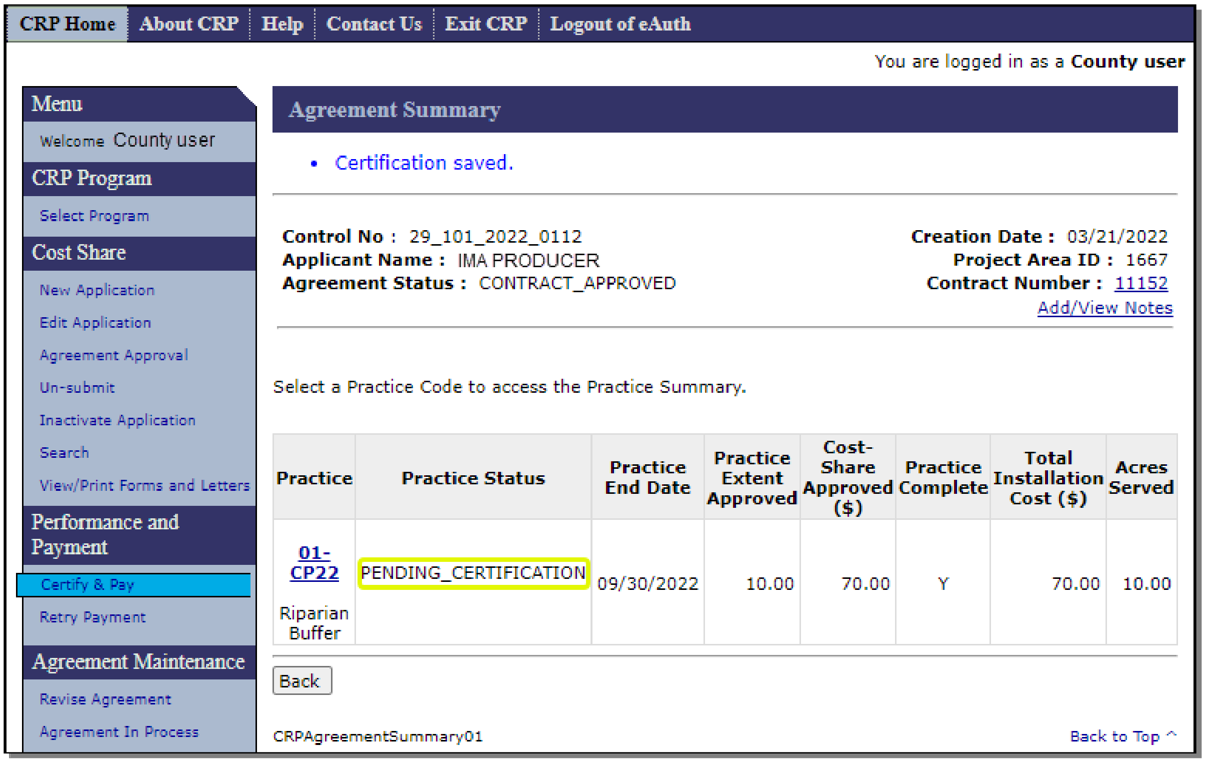
### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the TSP Certification Confirmation Screen.

| Field/Link | Description/Action |
|---|---|
| Submit | The Certification Search Results Screen is displayed with the message "Certification saved." |
| Cancel | The Certification Search Results Screen is displayed. TSP/Self Certification Date information is removed. |

### D Example of Agreement Summary Screen after TSP Certification

The following is an example of the Agreement Summary Screen after a TSP Certification was loaded successfully.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Back
Back to Top ^

You are logged in as a **County user**

Agreement Summary

- Certification saved.

**Control No :** 29_101_2022_0112
**Applicant Name :** IMA PRODUCER
**Agreement Status :** CONTRACT_APPROVED

**Creation Date :** 03/21/2022
**Project Area ID :** 1667
**Contract Number :** 11152
Add/View Notes

Select a Practice Code to access the Practice Summary.

| Practice | Practice Status | Practice End Date | Practice Extent Approved | Cost-Share Approved ($) | Practice Complete | Total Installation Cost ($) | Acres Served |
|---|---|---|---|---|---|---|---|
| 01-CP22<br>Riparian Buffer | PENDING_CERTIFICATION | 09/30/2022 | 10.00 | 70.00 | Y | 70.00 | 10.00 |

CRPAgreementSummary01

**Note:** The Practice Status will be "Pending Certification" when both the Producer and TSP Certifications have been submitted, and the payment will be eligible to submit to Certify and Pay.

## 138-140 (Reserved)

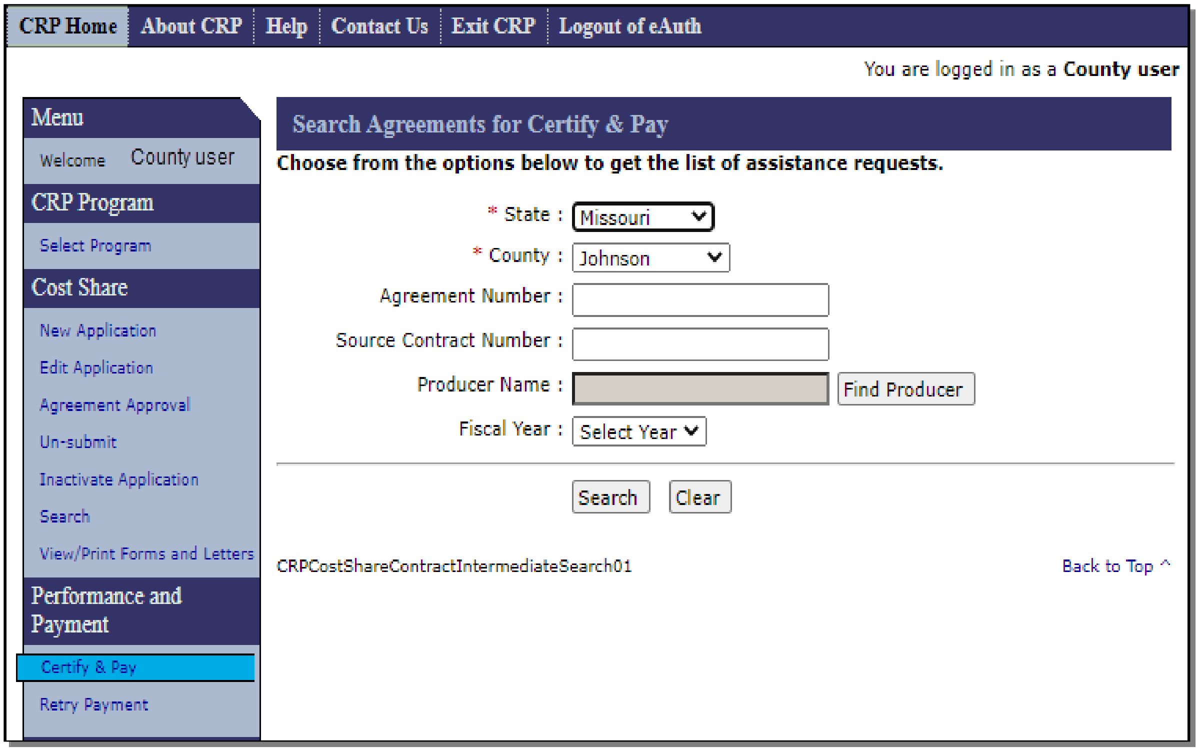
## 141 Search Agreements for Certify & Pay

### A Overview

Payment data can only be submitted if both producer and TSP certification data (including partial certifications) has been entered for at least one practice on the agreement. To certify and pay an approved agreement, CLICK "Certify & Pay" from the left navigation menu.

### B Example of Search Agreements for Certify & Pay Screen

The following is an example of the Search Agreements for Certify & Pay Screen.



CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Find Producer
Search
Clear
Back to Top ^

You are logged in as a **County user**

Search Agreements for Certify & Pay

**Choose from the options below to get the list of assistance requests.**

* State : Missouri

* County : Johnson

Agreement Number :

Source Contract Number :

Producer Name :

Fiscal Year : Select Year

CRPCostShareContractIntermediateSearch01

## 141 Search Agreements for Certify & Pay (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Search Agreements for Certify & Pay Screen.

| Field/Link | Description/Action |
|---|---|
| State | Drop-down list of the States associated to the user. Select desired State. State and National Office users are limited to the State selected during program selection. |
| County | Drop-down list of the counties associated to the user. Select desired county. State and National Office users are limited to the county selected during program selection. |
| Agreement Number | Enter agreement number to search for a specific agreement, if desired. Leave blank to include all agreement numbers as potential search results. See paragraph 100 for search tips when using agreement number (application control number) as search criteria. |
| Source Contract Number | CRP-1 contract number associated to the FSA-848. |
| Producer Name | CLICK "Find Producer" to open a new window to conduct a SCIMS customer search (see 11-CM). |
| Fiscal Year | Select the fiscal year from the drop-down list to limit search results to a single fiscal year, if desired. Leave as "Select Year" to include all available fiscal years as potential search results. |
| Search | Retrieves information based on the search criteria selected/entered. The Certify & Pay Search Results Screen is displayed. |
| Clear | Resets search criteria to default values. |

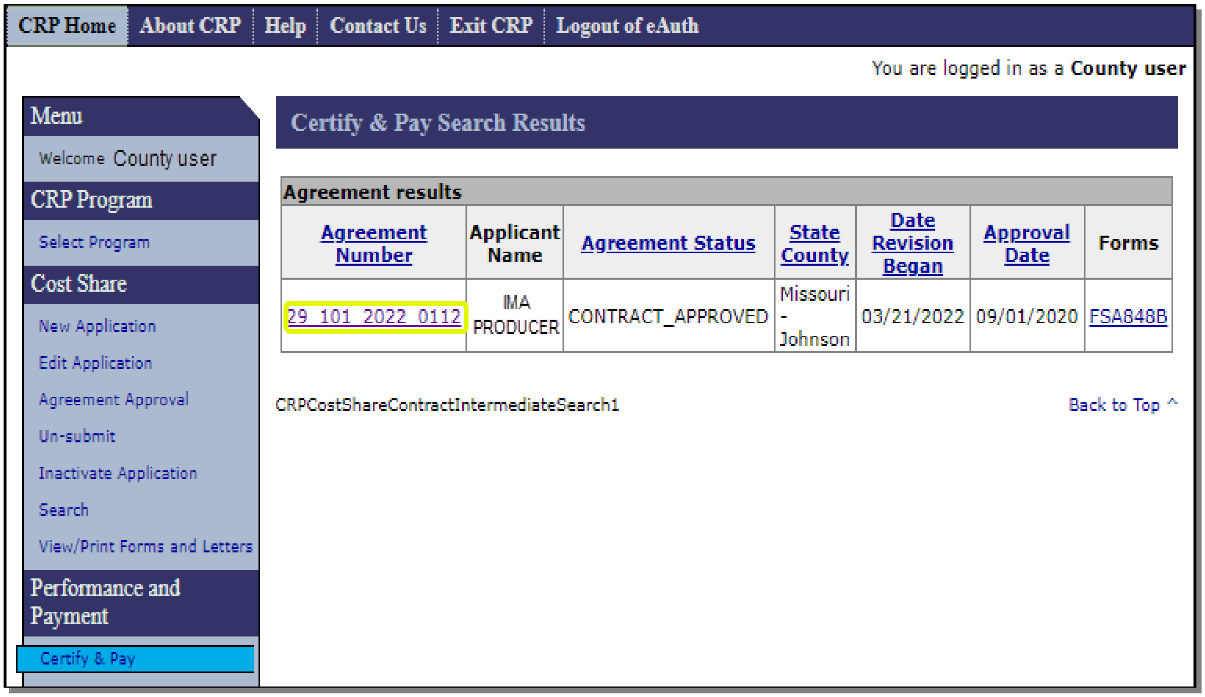
## 142 Certify & Pay Search Results

### A Overview

After "Search" is selected on the Search Agreements for Certify & Pay Screen, the Certify & Pay Search Results Screen will be displayed. Depending on the search criteria entered one or more search results may be listed.

### B Example of Certify & Pay Search Results Screen

The following is an example of the Certify & Pay Search Results Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Back to Top

Certify & Pay Search Results

Agreement results

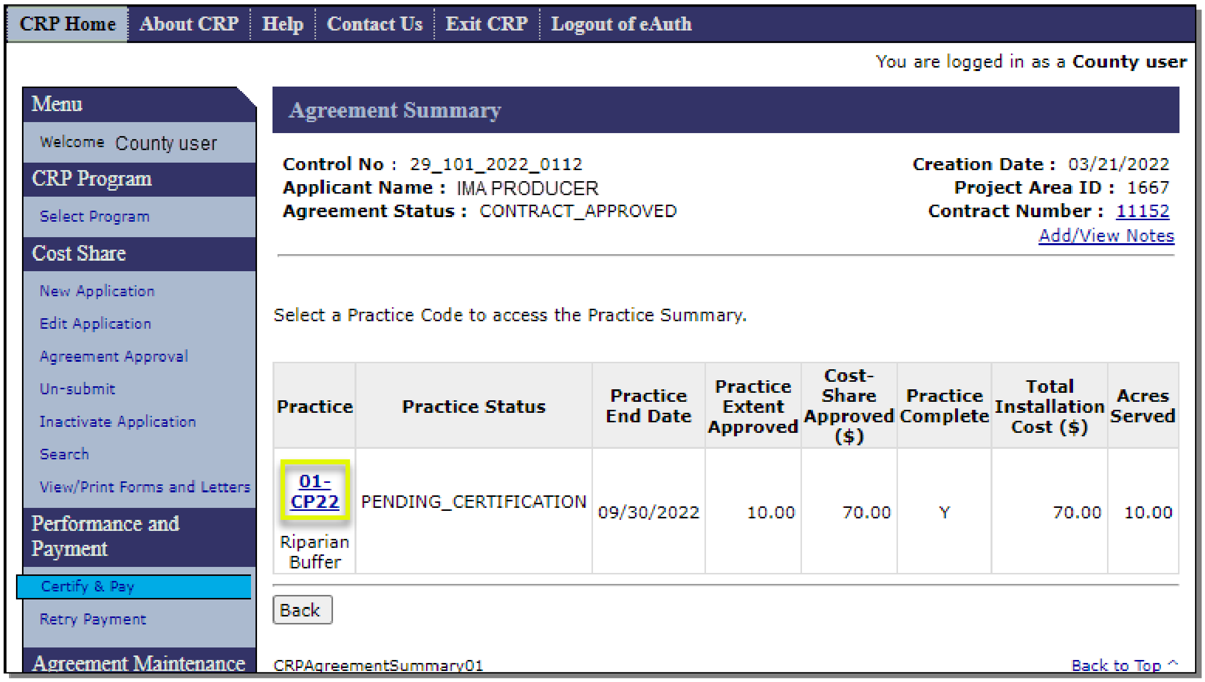
| Agreement Number | Applicant Name | Agreement Status | State County | Date Revision Began | Approval Date | Forms |
|---|---|---|---|---|---|---|
| 29_101_2022_0112 | IMA PRODUCER | CONTRACT_APPROVED | Missouri - Johnson | 03/21/2022 | 09/01/2020 | FSA848B |

CRPCostShareContractIntermediateSearch1

## 142 Certify & Pay Search Results (Continued)

### B Example of Certify & Pay Search Results Screen (Continued)

Click the agreement number of the desired record to open the Agreement Summary Screen then select the practice number for which a payment will be requested.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Back
Back to Top

You are logged in as a **County user**

**Agreement Summary**

**Control No :** 29_101_2022_0112
**Applicant Name :** IMA PRODUCER
**Agreement Status :** CONTRACT_APPROVED

**Creation Date :** 03/21/2022
**Project Area ID :** 1667
**Contract Number :** 11152
Add/View Notes

Select a Practice Code to access the Practice Summary.

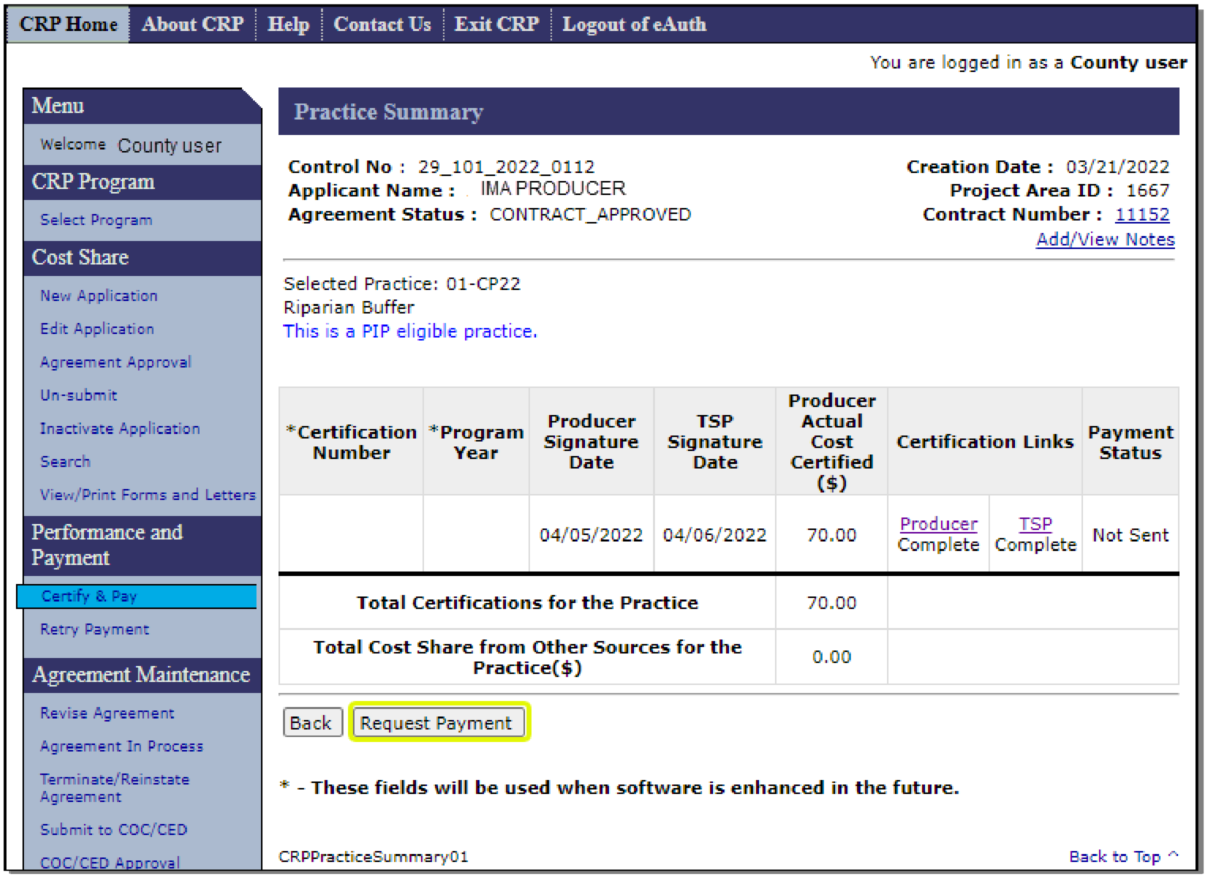
| Practice | Practice Status | Practice End Date | Practice Extent Approved | Cost-Share Approved ($) | Practice Complete | Total Installation Cost ($) | Acres Served |
|---|---|---|---|---|---|---|---|
| 01-CP22<br>Riparian Buffer | PENDING_CERTIFICATION | 09/30/2022 | 10.00 | 70.00 | Y | 70.00 | 10.00 |

CRPAgreementSummary01

## 142 Certify & Pay Search Results (Continued)

### C Example of the Practice Summary – Request Payment Screen

The following is an example of the Practice Summary – Request Payment Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Add/View Notes
Back
Request Payment
Back to Top

You are logged in as a **County user**

Welcome County user

**Practice Summary**

**Control No :** 29_101_2022_0112
**Applicant Name :** IMA PRODUCER
**Agreement Status :** CONTRACT_APPROVED

**Creation Date :** 03/21/2022
**Project Area ID :** 1667
**Contract Number :** 11152

Selected Practice: 01-CP22
Riparian Buffer
This is a PIP eligible practice.

| *Certification Number | *Program Year | Producer Signature Date | TSP Signature Date | Producer Actual Cost Certified ($) | Certification Links | | Payment Status |
|---|---|---|---|---|---|---|---|
| | | 04/05/2022 | 04/06/2022 | 70.00 | Producer Complete | TSP Complete | Not Sent |
| **Total Certifications for the Practice** | | | | 70.00 | | | |
| **Total Cost Share from Other Sources for the Practice($)** | | | | 0.00 | | | |

*** - These fields will be used when software is enhanced in the future.**

CRPPracticeSummary01

## 142 Certify & Pay Search Results (Continued)

### D Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Practice Summary – Request Payment Screen.

| Field/Link | Description/Action |
|---|---|
| Certification Number | Reserved for future use. |
| Program Year | Reserved for future use. |
| Producer Signature Date | Date the producer signed the producer certification. |
| TSP Signature Date | Date the TSP signed the TSP certification. |
| Producer Actual Cost Certified | The current actual costs associated to this specific certification. |
| Producer Under Certification Links Header | The Create New Producer Certification – Component Rate Practice Screen is displayed. Information previously entered for this certification will be populated in the record and can be edited, if necessary, before requesting payment. See paragraph 134 for additional information. |
| TSP Under Certification Links Header | The Create New TSP Certification – Component Rate Practice Screen will be displayed. Information previously entered for this certification will be populated in the record and can be edited, if necessary, before requesting payment. See paragraph 136 for additional information. |
| Payment Status | "Not Sent" payment status indicates that the payment amount that results from this certification has not been sent to NPS for processing. No additional certifications (producer or TSP) can be created for this practice until this payment request is processed through the Certify and Pay Main Menu. |
| Total Certifications for the Practice | Cumulative actual costs for all certification associated to the selected practice. |
| Back | Agreement Summary Screen is displayed. |
| Request Payment | Certify and Pay Main Screen is displayed.<br>**Notes:** A pending certification status needs to have a requested payment before an additional certification can be recorded for the practice.<br>If the status of the certification is "Not Sent," then the user is able to modify either the producer or the TSP certification before it is submitted for payment. |

## 143 Certify and Pay Main

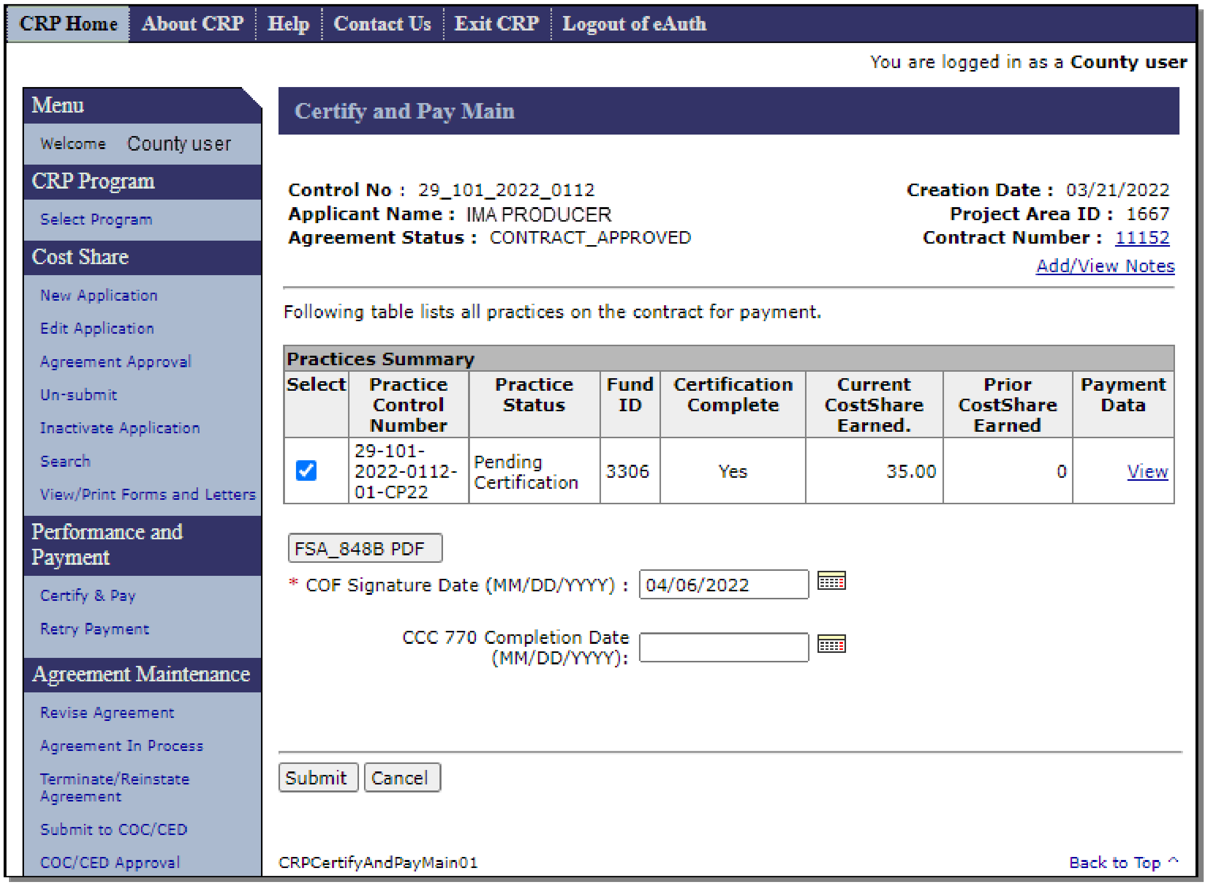
### A Overview

After clicking "Request Payment" on the Practice Summary Screen, the Certify and Pay Main Screen will be displayed.

**Note:** Both the producer certification and TSP certification must be complete before attempting to certify and pay. If either the producer certification status or TSP certification status is incomplete the error message, "Producer Certification and TSP Certification must be completed for a practice before payment. Verify certification is complete for the practice(s) before submitting for payments(s).", is displayed. When this error message is displayed, the user's only option is to "Cancel" out of the Certify and Pay process.

### B Example of Certify and Pay Main Screen

The following is an example of the Certify and Pay Main Screen.


CRP Home | About CRP | Help | Contact Us | Exit CRP | Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval

You are logged in as a **County user**

Certify and Pay Main

**Control No :** 29_101_2022_0112
**Applicant Name :** IMA PRODUCER
**Agreement Status :** CONTRACT_APPROVED

**Creation Date :** 03/21/2022
**Project Area ID :** 1667
**Contract Number :** 11152

Add/View Notes

Following table lists all practices on the contract for payment.

**Practices Summary**

| Select | Practice Control Number | Practice Status | Fund ID | Certification Complete | Current CostShare Earned. | Prior CostShare Earned | Payment Data |
|---|---|---|---|---|---|---|---|
| ☑ | 29-101-2022-0112-01-CP22 | Pending Certification | 3306 | Yes | 35.00 | 0 | View |

FSA_848B PDF

* COF Signature Date (MM/DD/YYYY) : 04/06/2022

CCC 770 Completion Date (MM/DD/YYYY):

Submit | Cancel

CRPCertifyAndPayMain01

Back to Top

## 143 Certify and Pay Main (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Certify and Pay Main Screen.

| Field/Link | Description/Action |
|---|---|
| Select | Check the box next to the practice to be paid. After "Submit" is pressed, the Certify and Pay Main – Confirmation Screen will be displayed. See paragraph 144 for additional information.<br>**Notes:** Review the amount that is displayed under the "Current Cost Share Earned" column. This is the amount that will be paid to the producer(s).<br>Any payments made to entities may round up or down based on the calculated amount due for each member.<br>If the Current Cost Share Earned amount is negative, then a receivable will be created if the previous payment was certified and signed in NPS. If the previous payment was not certified and signed in NPS, then the payment amount in NPS will be adjusted according to the negative Current Cost Share Earned amount.<br>If the Current Cost Share Earned amount is incorrect, then return to Producer Certification and correct any issues before proceeding.<br>If multiple practices are listed on the Certify and Pay Main Screen, then the user may select one, several, or all practices listed on the Screen to submit one or multiple payment request(s) at a single time. |
| Practice Control Number | Displays the application control number and applicable practice(s). |

## 143 Certify and Pay Main (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field/Link | Description/Action |
|---|---|
| Practice Status | Displays the current status of the practice. |
| Fund ID | Displays the Fund code for the practice. |
| Certification Complete | Displays if the practice has been certified as complete. |
| Current CostShare Earned | Displays the amount of cost share to be paid based on the current certifications. |
| Prior CostShare Earned | Displays the amount of cost share previously paid. |
| Payment Data | CLICK "View" and the Certify and Pay – Component Rate Practice Screen is displayed for viewing only. |
| FSA_848B PDF | CLICK "FSA_848B PDF" to print the FSA-848B to obtain a signature if signature has not previously been obtained. |
| COF Signature Date | Enter the COF signature date. The COF signature Date is required before clicking "Submit." |
| CCC 770 Completion Date | Enter the date CCC-770 CRP2 was completed, if applicable. This is an optional field. CCC-770 CRP2 "CRP Cost Share Payment Checklist" was made obsolete on 02-14-2020. |
| Submit | The Certify and Pay Main – Confirmation Screen will be displayed. See paragraph 144 for additional information. |
| Cancel | The Agreement Summary Screen is displayed. |

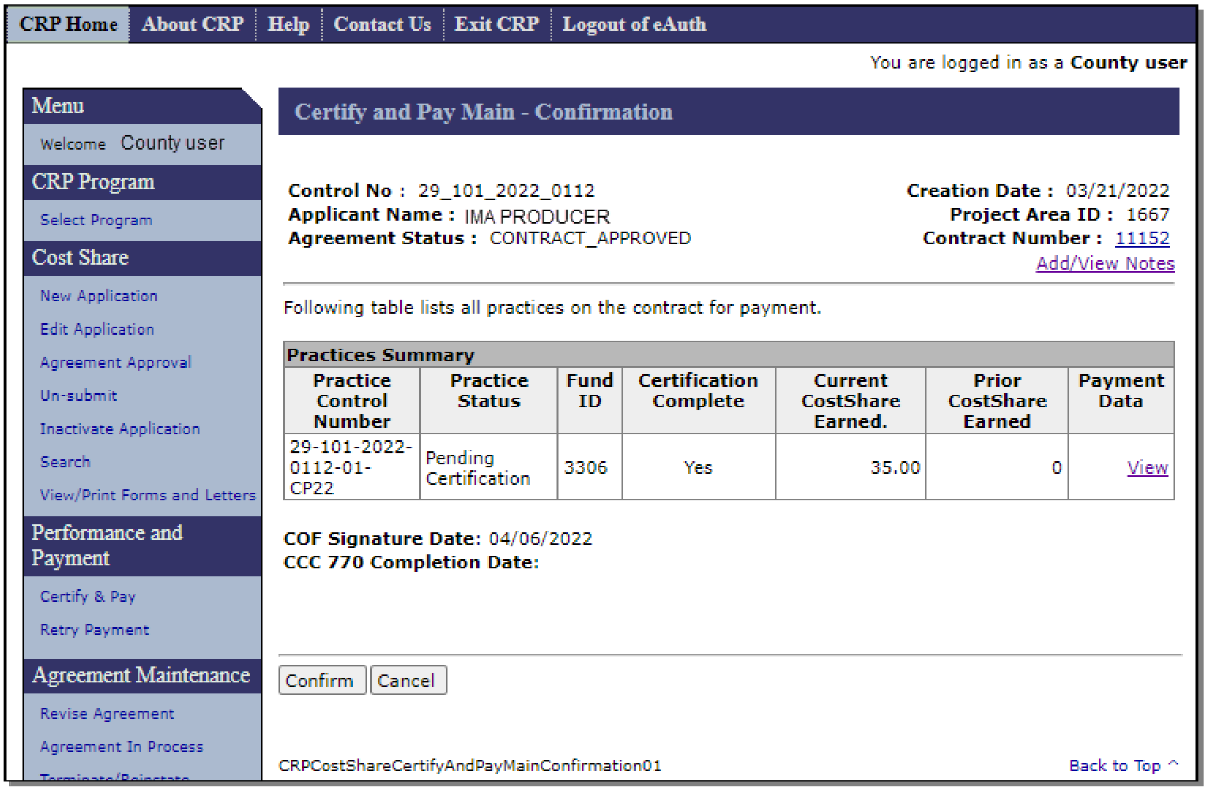
## 144 Certify and Pay Main – Confirmation

### A Overview

The Certify and Pay Main – Confirmation Screen will be displayed after a practice is selected for payment and "Submit" is selected on the Certify and Pay Main Screen according to paragraph 143. This Screen is the final opportunity to confirm that the payment data is correct.

### B Example of Certify and Pay Main – Confirmation Screen

The following is an example of the Certify and Pay Main – Confirmation Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Certify and Pay Main - Confirmation
Add/View Notes
Confirm
Cancel
CRPCostShareCertifyAndPayMainConfirmation01
Back to Top

**Control No :** 29_101_2022_0112
**Applicant Name :** IMA PRODUCER
**Agreement Status :** CONTRACT_APPROVED
**Creation Date :** 03/21/2022
**Project Area ID :** 1667
**Contract Number :** 11152

Following table lists all practices on the contract for payment.

**Practices Summary**

| Practice Control Number | Practice Status | Fund ID | Certification Complete | Current CostShare Earned. | Prior CostShare Earned | Payment Data |
|---|---|---|---|---|---|---|
| 29-101-2022-0112-01-CP22 | Pending Certification | 3306 | Yes | 35.00 | 0 | View |

**COF Signature Date:** 04/06/2022
**CCC 770 Completion Date:**

## 144 Certify and Pay Main – Confirmation (Continued)

### C Fields, Descriptions, and Actions

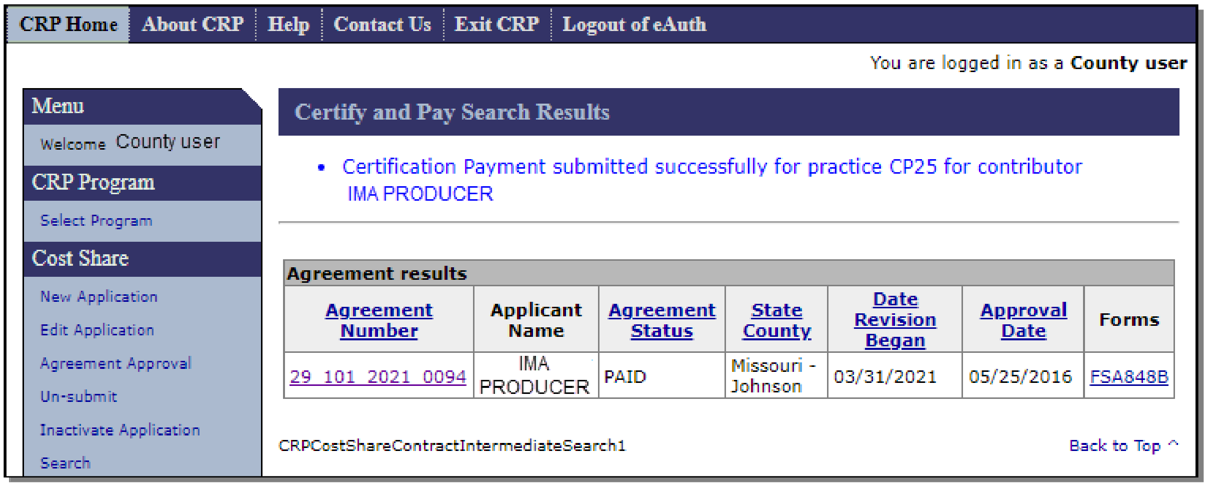
The following table provides the fields, descriptions, and actions for the Certify and Pay Main – Confirmation Screen.

| Field/Link | Description/Action |
|---|---|
| Practice Control Number | Displays the application control number and applicable practice(s). |
| Practice Status | Displays the current status of the practice. |
| Fund ID | Displays the Fund code for the practice. |
| Certification Complete | Displays if the practice has been certified as complete. |
| Current CostShare Earned | Displays the amount of cost share to be paid based on the current certifications. |
| Prior CostShare Earned | Displays the amount of cost share previously paid. |
| Payment Data | CLICK "View" and the Certify and Pay – Component Rate Practice Screen will be displayed for viewing only. |
| COF Signature Date | Displays the entered COF signature date. |
| CCC 770 Completion Date | Displays the entered CCC-770 CRP2 completion date. |
| Confirm | The Certify and Pay Main Screen is displayed with payment success and/or failure results. |
| Cancel | The Certify and Pay Main Screen will be displayed. |

## 144 Certify and Pay Main – Confirmation (Continued)

### D Example of Certify and Pay Search Results Screen with payment success message – eFMS Obligated

The following is an example of the Certify and Pay Search Results Screen after Certify and Pay processed for an eFMS obligated agreement.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a **County user**
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
Certify and Pay Search Results

- Certification Payment submitted successfully for practice CP25 for contributor IMA PRODUCER

**Agreement results**

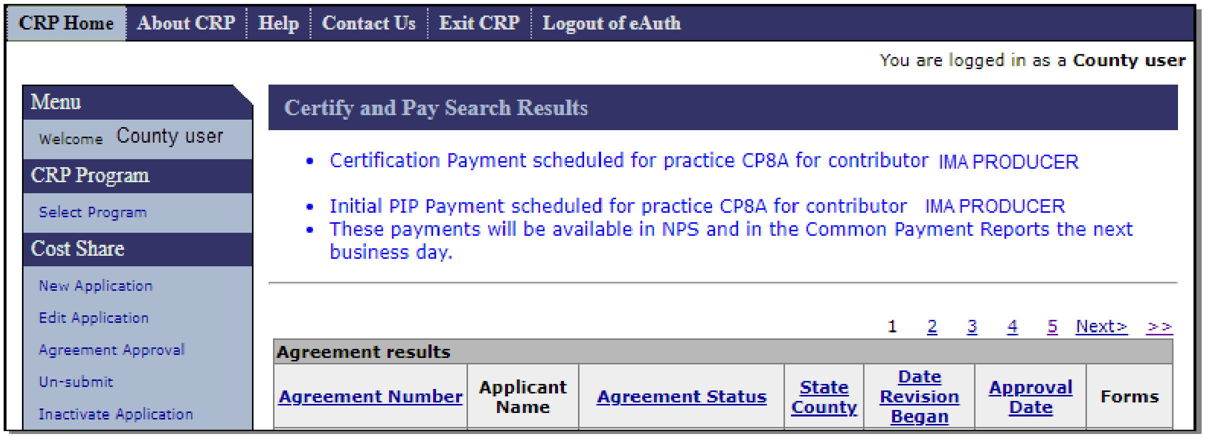
| Agreement Number | Applicant Name | Agreement Status | State County | Date Revision Began | Approval Date | Forms |
|---|---|---|---|---|---|---|
| 29 101 2021 0094 | IMA PRODUCER | PAID | Missouri - Johnson | 03/31/2021 | 05/25/2016 | FSA848B |

CRPCostShareContractIntermediateSearch1

Back to Top ^

### E Example of Certify and Pay Search Results Screen with payment success message – COF Obligated

The following is an example of the Certify and Pay Search Results Screen after Certify and Pay processed for a COF obligated agreement.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a **County user**
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Certify and Pay Search Results

- Certification Payment scheduled for practice CP8A for contributor IMA PRODUCER
- Initial PIP Payment scheduled for practice CP8A for contributor IMA PRODUCER
- These payments will be available in NPS and in the Common Payment Reports the next business day.

1 2 3 4 5 Next> >>

**Agreement results**

| Agreement Number | Applicant Name | Agreement Status | State County | Date Revision Began | Approval Date | Forms |
|---|---|---|---|---|---|---|

## 145-150 (Reserved)

## Section 3 View & Print Existing Certifications

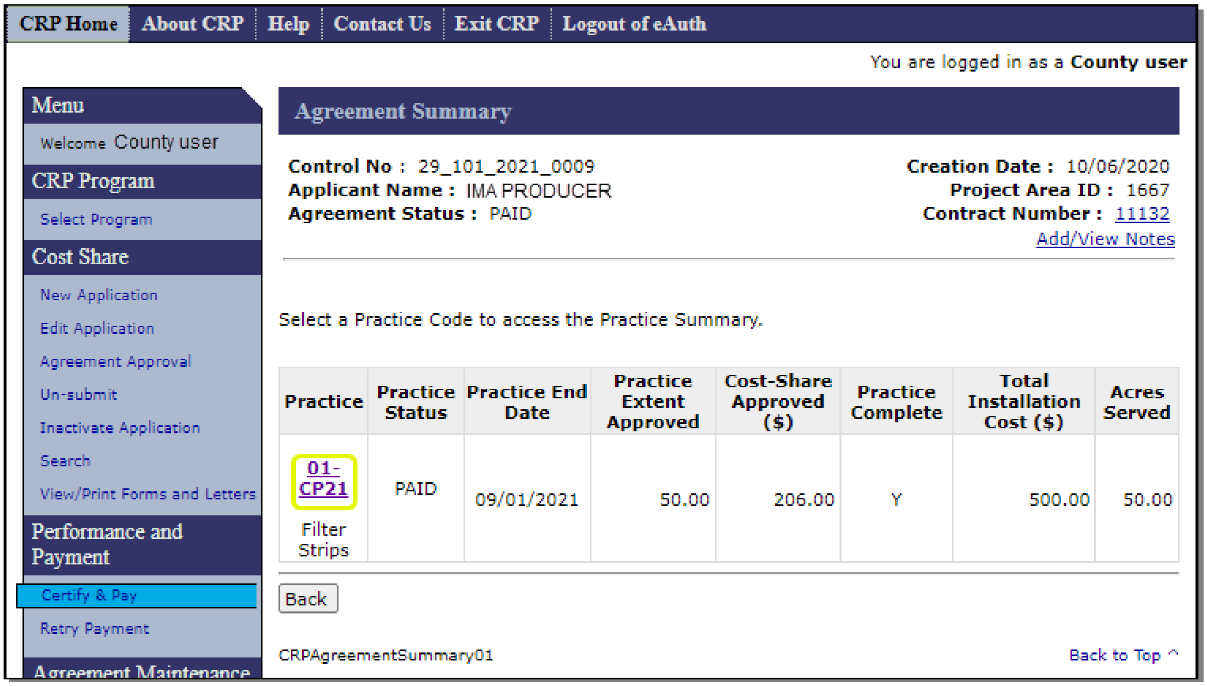
### 151 Existing Certifications

#### A Overview

To view or print certification data, click the practice identifier of the desired practice on the Agreement Summary Screen (see paragraph 132). After selecting the desired practice, the Practice Summary Screen is displayed for that practice.

#### B Example of Agreement Summary Screen

The following is an example of the Agreement Summary Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a **County user**
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Agreement Summary
Add/View Notes
Back
Back to Top
CRPAgreementSummary01

**Control No :** 29_101_2021_0009
**Applicant Name :** IMA PRODUCER
**Agreement Status :** PAID

**Creation Date :** 10/06/2020
**Project Area ID :** 1667
**Contract Number :** 11132

Select a Practice Code to access the Practice Summary.

| Practice | Practice Status | Practice End Date | Practice Extent Approved | Cost-Share Approved ($) | Practice Complete | Total Installation Cost ($) | Acres Served |
|---|---|---|---|---|---|---|---|
| 01-CP21<br>Filter Strips | PAID | 09/01/2021 | 50.00 | 206.00 | Y | 500.00 | 50.00 |

## 151 Existing Certifications (Continued)

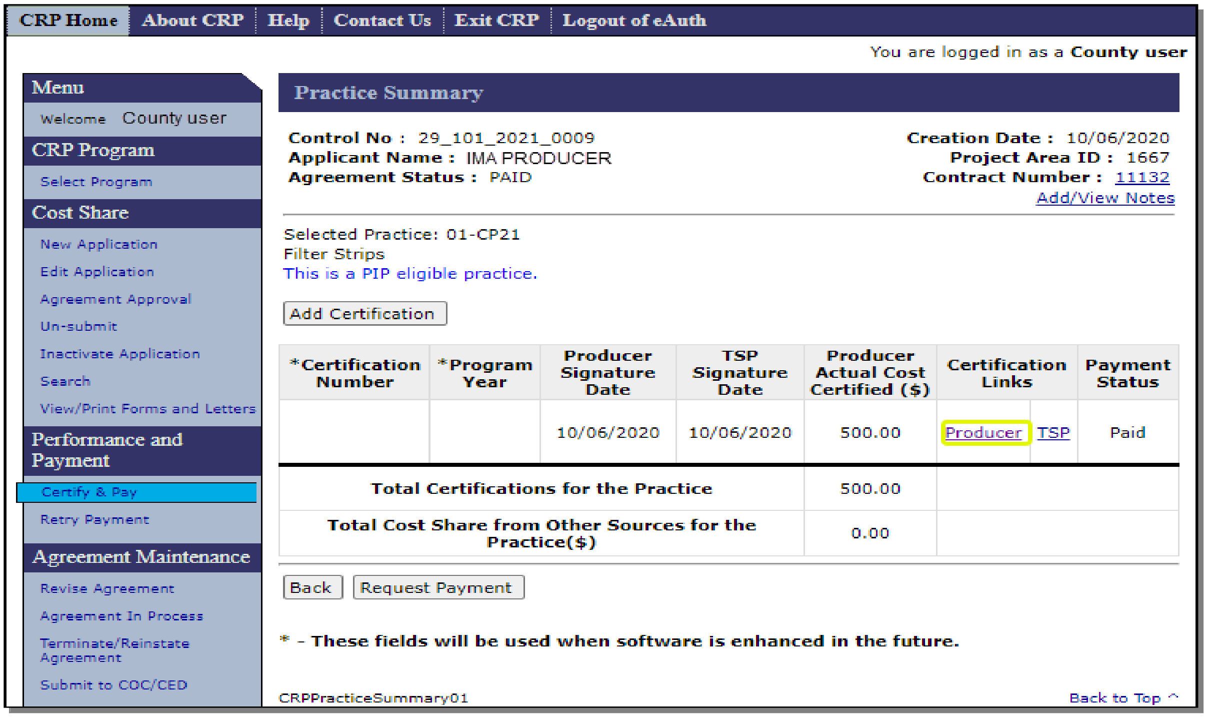
### C Fields, Descriptions, and Actions

The following table provides fields, descriptions, and actions on the Agreement Summary Screen.

| Field/Link | Description/Action |
|---|---|
| Practice | CLICK the practice identifier to display the Practice Summary Screen for the selected practice. |
| Practice Status | Displays the current status of the practice. |
| Practice End Date | Displays the end date of the practice. |
| Practice Extent Approved | Displays the extent approved for the practice. |
| Cost-Share Approved ($) | Displays the dollar amount of cost share approved for the practice. |
| Practice Complete | Displays if the practice is complete or not. |
| Total Installation Cost ($) | Displays the total cost once the practice is marked complete during the entry of producer certification. |
| Acres Served | Displays the acres served by the practice once practice is marked complete during the entry of producer certification. |
| Back | The Certify and Pay Search Results Screen is displayed. |

### D Example of Practice Summary Screen

The following is an example of the Practice Summary Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
Practice Summary
Add/View Notes
Add Certification
Back
Request Payment
Back to Top

You are logged in as a **County user**

Welcome County user

**Control No :** 29_101_2021_0009
**Applicant Name :** IMA PRODUCER
**Agreement Status :** PAID

**Creation Date :** 10/06/2020
**Project Area ID :** 1667
**Contract Number :** 11132

Selected Practice: 01-CP21
Filter Strips
This is a PIP eligible practice.

| *Certification Number | *Program Year | Producer Signature Date | TSP Signature Date | Producer Actual Cost Certified ($) | Certification Links | Payment Status |
|---|---|---|---|---|---|---|
| | | 10/06/2020 | 10/06/2020 | 500.00 | Producer TSP | Paid |
| Total Certifications for the Practice | | | | 500.00 | | |
| Total Cost Share from Other Sources for the Practice($) | | | | 0.00 | | |

*** - These fields will be used when software is enhanced in the future.**

CRPPracticeSummary01

## 151 Existing Certifications (Continued)

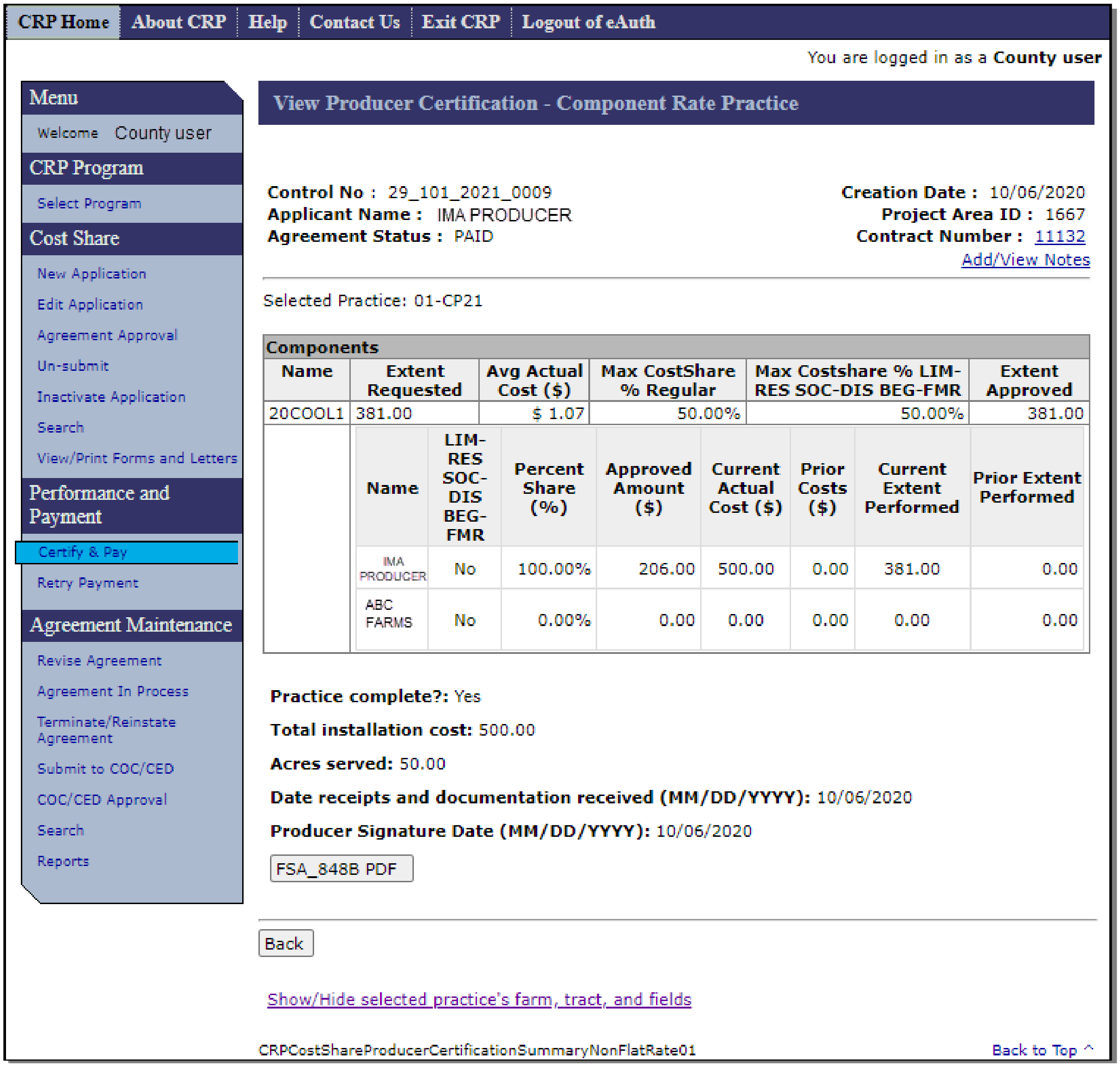
### E Fields, Descriptions, and Actions

| Field/Link | Description/Action |
|---|---|
| Add Certification | Create New Producer Certification – Component Rate Practice Screen is displayed. Not used for viewing existing certifications. |
| Certification Number | Reserved for future use. |
| Program Year | Reserved for future use. |
| Producer Signature Date | Date the producer signed the producer certification. |
| TSP Signature Date | Date TSP signed the TSP certification. |
| Producer Actual Cost Certified | The current actual costs associated to the specific certification. |
| Certification Links | CLICK.<br>• "Producer" to display either the Producer Certification – Component Rate Practice Screen or the View Producer Certification – Component Rate Practice Screen depending on the payment status of the certification. Information previously entered for the certification is shown.<br>• "TSP" to display either the Create New TSP Certification – Component Rate Practice Screen or the View TSP Certification – Component Rate Practice Screen depending on the payment status of the certification. Information previously entered for the certification is shown. |
| Payment Status | Displays the payment status of the certification. |
| Total Certifications for the Practice | Cumulative actual costs for all certification associated to the selected practice. |
| Total Cost Share from Other Sources for the Practice($) | Displays the total cost share from other sources for the practice. |
| Back | Returns to the Agreement Summary Screen. |
| Request Payment | The Certify and Pay Main Menu is displayed.<br>**Note:** Only certifications with a payment status of "Not Sent" or "Payment Failed" will be available for payment on the Certify and Pay Main Menu. |

## 151 Existing Certifications (Continued)

### F Example of View Producer Certification – Component Rate Practice Screen

The following is an example of the View Producer Certification – Component Rate Practice Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports

**View Producer Certification - Component Rate Practice**

**Control No :** 29_101_2021_0009
**Applicant Name :** IMA PRODUCER
**Agreement Status :** PAID

**Creation Date :** 10/06/2020
**Project Area ID :** 1667
**Contract Number :** 11132

Add/View Notes

Selected Practice: 01-CP21

**Components**

| Name | Extent Requested | Avg Actual Cost ($) | Max CostShare % Regular | Max Costshare % LIM-RES SOC-DIS BEG-FMR | Extent Approved |
|---|---|---|---|---|---|
| 20COOL1 | 381.00 | $ 1.07 | 50.00% | 50.00% | 381.00 |

| Name | LIM-RES SOC-DIS BEG-FMR | Percent Share (%) | Approved Amount ($) | Current Actual Cost ($) | Prior Costs ($) | Current Extent Performed | Prior Extent Performed |
|---|---|---|---|---|---|---|---|
| IMA PRODUCER | No | 100.00% | 206.00 | 500.00 | 0.00 | 381.00 | 0.00 |
| ABC FARMS | No | 0.00% | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

**Practice complete?:** Yes

**Total installation cost:** 500.00

**Acres served:** 50.00

**Date receipts and documentation received (MM/DD/YYYY):** 10/06/2020

**Producer Signature Date (MM/DD/YYYY):** 10/06/2020

FSA_848B PDF
Back
Show/Hide selected practice's farm, tract, and fields
CRPCostShareProducerCertificationSummaryNonFlatRate01
Back to Top ^

## 151 Existing Certifications (Continued)

### G Fields, Descriptions, and Actions

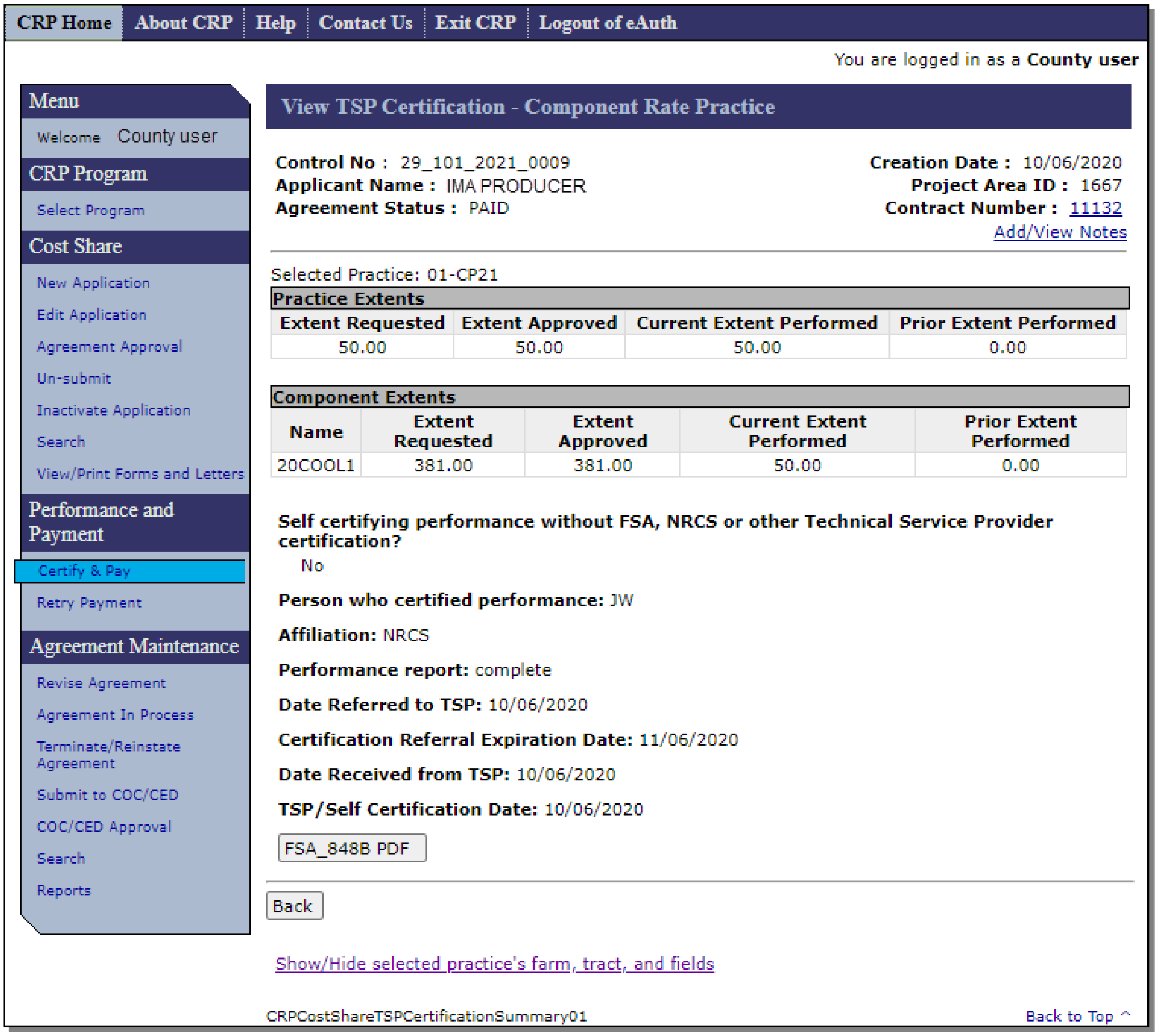
The following table provides fields, descriptions, and actions on the View Producer Certification – Component Rate Practice Screen.

| Field/Link | Action |
|---|---|
| Components fields | Display information for the named component. |
| Practice Complete? | Displays if the practice is complete or not. |
| Total Installation Cost ($) | Displays the total cost once the practice is marked complete during the entry of producer certification. |
| Acres Served | Displays the acres served by the practice once practice is marked complete during the entry of producer certification. |
| Date receipts and documentation received | Displays the entered date receipts and documentation were received from the producer. |
| Producer Signature Date | After the producer's signature is obtained on the printed form, re-access the certification and enter the producer signature date. If multiple signatures are required enter the latest signature date.<br>**Note:** When applicable, the prompt payment interest date will be calculated by adding 30-calendar days to the later of the date documents are received or the producer signature date. |
| FSA_848B PDF | CLICK "FSA_848B PDF" to open or save FSA-848B, Cost Share Performance Certification and Payment.<br>**Note:** After the user opens the certification, the "Print" option will be available. |
| Back | Returns to the Practice Summary Screen. |
| Show/Hide selected practice's farm, tract, and fields | Displays or Hides the Farm No., Tract No., Field No., Acres and State/County as loaded on Application Signup –Add Contributors Screen. See paragraph 31. |

## 151 Existing Certifications (Continued)

### H Example of View TSP Certification – Component Rate Practice Screen

The following is an example of the View TSP Certification – Component Rate Practice Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
FSA_848B PDF
Back
Show/Hide selected practice's farm, tract, and fields
Back to Top

You are logged in as a **County user**

**View TSP Certification - Component Rate Practice**

**Control No :** 29_101_2021_0009
**Applicant Name :** IMA PRODUCER
**Agreement Status :** PAID

**Creation Date :** 10/06/2020
**Project Area ID :** 1667
**Contract Number :** 11132
Add/View Notes

Selected Practice: 01-CP21

**Practice Extents**

| Extent Requested | Extent Approved | Current Extent Performed | Prior Extent Performed |
|---|---|---|---|
| 50.00 | 50.00 | 50.00 | 0.00 |

**Component Extents**

| Name | Extent Requested | Extent Approved | Current Extent Performed | Prior Extent Performed |
|---|---|---|---|---|
| 20COOL1 | 381.00 | 381.00 | 50.00 | 0.00 |

**Self certifying performance without FSA, NRCS or other Technical Service Provider certification?**
No

**Person who certified performance:** JW

**Affiliation:** NRCS

**Performance report:** complete

**Date Referred to TSP:** 10/06/2020

**Certification Referral Expiration Date:** 11/06/2020

**Date Received from TSP:** 10/06/2020

**TSP/Self Certification Date:** 10/06/2020

CRPCostShareTSPCertificationSummary01

## 151 Existing Certifications (Continued)

### I Fields, Descriptions, and Actions

The following table provides fields, descriptions, and actions on the View TSP Certification – Practice Rate Practice Screen.

| Field/Link | Description/Action |
|---|---|
| Practice Extents fields | Displays the extent requested, extent approved, current extent performed, and prior extent performed of the practice. |
| Components Extents fields | Displays the name, extent requested, extent approved, current extent, performed, and prior extent performed of the component. |
| Self certifying performance without FSA, NRCS or other Technical Service Provider certification? | Displays the entered answer to if the producer is self-certifying performance. |
| Person(s) who certified performance: | Displays the entry of who certified performance. |
| Affiliation | Displays the affiliation of the person who certified performance. |
| Performance Report | Displays the information entered that is relevant to the installation of the practice. |
| Date Referred to TSP | Displays the date referred to TSP. |
| Certification Referral Expiration Date | Displays the certification referral expiration date. |

## 151 Existing Certifications (Continued)

### I Fields, Descriptions, and Actions (Continued)

| Field/Link | Description/Action |
|---|---|
| Date received from TSP | Displays the date certification was received. |
| TSP/Self Certification Date | Displays the TSP or self-certification date.<br>**Notes:** Self certification may only be used for partial payments. USDA TSP certification is required for completed practices.<br>If more than one signature is required, the latest signature date should be entered. |
| FSA_848B PDF | CLICK "FSA_848B PDF to open or save FSA-848B, Cost-Share Performance Certification and Payment.<br>**Note:** After the user opens the certification, the "Print" option will be available. |
| Back | Returns to the Practice Summary Screen. |
| Show/Hide selected practice's farm, tract, and fields | Displays or Hides the Farm No., Tract No., Field No., Acres and State/County as loaded on Application Signup –Add Contributors Screen. See paragraph 31. |

## 152 View Existing Certifications from Search Results

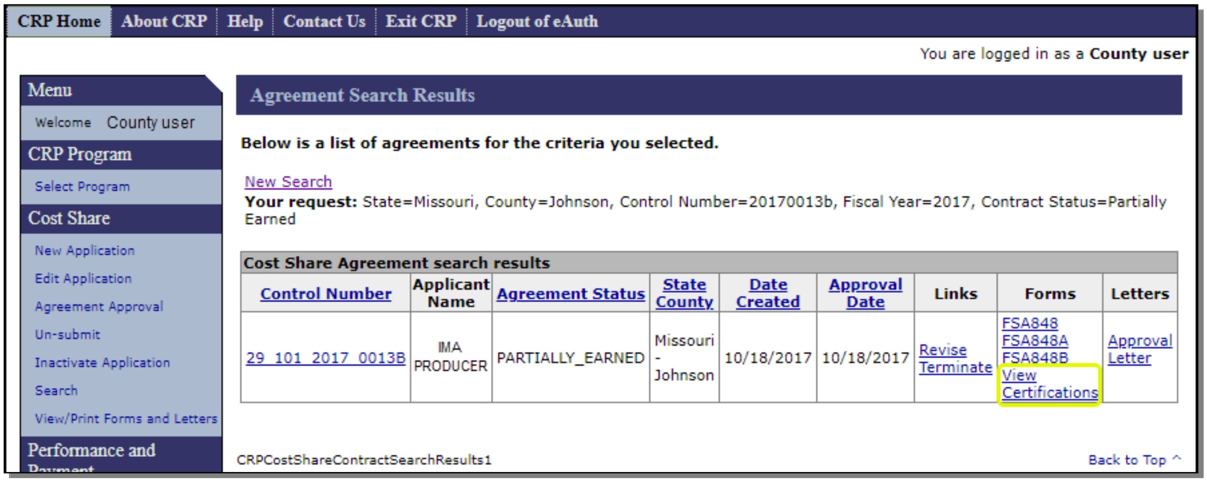
### A Overview

Producer certification data for agreements with agreement statuses of “Partially Earned” and “Paid” can be viewed directly from the Agreement Search Results Screen. After searching for an agreement according to paragraph 300 a “View Certifications” link will be displayed in, the “Forms” column of the Agreement Search Results Screen.

**Note:** The “View Certifications” link is also available through the “View/Print Forms and Letters” search.

### B Example of Agreement Search Results Screen

The following is an example of the Agreement Search Results Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a **County user**
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Agreement Search Results
New Search
CRPCostShareContractSearchResults1
Back to Top ^

**Below is a list of agreements for the criteria you selected.**

**Your request:** State=Missouri, County=Johnson, Control Number=20170013b, Fiscal Year=2017, Contract Status=Partially Earned

**Cost Share Agreement search results**

| Control Number | Applicant Name | Agreement Status | State County | Date Created | Approval Date | Links | Forms | Letters |
|---|---|---|---|---|---|---|---|---|
| 29_101_2017_0013B | IMA PRODUCER | PARTIALLY_EARNED | Missouri - Johnson | 10/18/2017 | 10/18/2017 | Revise<br>Terminate | FSA848<br>FSA848A<br>FSA848B<br>View Certifications | Approval Letter |

### C Fields, Descriptions, and Actions

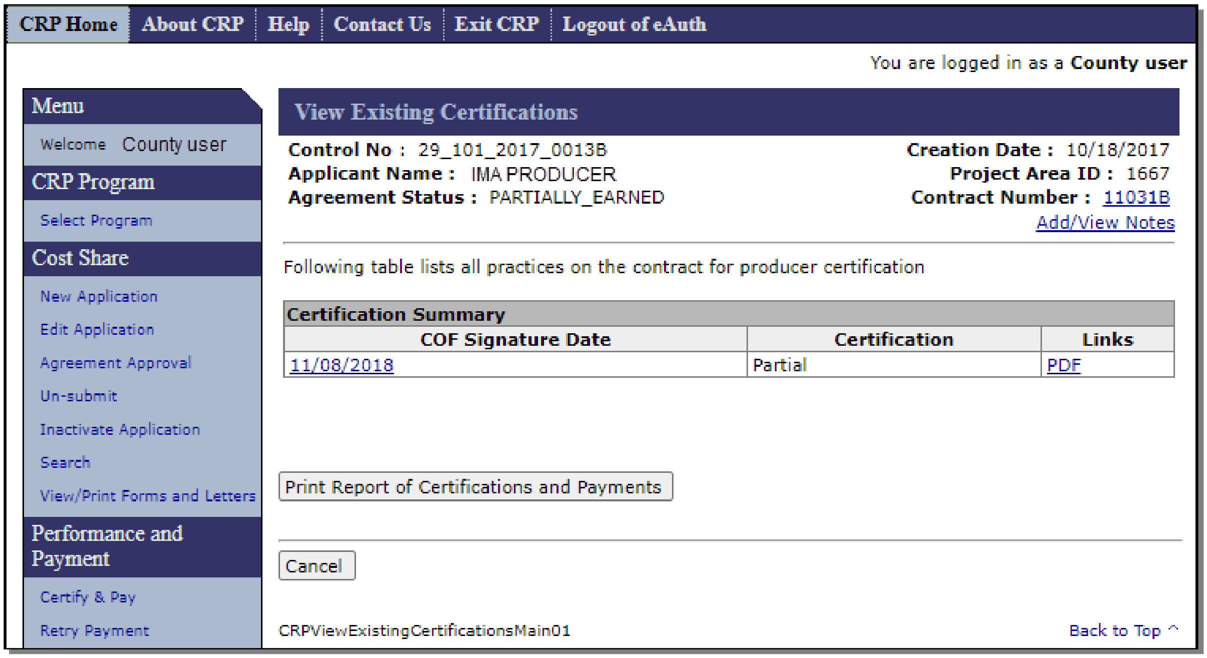
For this paragraph, only the “View Certifications” link will be explained. See paragraph 301 for explanation of other links on the Agreement Search Results Screen.

| Field/Link | Action |
|---|---|
| View Certifications | CLICK “View Certifications” to see the View Existing Certifications Screen. |

## 152 View Existing Certifications from Search Results (Continued)

### D Example of View Existing Certifications Screen

The following is an example of the View Existing Certifications Screen.



CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Add/View Notes
Print Report of Certifications and Payments
Cancel
Back to Top

You are logged in as a **County user**

**View Existing Certifications**

**Control No :** 29_101_2017_0013B
**Applicant Name :** IMA PRODUCER
**Agreement Status :** PARTIALLY_EARNED
**Creation Date :** 10/18/2017
**Project Area ID :** 1667
**Contract Number :** 11031B

Following table lists all practices on the contract for producer certification

**Certification Summary**

| COF Signature Date | Certification | Links |
|---|---|---|
| 11/08/2018 | Partial | PDF |

CRPViewExistingCertificationsMain01

### E Fields, Descriptions, and Actions

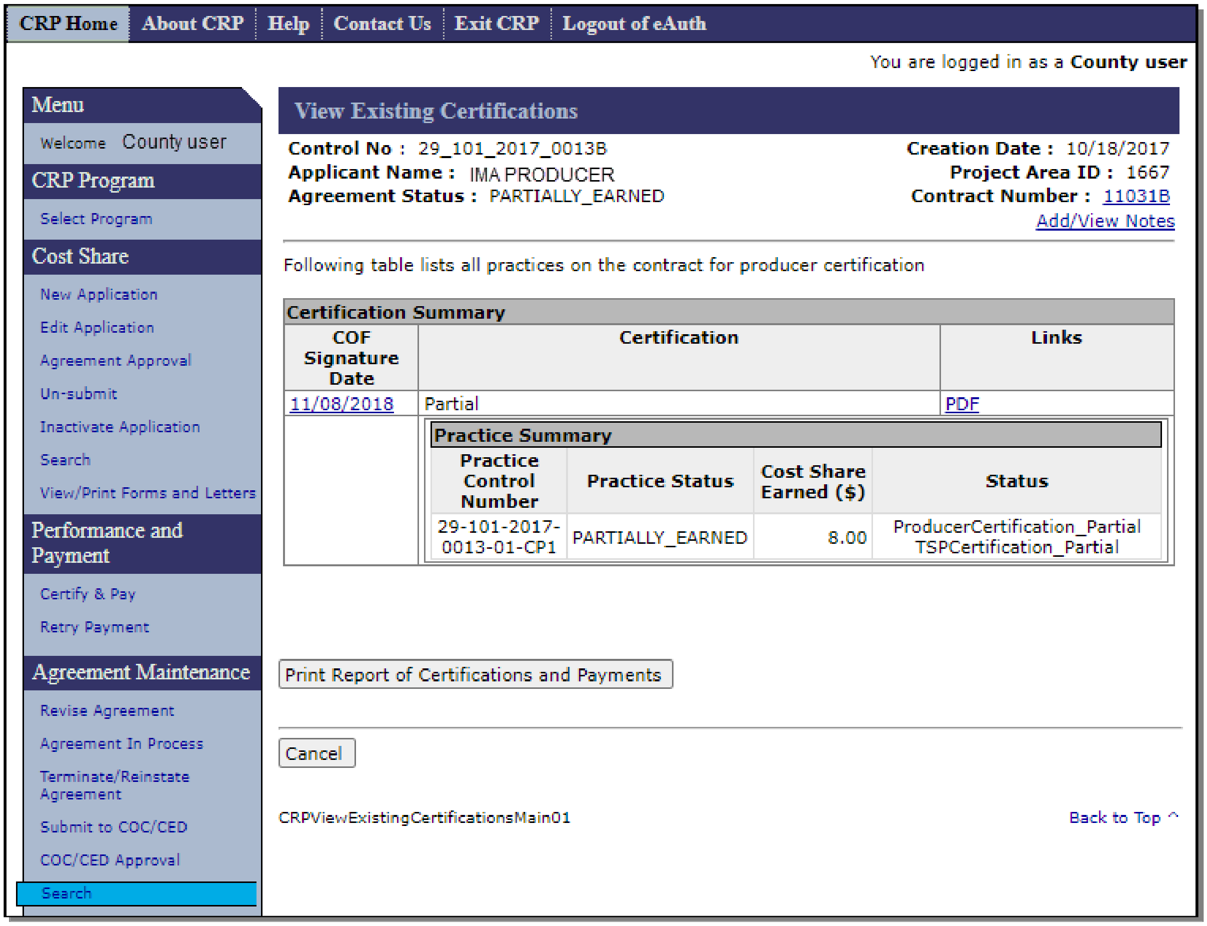
The following table provides fields, descriptions, and actions on the View Existing Certifications Screen.

| Field/Link | Action |
|---|---|
| COF Signature Date | Click the date to open the Practice Summary for the agreement. Statuses of the Producer and TSP certifications will be displayed in the Practice Summary. |
| Certification | Displays the status of the certification. |
| Links | CLICK "PDF" to generate a PDF copy of form FSA-848B for viewing or printing. |
| Print Report of Certifications and Payments | CLICK "Print Report of Certifications and Payments" to generate PDF report. CLICK "Open" or "Save as" when prompted. See subparagraph G for an example of this report. |
| Cancel | CLICK "Cancel" to return to the Agreement Search Results Screen. |

## 152 View Existing Certifications from Search Results (Continued)

### F Example of View Existing Certifications Practice Summary

The following is an example of the View Existing Certifications Practice Summary Screen. The practice summary portion of the Screen is view only.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Print Report of Certifications and Payments
Cancel
Back to Top ^

You are logged in as a **County user**

Welcome County user

View Existing Certifications

**Control No :** 29_101_2017_0013B

**Applicant Name :** IMA PRODUCER

**Agreement Status :** PARTIALLY_EARNED

**Creation Date :** 10/18/2017

**Project Area ID :** 1667

**Contract Number :** 11031B

Add/View Notes

Following table lists all practices on the contract for producer certification

**Certification Summary**

| COF Signature Date | Certification | Links |
|---|---|---|
| 11/08/2018 | Partial | PDF |

**Practice Summary**

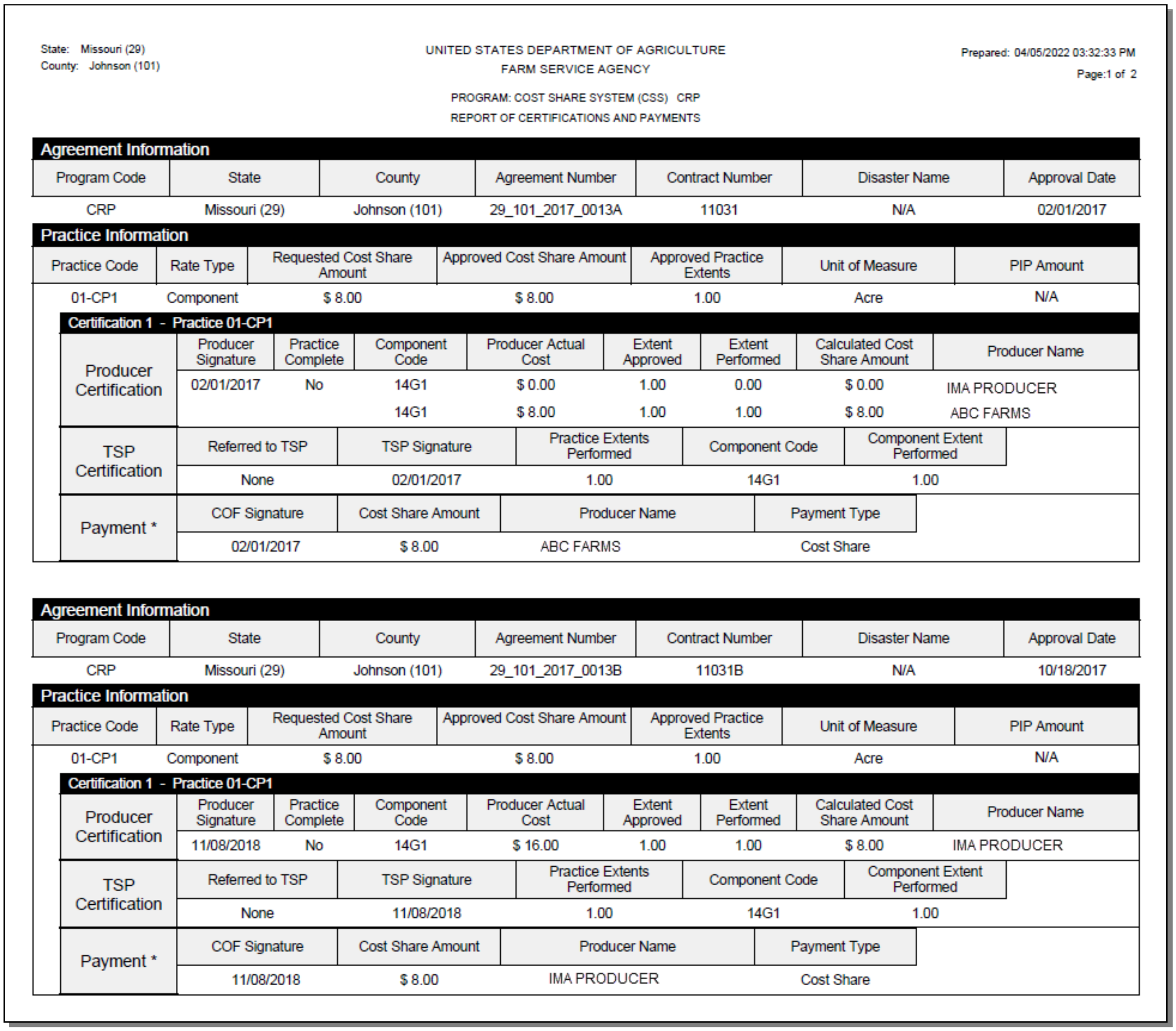
| Practice Control Number | Practice Status | Cost Share Earned ($) | Status |
|---|---|---|---|
| 29-101-2017-0013-01-CP1 | PARTIALLY_EARNED | 8.00 | ProducerCertification_Partial<br>TSPCertification_Partial |

CRPViewExistingCertificationsMain01

## 152 View Existing Certifications from Search Results (Continued)

### G Example of Report of Certifications and Payments

The following is an example of the Report of Certifications and Payments.



State: Missouri (29)
County: Johnson (101)

UNITED STATES DEPARTMENT OF AGRICULTURE
FARM SERVICE AGENCY

PROGRAM: COST SHARE SYSTEM (CSS) CRP
REPORT OF CERTIFICATIONS AND PAYMENTS

Prepared: 04/05/2022 03:32:33 PM
Page:1 of 2

**Agreement Information**

| Program Code | State | County | Agreement Number | Contract Number | Disaster Name | Approval Date |
|---|---|---|---|---|---|---|
| CRP | Missouri (29) | Johnson (101) | 29_101_2017_0013A | 11031 | N/A | 02/01/2017 |

**Practice Information**

| Practice Code | Rate Type | Requested Cost Share Amount | Approved Cost Share Amount | Approved Practice Extents | Unit of Measure | PIP Amount |
|---|---|---|---|---|---|---|
| 01-CP1 | Component | $ 8.00 | $ 8.00 | 1.00 | Acre | N/A |

**Certification 1 - Practice 01-CP1**

|  | Producer Signature | Practice Complete | Component Code | Producer Actual Cost | Extent Approved | Extent Performed | Calculated Cost Share Amount | Producer Name |
|---|---|---|---|---|---|---|---|---|
| Producer Certification | 02/01/2017 | No | 14G1 | $ 0.00 | 1.00 | 0.00 | $ 0.00 | IMA PRODUCER |
|  |  |  | 14G1 | $ 8.00 | 1.00 | 1.00 | $ 8.00 | ABC FARMS |

|  | Referred to TSP | TSP Signature | Practice Extents Performed | Component Code | Component Extent Performed |
|---|---|---|---|---|---|
| TSP Certification | None | 02/01/2017 | 1.00 | 14G1 | 1.00 |

|  | COF Signature | Cost Share Amount | Producer Name | Payment Type |
|---|---|---|---|---|
| Payment * | 02/01/2017 | $ 8.00 | ABC FARMS | Cost Share |

**Agreement Information**

| Program Code | State | County | Agreement Number | Contract Number | Disaster Name | Approval Date |
|---|---|---|---|---|---|---|
| CRP | Missouri (29) | Johnson (101) | 29_101_2017_0013B | 11031B | N/A | 10/18/2017 |

**Practice Information**

| Practice Code | Rate Type | Requested Cost Share Amount | Approved Cost Share Amount | Approved Practice Extents | Unit of Measure | PIP Amount |
|---|---|---|---|---|---|---|
| 01-CP1 | Component | $ 8.00 | $ 8.00 | 1.00 | Acre | N/A |

**Certification 1 - Practice 01-CP1**

|  | Producer Signature | Practice Complete | Component Code | Producer Actual Cost | Extent Approved | Extent Performed | Calculated Cost Share Amount | Producer Name |
|---|---|---|---|---|---|---|---|---|
| Producer Certification | 11/08/2018 | No | 14G1 | $ 16.00 | 1.00 | 1.00 | $ 8.00 | IMA PRODUCER |

|  | Referred to TSP | TSP Signature | Practice Extents Performed | Component Code | Component Extent Performed |
|---|---|---|---|---|---|
| TSP Certification | None | 11/08/2018 | 1.00 | 14G1 | 1.00 |

|  | COF Signature | Cost Share Amount | Producer Name | Payment Type |
|---|---|---|---|---|
| Payment * | 11/08/2018 | $ 8.00 | IMA PRODUCER | Cost Share |

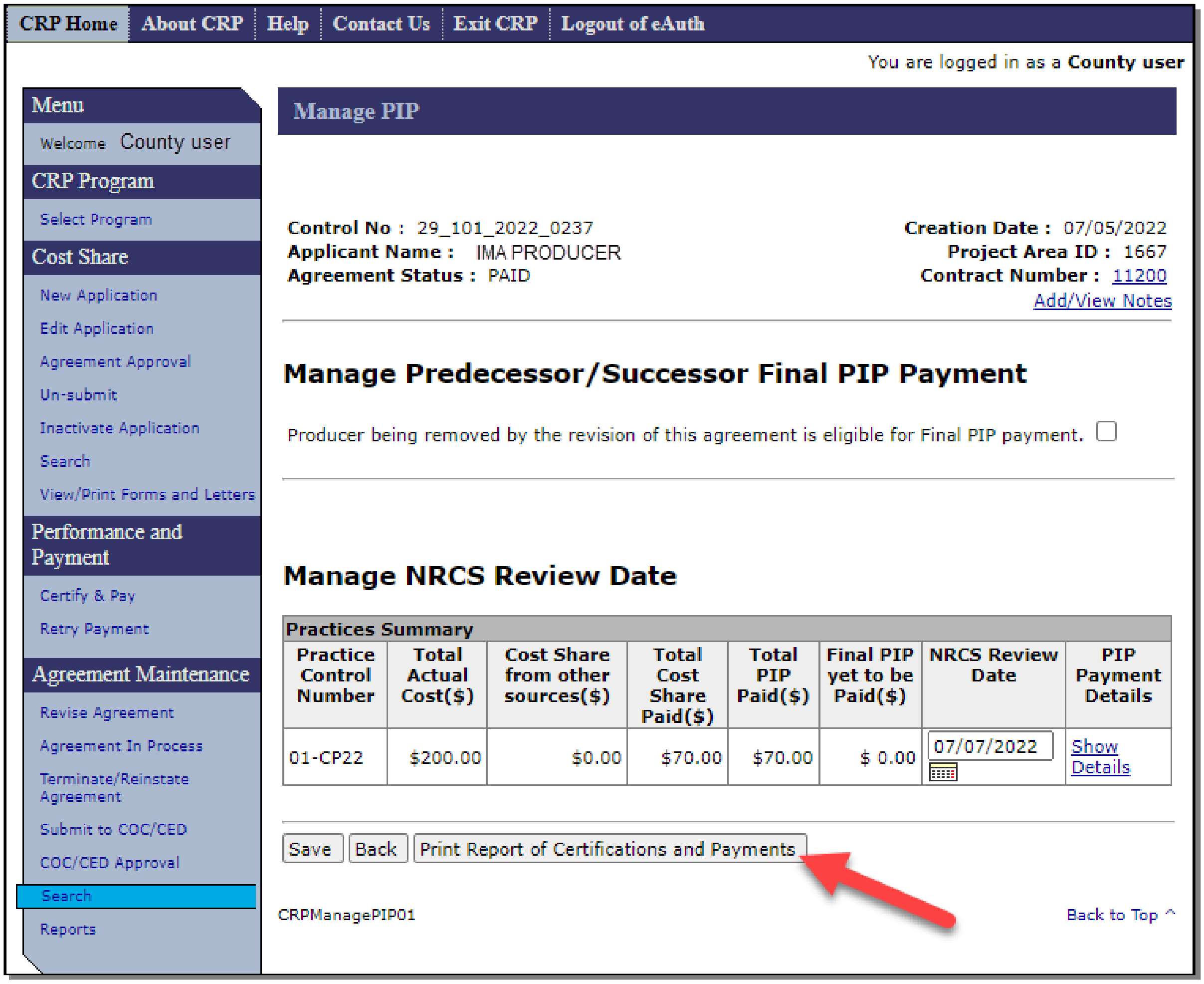
**Note:** All versions of the Agreement will be included on the Report of Certifications and Payments if there have been revisions.

## 153 View Existing Certifications and Payments from Manage PIP Screen

### A Overview

Producer certification and payment data for agreements can be viewed directly from the Manage PIP Screen. After accessing the Manage PIP Screen according to paragraph 170, CLICK “Print Report of Certifications and Payments”.

### B Example of Manage PIP Screen


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Manage PIP
Add/View Notes
Save
Back
Print Report of Certifications and Payments
CRPManagePIP01
Back to Top ^

**Control No :** 29_101_2022_0237
**Applicant Name :** IMA PRODUCER
**Agreement Status :** PAID

**Creation Date :** 07/05/2022
**Project Area ID :** 1667
**Contract Number :** 11200

**Manage Predecessor/Successor Final PIP Payment**

Producer being removed by the revision of this agreement is eligible for Final PIP payment. ☐

**Manage NRCS Review Date**

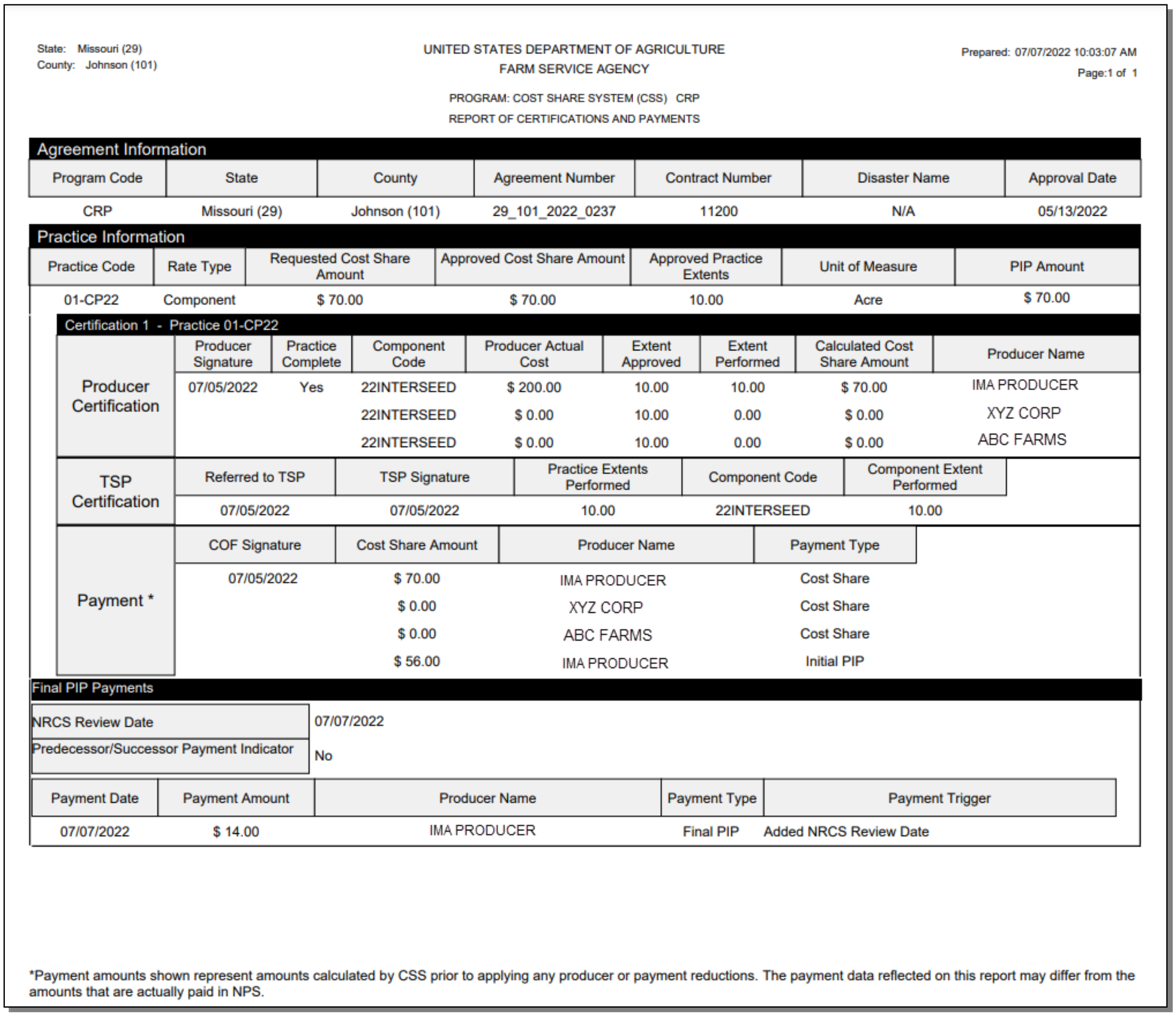
**Practices Summary**

| Practice Control Number | Total Actual Cost($) | Cost Share from other sources($) | Total Cost Share Paid($) | Total PIP Paid($) | Final PIP yet to be Paid($) | NRCS Review Date | PIP Payment Details |
|---|---|---|---|---|---|---|---|
| 01-CP22 | $200.00 | $0.00 | $70.00 | $70.00 | $ 0.00 | 07/07/2022 | Show Details |

## 153 View Existing Certifications and Payments from Manage PIP Screen (Continued)

### C Example of Report of Certifications and Payments with PIP

The following is an example of the Report of Certifications and Payments.



State: Missouri (29)
County: Johnson (101)

UNITED STATES DEPARTMENT OF AGRICULTURE
FARM SERVICE AGENCY

Prepared: 07/07/2022 10:03:07 AM
Page:1 of 1

PROGRAM: COST SHARE SYSTEM (CSS) CRP
REPORT OF CERTIFICATIONS AND PAYMENTS

Agreement Information

| Program Code | State | County | Agreement Number | Contract Number | Disaster Name | Approval Date |
|---|---|---|---|---|---|---|
| CRP | Missouri (29) | Johnson (101) | 29_101_2022_0237 | 11200 | N/A | 05/13/2022 |

Practice Information

| Practice Code | Rate Type | Requested Cost Share Amount | Approved Cost Share Amount | Approved Practice Extents | Unit of Measure | PIP Amount |
|---|---|---|---|---|---|---|
| 01-CP22 | Component | $ 70.00 | $ 70.00 | 10.00 | Acre | $ 70.00 |

Certification 1 - Practice 01-CP22

Producer Certification

| Producer Signature | Practice Complete | Component Code | Producer Actual Cost | Extent Approved | Extent Performed | Calculated Cost Share Amount | Producer Name |
|---|---|---|---|---|---|---|---|
| 07/05/2022 | Yes | 22INTERSEED | $ 200.00 | 10.00 | 10.00 | $ 70.00 | IMA PRODUCER |
| | | 22INTERSEED | $ 0.00 | 10.00 | 0.00 | $ 0.00 | XYZ CORP |
| | | 22INTERSEED | $ 0.00 | 10.00 | 0.00 | $ 0.00 | ABC FARMS |

TSP Certification

| Referred to TSP | TSP Signature | Practice Extents Performed | Component Code | Component Extent Performed |
|---|---|---|---|---|
| 07/05/2022 | 07/05/2022 | 10.00 | 22INTERSEED | 10.00 |

Payment *

| COF Signature | Cost Share Amount | Producer Name | Payment Type |
|---|---|---|---|
| 07/05/2022 | $ 70.00 | IMA PRODUCER | Cost Share |
| | $ 0.00 | XYZ CORP | Cost Share |
| | $ 0.00 | ABC FARMS | Cost Share |
| | $ 56.00 | IMA PRODUCER | Initial PIP |

Final PIP Payments

| | |
|---|---|
| NRCS Review Date | 07/07/2022 |
| Predecessor/Successor Payment Indicator | No |

| Payment Date | Payment Amount | Producer Name | Payment Type | Payment Trigger |
|---|---|---|---|---|
| 07/07/2022 | $ 14.00 | IMA PRODUCER | Final PIP | Added NRCS Review Date |

*Payment amounts shown represent amounts calculated by CSS prior to applying any producer or payment reductions. The payment data reflected on this report may differ from the amounts that are actually paid in NPS.

Note: When the final PIP is paid as the result of payment of PIP without an NRCS status review due to removal of a participant who received an initial PIP from the CRP contract the "Payment Trigger" will show as "Added Predecessor/Successor Payment". When the final PIP is paid as the result of entering the NRCS Status Review Date, the "Payment Trigger" will show as "Added NRCS Review Date".

## 154-159 (Reserved)

## Section 4 Retry Payment

### 160 Retry Payment Results

### A Overview

If a payment failed during Certify & Pay (Section 2), users can attempt to reprocess some of the failures through Cost Share and others through Common Payment Reports. See the following for further information.

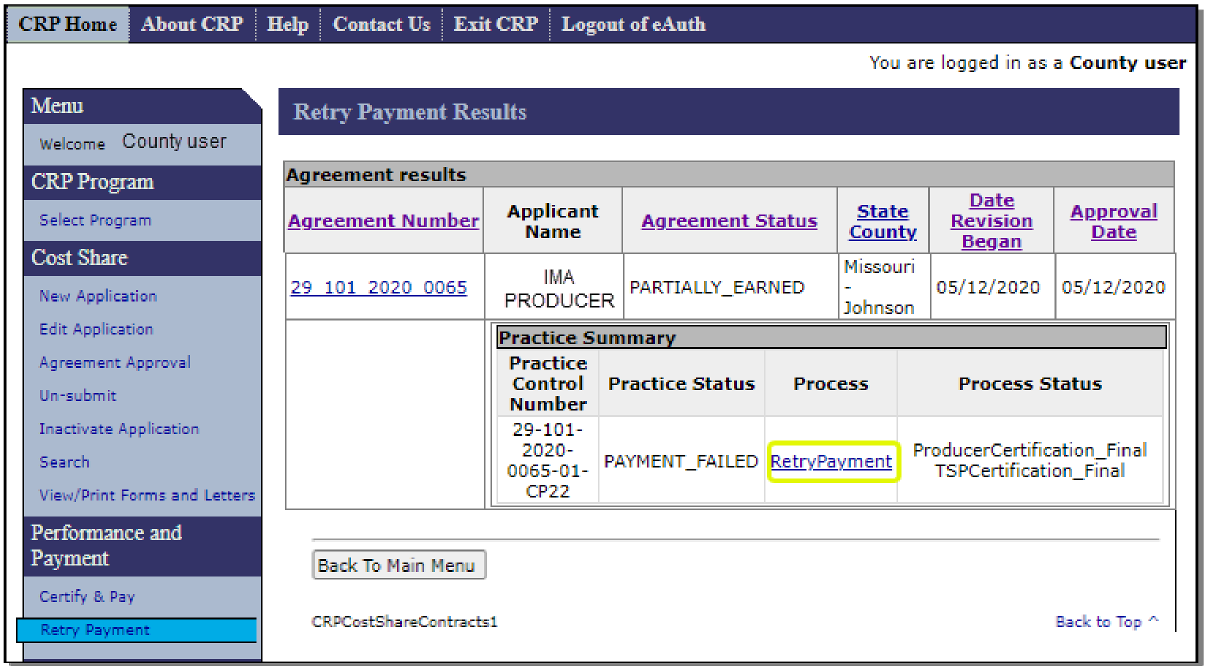
- Any FSA-848's associated with CRP-1s that have approval dates in CCMS before October 1, 2020, from the CRP Home Screen, CLICK "Retry Payment" from the left navigation menu. The Retry Payment Results Screen will be displayed. CLICK the Agreement Number to open the Practice Summary.

- Any FSA-848 associated with CRP-1 that has approval dates in CCMS after October 1, 2020, the payment failures can be found in the Common Payment Reports on the Nonpayment/Reduction Report.

**Note:** Except for FMI, the approval date of the FSA-848 is prepopulated with the approval date of the CRP-1. The system reads the approval date from CCMS.

### B Example of Retry Payment Results Screen

The following is an example of the Retry Payment Results Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment

You are logged in as a **County user**

**Retry Payment Results**

**Agreement results**

| Agreement Number | Applicant Name | Agreement Status | State County | Date Revision Began | Approval Date |
|---|---|---|---|---|---|
| 29_101_2020_0065 | IMA PRODUCER | PARTIALLY_EARNED | Missouri - Johnson | 05/12/2020 | 05/12/2020 |

**Practice Summary**

| Practice Control Number | Practice Status | Process | Process Status |
|---|---|---|---|
| 29-101-2020-0065-01-CP22 | PAYMENT_FAILED | RetryPayment | ProducerCertification_Final<br>TSPCertification_Final |

Back To Main Menu

CRPCostShareContracts1

## 160 Retry Payment Results (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Retry Payment Results Screen.

| Field | Description/Action |
|---|---|
| **Agreement Results** | |
| Agreement Number | CLICK the agreement control number link for the agreement. A Practice Summary box will be displayed. In the example in subparagraph B, the user clicked the Agreement Number for 29_101_2020_0065 to display the Practice Summary for that agreement. |
| Applicant Name | Displays the applicant's name. |
| Agreement Status | Displays the current status of the agreement. |
| State-County | Displays the State and County of the agreement. |
| Date Revision Began | Displays either the date the agreement was created or the date a revision was initiated. |
| Approval Date | Displays the approval date. |
| **Practice Summary** | |
| Practice Control Number | Displays the application control number and applicable practice(s). |
| Practice Status | Displays the current status of the practice. |
| Process | CLICK "Retry Payment" to display the Retry Payment Screen. See paragraph 161 for additional information. |
| Process Status | Displays the status of the producer and TSP certifications. |
| Back To Main Menu | The Application Signup Screen is displayed. The Application Signup Screen is a blank Screen that instructs the user to use the left navigation menu to select a task. |

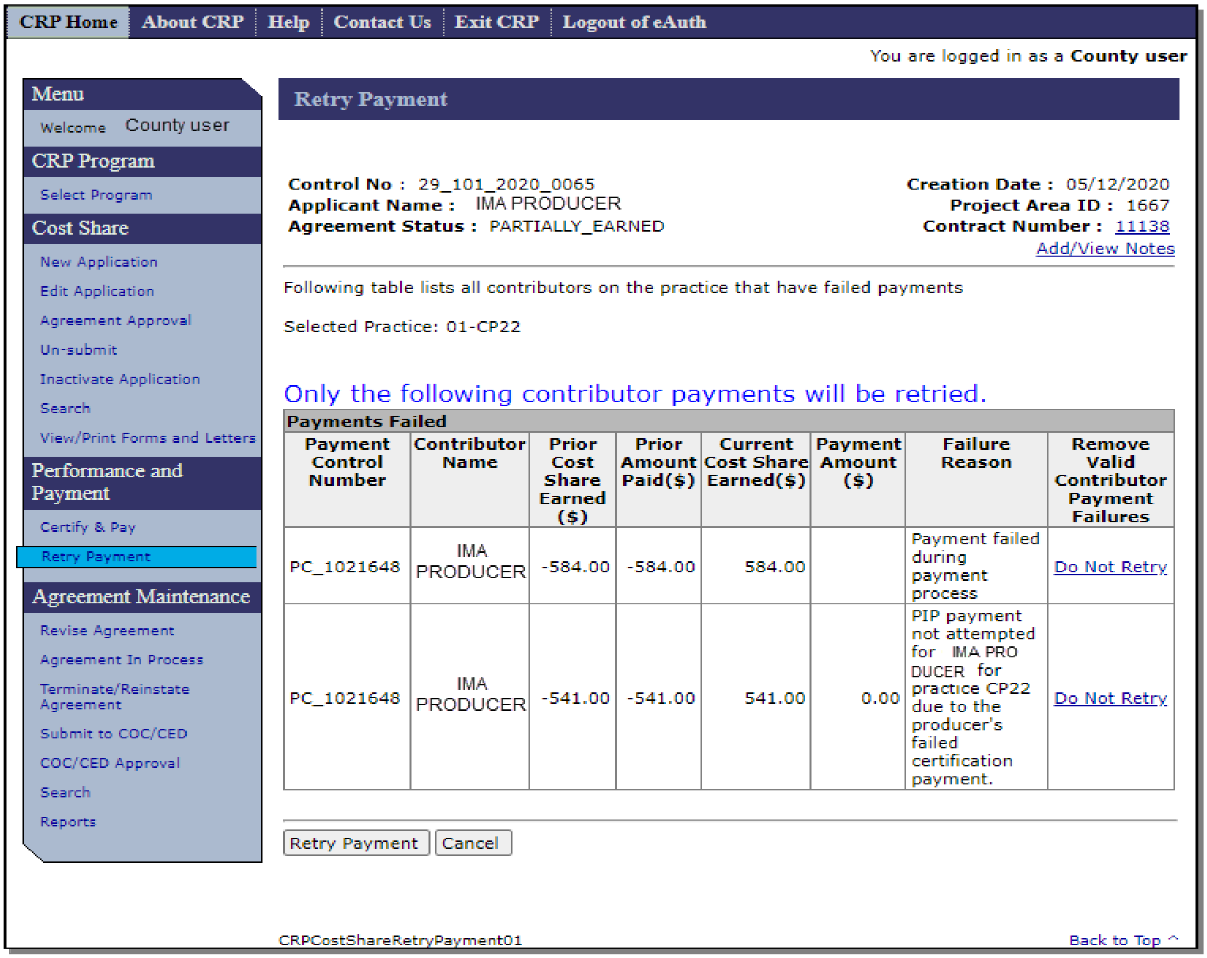
## 161 Retry Payment

### A Overview

After Retry Payment is selected on the Retry Payment Results Screen, the Retry Payment Screen will be displayed. User should review the failure reason and after appropriate steps are taken to resolve the issue then "Retry Payment" should be selected. When researching the issue, the subsidiary year used by CRP for cost share payment eligibility is the FY in which the initial payment attempt was made on the agreement for COF obligated agreements and by practice for eFMS obligated agreements with the exception of AGI issues. The notes page can be used to determine when an initial payment was made on an agreement or practice. The subsidiary year menu in CCMS displays the applicable subsidiary year used for AGI determinations.

### B Example of Retry Payment Screen

The following is an example of the Retry Payment Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Retry Payment
Cancel
CRPCostShareRetryPayment01
Back to Top ^

You are logged in as a **County user**

**Retry Payment**

**Control No :** 29_101_2020_0065
**Applicant Name :** IMA PRODUCER
**Agreement Status :** PARTIALLY_EARNED

**Creation Date :** 05/12/2020
**Project Area ID :** 1667
**Contract Number :** 11138
Add/View Notes

Following table lists all contributors on the practice that have failed payments

Selected Practice: 01-CP22

Only the following contributor payments will be retried.

**Payments Failed**

| Payment Control Number | Contributor Name | Prior Cost Share Earned ($) | Prior Amount Paid($) | Current Cost Share Earned($) | Payment Amount ($) | Failure Reason | Remove Valid Contributor Payment Failures |
|---|---|---|---|---|---|---|---|
| PC_1021648 | IMA PRODUCER | -584.00 | -584.00 | 584.00 | | Payment failed during payment process | Do Not Retry |
| PC_1021648 | IMA PRODUCER | -541.00 | -541.00 | 541.00 | 0.00 | PIP payment not attempted for IMA PRODUCER for practice CP22 due to the producer's failed certification payment. | Do Not Retry |

## 161 Retry Payment (Continued)

### C Fields, Descriptions, and Actions

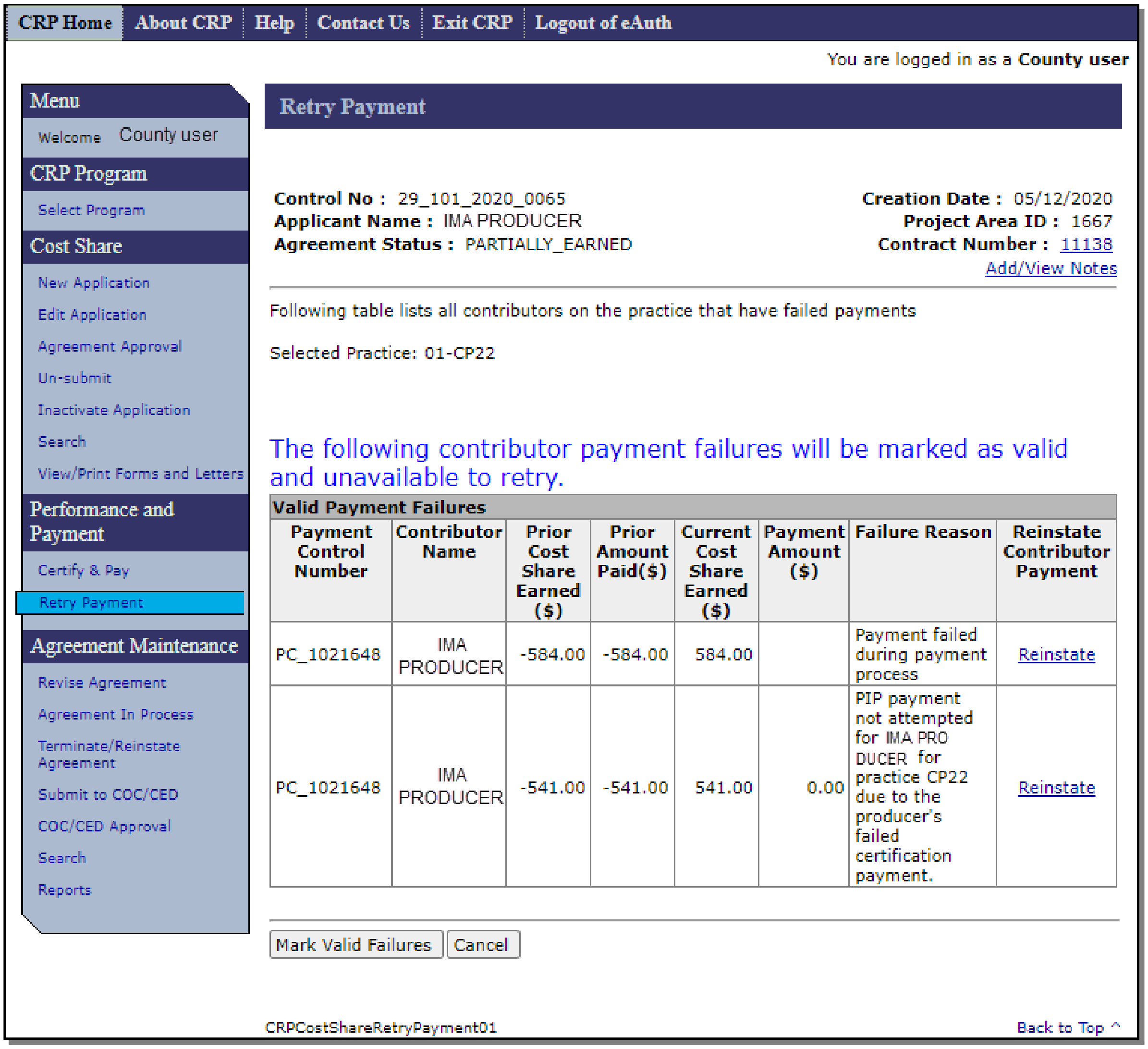
The following table provides the fields, descriptions, and actions for the Retry Payment Screen.

| Field/Link | Description/Action |
|---|---|
| Payment Control Number | Displays the control number for the payment. |
| Contributor Name | Displays the producer's name for those with failed payments. |
| Prior Cost Share Earned ($) | Displays the amount of cost share previously paid. |
| Prior Amount Paid ($) | Displays the prior amount paid. |
| Current Cost Share Earned ($) | Displays the current amount of cost share earned. |
| Payment Amount | Displays the amount to attempt to pay during reprocessing. |
| Failure Reason | Displays the reason the payment was not issued. |
| Remove Valid Contributor Payment Failures | CLICK "Do Not Retry" to mark a payment failure for removal from the retry list, if applicable. Activates the alternate version of the Retry Payment Screen. |
| Retry Payment | The payment process will be attempted again. The Retry Payment Confirmation Screen will be displayed. See paragraph 162 for additional information. |
| Cancel | The Retry Payments Results Screen is displayed. |

## 161 Retry Payment (Continued)

### D Example of Retry Payment Screen – Alternate Version

The following is an example of the alternate version of the Retry Payment Screen that is displayed after the user CLICKS "Do Not Retry" on the original version of the Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Add/View Notes
Mark Valid Failures
Cancel
CRPCostShareRetryPayment01
Back to Top ^

You are logged in as a **County user**

**Retry Payment**

**Control No :** 29_101_2020_0065
**Applicant Name :** IMA PRODUCER
**Agreement Status :** PARTIALLY_EARNED

**Creation Date :** 05/12/2020
**Project Area ID :** 1667
**Contract Number :** 11138

Following table lists all contributors on the practice that have failed payments

Selected Practice: 01-CP22

The following contributor payment failures will be marked as valid and unavailable to retry.

**Valid Payment Failures**

| Payment Control Number | Contributor Name | Prior Cost Share Earned ($) | Prior Amount Paid($) | Current Cost Share Earned ($) | Payment Amount ($) | Failure Reason | Reinstate Contributor Payment |
|---|---|---|---|---|---|---|---|
| PC_1021648 | IMA PRODUCER | -584.00 | -584.00 | 584.00 |  | Payment failed during payment process | Reinstate |
| PC_1021648 | IMA PRODUCER | -541.00 | -541.00 | 541.00 | 0.00 | PIP payment not attempted for IMA PRODUCER for practice CP22 due to the producer's failed certification payment. | Reinstate |

## 161 Retry Payment (Continued)

### E Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the alternate version of the Retry Payment Screen.

| Field/Link | Description/Action |
|---|---|
| Payment Control Number | Displays the control number for the payment. |
| Contributor Name | Displays the producer's name for those with failed payments. |
| Prior Cost Share Earned ($) | Displays the amount of cost share previously paid. |
| Prior Amount Paid ($) | Displays the prior amount paid. |
| Current Cost Share Earned ($) | Displays the current amount of cost share earned. |
| Payment Amount | Displays the amount to attempt to pay during reprocessing. |
| Failure Reason | Displays the reason the payment was not issued. |
| Reinstate Contributor Payment | CLICK "Reinstate" to enable the Retry Payment option. Returns the user to the original version of the Retry Payments Screen. |
| Mark Valid Failures | Payment failures will be permanently removed from the retry list. |
| Cancel | The Retry Payments Results Screen is displayed. |

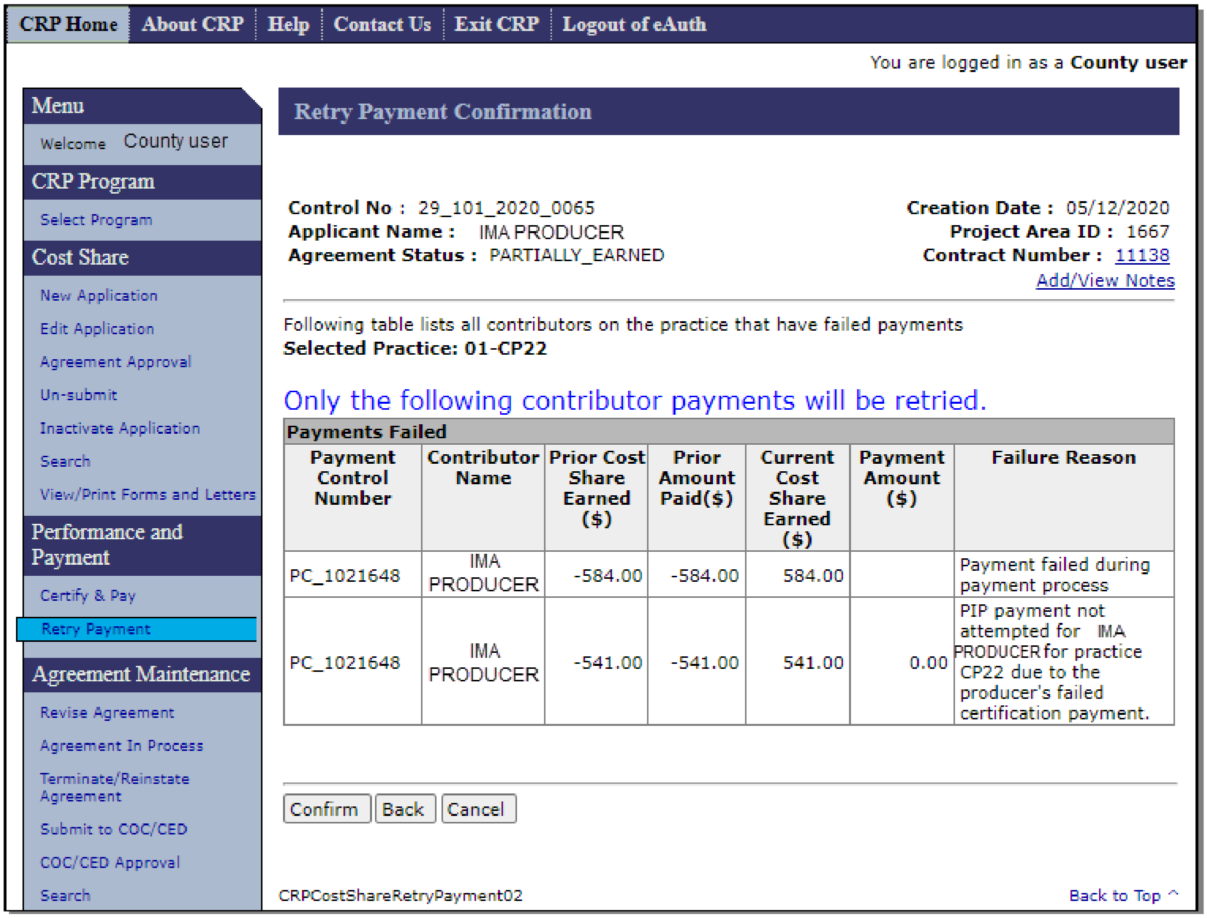
## 162 Retry Payment Confirmation

### A Overview

After "Retry Payment" is selected on the Retry Payment Screen, the Retry Payment Confirmation Screen will be displayed.

### B Example of Retry Payment Confirmation Screen

The following is an example of the Retry Payment Confirmation Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Add/View Notes
Confirm
Back
Cancel
Back to Top ^

You are logged in as a **County user**

**Retry Payment Confirmation**

**Control No :** 29_101_2020_0065
**Applicant Name :** IMA PRODUCER
**Agreement Status :** PARTIALLY_EARNED
**Creation Date :** 05/12/2020
**Project Area ID :** 1667
**Contract Number :** 11138

Following table lists all contributors on the practice that have failed payments
**Selected Practice: 01-CP22**

Only the following contributor payments will be retried.

**Payments Failed**

| Payment Control Number | Contributor Name | Prior Cost Share Earned ($) | Prior Amount Paid($) | Current Cost Share Earned ($) | Payment Amount ($) | Failure Reason |
|---|---|---|---|---|---|---|
| PC_1021648 | IMA PRODUCER | -584.00 | -584.00 | 584.00 |  | Payment failed during payment process |
| PC_1021648 | IMA PRODUCER | -541.00 | -541.00 | 541.00 | 0.00 | PIP payment not attempted for IMA PRODUCER for practice CP22 due to the producer's failed certification payment. |

CRPCostShareRetryPayment02

## 162 Retry Payment Confirmation (Continued)

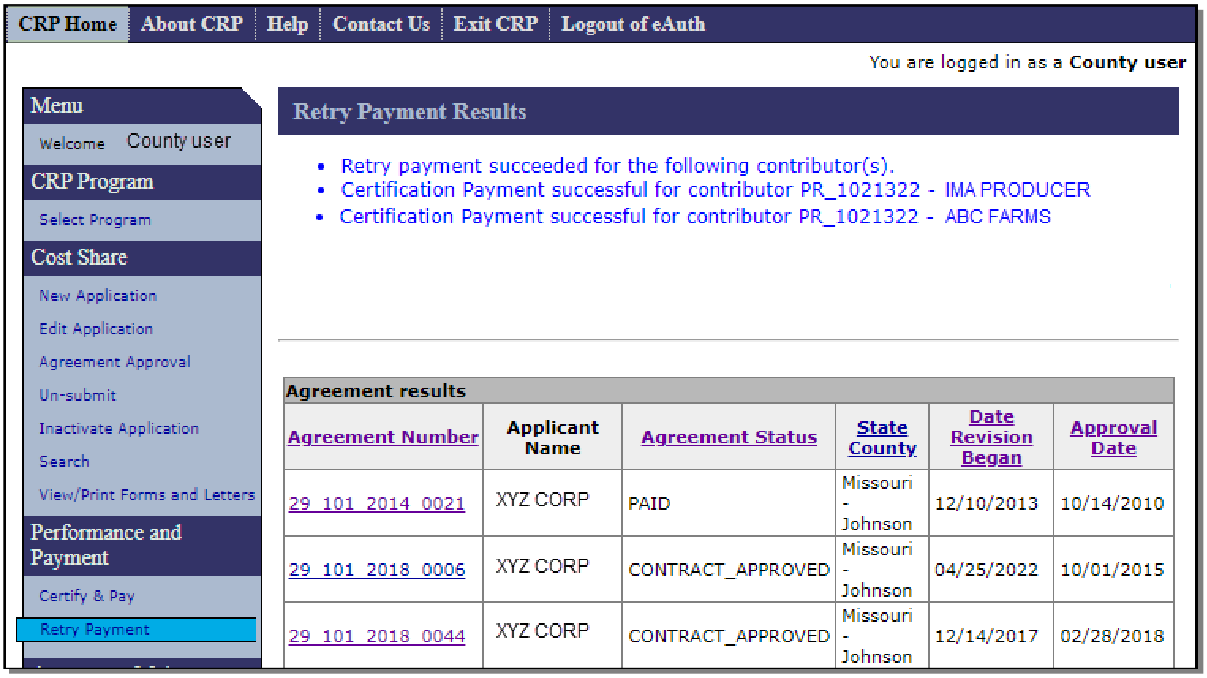
### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Retry Payment Confirmation Screen.

| Field/Link | Description/Action |
|---|---|
| Payment Control Number | Displays the control number for the payment. |
| Contributor Name | Displays the producer's name for those with failed payments. |
| Prior Cost Share Earned ($) | Displays the amount of cost share previously paid. |
| Prior Amount Paid ($) | Displays the prior amount paid. |
| Current Cost Share Earned ($) | Displays the current amount of cost share earned. |
| Payment Amount | Displays the amount to attempt to pay during reprocessing. |
| Failure Reason | Displays the reason the payment was not issued. |
| Confirm | If retry fails, the Retry Payment Screen will be displayed with a failure message. If the retry is successful, the Retry Payment Results Screen will be displayed with a success message. |
| Back | The Retry Payment Screen is displayed. |
| Cancel | The Retry Payment Results Screen is displayed. |

### D Example of Retry Payment Results Screen with successful message

The following is an example of the Retry Payment Screen with successful message.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment

Retry Payment Results

- Retry payment succeeded for the following contributor(s).
- Certification Payment successful for contributor PR_1021322 - IMA PRODUCER
- Certification Payment successful for contributor PR_1021322 - ABC FARMS

Agreement results

| Agreement Number | Applicant Name | Agreement Status | State County | Date Revision Began | Approval Date |
|---|---|---|---|---|---|
| 29_101_2014_0021 | XYZ CORP | PAID | Missouri - Johnson | 12/10/2013 | 10/14/2010 |
| 29_101_2018_0006 | XYZ CORP | CONTRACT_APPROVED | Missouri - Johnson | 04/25/2022 | 10/01/2015 |
| 29_101_2018_0044 | XYZ CORP | CONTRACT_APPROVED | Missouri - Johnson | 12/14/2017 | 02/28/2018 |

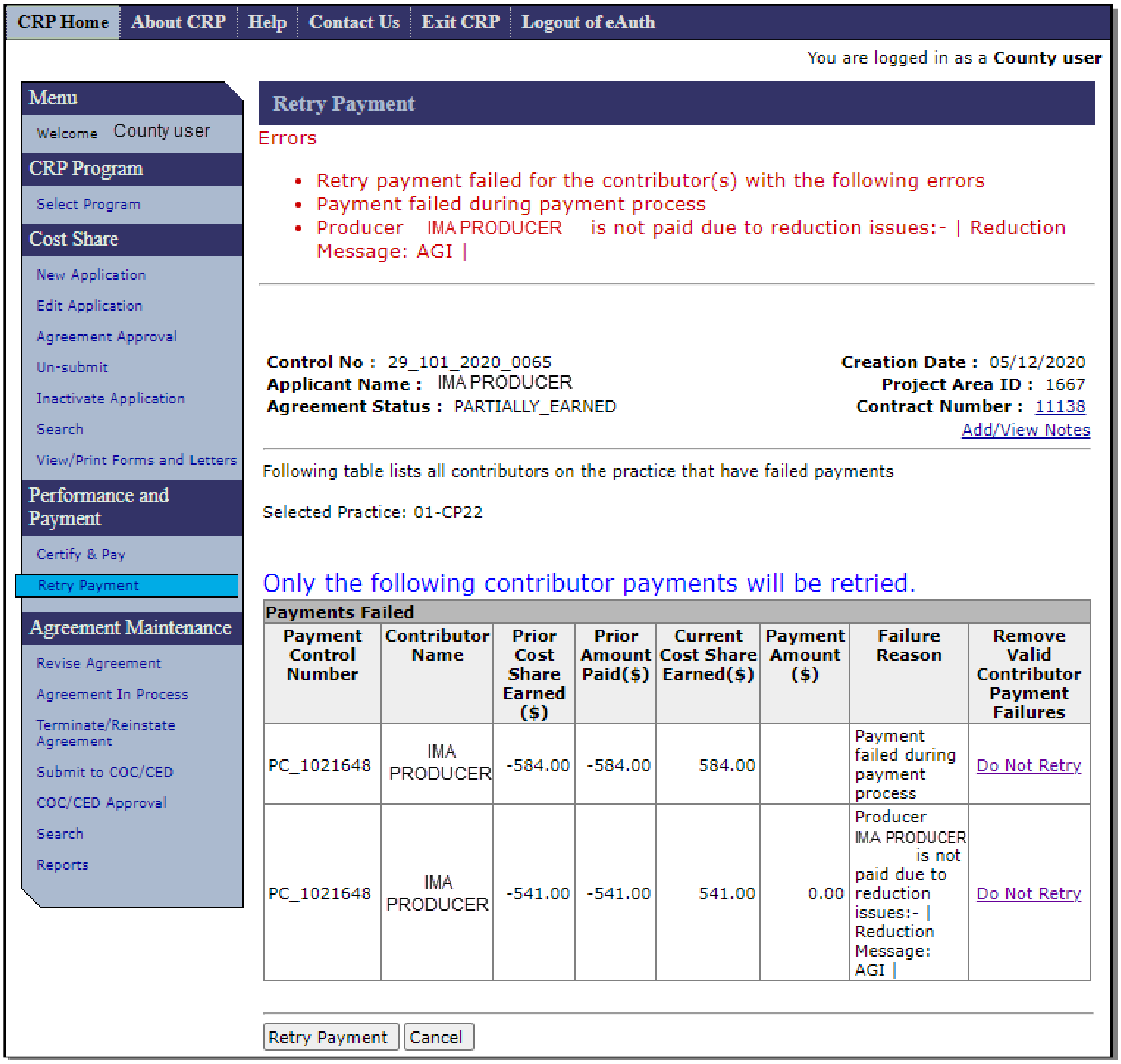
## 163 Failed Retry Payment

### A Overview

After “Confirm” is selected on the Retry Payment Confirmation Screen, an attempt to make the payment is processed. If the retry fails, the Retry Payment Screen will be displayed with a failure message.

### B Example of Retry Payment Screen with failure message

The following is an example of the Retry Payment Screen with failure message.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Retry Payment

Errors

- Retry payment failed for the contributor(s) with the following errors
- Payment failed during payment process
- Producer IMA PRODUCER is not paid due to reduction issues:- | Reduction Message: AGI |

**Control No :** 29_101_2020_0065
**Applicant Name :** IMA PRODUCER
**Agreement Status :** PARTIALLY_EARNED

**Creation Date :** 05/12/2020
**Project Area ID :** 1667
**Contract Number :** 11138

Add/View Notes

Following table lists all contributors on the practice that have failed payments

Selected Practice: 01-CP22

Only the following contributor payments will be retried.

**Payments Failed**

| Payment Control Number | Contributor Name | Prior Cost Share Earned ($) | Prior Amount Paid($) | Current Cost Share Earned($) | Payment Amount ($) | Failure Reason | Remove Valid Contributor Payment Failures |
|---|---|---|---|---|---|---|---|
| PC_1021648 | IMA PRODUCER | -584.00 | -584.00 | 584.00 | | Payment failed during payment process | Do Not Retry |
| PC_1021648 | IMA PRODUCER | -541.00 | -541.00 | 541.00 | 0.00 | Producer IMA PRODUCER is not paid due to reduction issues:- \| Reduction Message: AGI \| | Do Not Retry |

Retry Payment
Cancel

## 163 Failed Retry Payment (Continued)

### C Actions

If the retry fails, the Retry Payment Screen will be displayed with a failure message, the user should reference the following table to determine the next action.

| IF… | THEN… |
|---|---|
| different failure reason is displayed | user should research the new failure reason and correct the issue before initiating the retry process again. See paragraph 161. |
| the same failure message is displayed | the user should contact their State Office for help in issuing the payment. |
| the State Office has verified the recommended steps have been taken and is still unable to resolve the issue | the State Office should submit the issue to the National Office on the Farm Programs Software Issues SharePoint Site at https://usdagcc.sharepoint.com/sites/fsa-dafp-disaster/Payment_Issues/SitePages/Home.aspx<br>**Note**: This site is for State Office use only, access requests made by non-State Office personnel will be denied. |

## 164-169 (Reserved)

## Section 5 Manage PIP

### 170 Managing PIPs

#### A Overview

PIP is an incentive payment made to an eligible participant to whom CCC has made a cost share payment for completing the installation of a CRP practice that is an eligible continuous CRP signup practice. CRP PIPs are a percentage of the total installation cost. See 2-CRP for the PIP amount of each applicable practice.

CRP PIP is paid in 2 phases:

- 40 percent of the total eligible cost, at the time the participant certifies installation of a major component or practice
- the remaining 10 percent of the total eligible cost, after NRCS certifies completion of the practice through a status review.

**Notes**: Eligible cost is the lesser of producer’s actual cost or average actual cost (from Program Provisioning) times the extent approved.

An NRCS status review should not be confused with TSP certification of practice completion. A status review is an additional step typically completed in year 3 to verify that the practice has been successfully established.

The 2-phase approach to issuing PIPs became effective with Signup 55 Continuous Non-CREP CRP contracts. The final PIP payment will be issued when the user completes an additional step in CSS to trigger the final PIP payment.

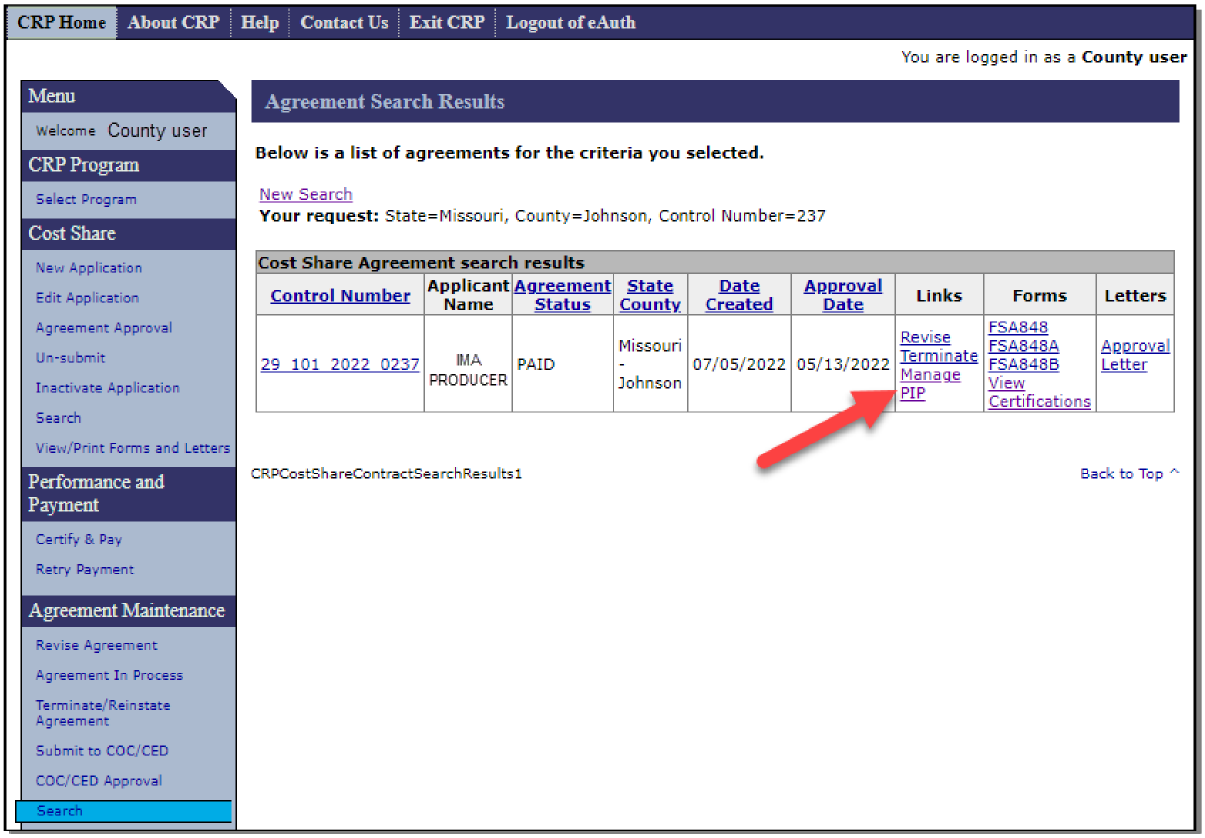
Example: A Sign Up 57 agreement had a total eligible cost to complete the practice of $200. $80 (40% of the total eligible cost) will be paid as the initial PIP payment and $20 (10% of the total eligible cost) will be paid for the final PIP payment when the user completes the additional step in CSS.

**Note**: Even though the final PIP payment is delayed, the conditions to earn the PIP are met at the time the participant incurs the cost of installing the major component or practice. The delayed portion of the PIP must be paid to the same participant who received the initial PIP payment.

## 170 Managing PIPs (Continued)

### B Managing PIP in CSS

From the “Agreement Search Results” page, select “Manage PIP” for the agreement that has received the initial 80 percent of the PIP after NRCS completes the status review for the CRP contract.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search

You are logged in as a **County user**

Agreement Search Results

**Below is a list of agreements for the criteria you selected.**

New Search

**Your request:** State=Missouri, County=Johnson, Control Number=237

**Cost Share Agreement search results**

| Control Number | Applicant Name | Agreement Status | State County | Date Created | Approval Date | Links | Forms | Letters |
|---|---|---|---|---|---|---|---|---|
| 29_101_2022_0237 | IMA PRODUCER | PAID | Missouri - Johnson | 07/05/2022 | 05/13/2022 | Revise<br>Terminate<br>Manage PIP | FSA848<br>FSA848A<br>FSA848B<br>View Certifications | Approval Letter |

CRPCostShareContractSearchResults1

Back to Top ^

### C Action

Access the Manage PIP function within CSS according to the following table.

| Step | Action |
|---|---|
| 1 | CLICK “Search” under Agreement Maintenance from the left navigation menu. |
| 2 | Enter search criteria according to find the applicable agreement. See paragraph 300 for more information on performing an agreement search. |
| 3 | CLICK “Manage PIP” from the links column for the applicable agreement. |
| 4 | The Manage PIP Screen is displayed if practice(s) on the agreement are in an eligible status to issue the final PIP. The Manage PIP – Ineligible Status Screen is displayed if the practice(s) are not in an eligible status. |

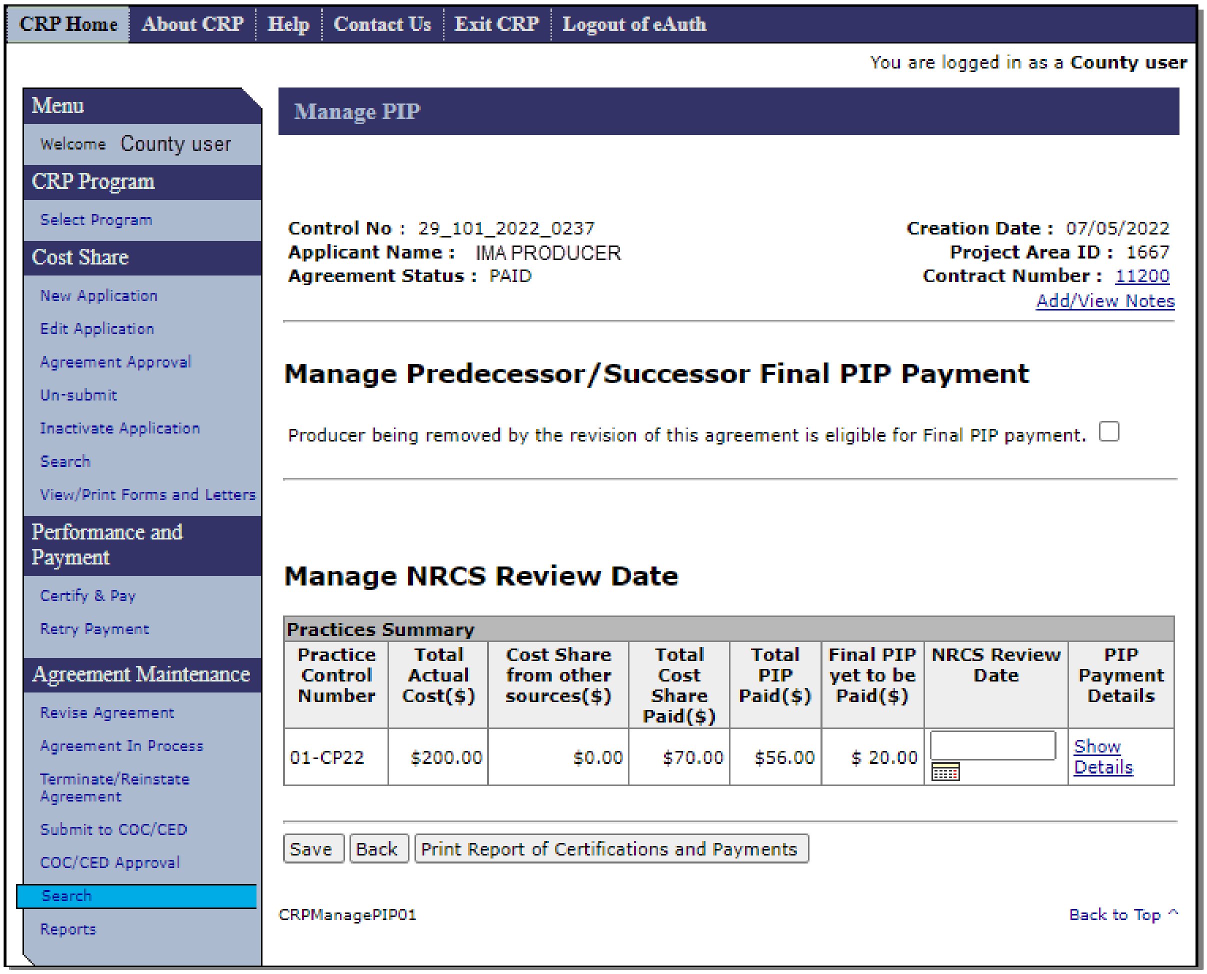
## 171 Manage PIP

### A Overview

After "Manage PIP" is selected on the Agreement Search Results Screen, the Manage PIP Screen is displayed if the practice(s) on the agreement are in an eligible status to issue the final PIP. If the practice(s) on the agreement are not in an eligible status to issue the final PIP the Manage PIP – Ineligible Status Screen will be displayed.

### B Example of Manage PIP Screen

The following is an example of the Manage PIP Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Manage PIP
Add/View Notes
Save
Back
Print Report of Certifications and Payments
Back to Top ^

You are logged in as a **County user**

**Control No :** 29_101_2022_0237
**Applicant Name :** IMA PRODUCER
**Agreement Status :** PAID
**Creation Date :** 07/05/2022
**Project Area ID :** 1667
**Contract Number :** 11200

**Manage Predecessor/Successor Final PIP Payment**

Producer being removed by the revision of this agreement is eligible for Final PIP payment. ☐

**Manage NRCS Review Date**

**Practices Summary**

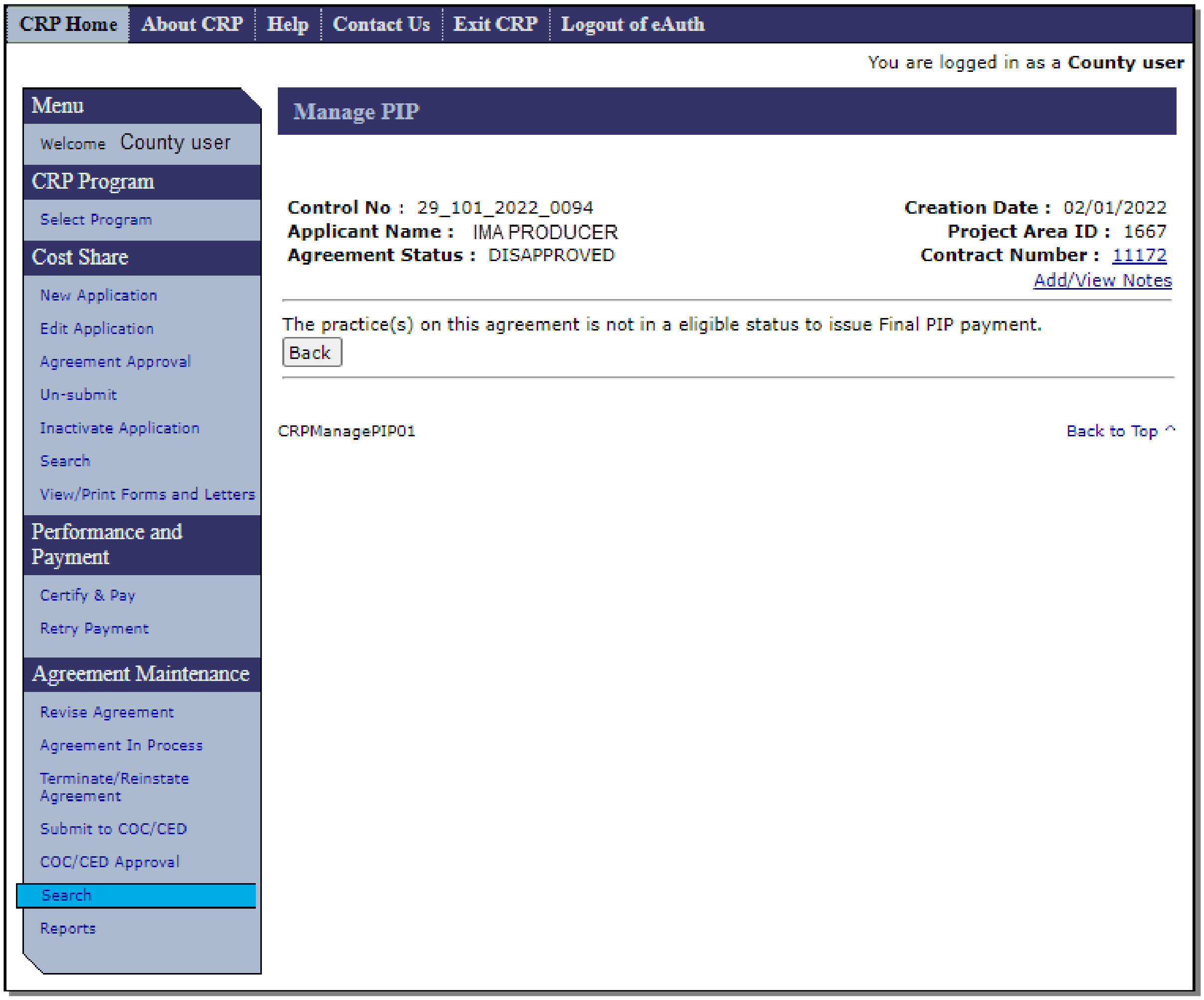
| Practice Control Number | Total Actual Cost($) | Cost Share from other sources($) | Total Cost Share Paid($) | Total PIP Paid($) | Final PIP yet to be Paid($) | NRCS Review Date | PIP Payment Details |
|---|---|---|---|---|---|---|---|
| 01-CP22 | $200.00 | $0.00 | $70.00 | $56.00 | $ 20.00 | | Show Details |

CRPManagePIP01

## 171 Manage PIP (Continued)

### C Example of Manage PIP – Ineligible Status Screen

The following is an example of the Manage PIP – Ineligible Status Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Back
Add/View Notes
Back to Top ^

You are logged in as a **County user**

Manage PIP

**Control No :** 29_101_2022_0094
**Applicant Name :** IMA PRODUCER
**Agreement Status :** DISAPPROVED
**Creation Date :** 02/01/2022
**Project Area ID :** 1667
**Contract Number :** 11172

The practice(s) on this agreement is not in a eligible status to issue Final PIP payment.

CRPManagePIP01

## 171 Manage PIP (Continued)

### D Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Retry Payment Confirmation Screen.

| Field/Link | Description/Action |
|---|---|
| Producer being removed by the revision of this agreement is eligible for Final PIP payment. | CHECK (☐) Select the box if final PIP payment is being issued because a participant is being removed from the CRP contract and the participant is eligible for the producers share of the remaining 20 percent of the PIP. |
| **Practices Summary** | |
| Practice Control Number | Displays the practice control number of the applicable(s) of the agreement. |
| Total Actual Cost($) | Displays the dollar amount of total actual cost entered for the practice. |
| Cost share from other sources($) | Displays the dollar amount of cost share from other sources for the practice. |
| Total Cost Share Paid($) | Displays the dollar amount of total cost share paid for the practice. |
| Total PIP Paid($) | Displays the dollar amount of PIP that has been paid for the practice. |
| Final PIP yet to be Paid | Displays the estimated dollar amount of PIP remaining to be paid.<br>**Note:** The "Final PIP yet to be Paid" amount displayed is an estimate based on 10 percent of the "Total Actual Cost". This data field will indicate that an additional PIP remains to be paid and provide an estimate of that PIP amount. The actual final PIP amount is dependent upon multiple factors and will usually vary from the amount displayed. |

## 171 Manage PIP (Continued)

### D Fields, Descriptions, and Actions (Continued)

| Field/Link | Description/Action |
|---|---|
| NRCS Review Date | Enter the date of the NRCS status review.<br>**Note:** Do not enter a date if the remaining PIP is being issued because of a revision removing a producer and NRCS has not completed a status review. |
| PIP Payment Details | CLICK:<br>• "Show Details" to display the PIP Rates and Producer Payment details<br>• "Hide Details" to hide the PIP Rates and Producer Payment details. |
| Save | Saves the information entered and processes the remaining PIP payment if validations are cleared. |
| Back | Returns user to the Agreement Search Results Screen. |
| Print Report of Certifications and Payments | CLICK "Print Report of Certifications and Payments" to generate PDF report. CLICK "Open" or "Save as" when prompted. See paragraph 152 for additional information and an example of this report. |

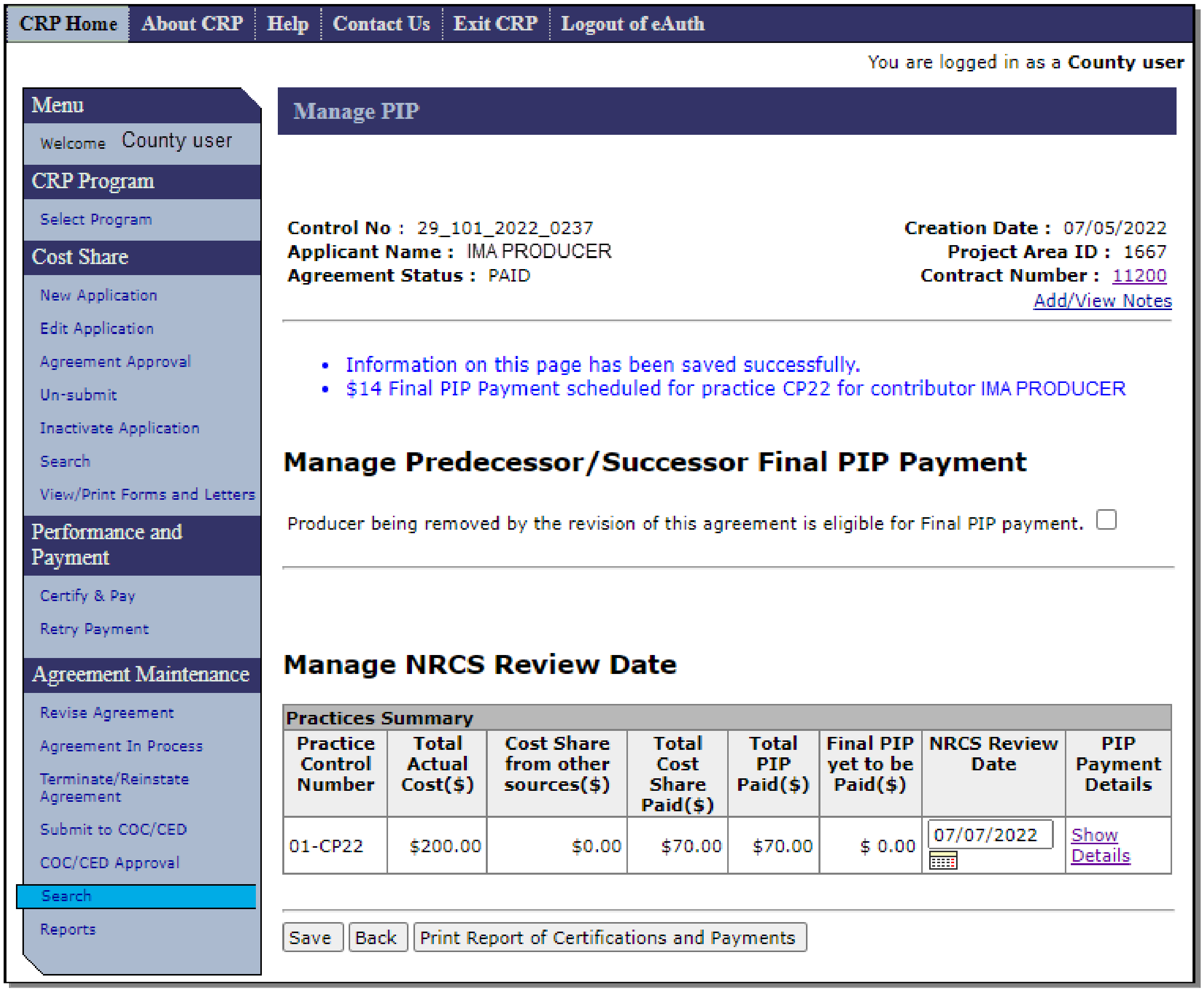
## 172 Issuing Final PIP Payment

### A Overview

After an NRCS Review date is entered and "Save" is selected on the Manage PIP Screen, the Manage PIP Screen will be displayed.

### B Example of Manage PIP Screen with success message

The following is an example of the Manage PIP Screen with the message that will be displayed when the NRCS status review date is entered, and final PIP payment is issued.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Save
Back
Print Report of Certifications and Payments

You are logged in as a **County user**

Welcome County user

Manage PIP

**Control No :** 29_101_2022_0237
**Applicant Name :** IMA PRODUCER
**Agreement Status :** PAID

**Creation Date :** 07/05/2022
**Project Area ID :** 1667
**Contract Number :** 11200
Add/View Notes

- Information on this page has been saved successfully.
- $14 Final PIP Payment scheduled for practice CP22 for contributor IMA PRODUCER

**Manage Predecessor/Successor Final PIP Payment**

Producer being removed by the revision of this agreement is eligible for Final PIP payment. ☐

**Manage NRCS Review Date**

**Practices Summary**

| Practice Control Number | Total Actual Cost($) | Cost Share from other sources($) | Total Cost Share Paid($) | Total PIP Paid($) | Final PIP yet to be Paid($) | NRCS Review Date | PIP Payment Details |
|---|---|---|---|---|---|---|---|
| 01-CP22 | $200.00 | $0.00 | $70.00 | $70.00 | $ 0.00 | 07/07/2022 | Show Details |

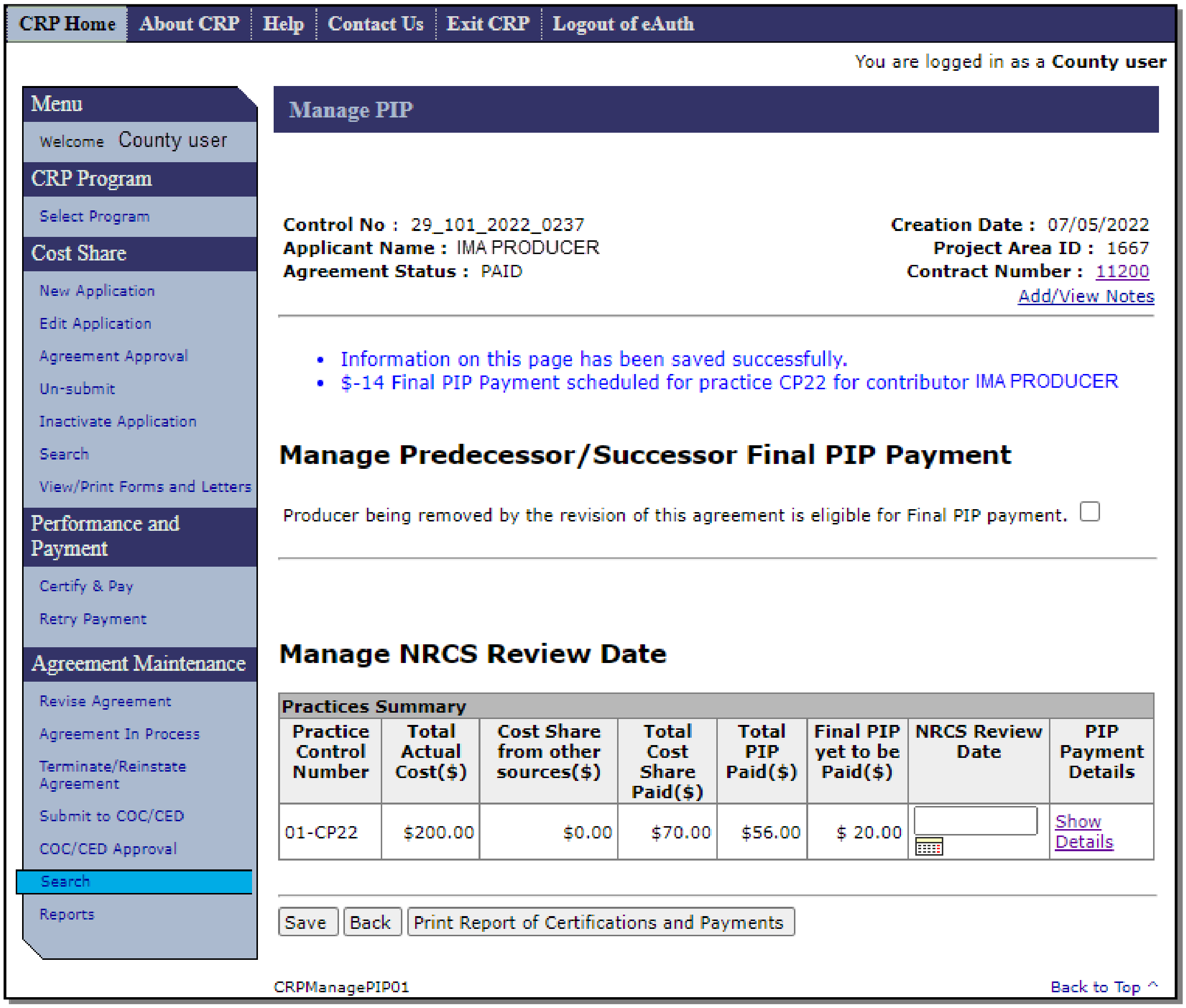
## 172 Issuing Final PIP Payment (Continued)

### C Actions

After the Manage PIP Screen is redisplayed with a message indicating success the "Final PIP yet to be Paid" amount will be reduced to $0.00. User can print the Report of Certifications and Payments by Clicking "Print Report of Certifications and Payments" or CLICK "Back" to return to the Agreements Search Results Screen.

### D Example of Manage PIP Screen when Final PIP is reversed

After the Final PIP Payment has been issued the Final PIP Payment can be reversed by removing the NRCS Review Date and clicking "Save". The Manage PIP Screen will be redisplayed showing a negative payment scheduled for the practice causing a receivable to be created. The Total PIP Paid and the Final PIP yet to be Paid amounts will be updated.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Manage PIP
Add/View Notes
Save
Back
Print Report of Certifications and Payments
CRPManagePIP01
Back to Top ^

**Control No :** 29_101_2022_0237
**Applicant Name :** IMA PRODUCER
**Agreement Status :** PAID

**Creation Date :** 07/05/2022
**Project Area ID :** 1667
**Contract Number :** 11200

- Information on this page has been saved successfully.
- $-14 Final PIP Payment scheduled for practice CP22 for contributor IMA PRODUCER

**Manage Predecessor/Successor Final PIP Payment**

Producer being removed by the revision of this agreement is eligible for Final PIP payment. ☐

**Manage NRCS Review Date**

**Practices Summary**

| Practice Control Number | Total Actual Cost($) | Cost Share from other sources($) | Total Cost Share Paid($) | Total PIP Paid($) | Final PIP yet to be Paid($) | NRCS Review Date | PIP Payment Details |
|---|---|---|---|---|---|---|---|
| 01-CP22 | $200.00 | $0.00 | $70.00 | $56.00 | $ 20.00 | | Show Details |

## 173 Managing Final PIP Payments When Revising Agreements

### A Overview

When cost share agreements are revised it is possible that the final PIP will need to be managed on multiple versions of the agreement.

### B Determining Correct Method and Timing to Manage Final PIP Payment

Manage Final PIP payments for Revised Agreements according to the following table.

| **IF:** | **AND:** | **THEN final PIP(s):** |
|---|---|---|
| cost share and initial PIP paid on all practices. | revision will not remove any producers. | for issuing final PIP, the agreement does not need to be associated to the current CRP-1. If revision is performed the PIP would be managed under the predecessor agreement. |
| | revision will remove a producer. | issued immediately before approving the revision. See paragraph 174. |
| cost share and initial PIP paid for one or more practices but not all. | revision will not remove any producers. | for practices paid cost share and initial PIP before revision will be managed through the predecessor agreement. See paragraph 175. |
| | | for practices not paid cost share or PIP until after revision will be managed through the successor agreement. See paragraph 175.<br>**Note:** To prevent problems when attempting to approve the revised agreement the practice(s) paid on the predecessor agreement should be removed during the revision process. |
| | revision will remove a producer. | issued immediately for practices paid cost share and initial PIP before approving the revision. See paragraph 174. |
| | | for practices not paid cost share or PIP until after revision will be managed through the successor agreement. |
| no cost share or initial PIP paid for any practice. | revision will not remove any producers. | will be managed through the successor agreement. |
| | revision will remove a producer. | will be managed through the successor agreement. |

## 174 Issuing Final PIP Payment When a Participant is Removed From CRP-1

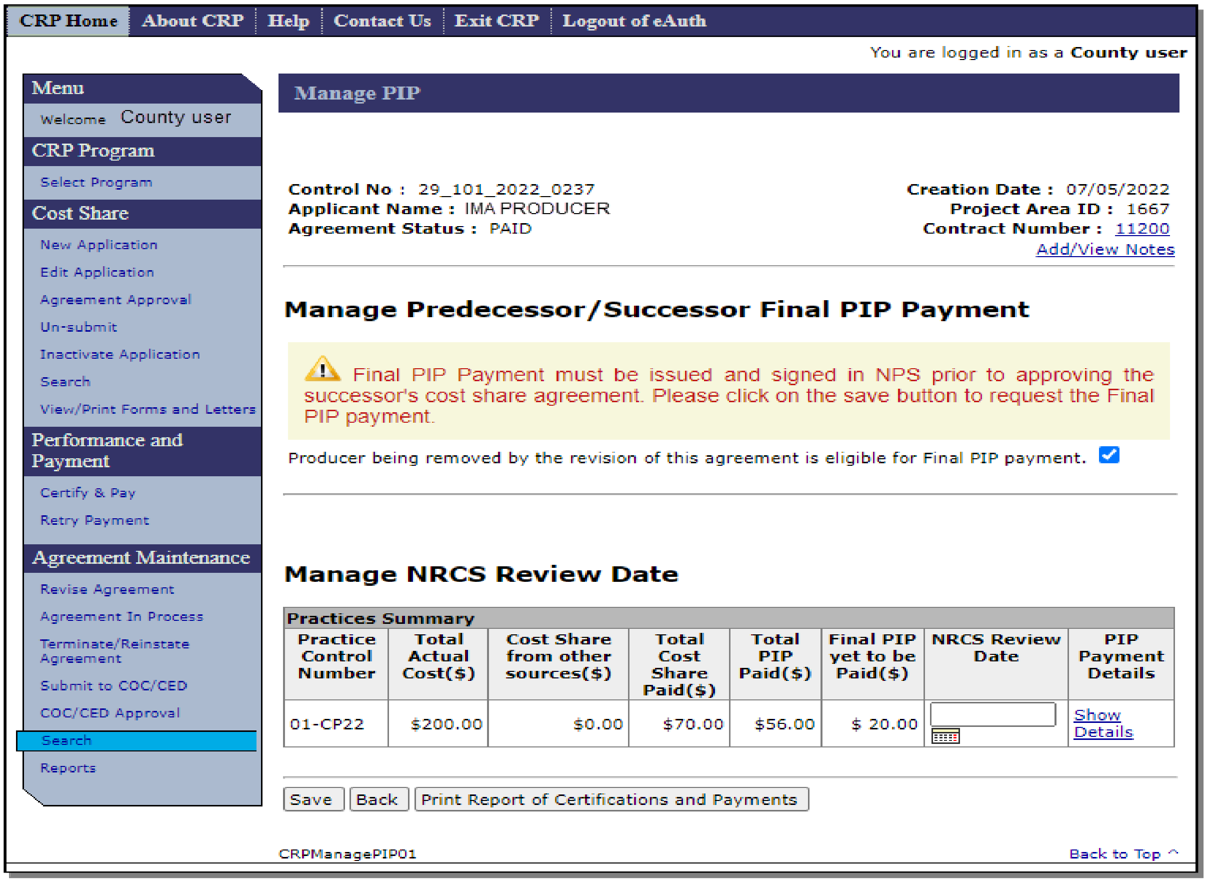
### A Overview

If a participant who received an initial PIP payment is being removed from CRP-1 before the NRCS status review occurs, the final PIP must be issued before removing the participant from CRP-1. Regardless of the number of participants being removed from CRP-1 the final PIP is issued to all participants who received initial PIP payments at the time any participant who received an initial PIP is removed.

**Note:** Because revisions to CRP contracts where a participant is removed often occur concurrently with terminations of part or all the CRP acres, and because full or partial refunds of prior payments are required from the new participants, it is critical that the final PIP is paid to close out the accounting for any partially paid PIPs. Only when the full amount of PIP has been paid can the refund due for terminated acres be properly determined and overpayments established.

### B Example of Manage PIP Screen with warning message for when a producer is removed

The following is an example of the Manage PIP Screen with the warning message that will be displayed when the box indicating that a producer is being removed by a revision is checked.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Save
Back
Print Report of Certifications and Payments
Back to Top

You are logged in as a **County user**

Welcome County user

**Manage PIP**

**Control No :** 29_101_2022_0237
**Applicant Name :** IMA PRODUCER
**Agreement Status :** PAID

**Creation Date :** 07/05/2022
**Project Area ID :** 1667
**Contract Number :** 11200
Add/View Notes

**Manage Predecessor/Successor Final PIP Payment**

⚠ Final PIP Payment must be issued and signed in NPS prior to approving the successor's cost share agreement. Please click on the save button to request the Final PIP payment.

Producer being removed by the revision of this agreement is eligible for Final PIP payment. ☑

**Manage NRCS Review Date**

**Practices Summary**

| Practice Control Number | Total Actual Cost($) | Cost Share from other sources($) | Total Cost Share Paid($) | Total PIP Paid($) | Final PIP yet to be Paid($) | NRCS Review Date | PIP Payment Details |
|---|---|---|---|---|---|---|---|
| 01-CP22 | $200.00 | $0.00 | $70.00 | $56.00 | $ 20.00 | | Show Details |

CRPManagePIP01

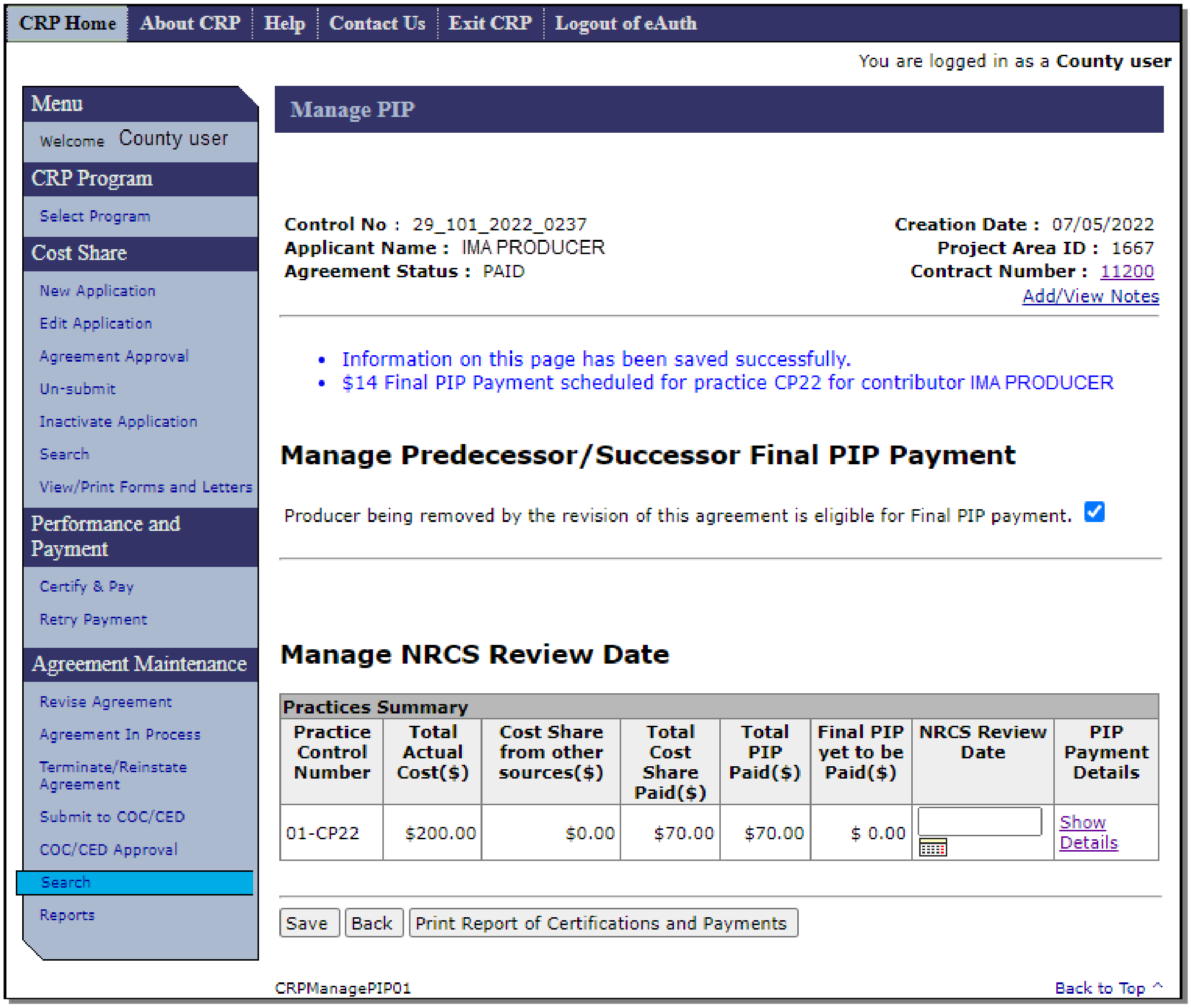
## 174 Issuing Final PIP Payment When A Participant is Removed From CRP-1 (Continued)

### C Actions

The Manage PIP Screen page will be redisplayed with warning message. If the payment is unsigned in NPS at the time the user approves a revised cost share agreement, the payment is removed from NPS and is not issued to the participant. CLICK "Save" to trigger the final PIP payment. Do **not** enter a date in the "NRCS Review Date" field. The Manage PIP Screen is redisplayed with success/failure message.

### D Example of redisplayed Manage PIP Screen when a producer is removed

The following is an example of the Manage PIP Screen that is redisplayed after "Save" is selected when the box indicating that a producer is being removed by a revision is checked.



CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Save
Back
Print Report of Certifications and Payments
Back to Top ^

You are logged in as a **County user**

**Manage PIP**

**Control No :** 29_101_2022_0237
**Applicant Name :** IMA PRODUCER
**Agreement Status :** PAID

**Creation Date :** 07/05/2022
**Project Area ID :** 1667
**Contract Number :** 11200
Add/View Notes

- Information on this page has been saved successfully.
- $14 Final PIP Payment scheduled for practice CP22 for contributor IMA PRODUCER

**Manage Predecessor/Successor Final PIP Payment**

Producer being removed by the revision of this agreement is eligible for Final PIP payment. ☑

**Manage NRCS Review Date**

**Practices Summary**

| Practice Control Number | Total Actual Cost($) | Cost Share from other sources($) | Total Cost Share Paid($) | Total PIP Paid($) | Final PIP yet to be Paid($) | NRCS Review Date | PIP Payment Details |
|---|---|---|---|---|---|---|---|
| 01-CP22 | $200.00 | $0.00 | $70.00 | $70.00 | $ 0.00 | | Show Details |

CRPManagePIP01

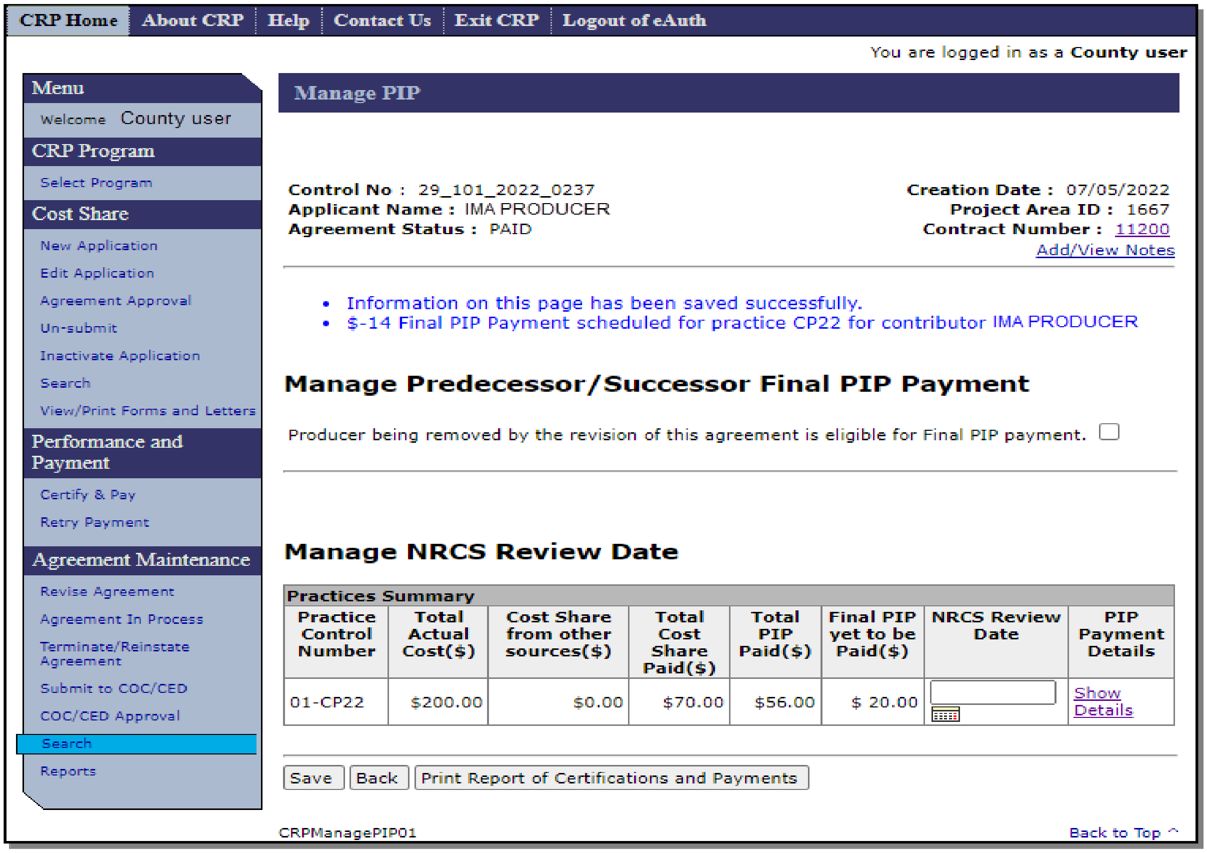
## 174 Issuing Final PIP Payment When A Participant is Removed From CRP-1 (Continued)

### E Actions

After The Manage PIP Screen is redisplayed with a message indicating success the “Final PIP yet to be Paid” amount will be reduced to $0.00, user can print the Report of Certifications and Payments by Clicking “Print Report of Certifications and Payments” or CLICK “Back” to return to the Agreements Search Results Screen.

### F Example of Manage PIP Screen when Final PIP is reversed

After the Final PIP Payment has been issued the Final PIP Payment can be reversed by removing the check mark from the box indicating that a producer is being removed by a revision and clicking “Save”. The Manage PIP Screen will redisplay showing a negative payment scheduled for the practice causing a receivable to be created. The Total PIP Paid and the Final PIP yet to be paid amounts will be updated.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Save
Back
Print Report of Certifications and Payments
CRPManagePIP01
Back to Top

You are logged in as a **County user**

Manage PIP

**Control No :** 29_101_2022_0237
**Applicant Name :** IMA PRODUCER
**Agreement Status :** PAID

**Creation Date :** 07/05/2022
**Project Area ID :** 1667
**Contract Number :** 11200
Add/View Notes

- Information on this page has been saved successfully.
- $-14 Final PIP Payment scheduled for practice CP22 for contributor IMA PRODUCER

**Manage Predecessor/Successor Final PIP Payment**

Producer being removed by the revision of this agreement is eligible for Final PIP payment. ☐

**Manage NRCS Review Date**

**Practices Summary**

| Practice Control Number | Total Actual Cost($) | Cost Share from other sources($) | Total Cost Share Paid($) | Total PIP Paid($) | Final PIP yet to be Paid($) | NRCS Review Date | PIP Payment Details |
|---|---|---|---|---|---|---|---|
| 01-CP22 | $200.00 | $0.00 | $70.00 | $56.00 | $ 20.00 | | Show Details |

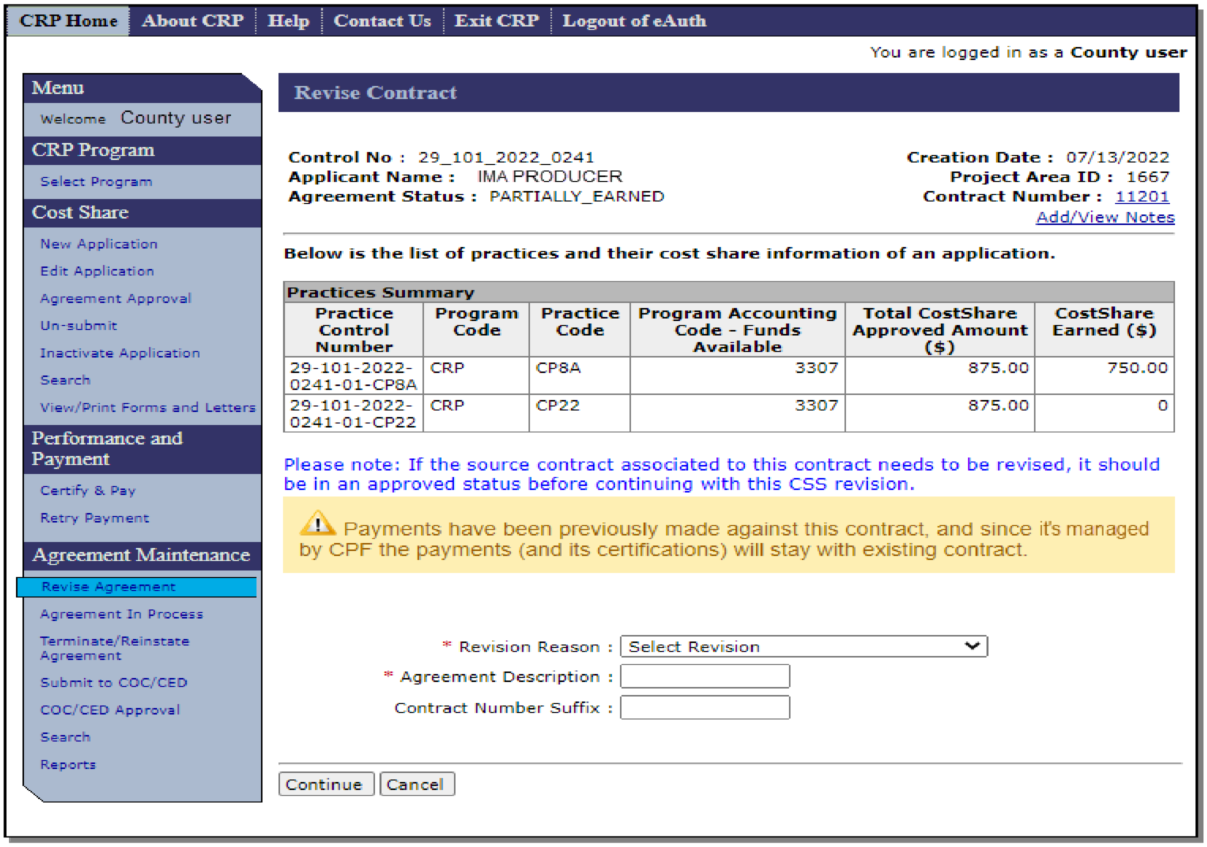
## 175 Managing Final PIP for Revisions Where Producer is Not Removed

### A Overview

When cost share agreements are revised after cost share and the initial PIP has been paid for at least one practice it is possible that the final PIP for some practices will need to be managed on a different version of the agreement than other practices. An example would be when cost share and the initial PIP are paid for one practice, but the participant requests a revision to extend the expiration date for another practice. Cost share and both initial and final PIP for the extended practice is paid under the successor agreement while final PIP for the other practice is managed on the predecessor agreement.

### B Example of Revise Contract Screen

The Revise Contract Screen is displayed with a highlighted warning message advising the user that the existing certification will remain with the original version of the cost share agreement. This is true for any PIP practice that is eligible for a split PIP, the certification that resulted in the cost share and initial PIP will remain with the original agreement after the revision is completed. The original revision will receive a "Finalized" status.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Add/View Notes
Continue
Cancel

You are logged in as a **County user**

Welcome County user

**Revise Contract**

**Control No :** 29_101_2022_0241
**Applicant Name :** IMA PRODUCER
**Agreement Status :** PARTIALLY_EARNED

**Creation Date :** 07/13/2022
**Project Area ID :** 1667
**Contract Number :** 11201

**Below is the list of practices and their cost share information of an application.**

**Practices Summary**

| Practice Control Number | Program Code | Practice Code | Program Accounting Code - Funds Available | Total CostShare Approved Amount ($) | CostShare Earned ($) |
|---|---|---|---|---|---|
| 29-101-2022-0241-01-CP8A | CRP | CP8A | 3307 | 875.00 | 750.00 |
| 29-101-2022-0241-01-CP22 | CRP | CP22 | 3307 | 875.00 | 0 |

Please note: If the source contract associated to this contract needs to be revised, it should be in an approved status before continuing with this CSS revision.

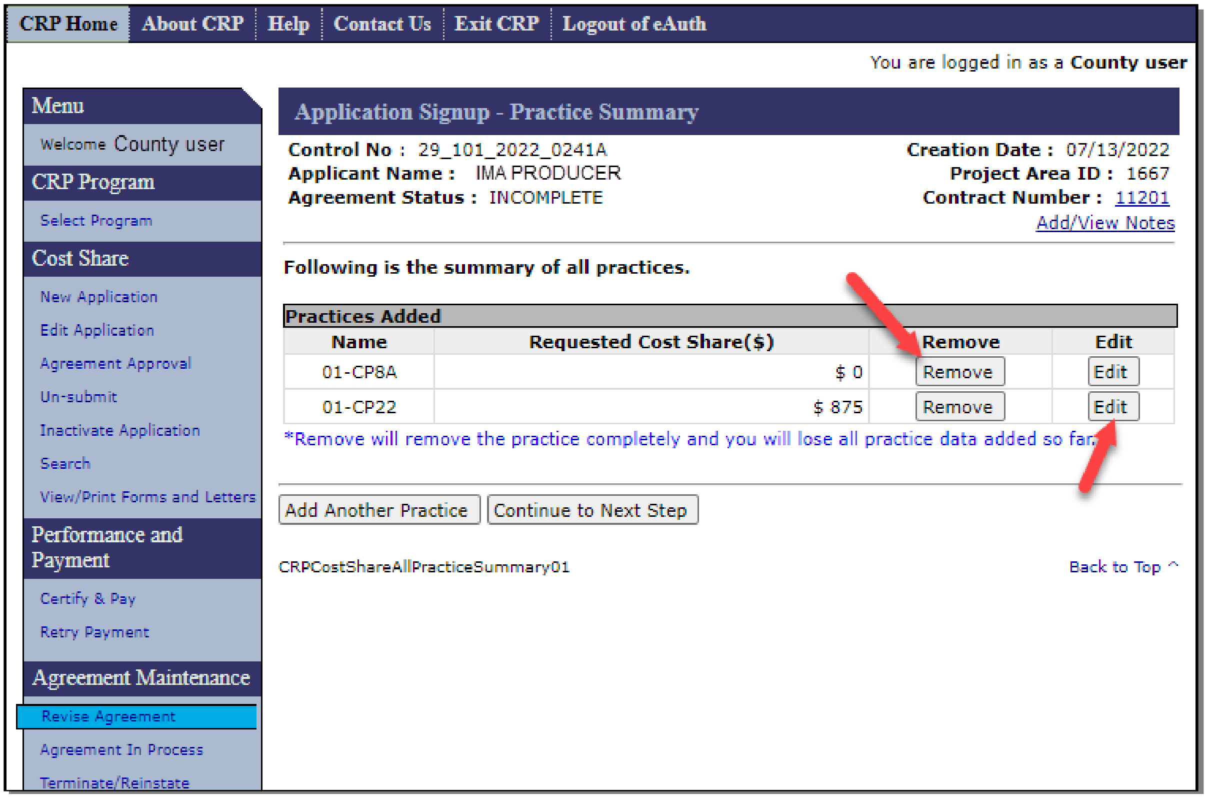
⚠ Payments have been previously made against this contract, and since it's managed by CPF the payments (and its certifications) will stay with existing contract.

* Revision Reason : Select Revision
* Agreement Description :
Contract Number Suffix :

## 175 Managing Final PIP for Revisions Where Producer is Not Removed (Continued)

### C Example of Application Signup – Practice Summary Screen

During the revision process user should remove the practice that has already been issued C\S and the initial PIP. In this example, practice CP8A received a cost share payment, and an initial PIP and practice was marked as complete. Since there are no additional acres that still need to be paid cost share, CSS brings practice CP8A forward in the revision process with no remaining "Requested Cost Share". To prevent problems when attempting to approve the revised agreement the user removes practice CP8A before proceeding with the revision to extend the end date for practice CP22. Removal of practice CP8A will cause no issues with the revised agreement. The user does not attempt to reload information for practice CP8A on the revision as this would result in duplicate cost share information on the revision.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate
Add Another Practice
Continue to Next Step
Back to Top

You are logged in as a **County user**

Application Signup - Practice Summary

**Control No :** 29_101_2022_0241A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** INCOMPLETE
**Creation Date :** 07/13/2022
**Project Area ID :** 1667
**Contract Number :** 11201
Add/View Notes

**Following is the summary of all practices.**

**Practices Added**

| Name | Requested Cost Share($) | Remove | Edit |
|---|---|---|---|
| 01-CP8A | $ 0 | Remove | Edit |
| 01-CP22 | $ 875 | Remove | Edit |

*Remove will remove the practice completely and you will lose all practice data added so far.

CRPCostShareAllPracticeSummary01

### D Actions

Once the revision is approved the user will need to access each version of the agreement to issue the final PIP when a trigger to make the final PIP payment occurs.

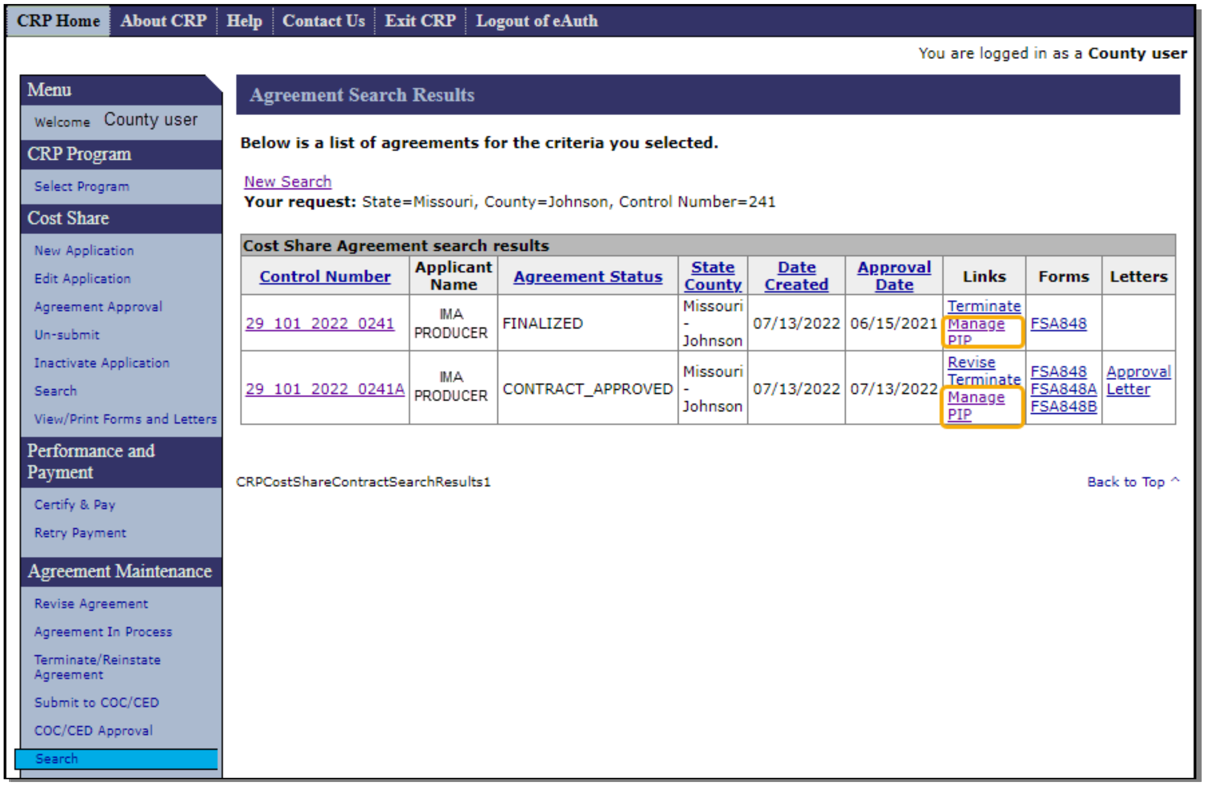
## 176 Issuing Final PIP Payment for Previously Revised Agreements

### A Overview

When CSS user is ready to issue the final PIP for agreements that have previous revisions, "Manage PIP" may need to be utilized on each version of the agreement.

### B Example of Agreement Search Results Screen

The "Manage PIP" link is available for each version of the agreement on the Agreement Search Results Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Agreement Search Results
New Search
Back to Top ^

You are logged in as a **County user**

**Below is a list of agreements for the criteria you selected.**

**Your request:** State=Missouri, County=Johnson, Control Number=241

**Cost Share Agreement search results**

| Control Number | Applicant Name | Agreement Status | State County | Date Created | Approval Date | Links | Forms | Letters |
|---|---|---|---|---|---|---|---|---|
| 29 101 2022 0241 | IMA PRODUCER | FINALIZED | Missouri - Johnson | 07/13/2022 | 06/15/2021 | Terminate<br>Manage PIP | FSA848 | |
| 29 101 2022 0241A | IMA PRODUCER | CONTRACT_APPROVED | Missouri - Johnson | 07/13/2022 | 07/13/2022 | Revise<br>Terminate<br>Manage PIP | FSA848<br>FSA848A<br>FSA848B | Approval Letter |

CRPCostShareContractSearchResults1

### C Actions

CLICK "Manage PIP" to access the Manage PIP Screen and issue the Final PIP on each applicable version of the agreement. See paragraph 171 and 172 for additional information and example of the Manage PIP Screen.

## 177-179 (Reserved)

# Part 5 Agreement Maintenance

## Section 1 Revise Agreement

### 180 Search Agreements for Revision

**A Overview**

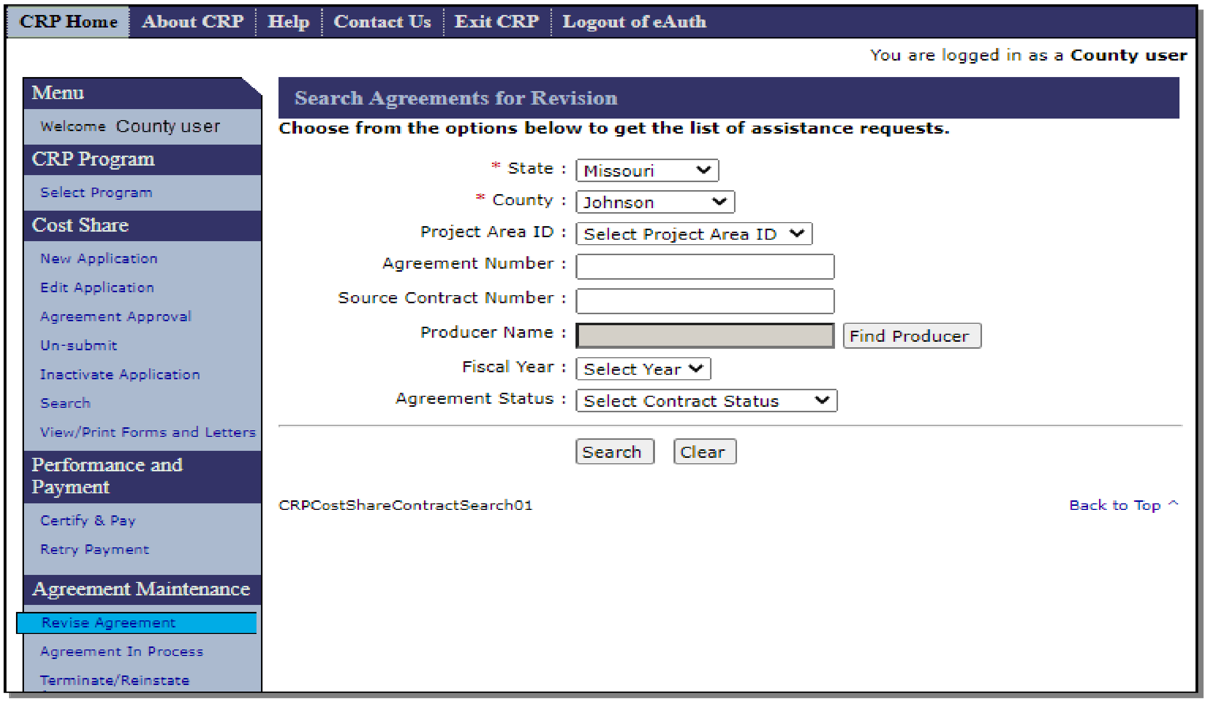
Agreement maintenance:

- may affect the amount that was initially approved, but not current performance; therefore, no money will be issued or collected
- is only valid after approval, but before final payments
- will result in a new a system-generated suffix that corresponds to the original agreement number as well as any new agreements that are created.

To revise an existing agreement, from the CRP Home Screen, CLICK "Revise Agreement" from the left navigation menu. The Search Agreements for Revision Screen is displayed.

**B Example of Search Agreements for Revision Screen**

The following is an example of the Search Agreements for Revision Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate
Search Agreements for Revision
Find Producer
Search
Clear
Back to Top ^

You are logged in as a **County user**

**Choose from the options below to get the list of assistance requests.**

* State : Missouri

* County : Johnson

Project Area ID : Select Project Area ID

Agreement Number :

Source Contract Number :

Producer Name :

Fiscal Year : Select Year

Agreement Status : Select Contract Status

CRPCostShareContractSearch01

## 180 Search Agreements for Revision (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Search Agreements for Revision Screen.

| Field/Link | Description/Action |
|---|---|
| State | Drop-down list of the States associated to the user. Select desired State. State and National users are limited to the State selected during program selection. |
| County | Drop-down list of the counties associated to the user. Select desired county. State and National users are limited to the county selected during program selection. |
| Project Area ID | Because CRP only has one option, "Non-Project Area", selecting it or leaving the default selection of "Select Project Area ID" will return the same search results. |
| Agreement Number | Enter Agreement Number to limit the search results to a specific agreement number, if desired. It is not necessary to type the full 13-digit control number. See paragraph 100 for search tips when using agreement number (application control number) as search criteria. |
| Source Contract Number | Enter the Source Contract Number to limit the search results to a specific contract number, if desired.<br>**Note:** If the source contract is invalid, the user must address the invalid condition in CCMS before attempting to revise the agreement. |
| Producer Name | CLICK "Find Producer" to open a new window to conduct a SCIMS Customer Search (see 11-CM). See paragraph 100 for search tips when using producer name as search criteria. |
| Fiscal Year | Select the desired Fiscal Year in which the application was created if desired. Use of this search criteria in combination with the four-digit application control number (and alphabetical suffix, if applicable) limits the search results to a specific agreement. |
| Agreement Status | Select the desired application status to limit search results to only agreements having that specific status, if desired. |
| Search | Retrieves information based on the search criteria selected/entered. The Revise Agreement Search Results Screen will be displayed. |
| Clear | CLICK "Clear" to remove all previously selected search criteria.<br>**Note:** State and county are not removed as search criteria when clicking "Clear" for National, State and single county users. |

## 181 Revise Agreement Search Results

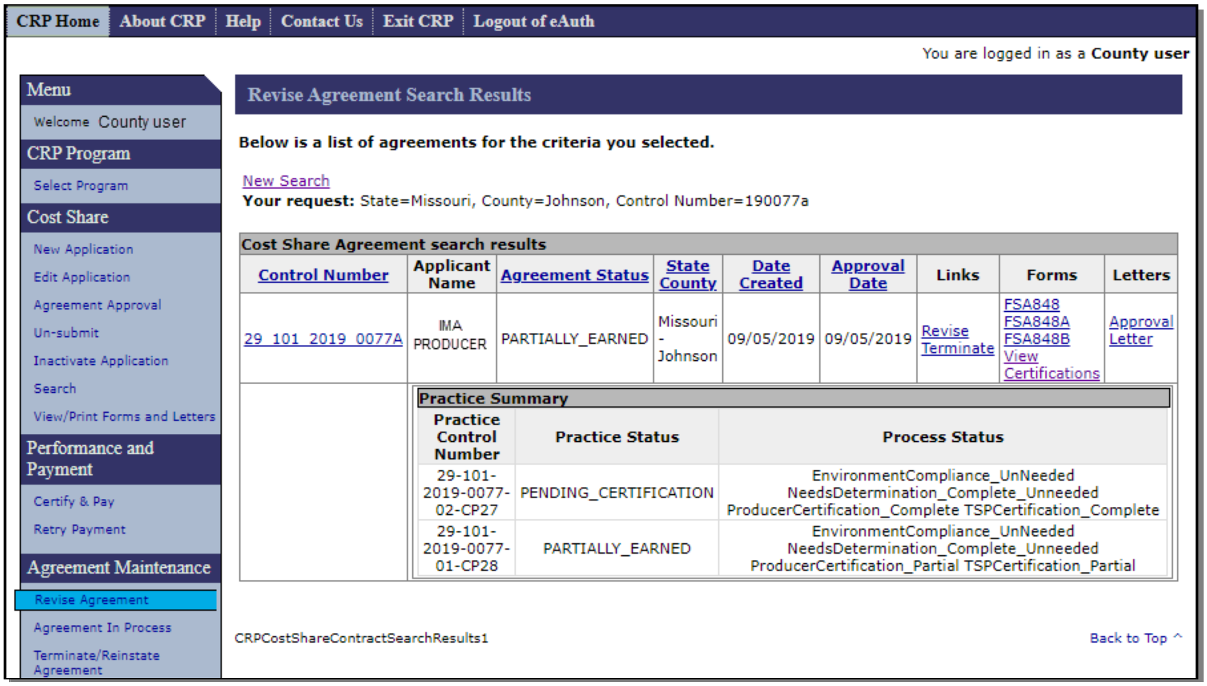
### A Overview

After “Search” is selected on the Search Agreements for Revision Screen, the Revise Agreement Search Results Screen is displayed. Use this option to make common revisions such as changes in participant shares, increases and decreases in the approved practice and/or component extents, etc.

### B Example of Revise Agreement Search Results Screen

The following is an example of the Revise Agreement Search Results Screen.

**Note:** Additional page numbers may be displayed at the top and bottom of the page when all search results do not fit on a single page.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Back to Top ^

You are logged in as a **County user**

Revise Agreement Search Results

**Below is a list of agreements for the criteria you selected.**

New Search

**Your request:** State=Missouri, County=Johnson, Control Number=190077a

**Cost Share Agreement search results**

| Control Number | Applicant Name | Agreement Status | State County | Date Created | Approval Date | Links | Forms | Letters |
|---|---|---|---|---|---|---|---|---|
| 29_101_2019_0077A | IMA PRODUCER | PARTIALLY_EARNED | Missouri - Johnson | 09/05/2019 | 09/05/2019 | Revise<br>Terminate | FSA848<br>FSA848A<br>FSA848B<br>View Certifications | Approval Letter |

**Practice Summary**

| Practice Control Number | Practice Status | Process Status |
|---|---|---|
| 29-101-2019-0077-02-CP27 | PENDING_CERTIFICATION | EnvironmentCompliance_UnNeeded NeedsDetermination_Complete_Unneeded ProducerCertification_Complete TSPCertification_Complete |
| 29-101-2019-0077-01-CP28 | PARTIALLY_EARNED | EnvironmentCompliance_UnNeeded NeedsDetermination_Complete_Unneeded ProducerCertification_Partial TSPCertification_Partial |

CRPCostShareContractSearchResults1

## 181 Revise Agreement Search Results (Continued)

### C Fields, Descriptions, and Actions

The following table provides the field descriptions and actions for the Search Results Screen.

| Field/Link | Description/Action |
|---|---|
| Control Number | The control number is a combination of the State, county, program year, and system assigned application number.<br>Clicking the agreement control number will display the practice summary information. |
| Applicant Name | Displays the applicant's name. |
| Agreement Status | Displays the current status of the agreement |
| State-County | Displays the State and County of the agreement. |
| Date Created | Displays the date the agreement was created. |
| Approval Date | Displays the approval date. |
| Links | CLICK:<br>• "Revise" to initiate a revision. See paragraph 182 for additional information.<br>• "Terminate" to terminate an agreement. See paragraph 250 for additional information.<br>**Note:** Terminations will initiate receivables if payments have previously been issued on the agreement or its predecessor agreement(s). If payments have been issued previously and the user does not want receivables created for the full amount of payments, do not terminate the agreement.<br>• "Manage PIP" to disburse the final PIP Payment. Final PIP Payment must be issued and signed in NPS before approving the successor's cost share agreement.<br>• "Edit" to continue a revision already in process. |
| Forms | CLICK applicable link to proceed. |
| Letters | CLICK link to print letter. |

## 182 Workflow for Revising a Contract

### A Overview

After clicking “Revise” from the Revise Agreement Search Results Screen, the Revise Contract Screen will be displayed for the selected agreement.

Revisions may be required because of changes in:

- shares
- changes in approved practice extents
- extension of practice expiration dates.

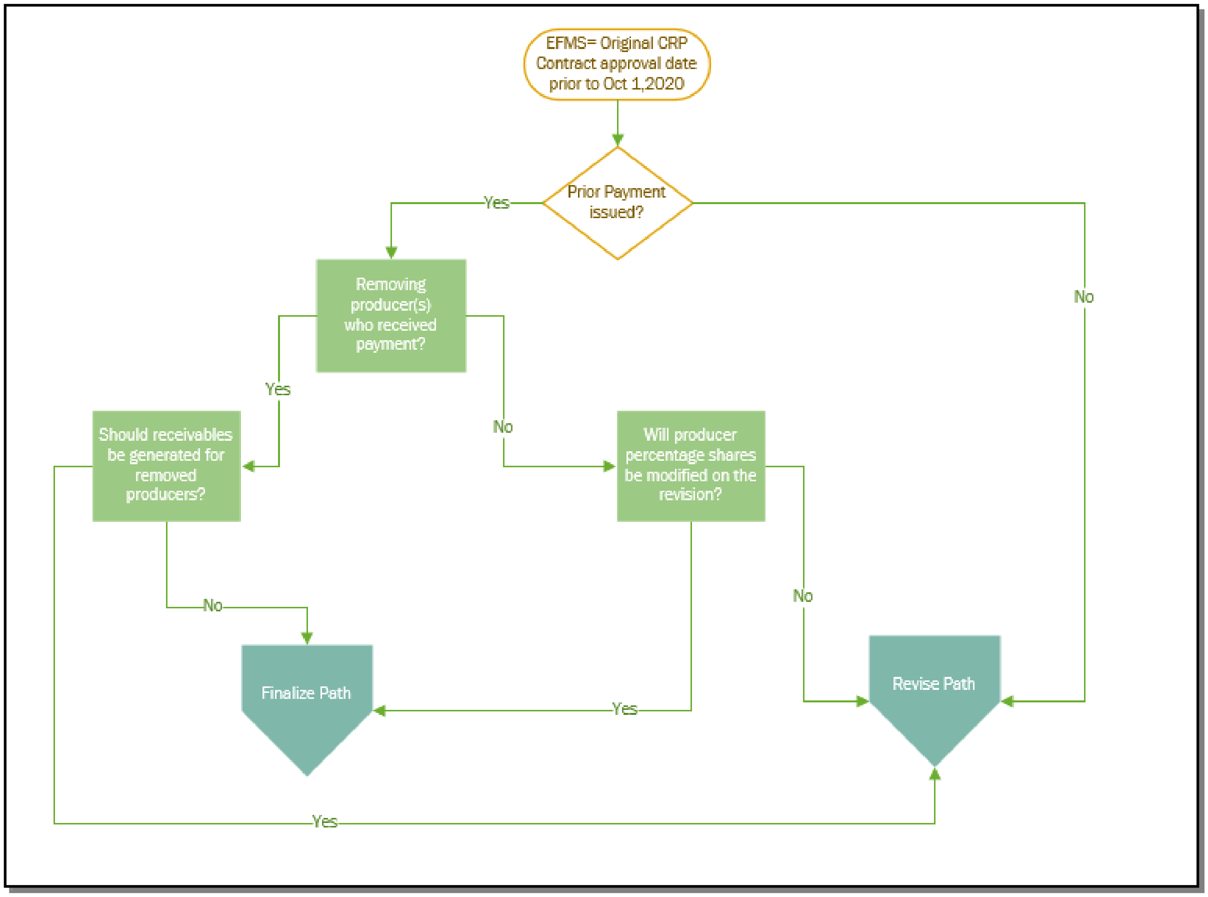
The two systems that obligate agreements are eFMS and COF. Depending on the system the cost share agreement is funded through and if prior payments have been made, the flow of a revision and resulting screens will be different. See paragraph 320 for additional information on determining which fund and funding system is used for an agreement.

**Note**: When an existing CRP contract is revised and results in multiple successor CRP contracts, multiple successor cost share agreements may be necessary. One of the successor CRP-contracts can be handled with a revision to the original cost share agreement and any additional successor contracts must have new cost share agreements created for any unfinished work that qualifies for cost share.

## 182 Workflow for Revising a Contract (Continued)

### B Determining Revision Path if Funded Through eFMS

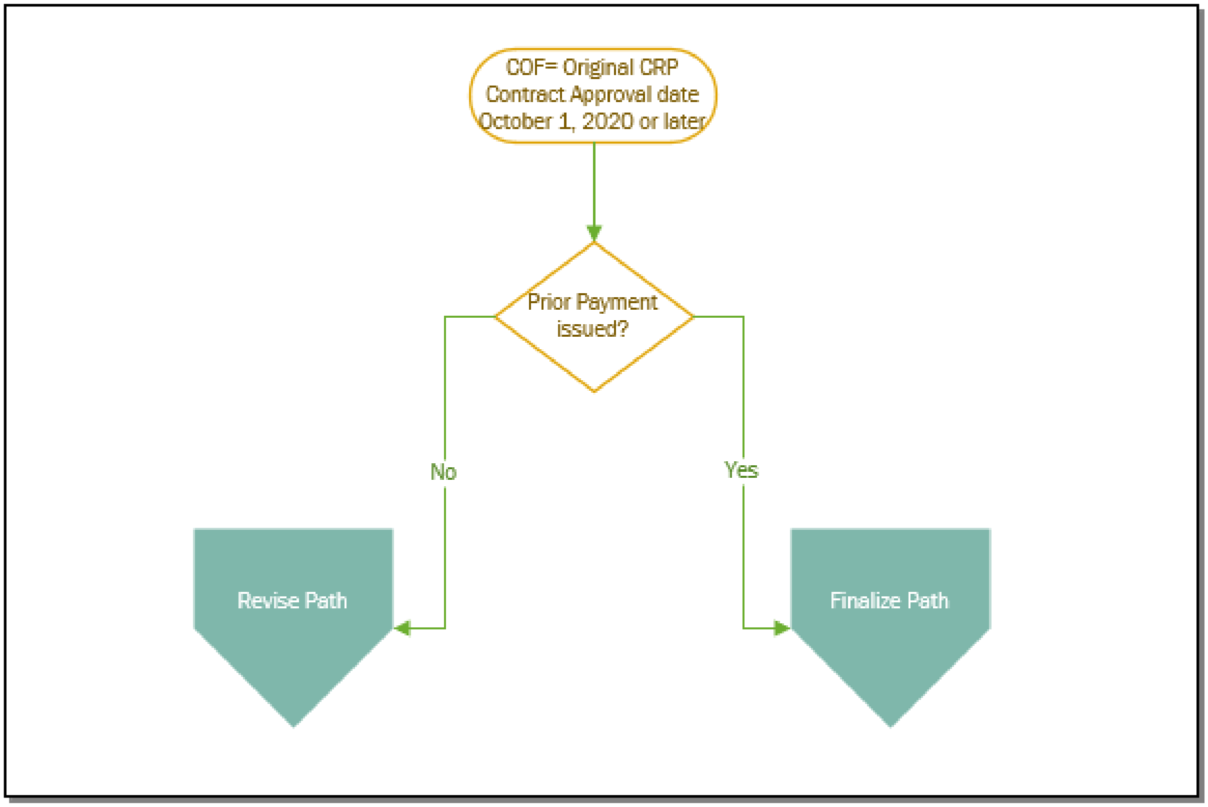
Following is a flow chart to help determine the path a revision will follow.


EFMS= Original CRP Contract approval date prior to Oct 1,2020
Prior Payment issued?
Yes
No
Removing producer(s) who received payment?
Yes
No
Should receivables be generated for removed producers?
Will producer percentage shares be modified on the revision?
No
No
Finalize Path
Revise Path
Yes
Yes

## 182 Workflow for Revising a Contract (Continued)

### C Determining Revision Path if Funded Through COF

Following is a flow chart to help determine the path a revision will follow.

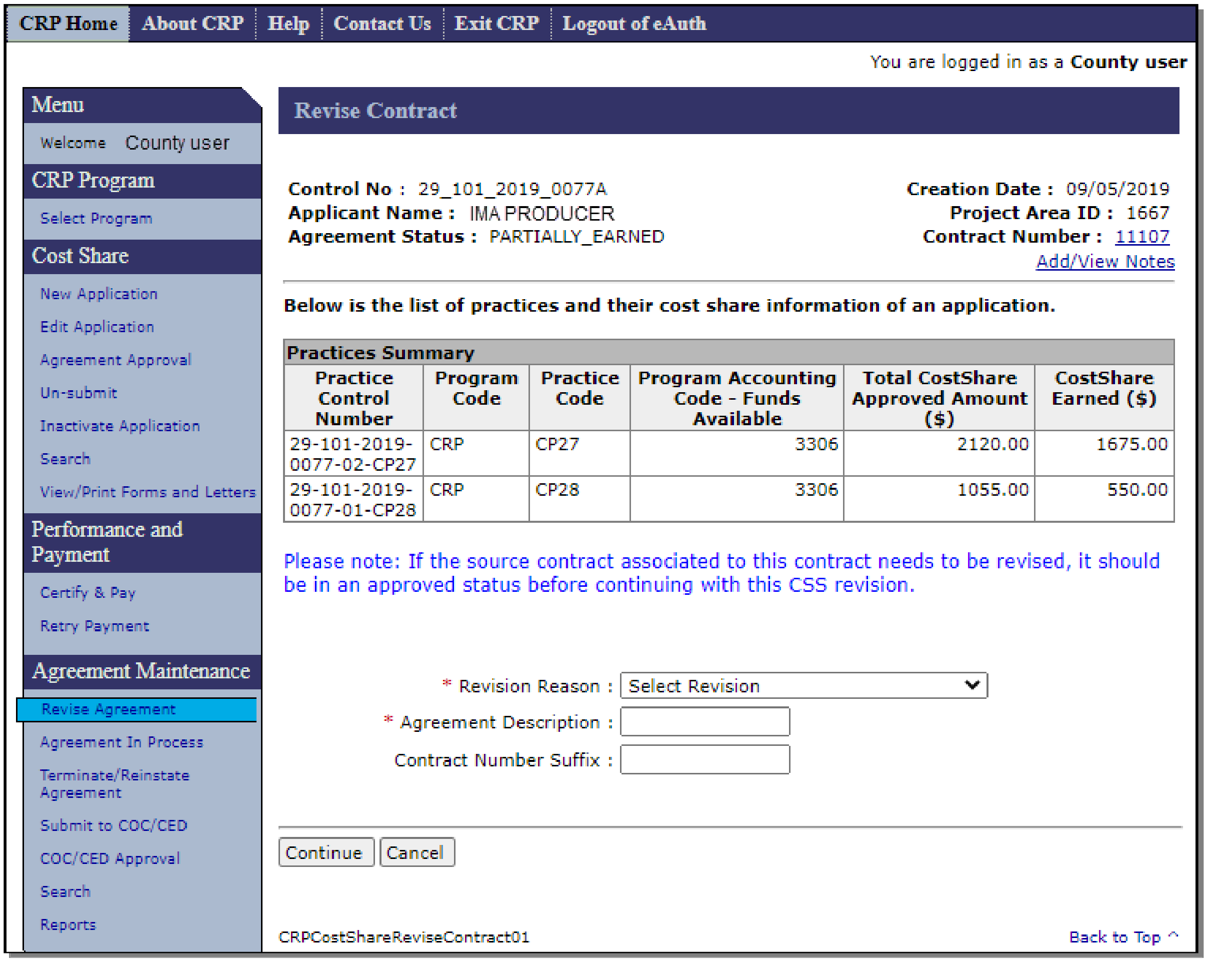

COF= Original CRP Contract Approval date October 1, 2020 or later
Prior Payment issued?
No
Yes
Revise Path
Finalize Path

## 182 Workflow for Revising a Contract (Continued)

### D Example of Revise Contract Screen

The following is an example of the Revise Contract Screen when the agreement is funded through eFMS or when the agreement if funded though COF but no payments have been made.

If the agreement is funded through COF and prior payments have been made the following message is displayed, “Payments have been previously made against this contract, and since it is managed by CPF the payments (and its certifications) will stay with existing contract.”


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Continue
Cancel
Back to Top ^

You are logged in as a **County user**

**Revise Contract**

**Control No :** 29_101_2019_0077A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** PARTIALLY_EARNED

**Creation Date :** 09/05/2019
**Project Area ID :** 1667
**Contract Number :** 11107
Add/View Notes

**Below is the list of practices and their cost share information of an application.**

**Practices Summary**

| Practice Control Number | Program Code | Practice Code | Program Accounting Code - Funds Available | Total CostShare Approved Amount ($) | CostShare Earned ($) |
|---|---|---|---|---|---|
| 29-101-2019-0077-02-CP27 | CRP | CP27 | 3306 | 2120.00 | 1675.00 |
| 29-101-2019-0077-01-CP28 | CRP | CP28 | 3306 | 1055.00 | 550.00 |

Please note: If the source contract associated to this contract needs to be revised, it should be in an approved status before continuing with this CSS revision.

* Revision Reason : Select Revision
* Agreement Description :
Contract Number Suffix :

CRPCostShareReviseContract01

## 182 Workflow for Revising a Contract (Continued)

### E Fields, Descriptions, and Actions

| Field/Link | Description/Action |
|---|---|
| Practices Summary fields | Displays the Practice Control Number , Program Code, Practice Code, Program Accounting Code - Funds Available, Total CostShare Approved Amount ($), and CostShare Earned ($). |
| Revision Reason | Select from the drop-down menu one of the following reasons the agreement is being revised:<br>• Acreage due to CLU certification<br>• Reconstitution<br>• Participant and/or Shares<br>• Acres transferred to EWRP, WRP, EWP<br>• Contract Extension<br>• Mid-Contract Management<br>• Due to Conservation Plan<br>• Due to Incorrect Data Entry<br>• Due to Inheritance<br>• Other. |
| Agreement Description | Enter a description of the agreement. |
| Contract Number Suffix | Enter the suffix number of the approved CRP-1 contract that is associated with the cost share agreement number, if applicable. |
| Continue | The Revise Contract – Prior Payments Screen is displayed if the agreement is funded through eFMS and payments have previously been issued for the agreement. See paragraph 183 for additional information.<br>If no prior payments have been issued for the agreement the Agreements Signup – Applicant Information Screen is displayed. The agreement is starting down the Revise Path. See paragraph 191 for additional information.<br>If payments have been issued on a COF obligated agreement the Application Signup – Applicant Information Screen is displayed. The agreement is starting down the Finalize Path. See paragraph 211 for additional information.<br>If payments have been issued on an eFMS obligated agreement the Revise Contract – Prior Payments Screen is displayed. |
| Cancel | The Revise Agreements Search Results Screen will be displayed. |

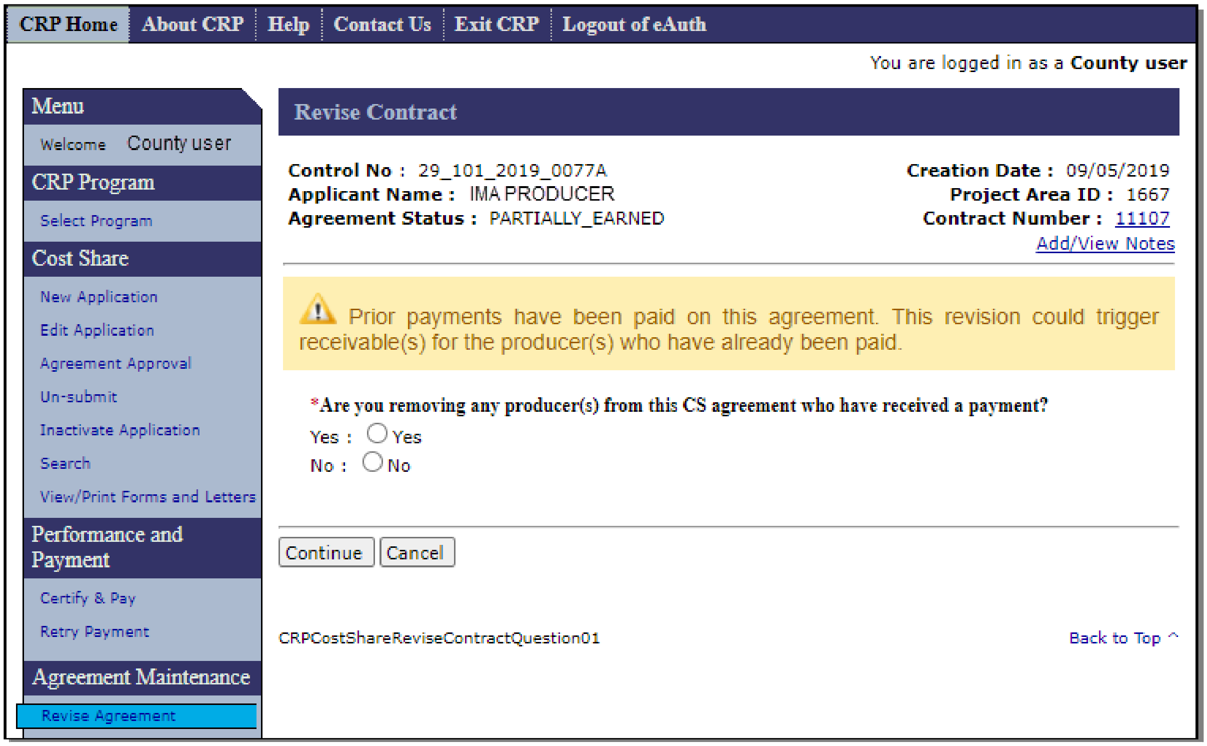
## 183 Revise Contract – Prior Payments

### A Overview

After user clicks “Continue” from the Revise Contract Screen, the Revise Contract – Prior Payments Screen is displayed.

### B Revise Contract – Prior Payments Screen

The following is an example of the Revise Contract – Prior Payments Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Continue
Cancel
Back to Top

You are logged in as a **County user**

**Revise Contract**

**Control No :** 29_101_2019_0077A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** PARTIALLY_EARNED

**Creation Date :** 09/05/2019
**Project Area ID :** 1667
**Contract Number :** 11107
Add/View Notes

⚠ Prior payments have been paid on this agreement. This revision could trigger receivable(s) for the producer(s) who have already been paid.

*Are you removing any producer(s) from this CS agreement who have received a payment?
Yes : ○ Yes
No : ○ No

CRPCostShareReviseContractQuestion01

## 183 Revise Contract – Prior Payments (Continued)

### C Fields, Descriptions, and Actions

| Field/Link | Description/Action |
|---|---|
| Are you removing any producer(s) from this CS agreement who have received a payment? | If “Yes” then the following question with possible responses is displayed, “Shall receivable(s) be generated for the removed producer(s)?”<br>The subsequent response options are as follows.<br>• “Yes” - Yes, receivable(s) will be generated for the removed producer(s).<br>**Note:** A “Yes” answer will take the agreement down the Revise Path when “Continue” is selected.<br>• “No” - No, all prior payments are correct as paid. Do not generate receivable(s) for the removed producer(s).<br>**Note:** A “No” answer will take the agreement down the finalize path when “Continue” is selected. |
| | If “No” then the following question with possible responses is displayed, “Will producer(s) percentage share(s) be modified on this revision?”<br>The subsequent response options are as follows.<br>• “Yes” - Yes, modify producer(s) percentage share.<br>**Note:** A “Yes” answer will take the agreement down the finalize path when “Continue” is selected.<br>• “No: No, producer(s) percentage share will remain unchanged.”<br>**Note:** A “No” answer will take the agreement down the revise path when “Continue” is selected. |
| Continue | If the revision will be going down the “Revise Path”, the Agreements Signup – Applicant Information Screen will be displayed. See Section 2.<br>The Application Signup – Applicant Information Screen will be displayed if the agreement will be going down the “Finalize Path”. See Section 3. |
| Cancel | The Revise Contract Screen is displayed. |

## 184-189 (Reserved)

## Section 2 Workflow for Revise Path

### 190 Revise Path

#### A Overview

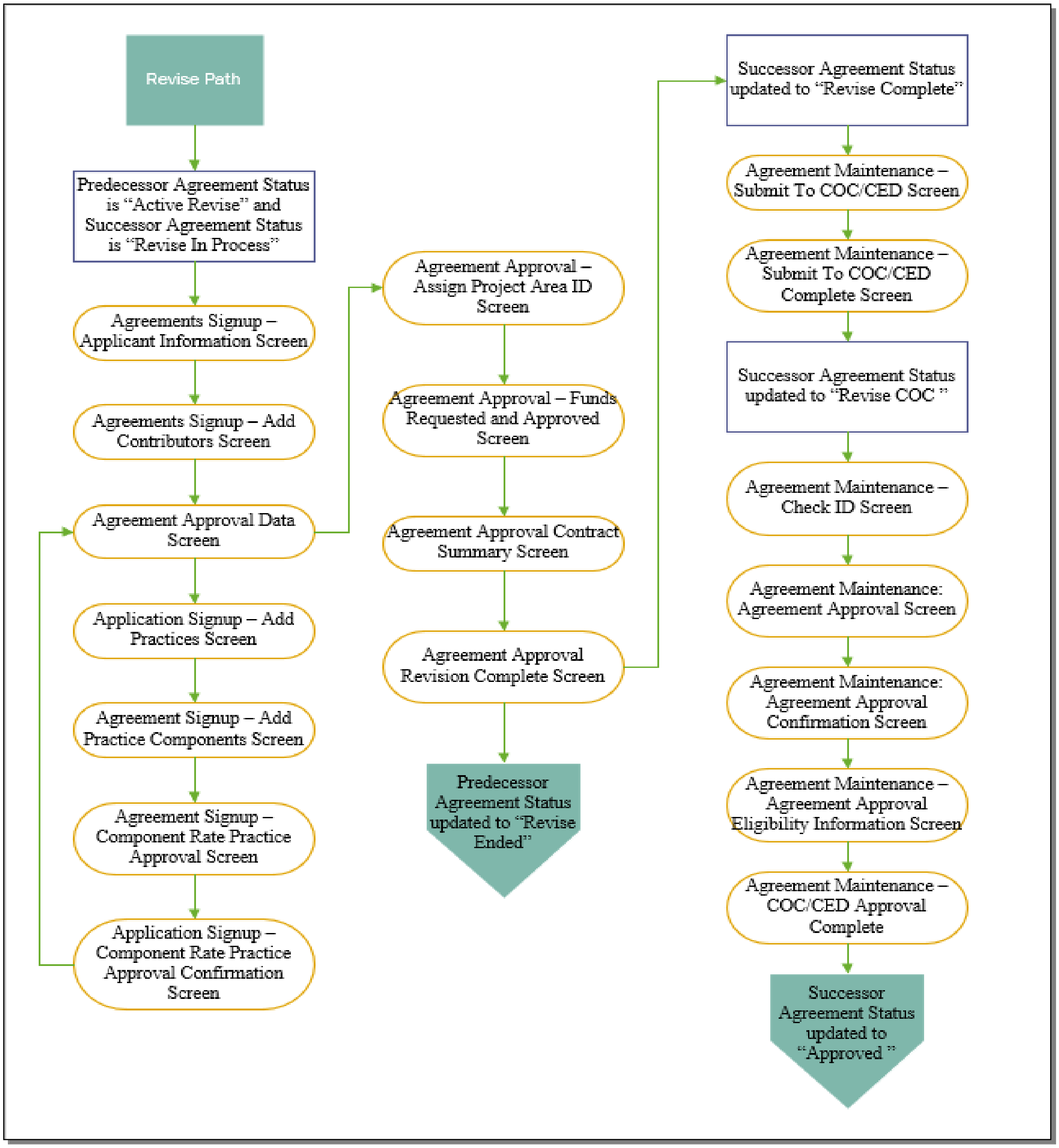
Once a revision has been initiated it could go down one of two paths, either the revise path or the finalize path. Agreements funded through either obligation systems can end up going down either path. This Section will cover the Revise Path. For more information on agreement revisions that go down the finalize path See Section 3.

Revisions on the Revise Path are found through searches and links on the left navigation menu under Agreement Maintenance.

## 190 Revise Path (Continued)

### B Flow Chart of Revise Path screens

Following is a flow chart showing the progression of screens for a revision on the Revise Path.


Revise Path
Predecessor Agreement Status is "Active Revise" and Successor Agreement Status is "Revise In Process"
Agreements Signup – Applicant Information Screen
Agreements Signup – Add Contributors Screen
Agreement Approval Data Screen
Application Signup – Add Practices Screen
Agreement Signup – Add Practice Components Screen
Agreement Signup – Component Rate Practice Approval Screen
Application Signup – Component Rate Practice Approval Confirmation Screen
Agreement Approval – Assign Project Area ID Screen
Agreement Approval – Funds Requested and Approved Screen
Agreement Approval Contract Summary Screen
Agreement Approval Revision Complete Screen
Predecessor Agreement Status updated to "Revise Ended"
Successor Agreement Status updated to "Revise Complete"
Agreement Maintenance – Submit To COC/CED Screen
Agreement Maintenance – Submit To COC/CED Complete Screen
Successor Agreement Status updated to "Revise COC "
Agreement Maintenance – Check ID Screen
Agreement Maintenance: Agreement Approval Screen
Agreement Maintenance: Agreement Approval Confirmation Screen
Agreement Maintenance – Agreement Approval Eligibility Information Screen
Agreement Maintenance – COC/CED Approval Complete
Successor Agreement Status updated to "Approved "

## 191 Revise Agreement – Applicant Information

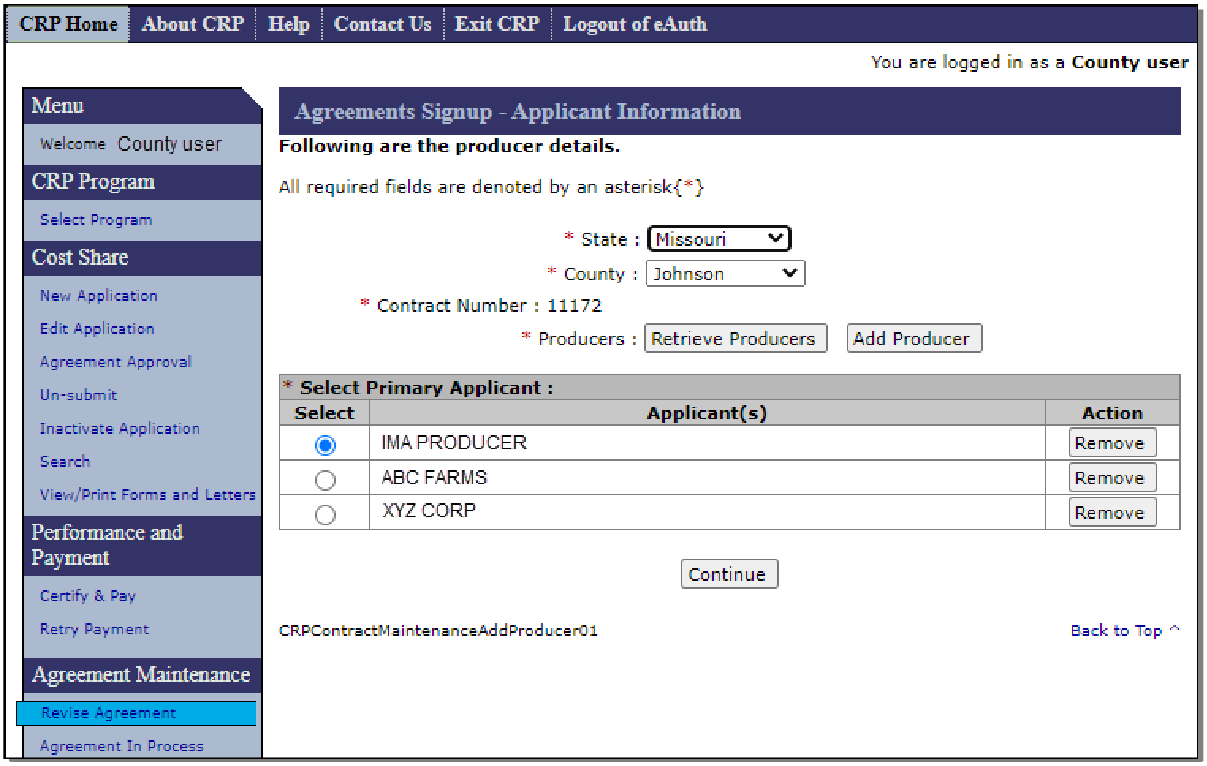
### A Overview

The Agreements Signup – Applicant Information Screen will be displayed after user clicks "Continue" from either:

- the Revise Contract Screen when agreement is either COF or eFMS obligated with no prior payments, or
- the Revise Contract – Prior Payments Screen when prior payments exist for the eFMS obligated agreement and questions were answered to send agreement down the revise path (see paragraph 183).

### B Example of Agreements Signup – Applicant Information Screen

The following is an example of the Agreements Signup – Applicant Information Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process

**Agreements Signup - Applicant Information**

**Following are the producer details.**

All required fields are denoted by an asterisk{*}

* State : Missouri

* County : Johnson

* Contract Number : 11172

* Producers : Retrieve Producers | Add Producer

* **Select Primary Applicant :**

| Select | Applicant(s) | Action |
|---|---|---|
| ● | IMA PRODUCER | Remove |
| ○ | ABC FARMS | Remove |
| ○ | XYZ CORP | Remove |

Continue

CRPContractMaintenanceAddProducer01

Back to Top ^

## 191 Revise Agreement – Applicant Information (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreements Signup – Applicant Information Screen.

| Field/Link | Description/Action |
|---|---|
| State | The State is defaulted according to the selected predecessor agreement. Changing the State will cause error messages to be displayed when "Continue" is selected. |
| County | The County is defaulted according to the selected predecessor agreement. Changing the County will cause error messages to be displayed when "Continue" is selected. |
| Contract Number | Defaults to the contract number of the CRP-1 used to create the agreement. |
| Retrieve Producers | CLICK "Retrieve Producers" and all producers that are associated with the CRP-1 in CCMS are retrieved and will be displayed on the Agreements Signup – Applicant Information Screen. |
| Add Producer | CLICK "Add Producer". The SCIMS Customer Search Screen is displayed.<br>Select the producer from SCIMS.<br>**Note:** A producer that is not on the CRP-1 will not be allowed to be added to the cost share agreement. |
| Select | A radio button used to designate the primary applicant. |
| Applicant(s) | Displays the producers to be included on the agreement. |
| Remove | Click "Remove" to remove a producer that is not a participant on the agreement. |
| Continue | CLICK "Continue" to proceed to The Agreements Signup – Add Contributors Screen. |

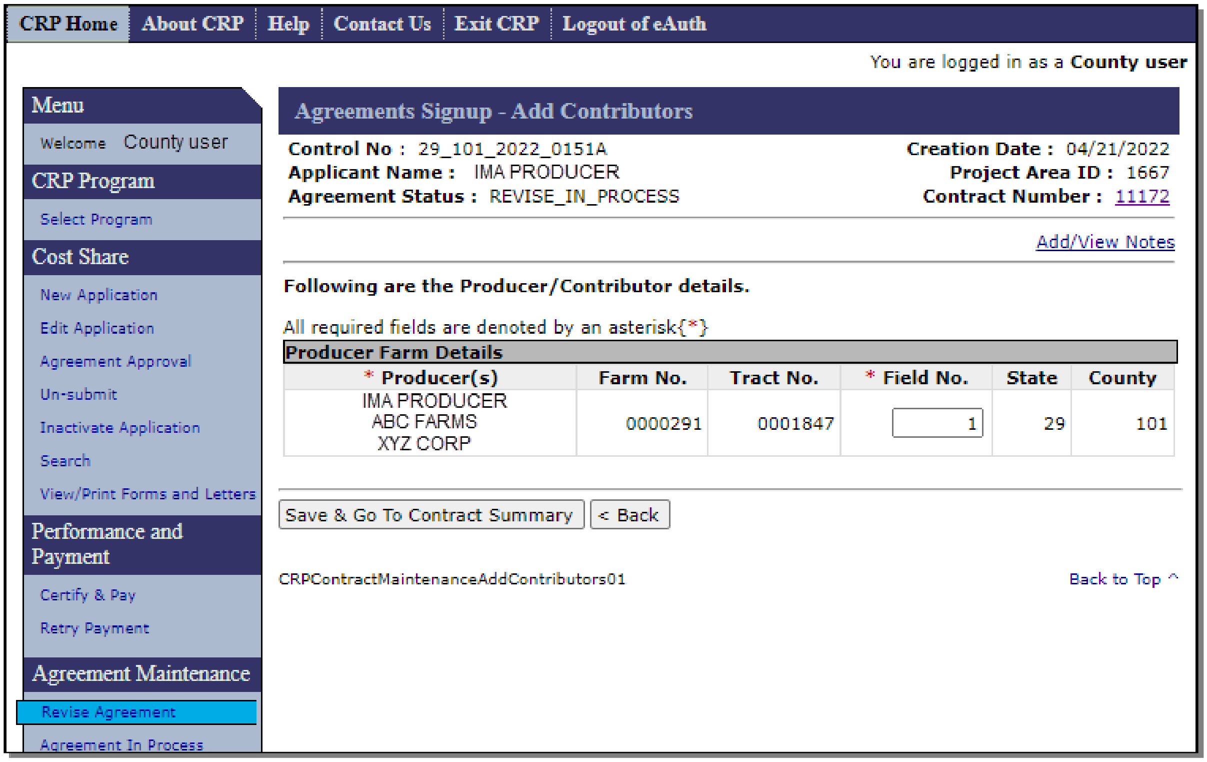
## 192 Revise Agreement – Add Contributors

### A Overview

The Agreements Signup – Add Contributors Screen is displayed after “Continue” is selected from the Agreements Signup – Applicant Information Screen allowing the user to add or modify the field numbers.

### B Example of Agreements Signup – Add Contributors Screen

The following is an example of the Agreements Signup – Add Contributors Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Add/View Notes
Save & Go To Contract Summary
< Back
Back to Top ^

You are logged in as a **County user**

Welcome County user

**Agreements Signup - Add Contributors**

**Control No :** 29_101_2022_0151A

**Applicant Name :** IMA PRODUCER

**Agreement Status :** REVISE_IN_PROCESS

**Creation Date :** 04/21/2022

**Project Area ID :** 1667

**Contract Number :** 11172

**Following are the Producer/Contributor details.**

All required fields are denoted by an asterisk{*}

**Producer Farm Details**

| * Producer(s) | Farm No. | Tract No. | * Field No. | State | County |
|---|---|---|---|---|---|
| IMA PRODUCER<br>ABC FARMS<br>XYZ CORP | 0000291 | 0001847 | 1 | 29 | 101 |

CRPContractMaintenanceAddContributors01

## 192 Revise Agreement – Add Contributors (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreements Signup – Add Contributors Screen.

| Field/Link | Description/Action |
|---|---|
| Producer(s) | Displays the producer(s) associated to the CRP-1. |
| Farm No. | Displays the farm(s) associate to the producer(s). |
| Tract No. | Displays the tract numbers of the farms. |
| Field No. | Used to complete either of the following actions:<br>• revise existing field numbers<br>• add field numbers to new farm/tract combinations that are displayed after adding a new producer. |
| State | Displays the physical location State of the tract. |
| County | Displays the physical location County of the tract. |
| Save & Go To Contract Summary | The Agreement Approval Data Screen is displayed. |
| Back | User is returned to Agreements Signup – Applicant Information Screen. See paragraph 191. |

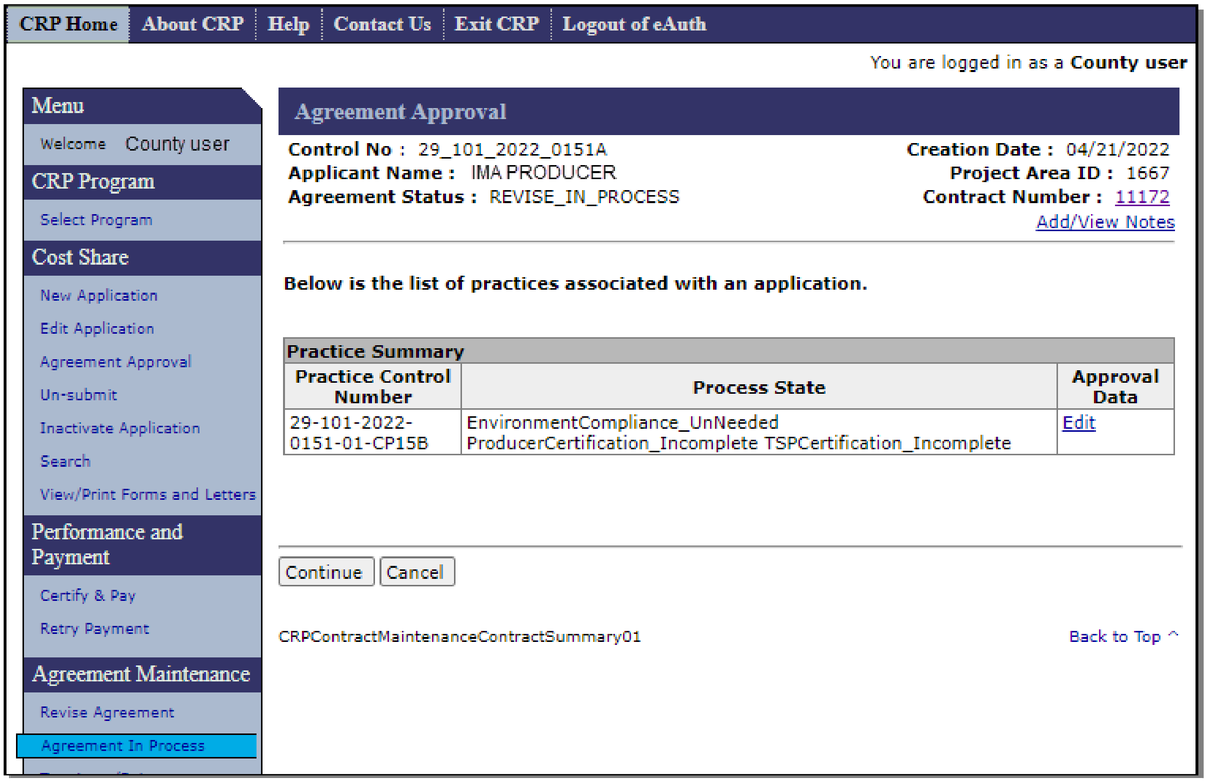
## 193 Revise Agreement – Agreement Approval Data

### A Overview

The Agreement Approval Data Screen is displayed after “Save & Go To Contract Summary” is selected from the Agreements Signup – Add Contributors Screen.

### B Example of Agreement Approval Data Screen

The following is an example of the Agreement Approval Data Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a **County user**
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Agreement Approval
Add/View Notes
Continue
Cancel
Back to Top ^

**Control No :** 29_101_2022_0151A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** REVISE_IN_PROCESS
**Creation Date :** 04/21/2022
**Project Area ID :** 1667
**Contract Number :** 11172

**Below is the list of practices associated with an application.**

**Practice Summary**

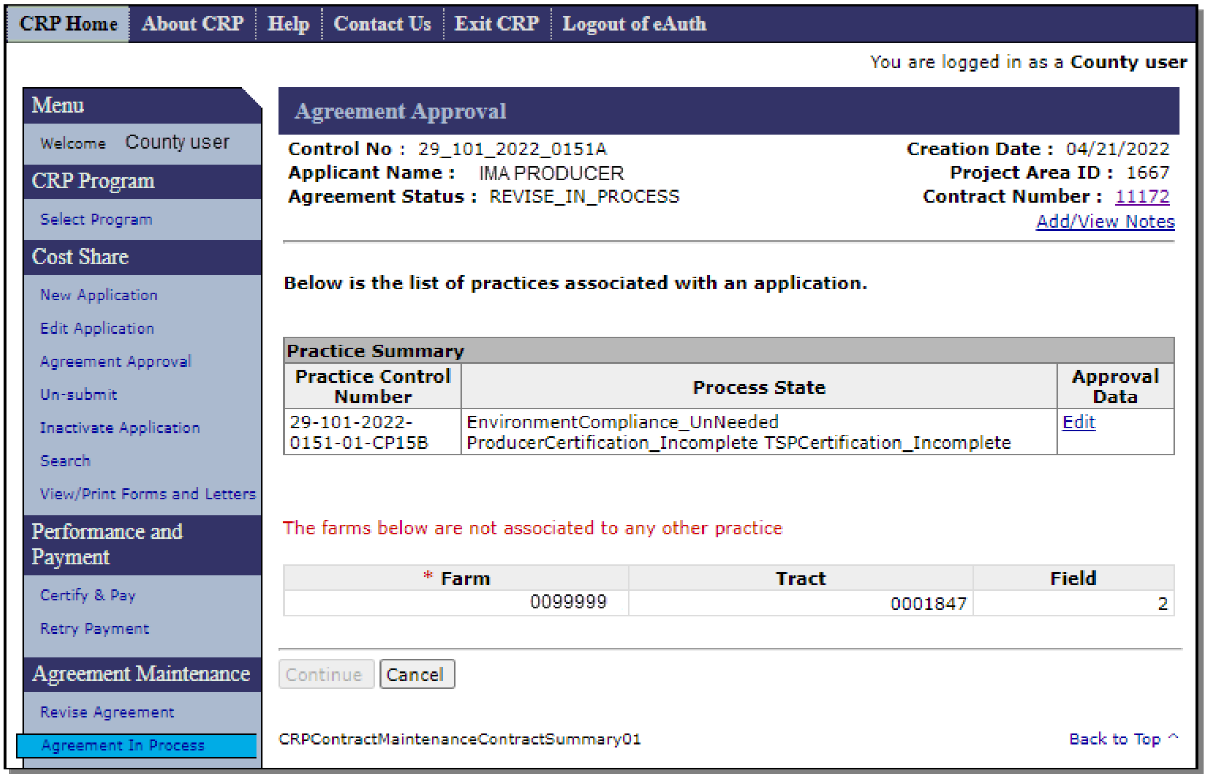
| Practice Control Number | Process State | Approval Data |
|---|---|---|
| 29-101-2022-0151-01-CP15B | EnvironmentCompliance_UnNeeded ProducerCertification_Incomplete TSPCertification_Incomplete | Edit |

CRPContractMaintenanceContractSummary01

**Note:** If a new field number was added to the application using the “Field No.” column on the Agreement Signup – Add Contributors Screen in paragraph 192, the user will receive an error message stating, “The farms below are not associated to any other practice” as follows.

## 193 Revise Agreement – Agreement Approval Data (Continued)

### B Example of Agreement Approval Data Screen (Continued)


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Add/View Notes
Continue
Cancel
Back to Top

You are logged in as a **County user**

Agreement Approval

**Control No :** 29_101_2022_0151A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** REVISE_IN_PROCESS
**Creation Date :** 04/21/2022
**Project Area ID :** 1667
**Contract Number :** 11172

**Below is the list of practices associated with an application.**

**Practice Summary**

| Practice Control Number | Process State | Approval Data |
|---|---|---|
| 29-101-2022-0151-01-CP15B | EnvironmentCompliance_UnNeeded ProducerCertification_Incomplete TSPCertification_Incomplete | Edit |

The farms below are not associated to any other practice

| * Farm | Tract | Field |
|---|---|---|
| 0099999 | 0001847 | 2 |

CRPContractMaintenanceContractSummary01

If the user receives this message the user must either:

- CLICK “**Edit**” to associate the added field to a practice
- CLICK “**Cancel**”, reselect the application being revised, and remove the added field if the field was added in error.

## 193 Revise Agreement – Agreement Approval Data (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval Data Screen.

| Field/Link | Description/Action |
|---|---|
| Practice Control Number | Displays the application control number and applicable practice(s). |
| Process State | Not applicable to CRP. |
| Approval Data | CLICK "Edit" to edit the component rate practice approval data including:<br>• practice begin and end dates<br>• practice and component extents approved<br>• shares. |
| Continue | The Agreement Approval – Assign Project Area ID Screen will be displayed. See paragraph 198 for additional information. |
| Cancel | A blank "Cancel" Screen will be displayed with a message advising the user to select a function from the left menu to continue. |

## 194 Revise Agreement – Add Practices

### A Overview

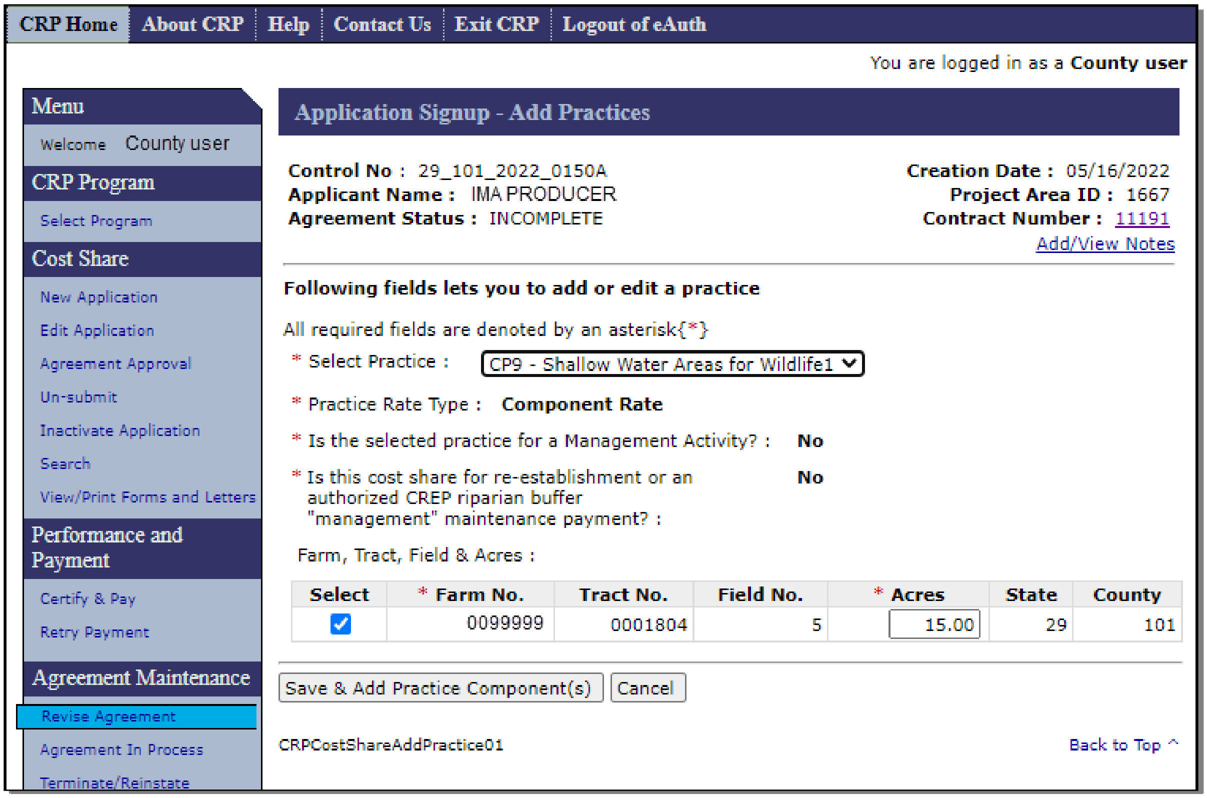
The Agreement Signup – Add Practices Screen is displayed after "Edit" is selected from the Agreement Approval Data Screen.

**Note:** Even though the user navigates through the Application Signup – Add Practices Screen during the revision process, policy doesn't permit addition of a practice to an approved agreement and software enforces this limitation.

## 194 Revise Agreement – Add Practices (Continued)

### B Example of Agreement Signup – Add Practices Screen

The following is an example of the Agreement Signup – Add Practices Screen.



CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate

You are logged in as a **County user**

**Application Signup - Add Practices**

**Control No :** 29_101_2022_0150A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** INCOMPLETE

**Creation Date :** 05/16/2022
**Project Area ID :** 1667
**Contract Number :** 11191
Add/View Notes

**Following fields lets you to add or edit a practice**

All required fields are denoted by an asterisk{*}

* Select Practice : CP9 - Shallow Water Areas for Wildlife1

* Practice Rate Type : **Component Rate**

* Is the selected practice for a Management Activity? : **No**

* Is this cost share for re-establishment or an authorized CREP riparian buffer "management" maintenance payment? : **No**

Farm, Tract, Field & Acres :

| Select | * Farm No. | Tract No. | Field No. | * Acres | State | County |
|---|---|---|---|---|---|---|
| ☑ | 0099999 | 0001804 | 5 | 15.00 | 29 | 101 |

Save & Add Practice Component(s)
Cancel

CRPCostShareAddPractice01

## 194 Revise Agreement – Add Practices (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Signup – Add Practices Screen.

| Field/Link | Description/Action |
|---|---|
| Select Practice | From the drop-down list, select the CRP practice for which the producer must certify a component. System prepopulates the drop-down list with practices associated with the CRP contract in CCMS. |
| Practice Rate Type | CSS uses a component rate or practice rate to calculate the cost share, according to the Program and the County's Program Provisioning information.<br>• Starting with Signup 53, CRP only uses component rates. Component rate is now defaulted, and modification is not permitted for CRP.<br>• For Signup 52 and prior CRP contracts, the user must select either practice rate or component rate when adding a practice to the FSA-848. |
| Is the selected practice for a management activity? | Displays the answer entered when practice was originally entered. This is not editable. |
| Is this cost share for re-establishment or an authorized CREP riparian buffer "management" maintenance payment? | Displays the answer entered when practice was originally entered. This is not editable. |
| Farm, Tract, Field, & Acres | CHECK (☐) Select the check box for the applicable farm/tract/field row associated with the practice and enter the total number of acres enrolled for each field.<br>Total practice acres cannot exceed the total farmland acres on the tract as recorded in MIDAS Farm Records. |
| Save & Add Practice Component(s) | Click "Save & Add Practice Component(s)" and Agreement Signup – Add Practice Components Screen is displayed. |
| Cancel | The Agreement Approval Data Screen is displayed. |

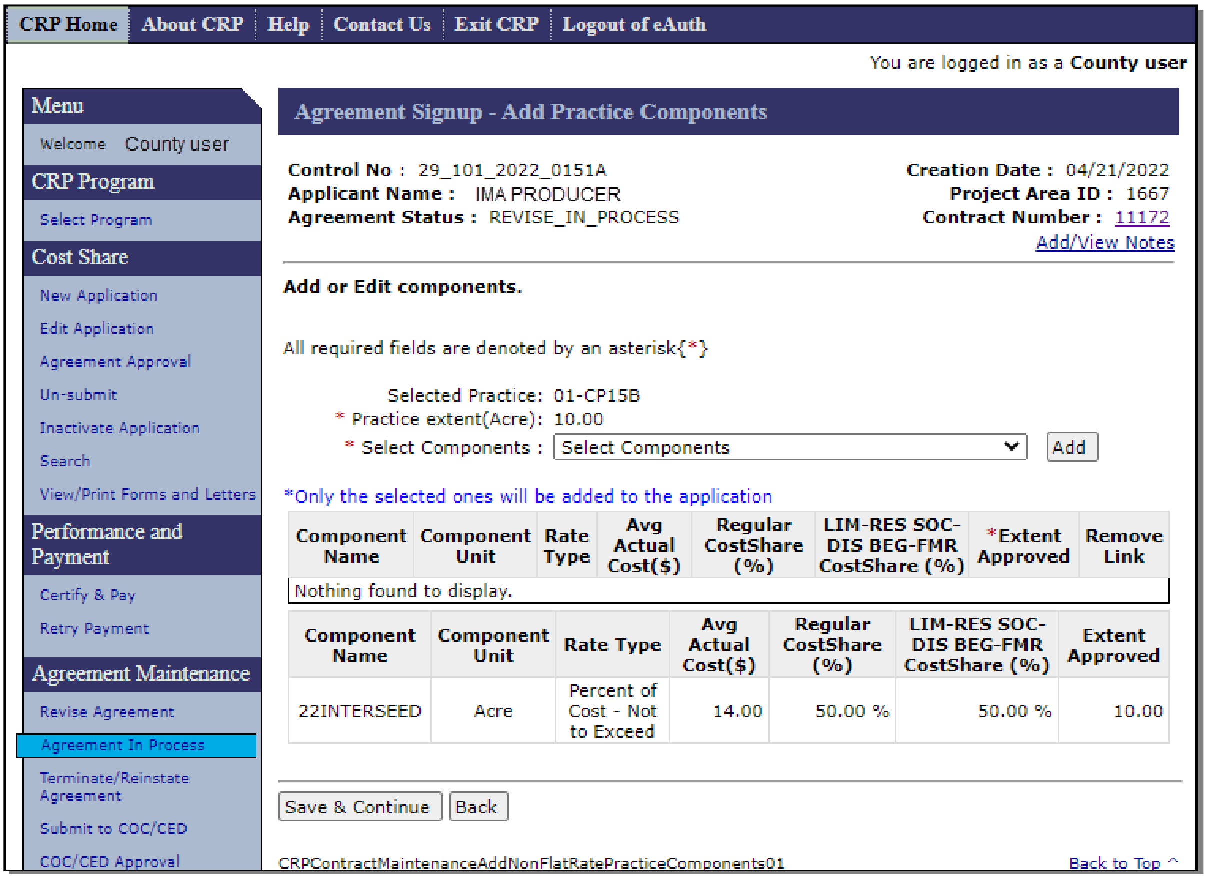
## 195 Revise Agreement – Add Practice Components

### A Overview

The Agreement Signup – Add Practice Components Screen will be displayed after “Save & Add Practice Components” is selected from the Agreement Signup – Add Practices Screen.

### B Example of Agreement Signup – Add Practice Components Screen

The following is an example of the Agreement Signup – Add Practice Components Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Add
Save & Continue
Back
Back to Top

Agreement Signup - Add Practice Components

**Control No :** 29_101_2022_0151A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** REVISE_IN_PROCESS

**Creation Date :** 04/21/2022
**Project Area ID :** 1667
**Contract Number :** 11172
Add/View Notes

**Add or Edit components.**

All required fields are denoted by an asterisk{*}

Selected Practice: 01-CP15B
* Practice extent(Acre): 10.00
* Select Components : Select Components

*Only the selected ones will be added to the application

| Component Name | Component Unit | Rate Type | Avg Actual Cost($) | Regular CostShare (%) | LIM-RES SOC-DIS BEG-FMR CostShare (%) | *Extent Approved | Remove Link |
|---|---|---|---|---|---|---|---|
| Nothing found to display. | | | | | | | |

| Component Name | Component Unit | Rate Type | Avg Actual Cost($) | Regular CostShare (%) | LIM-RES SOC-DIS BEG-FMR CostShare (%) | Extent Approved |
|---|---|---|---|---|---|---|
| 22INTERSEED | Acre | Percent of Cost - Not to Exceed | 14.00 | 50.00 % | 50.00 % | 10.00 |

CRPContractMaintenanceAddNonFlatRatePracticeComponents01

## 195 Revise Agreement – Add Practice Components (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Add Practice Components Screen.

| Field/Link | Description/Action |
|---|---|
| Selected Practice | Displays the selected practice. |
| Practice extent (Acre) | Displays the previously entered practice extent acres. Software does not allow it to be modified. |
| Select Components | Provides the ability to:<br>• add components by selecting from a drop-down list of available components that may be associated with the practice<br>• remove newly added components (before save & continue)<br>• add extents for newly added components.<br>**Notes:** See subparagraph D for an example of a component added during the revision.<br>Existing components **cannot** be removed; however, Extent Approved can be changed to zero on the Agreement Signup – Component Rate Practice Approval Screen. |
| Add | After selecting a component to be added, CLICK "Add" to populate the newly selected component in the list of components that are included for the practice. |

## 195 Revise Agreement – Add Practice Components (Continued)

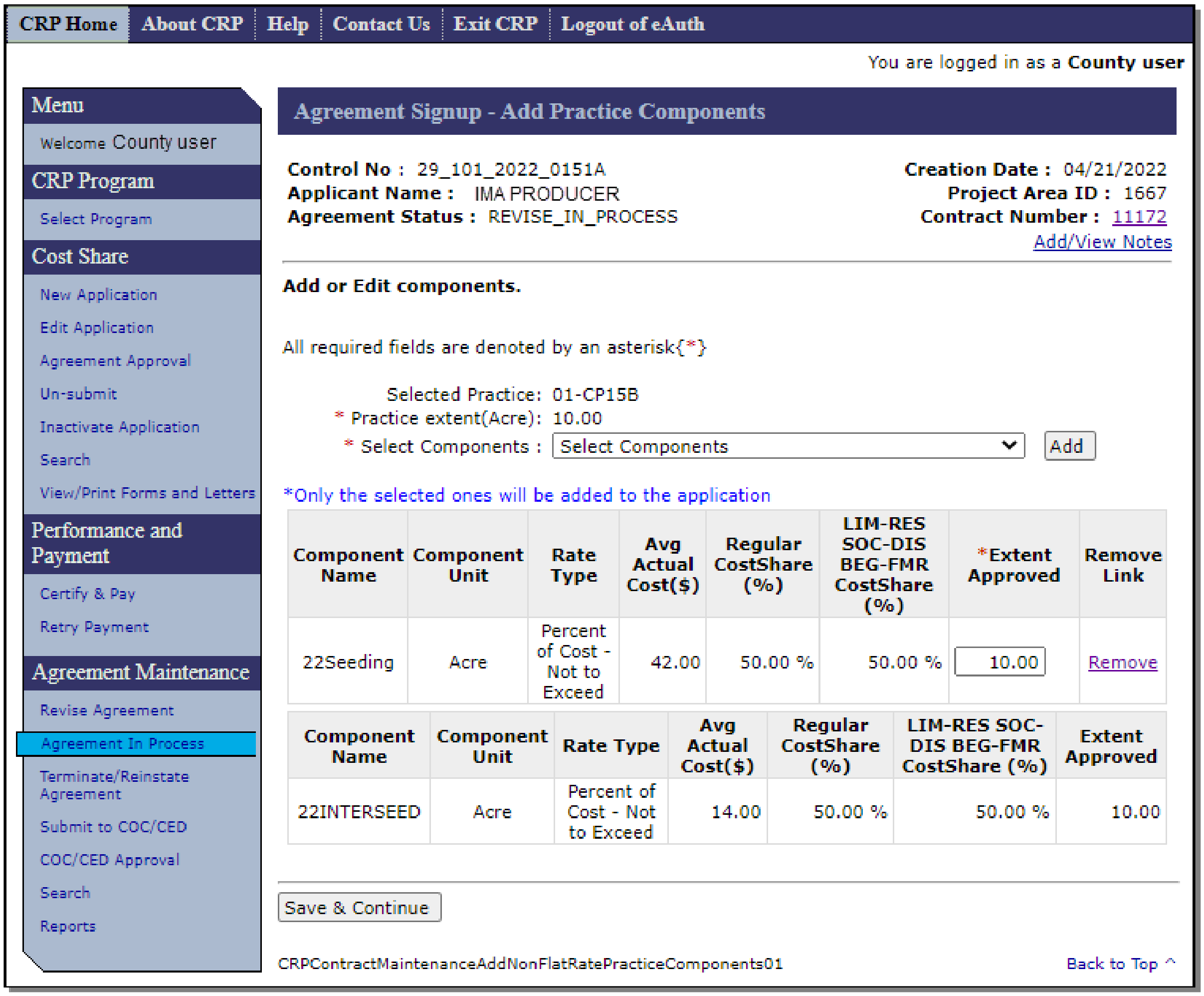
### C Fields, Descriptions, and Actions (Continued)

| Field/Link | Description/Action |
|---|---|
| Component Name, Component Unit, Rate Type, Avg Actual Cost ($), Regular Cost Share (%), & LIM-RES SOC-DIS BEG-FMR Cost Share (%) | Displays the data applicable to the selected component from Program Provisioning. See Exhibit 8 for information on Program Provisioning for CRP. |
| Extent Approved | Enter the extent requested for each component/technical practice that is being added. Existing components display the prior extent approved and is not editable. |
| Remove Link | Allows users to remove a newly added component before "Save & Continue" being selected. |
| Save & Continue | Saves the selected components displayed in the table to the application and continues to the Agreement Signup – Component Rate Practice Approval Screen. |
| Back | The Application Signup – Add Practices Screen is displayed. |

## 195 Revise Agreement – Add Practice Components (Continued)

### D Example of Redisplayed Agreement Signup – Add Practice Components Screen

The following is an example of the Redisplayed Agreement Signup – Add Practice Components Screen after the user has selected the additional component “22Seeding” and CLICKED “Add” on the original version of the screen in subparagraph B.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Add
Remove
Save & Continue
Back to Top ^

You are logged in as a **County user**

**Agreement Signup - Add Practice Components**

**Control No :** 29_101_2022_0151A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** REVISE_IN_PROCESS

**Creation Date :** 04/21/2022
**Project Area ID :** 1667
**Contract Number :** 11172
Add/View Notes

**Add or Edit components.**

All required fields are denoted by an asterisk{*}

Selected Practice: 01-CP15B
* Practice extent(Acre): 10.00
* Select Components : Select Components

*Only the selected ones will be added to the application

| Component Name | Component Unit | Rate Type | Avg Actual Cost($) | Regular CostShare (%) | LIM-RES SOC-DIS BEG-FMR CostShare (%) | *Extent Approved | Remove Link |
|---|---|---|---|---|---|---|---|
| 22Seeding | Acre | Percent of Cost - Not to Exceed | 42.00 | 50.00 % | 50.00 % | 10.00 | Remove |

| Component Name | Component Unit | Rate Type | Avg Actual Cost($) | Regular CostShare (%) | LIM-RES SOC-DIS BEG-FMR CostShare (%) | Extent Approved |
|---|---|---|---|---|---|---|
| 22INTERSEED | Acre | Percent of Cost - Not to Exceed | 14.00 | 50.00 % | 50.00 % | 10.00 |

CRPContractMaintenanceAddNonFlatRatePracticeComponents01

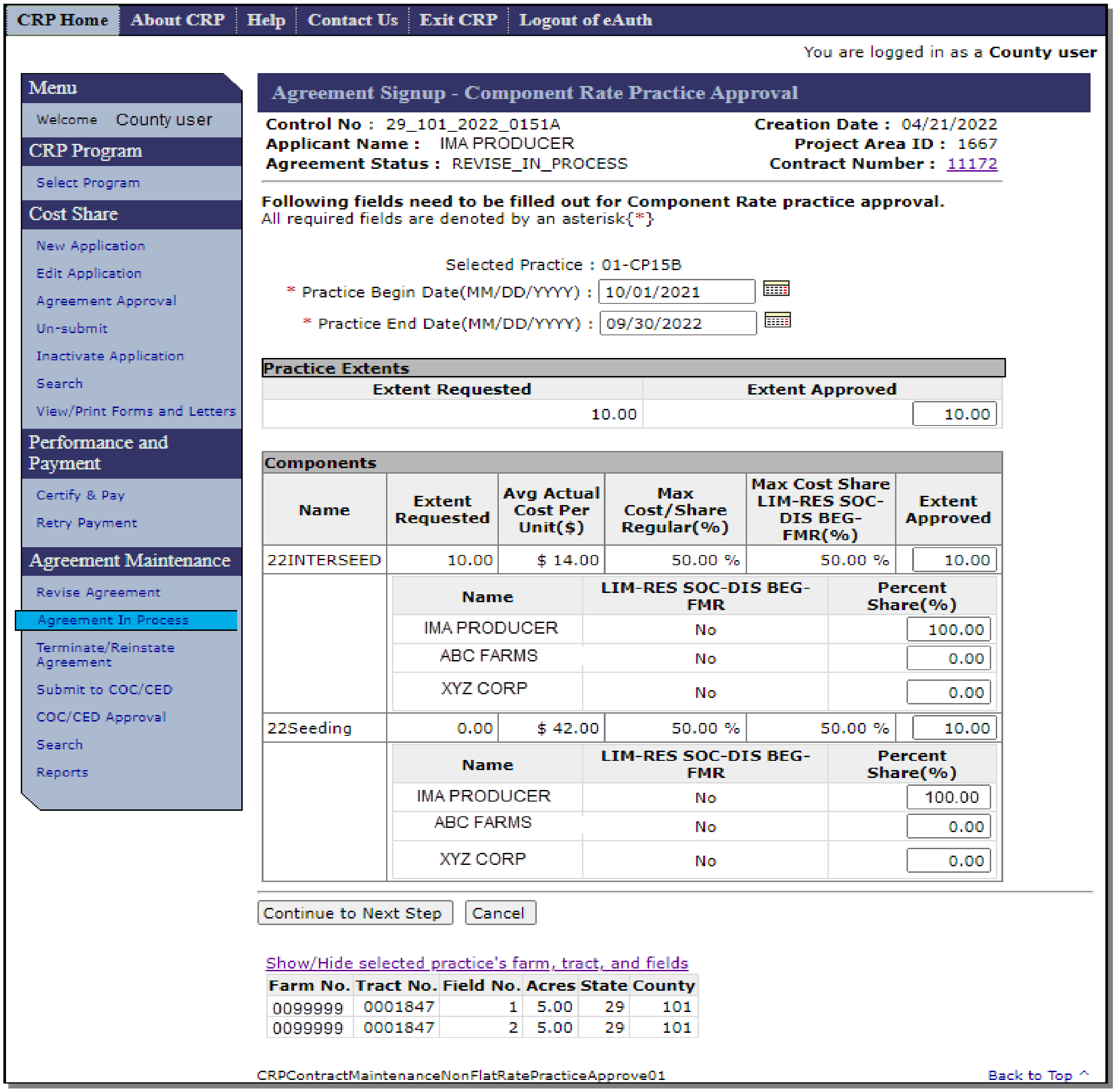
## 196 Revise Agreement – Component Rate Practice Approval

### A Overview

The Agreement Signup – Component Rate Practice Approval Screen will be displayed after "Save & Continue" is selected from Agreement Signup – Add Practice Components Screen.

### B Example of Agreement Signup – Component Rate Practice Approval Screen

The following is an example of the Agreement Signup – Component Rate Practice Approval Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Continue to Next Step
Cancel
Back to Top ^

You are logged in as a **County user**

**Agreement Signup - Component Rate Practice Approval**

**Control No :** 29_101_2022_0151A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** REVISE_IN_PROCESS
**Creation Date :** 04/21/2022
**Project Area ID :** 1667
**Contract Number :** 11172

**Following fields need to be filled out for Component Rate practice approval.**
All required fields are denoted by an asterisk{*}

Selected Practice : 01-CP15B
* Practice Begin Date(MM/DD/YYYY) : 10/01/2021
* Practice End Date(MM/DD/YYYY) : 09/30/2022

**Practice Extents**

| Extent Requested | Extent Approved |
|---|---|
| 10.00 | 10.00 |

**Components**

<table>
<tr><th>Name</th><th>Extent Requested</th><th>Avg Actual Cost Per Unit($)</th><th>Max Cost/Share Regular(%)</th><th>Max Cost Share LIM-RES SOC-DIS BEG-FMR(%)</th><th>Extent Approved</th></tr>
<tr><td>22INTERSEED</td><td>10.00</td><td>$ 14.00</td><td>50.00 %</td><td>50.00 %</td><td>10.00</td></tr>
<tr><td></td><td colspan="2"><b>Name</b></td><td colspan="2"><b>LIM-RES SOC-DIS BEG-FMR</b></td><td><b>Percent Share(%)</b></td></tr>
<tr><td></td><td colspan="2">IMA PRODUCER</td><td colspan="2">No</td><td>100.00</td></tr>
<tr><td></td><td colspan="2">ABC FARMS</td><td colspan="2">No</td><td>0.00</td></tr>
<tr><td></td><td colspan="2">XYZ CORP</td><td colspan="2">No</td><td>0.00</td></tr>
<tr><td>22Seeding</td><td>0.00</td><td>$ 42.00</td><td>50.00 %</td><td>50.00 %</td><td>10.00</td></tr>
<tr><td></td><td colspan="2"><b>Name</b></td><td colspan="2"><b>LIM-RES SOC-DIS BEG-FMR</b></td><td><b>Percent Share(%)</b></td></tr>
<tr><td></td><td colspan="2">IMA PRODUCER</td><td colspan="2">No</td><td>100.00</td></tr>
<tr><td></td><td colspan="2">ABC FARMS</td><td colspan="2">No</td><td>0.00</td></tr>
<tr><td></td><td colspan="2">XYZ CORP</td><td colspan="2">No</td><td>0.00</td></tr>
</table>

Show/Hide selected practice's farm, tract, and fields

| Farm No. | Tract No. | Field No. | Acres | State | County |
|---|---|---|---|---|---|
| 0099999 | 0001847 | 1 | 5.00 | 29 | 101 |
| 0099999 | 0001847 | 2 | 5.00 | 29 | 101 |

CRPContractMaintenanceNonFlatRatePracticeApprove01

## 196 Revise Agreement – Component Rate Practice Approval (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Signup – Component Rate Practice Approval Screen.

| Field/Link | Description/Action |
|---|---|
| Selected Practice | Displays the selected practice. |
| Practice Begin Date | Modify the practice begin date, if applicable. |
| Practice End Date | Modify the practice end date, if applicable.<br>**Note:** To extend the practice end date the user must:<br>• select “Contract Extension” as the Revision Reason, enter an agreement description and CLICK “Continue” on the Revise Contract Screen (paragraph 182)<br>• follow the steps in paragraphs 182 through 195. If no changes other than the practice end date are being made, CLICK:<br>  • “Continue” on the Agreements Signup – Applicant Information Screen (paragraph 191)<br>  • “Save & Go To Contract Summary” on Agreements Signup – Add Contributors Screen (paragraph 192)<br>  • “Edit” on Agreement Approval Data Screen (paragraph 193)<br>  • “Save & Add Practice Component(s)” on Agreement Signup – Add Practices Screen (paragraph 194)<br>  • “Save & Continue” on Agreement Signup – Add Practice Components Screen (paragraph 195)<br>• enter the desired extended completion date on this screen and CLICK “Continue to Next Step”<br>• continue processing the revision all the way through COC approval of the revised agreement. |
| **Practice Extents** | |
| Extent Requested | Displays the extent requested for the component. |

## 196 Revise Agreement – Component Rate Practice Approval (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field/Link | Description/Action |
|---|---|
| Extent Approved | Modify the practice extent approved, if applicable.<br>**Note:** If the extent is increased, the obligated amount is automatically increased for CRP, but no money will be collected or distributed during this step. |
| **Components** | |
| Name, Extent Requested Avg Actual Cost Per Unit($), Max Cost/Share Regular(%), Max Cost Share LIM-RES SOC-DIS BEG-FMR(%) | Displays the data applicable to the selected component from prior entries and Program Provisioning. See Exhibit 8 for information on Program Provisioning for CRP. |
| Extent Approved | Modify the component extent approved, if applicable.<br>**Note:** If the extent is increased, the obligated amount is automatically increased for CRP, but no money will be collected or distributed during this step. |
| Name | Displays the name of the producer(s) associated to the component |
| LIM-RES SOC-DIS BEG-FMR | Displays the Limited Resource, Socially Disadvantaged, and Beginning Farmer designation for the producer. |
| Percent Share (%) | Modify the producer share(s) if applicable.<br>**Note:** The sum of the percent shares for all producers must equal 100 percent. When only one producer is associated with the agreement the share for that producer must be 100 percent. |
| Continue to Next Step | The Application Signup – Component Rate Practice Approval Confirmation Screen is displayed. |
| Cancel | The Application Signup Screen is displayed. The Application Signup Screen is a blank screen that instructs the user to use the left navigation menu to select a task. Added components are retained. |
| Show/Hide selected practice's farm, tract, and fields | CLICK "Show/Hide selected practice's farm, tract, and fields" to either show or hide a list of the farm, tract, and field numbers and acres associated with the practice. Default display is to hide this information. In the screen shot above the user has clicked this link so the information is displayed. |

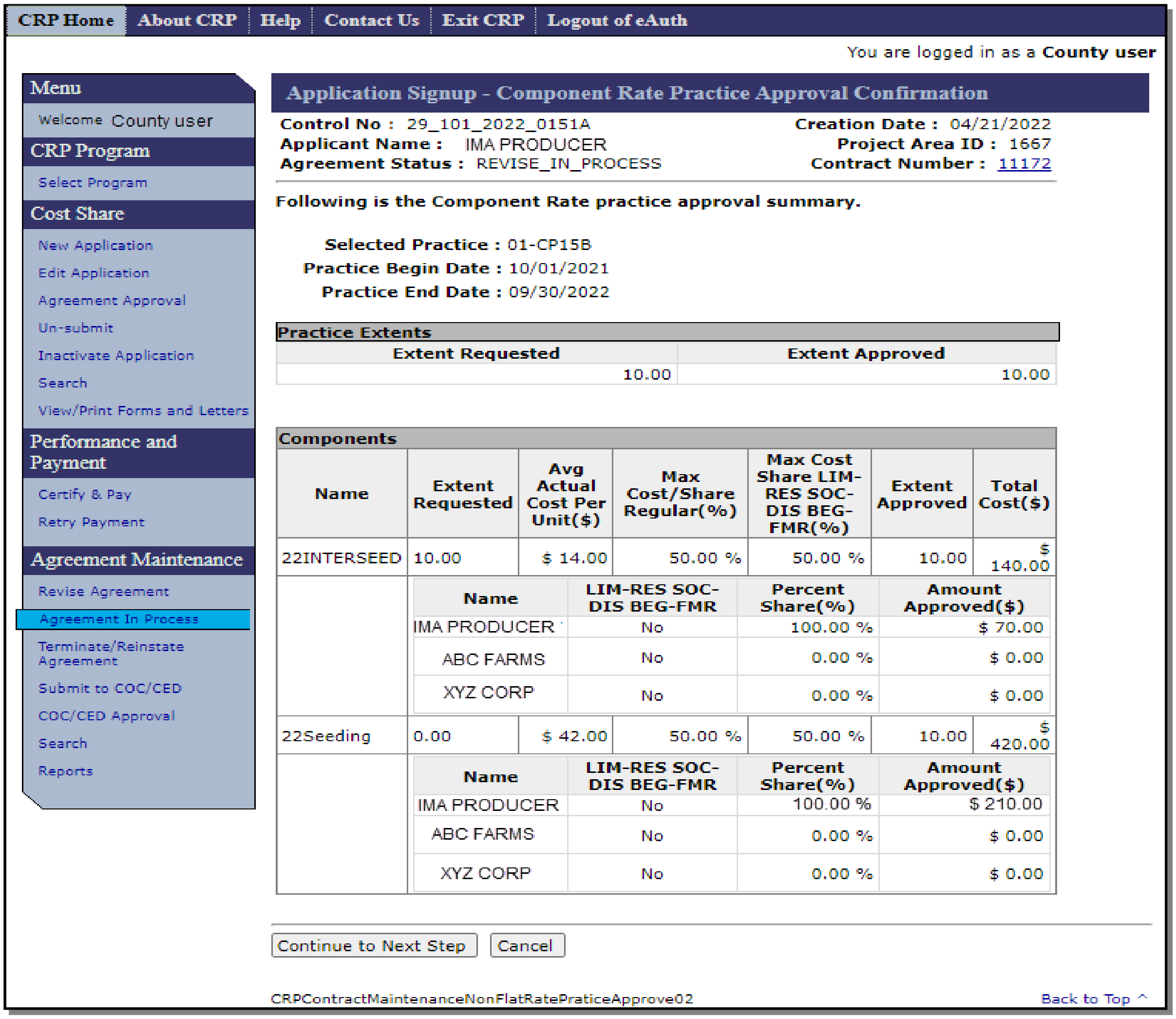
## 197 Revise Agreement– Component Rate Practice Approval Confirmation

### A Overview

The Application Signup – Component Rate Practice Approval Confirmation Screen will be displayed after “Continue to Next Step” is selected from the Agreement Signup – Component Rate Practice Approval Screen.

### B Example of Application Signup – Component Rate Practice Approval Confirmation Screen

The following is an example of the Application Signup – Component Rate Practice Approval Confirmation Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a **County user**
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Application Signup - Component Rate Practice Approval Confirmation

**Control No :** 29_101_2022_0151A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** REVISE_IN_PROCESS
**Creation Date :** 04/21/2022
**Project Area ID :** 1667
**Contract Number :** 11172

**Following is the Component Rate practice approval summary.**

**Selected Practice :** 01-CP15B
**Practice Begin Date :** 10/01/2021
**Practice End Date :** 09/30/2022

**Practice Extents**

| Extent Requested | Extent Approved |
|---|---|
| 10.00 | 10.00 |

**Components**

| Name | Extent Requested | Avg Actual Cost Per Unit($) | Max Cost/Share Regular(%) | Max Cost Share LIM-RES SOC-DIS BEG-FMR(%) | Extent Approved | Total Cost($) |
|---|---|---|---|---|---|---|
| 22INTERSEED | 10.00 | $ 14.00 | 50.00 % | 50.00 % | 10.00 | $ 140.00 |

| Name | LIM-RES SOC-DIS BEG-FMR | Percent Share(%) | Amount Approved($) |
|---|---|---|---|
| IMA PRODUCER | No | 100.00 % | $ 70.00 |
| ABC FARMS | No | 0.00 % | $ 0.00 |
| XYZ CORP | No | 0.00 % | $ 0.00 |

| Name | Extent Requested | Avg Actual Cost Per Unit($) | Max Cost/Share Regular(%) | Max Cost Share LIM-RES SOC-DIS BEG-FMR(%) | Extent Approved | Total Cost($) |
|---|---|---|---|---|---|---|
| 22Seeding | 0.00 | $ 42.00 | 50.00 % | 50.00 % | 10.00 | $ 420.00 |

| Name | LIM-RES SOC-DIS BEG-FMR | Percent Share(%) | Amount Approved($) |
|---|---|---|---|
| IMA PRODUCER | No | 100.00 % | $ 210.00 |
| ABC FARMS | No | 0.00 % | $ 0.00 |
| XYZ CORP | No | 0.00 % | $ 0.00 |

Continue to Next Step
Cancel
CRPContractMaintenanceNonFlatRatePraticeApprove02
Back to Top ^

## 197 Revise Agreement– Component Rate Practice Approval Confirmation (Continued)

### B Example of Application Signup – Component Rate Practice Approval Confirmation Screen (Continued)

**Note:** Calculation for total estimated cost for installing the component is as follows:

(Extent Approved) x (Average Actual Cost) = (Total Cost)

Calculation for approved cost share amount is as follows:

(Extent Approved) x (Average Actual Cost) x 50% x (Producer Share) = (Amount Approved).

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Component Rate Practice Approval Confirmation Screen.

| Field/Link | Description/Action |
|---|---|
| Selected Practice | Displays the selected practice. |
| Practice Begin Date | Displays the practice begin date. |
| Practice End Date | Displays the practice end date. |
| **Practice Extents** | |
| Extent Requested | Displays the extent requested for the practice. |
| Extent Approved | Displays the practice extent approved.<br>**Note:** If the extent is increased, the obligated amount is automatically increased for CRP, but no money will be collected or distributed during this step. |

## 197 Revise Agreement– Component Rate Practice Approval Confirmation (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field/Link | Description/Action |
|---|---|
| **Components** | |
| Name, Extent Requested Avg Actual Cost Per Unit($), Max Cost/Share Regular(%), Max Cost Share LIM-RES SOC-DIS BEG-FMR(%) | Displays the data applicable to the selected component from prior entries and Program Provisioning. See Exhibit 8 for information on Program Provisioning for CRP. |
| Extent Approved | Displays the component extent approved. |
| Total cost($) | Displays the total estimated cost. |
| Name | Displays the name of the producer(s) associated to the component. |
| LIM-RES SOC-DIS BEG-FMR | Displays the Limited Resource, Socially Disadvantaged, and Beginning Farmer designation for the producer. |
| Percent Share (%) | Displays the Percent Share of each producer for the component. |
| Amount Approved ($) | Displays the amount of cost share approved by producer for the component. |
| Continue to Next Step | The Agreement Approval Data Screen will be displayed. See paragraph 193 for additional information. |
| Cancel | The Application Signup Screen is displayed. The Application Signup Screen is a blank screen that instructs the user to use the left navigation menu to select a task. |

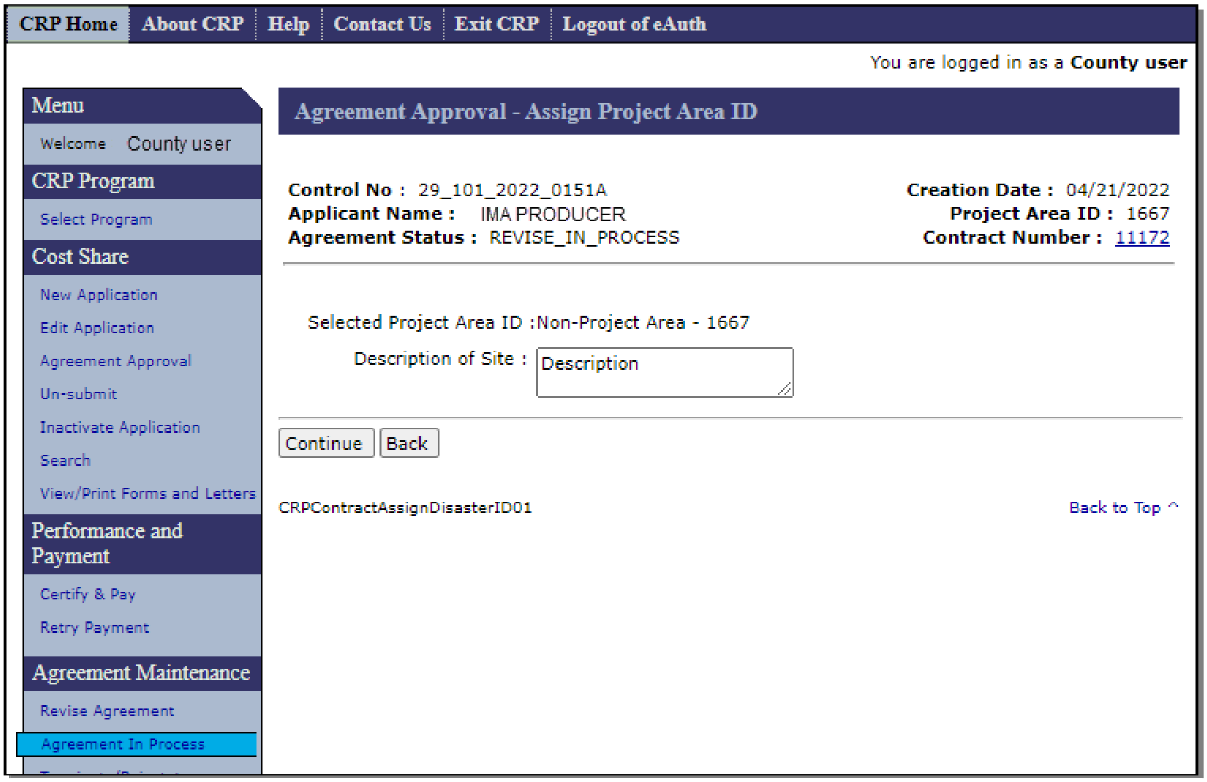
## 198 Revise Agreement – Assign Project Area ID

### A Overview

The Agreement Approval – Assign Project Area ID Screen is displayed after “Continue” is selected from the Agreement Approval Data Screen in paragraph 193.

### B Example of Agreement Approval – Assign Project Area ID Screen

The following is an example of the Agreement Approval – Assign Project Area ID Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Continue
Back
Back to Top

You are logged in as a **County user**

Agreement Approval - Assign Project Area ID

**Control No :** 29_101_2022_0151A

**Applicant Name :** IMA PRODUCER

**Agreement Status :** REVISE_IN_PROCESS

**Creation Date :** 04/21/2022

**Project Area ID :** 1667

**Contract Number :** 11172

Selected Project Area ID :Non-Project Area - 1667

Description of Site : Description

CRPContractAssignDisasterID01

## 198 Revise Agreement – Assign Project Area ID (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval – Assign Disaster ID Screen.

| Field/Link | Description/Action |
|---|---|
| Selected Project Area ID | Displays the Project Area ID selected before. |
| Description of Site | Enter or edit the description of the site. |
| Continue | Edits will be saved and the Agreement Approval – Funds Requested and Approved Screen will be displayed. See paragraph 199. |
| Back | Edits will be discarded, and the Agreement Approval Data Screen will be displayed. See paragraph 193. |

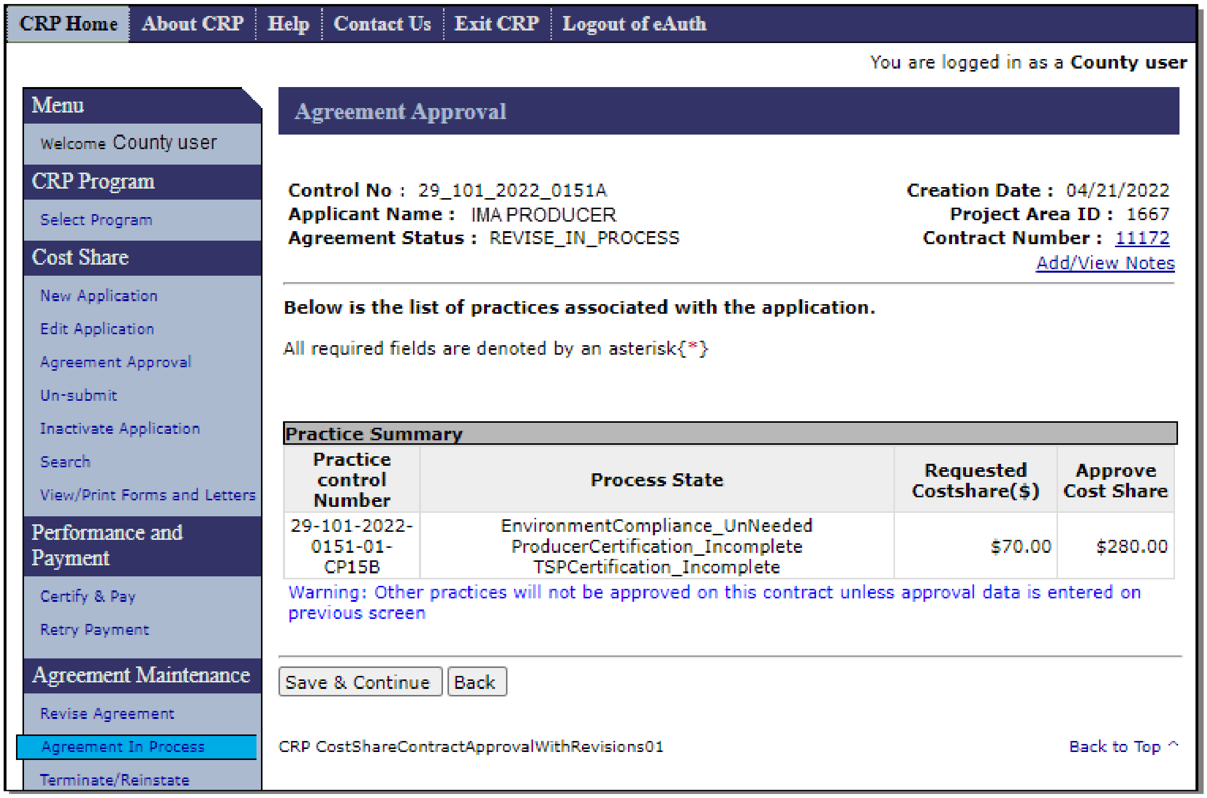
## 199 Revise Agreement – Funds Requested and Approved

### A Overview

The Agreement Approval – Funds Requested and Approved Screen is displayed after “Continue” is selected from the Agreement Approval – Assign Project Area ID Screen.

### B Example of Agreement Approval – Funds Requested and Approved Screen

The following is an example of the Agreement Approval – Funds Requested and Approved Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate
Save & Continue
Back
Back to Top

You are logged in as a **County user**

**Agreement Approval**

**Control No :** 29_101_2022_0151A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** REVISE_IN_PROCESS

**Creation Date :** 04/21/2022
**Project Area ID :** 1667
**Contract Number :** 11172
Add/View Notes

**Below is the list of practices associated with the application.**

All required fields are denoted by an asterisk{*}

**Practice Summary**

| Practice control Number | Process State | Requested Costshare($) | Approve Cost Share |
|---|---|---|---|
| 29-101-2022-0151-01-CP15B | EnvironmentCompliance_UnNeeded<br>ProducerCertification_Incomplete<br>TSPCertification_Incomplete | $70.00 | $280.00 |

Warning: Other practices will not be approved on this contract unless approval data is entered on previous screen

CRP CostShareContractApprovalWithRevisions01

## 199 Revise Agreement – Funds Requested and Approved (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval – Fund Selection (Revision) Screen.

| Field/Link | Description/Action |
|---|---|
| Practice Control Number | Displays the application control number and applicable practice(s). |
| Process State | Not applicable to CRP. |
| Requested Costshare($) | Displays the dollar amount of cost share requested. |
| Approve Costshare($) | Displays the dollar amount of cost share approved to be obligated. |
| Save & Continue | The Agreement Approval Contract Summary Screen is displayed. See paragraph 200. |
| Back | The Agreement Approval - Assign Disaster ID Screen is displayed. |

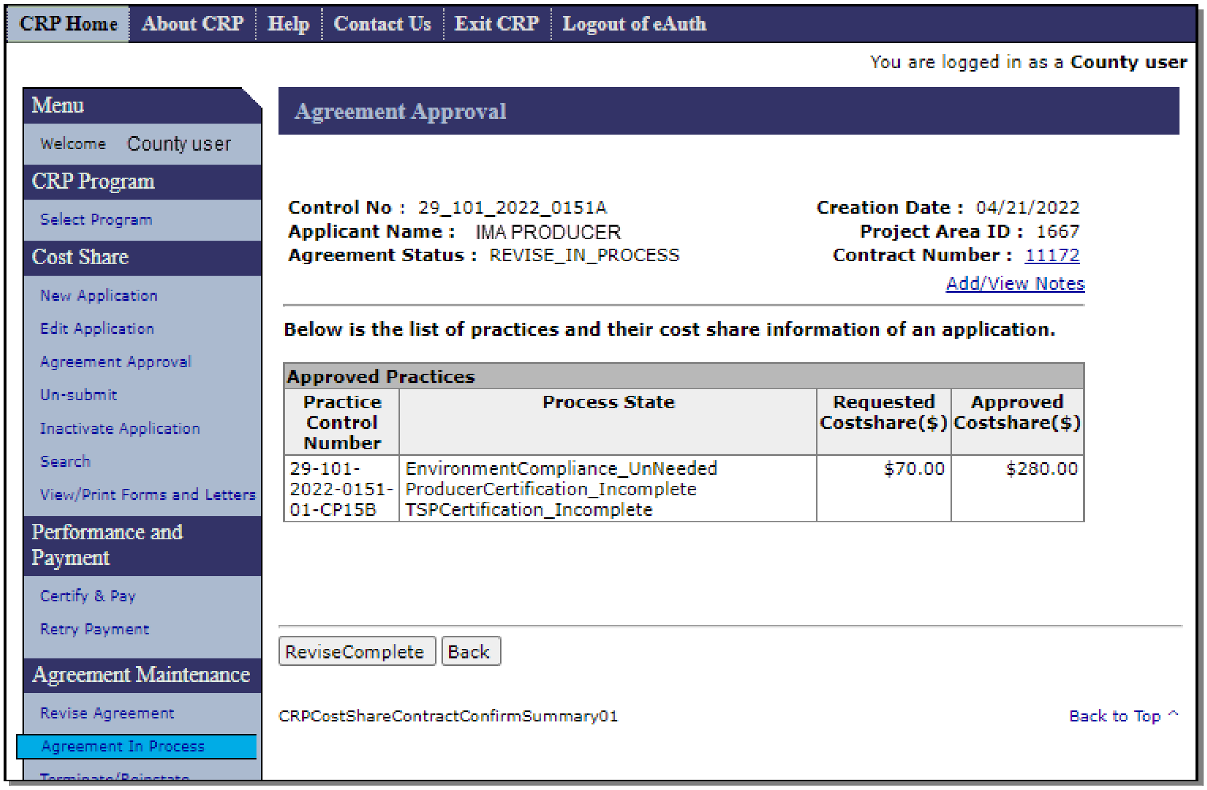
## 200 Revise Agreement – Contract Summary

### A Overview

The Agreement Approval Contract Summary Screen is displayed after “Save & Continue” is selected on the Agreement Approval – Fund Selection (Revision) Screen.

### B Example of Agreement Approval Contract Summary Screen

The following is an example of the Agreement Approval – Contract Summary Screen that displays after the user CLICKS “Save & Continue” on the Agreement Approval Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate
ReviseComplete
Back
Back to Top

You are logged in as a **County user**

Agreement Approval

**Control No :** 29_101_2022_0151A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** REVISE_IN_PROCESS

**Creation Date :** 04/21/2022
**Project Area ID :** 1667
**Contract Number :** 11172

Add/View Notes

**Below is the list of practices and their cost share information of an application.**

**Approved Practices**

| Practice Control Number | Process State | Requested Costshare($) | Approved Costshare($) |
|---|---|---|---|
| 29-101-2022-0151-01-CP15B | EnvironmentCompliance_UnNeeded<br>ProducerCertification_Incomplete<br>TSPCertification_Incomplete | $70.00 | $280.00 |

CRPCostShareContractConfirmSummary01

## 200 Revise Agreement – Contract Summary (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval Contract Summary Screen.

| Field/Link | Description/Action |
|---|---|
| Practice Control Number | Displays the application control number and applicable practice(s). |
| Process State | Not applicable to CRP. |
| Requested Costshare($) | Displays the dollar amount of cost share requested. |
| Approved Costshare($) | Displays the dollar amount of cost share approved to be obligated. |
| ReviseComplete | CLICK "Revise Complete" and the Agreement Approval Contract Summary Screen will be redisplayed with the message "Revision is Complete". See paragraph 201. |
| Back | The Agreement Approval – Funds Requested and Approved Screen is displayed. The agreement approval is not processed. |

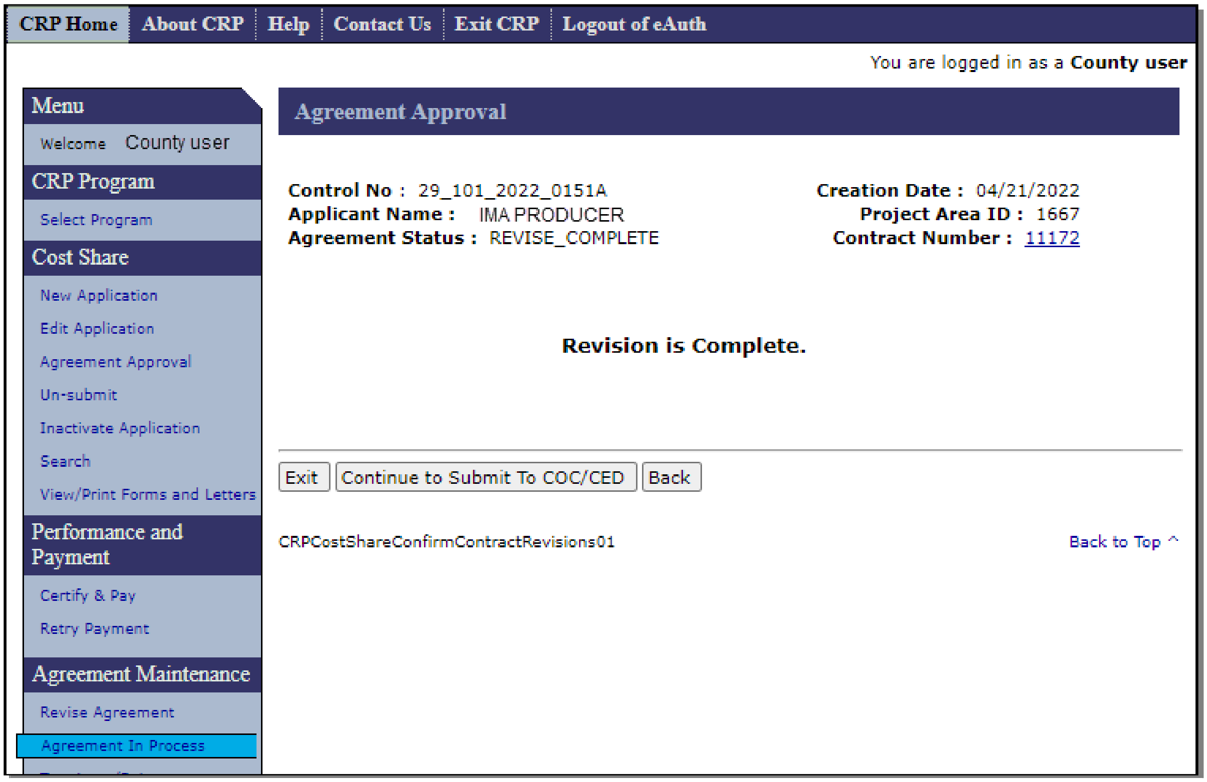
## 201 Revise Agreement – Revision Complete

### A Overview

The Agreement Approval – Revision Complete Screen is displayed after “Revise Complete” is selected from Agreement Approval – Contract Summary Screen.

### B Example of Agreement Approval Revision Complete Screen

Following is an example of the Agreement Approval – Revision Complete Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Agreement Approval
Exit
Continue to Submit To COC/CED
Back
Back to Top ^

**Control No :** 29_101_2022_0151A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** REVISE_COMPLETE
**Creation Date :** 04/21/2022
**Project Area ID :** 1667
**Contract Number :** 11172

**Revision is Complete.**

CRPCostShareConfirmContractRevisions01

## 201 Revise Agreement – Revision Complete (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval – Revision Complete Screen.

| Field/Link | Description/Action |
|---|---|
| Exit | The Search Agreements for Revision Screen is displayed. See paragraph 180 for additional information.<br>**Note:** The agreement can now be found in the list of agreements that is displayed when either "Agreement in Process" or "Submit to COC/CED" is selected from the left navigation menu under the Agreement Maintenance header. |
| Continue to Submit To COC/CED | Agreement is submitted to COC/CED for approval. The Agreement Maintenance – Submit to COC/CED Screen is displayed. See paragraph 271. |
| Back | The Agreement Approval Contract Summary Screen is displayed. |

## 202-209 (Reserved)

## Section 3 Workflow for Finalize Path

### 210 Finalize Path

#### A Overview

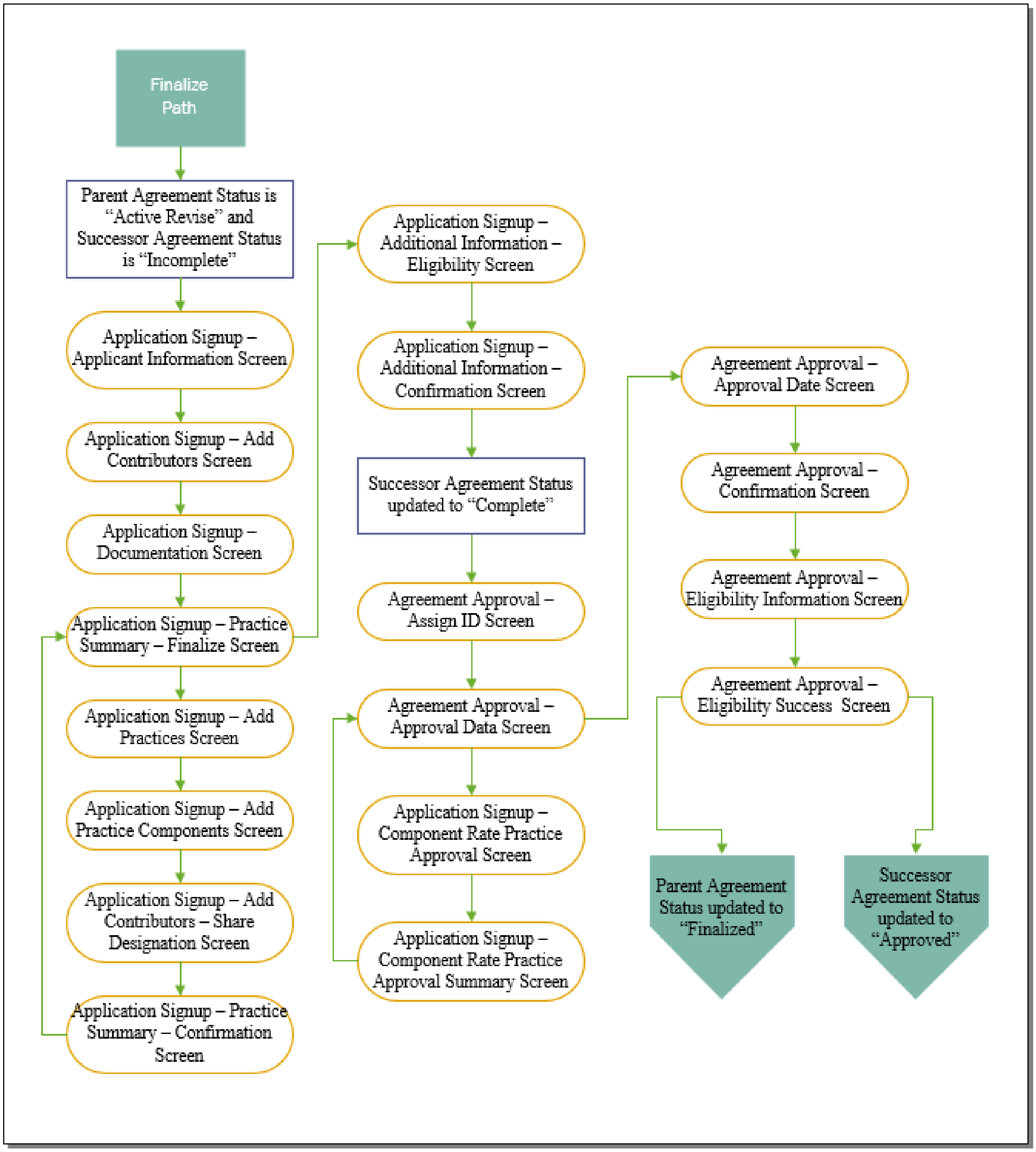
Once a revision has been initiated it could go down one of two paths, either the revise path or the finalize path. Agreements funded through either obligation system can end up going down either path. This Section will cover the Finalize Path. For more information on agreement revisions that go down the Revise Path. See Section 2.

Revisions on the Finalize Path that have been started but not completed are found through the Application Search on the left navigation menu.

## 210 Finalize Path (Continued)

### B Flow Chart of Finalize Path screens

Following is a flow chart showing the progression of screens for a revision on the Finalize Path.


Finalize Path
Parent Agreement Status is "Active Revise" and Successor Agreement Status is "Incomplete"
Application Signup – Applicant Information Screen
Application Signup – Add Contributors Screen
Application Signup – Documentation Screen
Application Signup – Practice Summary – Finalize Screen
Application Signup – Add Practices Screen
Application Signup – Add Practice Components Screen
Application Signup – Add Contributors – Share Designation Screen
Application Signup – Practice Summary – Confirmation Screen
Application Signup – Additional Information – Eligibility Screen
Application Signup – Additional Information – Confirmation Screen
Successor Agreement Status updated to "Complete"
Agreement Approval – Assign ID Screen
Agreement Approval – Approval Data Screen
Application Signup – Component Rate Practice Approval Screen
Application Signup – Component Rate Practice Approval Summary Screen
Agreement Approval – Approval Date Screen
Agreement Approval – Confirmation Screen
Agreement Approval – Eligibility Information Screen
Agreement Approval – Eligibility Success Screen
Parent Agreement Status updated to "Finalized"
Successor Agreement Status updated to "Approved"

## 211 Revise Agreement (Finalize) – Applicant Information

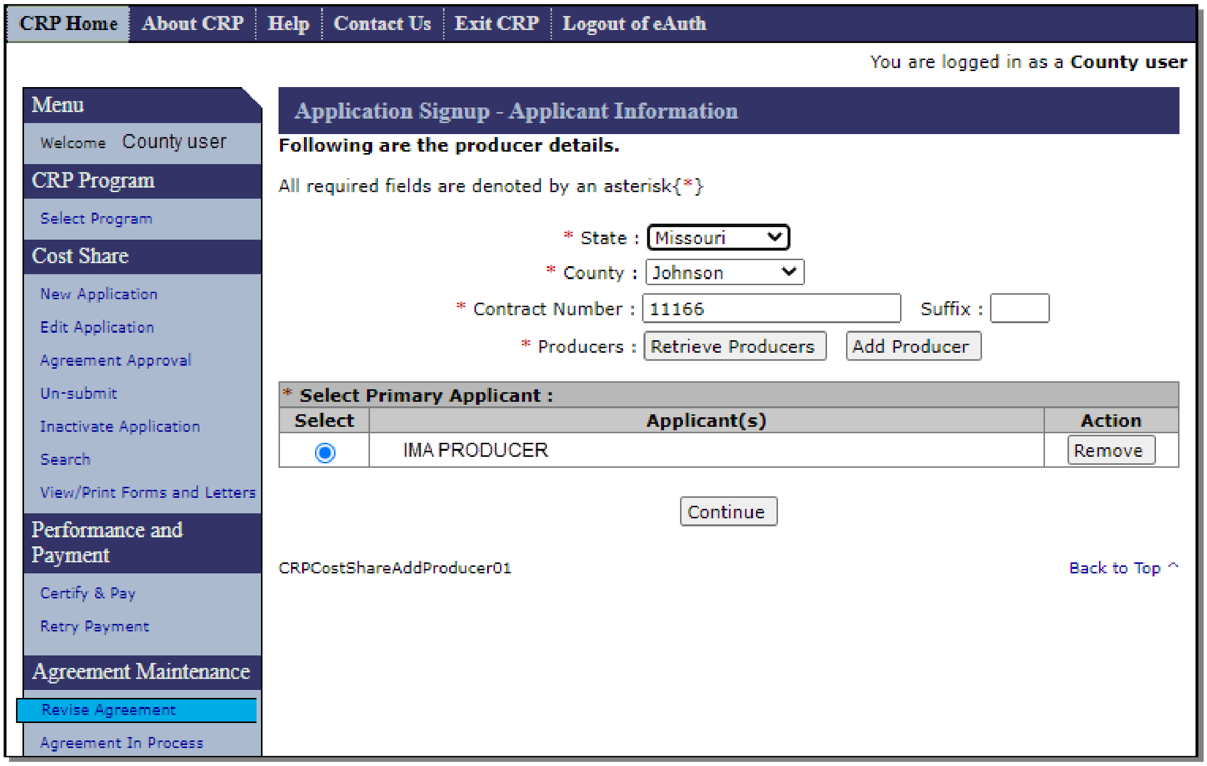
### A Overview

The Application Signup – Applicant Information Screen will be displayed after user clicks "Continue" from either:

- the Revise Contract Screen when agreement is COF obligated with prior payments, or
- the Revise Contract – Prior Payments Screen when prior payments exist for the eFMS obligated agreement and questions were answered to send agreement down the finalize path (paragraph 183).

### B Example of Application Signup – Applicant Information Screen

The following is an example of the Application Signup –Applicant Information Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Retrieve Producers
Add Producer
Continue
Back to Top ^

You are logged in as a **County user**

**Application Signup - Applicant Information**

**Following are the producer details.**

All required fields are denoted by an asterisk{*}

* State : Missouri
* County : Johnson
* Contract Number : 11166 Suffix :
* Producers :

*** Select Primary Applicant :**

| Select | Applicant(s) | Action |
|---|---|---|
| ● | IMA PRODUCER | Remove |

CRPCostShareAddProducer01

## 211 Revise Agreement (Finalize) – Applicant Information (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreements Signup – Applicant Information Screen

| Field/Link | Description/Action |
|---|---|
| State | The State is defaulted according to the selected predecessor agreement. Changing the State will cause error messages to be displayed when "Continue" is selected. |
| County | The County is defaulted according to the selected predecessor agreement. Changing the County will cause error messages to be displayed when "Continue" is selected. |
| Contract Number | Defaults to the contract number of the CRP-1 used to create the agreement. This should not be modified. |
| Retrieve Producers | CLICK "Retrieve Producers" and all producers that are associated with the CRP-1 in CCMS are retrieved and displayed on the Application Signup – Applicant Information Screen. |
| Add Producer | CLICK "Add Producer". The SCIMS Customer Search Screen is displayed.<br>Select the producer from SCIMS<br>**Note:** A producer that is not on the CRP-1 will not be allowed to be added to the cost share agreement. |
| Select | A radio button used to designate the primary applicant. |
| Applicant(s) | Displays the producers to be included on the agreement. |
| Remove | Click "Remove" to remove a producer that is not a participant on the agreement. |
| Continue | CLICK "Continue" to proceed to The Application Signup – Add Contributors Screen. |

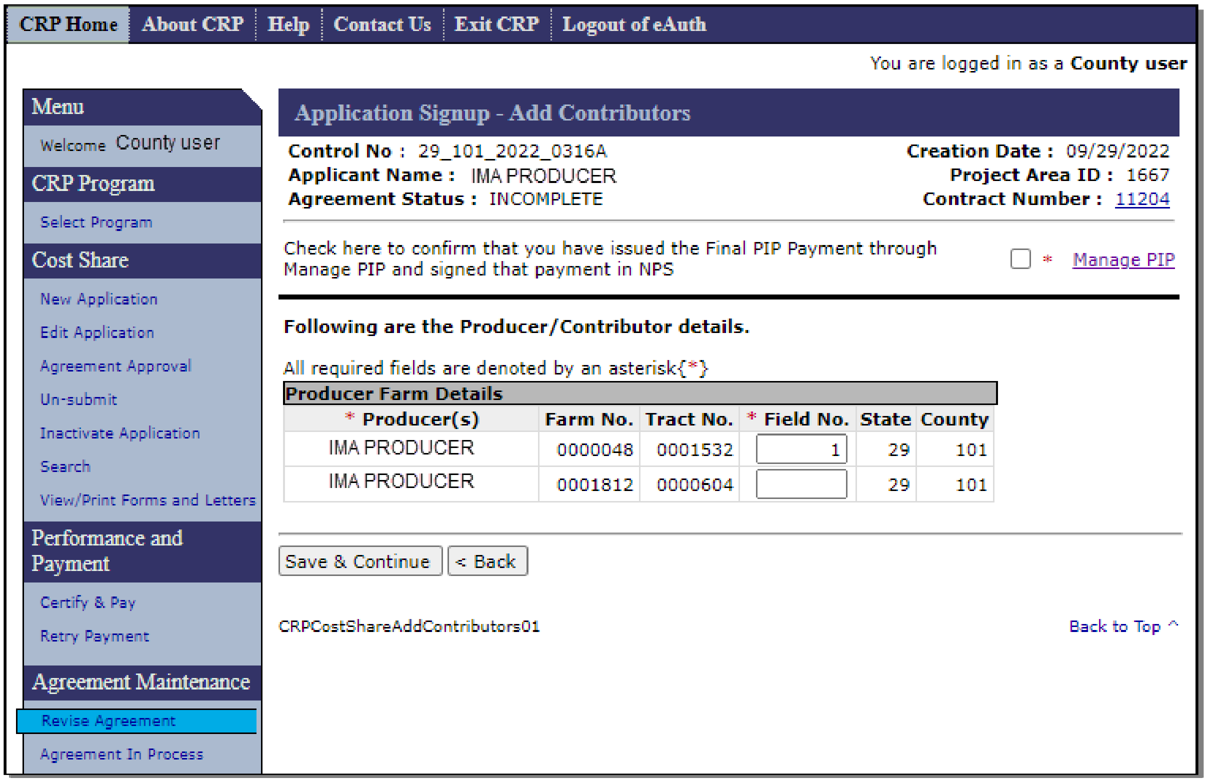
## 212 Revise Agreement (Finalize) – Add Contributors

### A Overview

The Application Signup – Add Contributors Screen is displayed after "Continue" is selected from the Application Signup – Applicant Information Screen allowing the user to add or modify the field numbers. For revisions where an initial PIP was issued on the predecessor agreement and the system determines a producer has been removed from the successor agreement, a Manage PIP validation and link will be displayed. Check the box to confirm that the final PIP was issued. If the producer that was removed did not receive an initial PIP do not issue the final PIP to any other producer. However, the box will still need to be checked to continue with the revision. Doing so will not interfere with the ability to issue the final PIP to the producers that are not removed from the agreement.

### B Example of Application Signup – Add Contributors Screen

The following is an example of the Application Signup – Add Contributors Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Save & Continue
< Back
Back to Top ^
Manage PIP

You are logged in as a **County user**

Welcome County user

**Application Signup - Add Contributors**

**Control No :** 29_101_2022_0316A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** INCOMPLETE
**Creation Date :** 09/29/2022
**Project Area ID :** 1667
**Contract Number :** 11204

Check here to confirm that you have issued the Final PIP Payment through Manage PIP and signed that payment in NPS ☐ *

**Following are the Producer/Contributor details.**

All required fields are denoted by an asterisk{*}

**Producer Farm Details**

| * Producer(s) | Farm No. | Tract No. | * Field No. | State | County |
|---|---|---|---|---|---|
| IMA PRODUCER | 0000048 | 0001532 | 1 | 29 | 101 |
| IMA PRODUCER | 0001812 | 0000604 | | 29 | 101 |

CRPCostShareAddContributors01

## 212 Revise Agreement (Finalize) – Add Contributors (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Add Contributors Screen.

| Field/Link | Description/Action |
|---|---|
| Check here to confirm that you have issued the Final PIP Payment through Manage PIP and signed that payment in NPS | CHECK (☐) Select the box if final PIP payment has been issued through the Manage PIP process and the payment has been signed in NPS. See overview for additional information. |
| Manage PIP | CLICK "Manage PIP" to see the Manage PIP Screen if needed. |
| Producer(s) | Displays the producer(s) associated to the CRP-1. |
| Farm No. | Displays the farm(s) associate to the producer(s). |
| Tract No. | Displays the tract numbers of the farms. |
| Field No. | Used to complete either of the following actions:<br>• revise existing field numbers<br>• add field numbers to new farm/tract combinations that are displayed after adding a new producer. |
| State | Displays the physical location State of the tract. |
| County | Displays the physical location county of the tract. |
| Save & Continue | After all applicable information has been entered, CLICK "Save and Continue" to display the Application Signup – Documentation Screen. |
| Back | User is returned to Application Signup – Applicant Information Screen. |

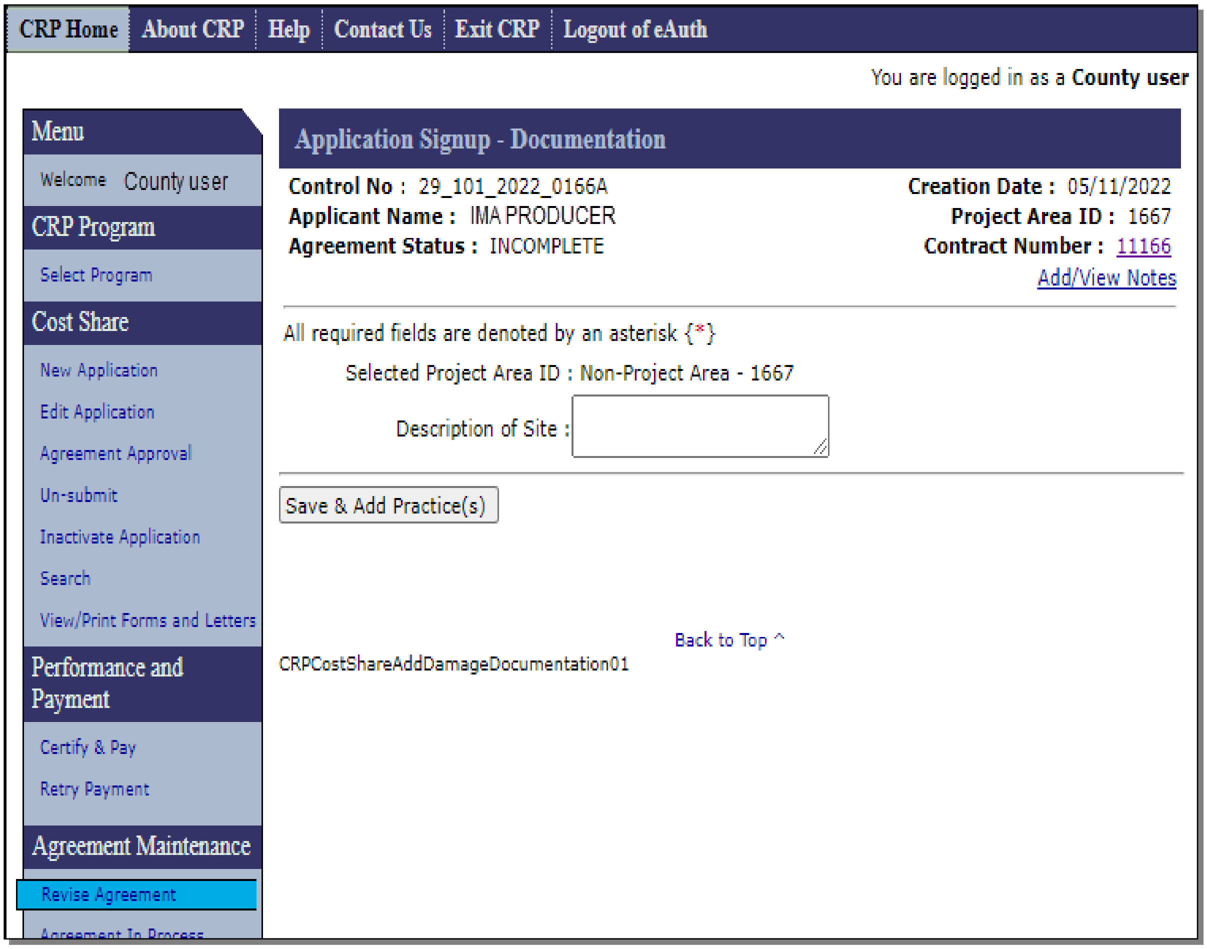
## 213 Revise Agreement (Finalize) – Documentation

### A Overview

After the user selects Save & Continue from the Application Signup – Add Contributors Screen, the Application Signup – Documentation Screen will be displayed. This Screen provides selection criteria for entering information pertaining to the specific Project Area ID for which the producer is applying.

### B Example of Application Signup – Documentation Screen

The following is an example of the Application Signup – Documentation Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Add/View Notes
Save & Add Practice(s)
Back to Top ^

You are logged in as a **County user**

Welcome County user

Application Signup - Documentation

**Control No :** 29_101_2022_0166A

**Applicant Name :** IMA PRODUCER

**Agreement Status :** INCOMPLETE

**Creation Date :** 05/11/2022

**Project Area ID :** 1667

**Contract Number :** 11166

All required fields are denoted by an asterisk {*}

Selected Project Area ID : Non-Project Area - 1667

Description of Site :

CRPCostShareAddDamageDocumentation01

## 213 Revise Agreement (Finalize) – Documentation (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Documentation Screen.

| Field/Link | Description/Action |
|---|---|
| Select Project Area ID | Non-Project Area – 1667 is defaulted when entering an application for CRP cost share. Do not attempt to change the defaulted value. |
| Description of Site | Enter a narrative description with any information that helps user remember specifics about the application in order to differentiate between applications. Entry in this field is optional. |
| Save & Add Practice(s) | Saves documentation information that was loaded and Application Signup – Practice Summary – Finalize Screen is displayed. |

## 214 Revise Agreement (Finalize) – Practice Summary – Finalize

### A Overview

The Application Signup – Practice Summary – Finalize Screen is displayed after "Save & Add Practice(s)" is selected from the Application Signup – Documentation Screen. This Screen contains links to take the user to additional process steps.

The Application Signup - Practice Summary – Finalize Screen can be used to:

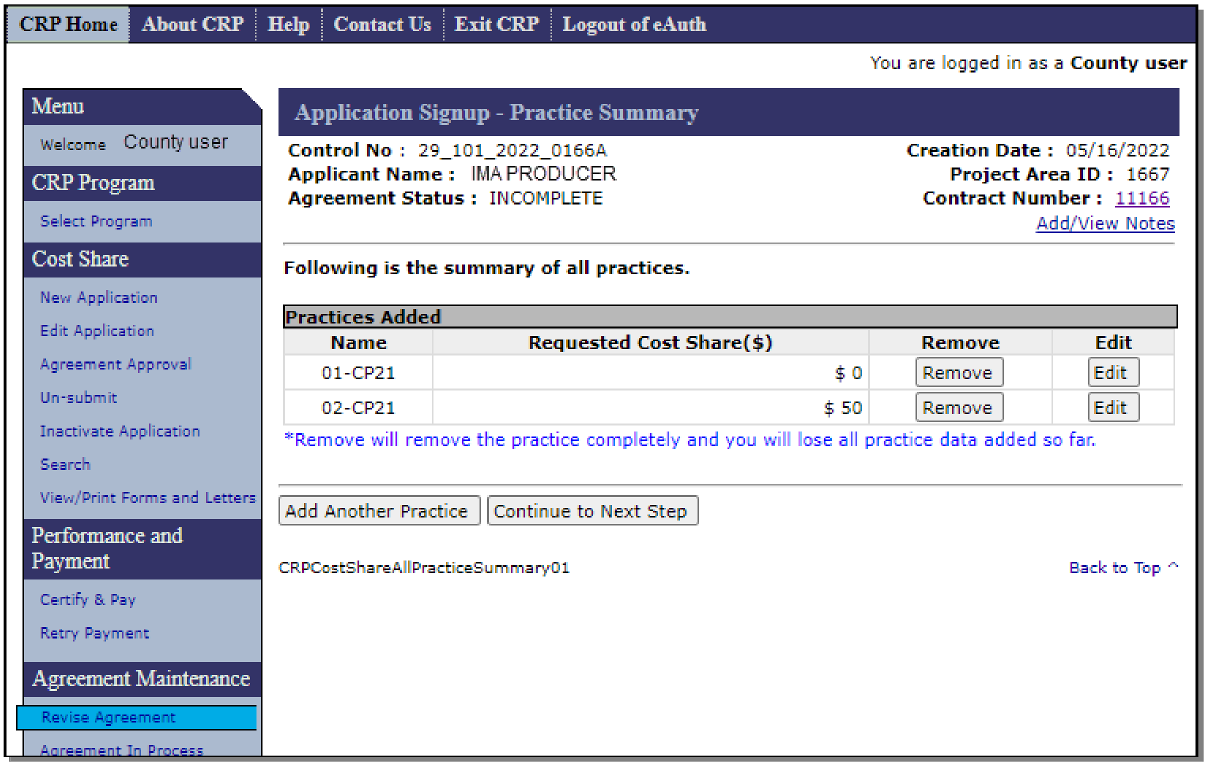
- remove practices
- edit practices
- add another practice

  **Note:** Even though the option to add another practice is available, policy doesn't permit addition of a practice to an approved agreement.

- continue to next step.

### B Example of Application Signup – Practice Summary – Finalize Screen

The following is an example of the Application Signup – Practice Summary – Finalize Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Add/View Notes
Remove
Edit
Add Another Practice
Continue to Next Step
Back to Top ^

You are logged in as a **County user**

Welcome County user

**Application Signup - Practice Summary**

**Control No :** 29_101_2022_0166A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** INCOMPLETE
**Creation Date :** 05/16/2022
**Project Area ID :** 1667
**Contract Number :** 11166

**Following is the summary of all practices.**

**Practices Added**

| Name | Requested Cost Share($) | Remove | Edit |
|---|---|---|---|
| 01-CP21 | $ 0 | Remove | Edit |
| 02-CP21 | $ 50 | Remove | Edit |

*Remove will remove the practice completely and you will lose all practice data added so far.

CRPCostShareAllPracticeSummary01

## 214 Revise Agreement (Finalize) – Practice Summary – Finalize (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup - Practice Summary - Finalize Screen.

| Field/Link | Description/Action |
|---|---|
| Practices Added | Displays the current practices entered on the application and the requested cost share for the practice. |
| Remove | CLICK ‘Remove” to delete the practice.<br>**Note:** Removing a practice may be needed if all acres of a practice are terminated on an agreement where another practice on the same agreement is still approved.<br>**Caution:** Practice is immediately deleted. User is not given an opportunity to confirm selected practice is the correct one to be deleted. |
| Edit | CLICK “Edit” to modify practice or component information. Application Signup- Add Practices Screen will be displayed. |
| Add Another Practice | Even though the option to add another practice is available, policy doesn't permit addition of a practice to an approved agreement. This option should not be used in the revise process. |
| Continue to Next Step | After confirming the practice summary information is correct and performing all actions needed on this Screen, CLICK “Continue to Next Step” to display the Application Signup – Additional Information – Eligibility Screen. |

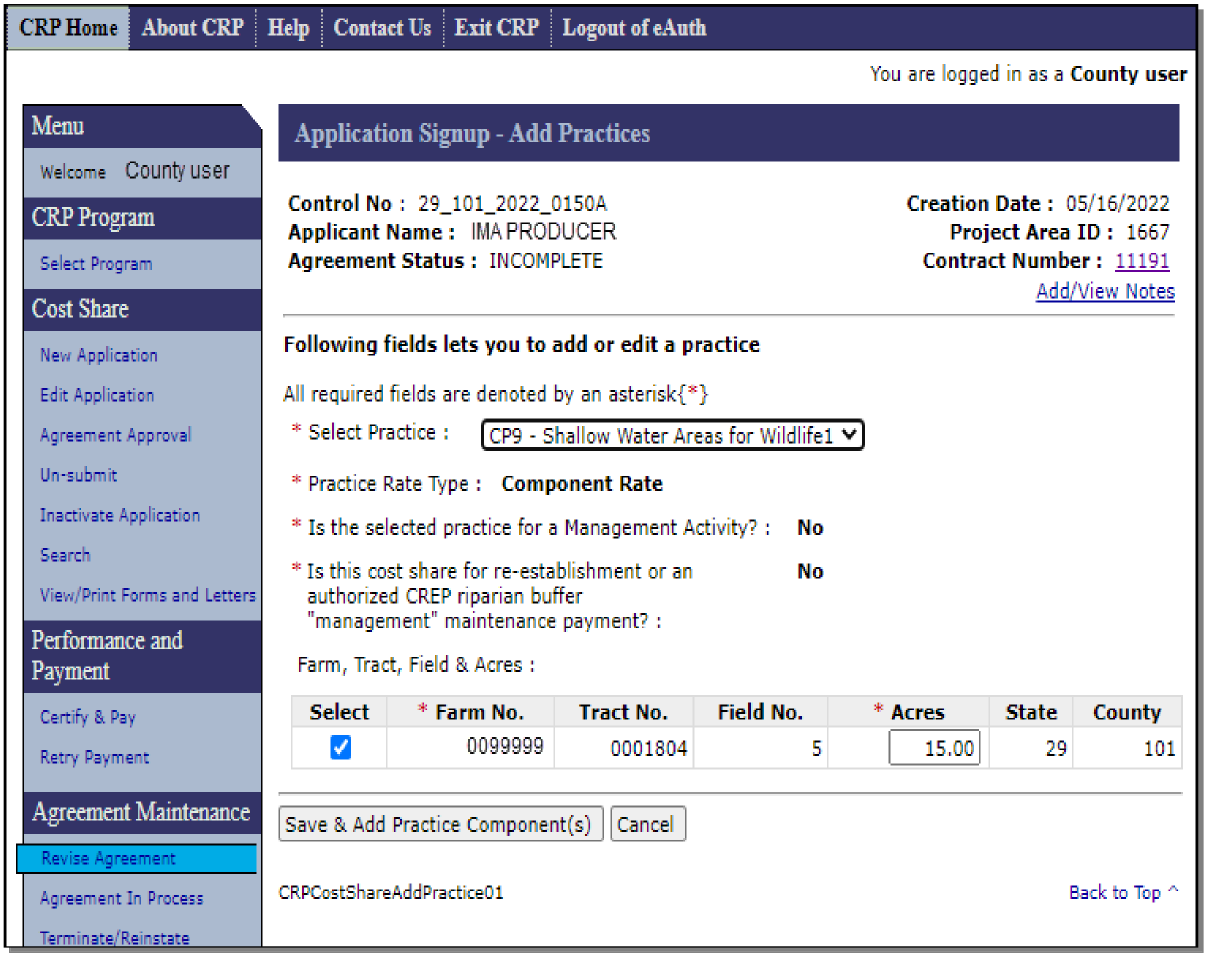
## 215 Revise Agreement (Finalize) – Add Practices

### A Overview

After “Edit” is selected for a practice on the Application Signup -Practice Summary - Finalize Screen, the Application Signup – Add Practices Screen is displayed. This Screen is used to modify the data or components of the selected practice.

### B Example of Application Signup – Add Practices Screen

The following is an example of the Application Signup – Add Practices Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate
Add/View Notes
Save & Add Practice Component(s)
Cancel
Back to Top ^

You are logged in as a **County user**

Application Signup - Add Practices

**Control No :** 29_101_2022_0150A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** INCOMPLETE
**Creation Date :** 05/16/2022
**Project Area ID :** 1667
**Contract Number :** 11191

**Following fields lets you to add or edit a practice**

All required fields are denoted by an asterisk{*}

* Select Practice : CP9 - Shallow Water Areas for Wildlife1

* Practice Rate Type : **Component Rate**

* Is the selected practice for a Management Activity? : **No**

* Is this cost share for re-establishment or an authorized CREP riparian buffer "management" maintenance payment? : **No**

Farm, Tract, Field & Acres :

| Select | * Farm No. | Tract No. | Field No. | * Acres | State | County |
|---|---|---|---|---|---|---|
| ☑ | 0099999 | 0001804 | 5 | 15.00 | 29 | 101 |

CRPCostShareAddPractice01

## 215 Revise Agreement (Finalize) – Add Practices (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Add Practices Screen.

| Field/Link | Description/Action |
|---|---|
| Select Practice | From the drop-down list, select the CRP practice for which the producer must certify a component. System prepopulates the drop-down list with practices associated with the CRP contract in CCMS.<br>Not all practices on a CRP contract have components that need certified on an FSA-848.<br>**Example:** Practice CP12(Wildlife Food Plot) is not eligible for cost share. See policy in Part 15 of 2-CRP for additional information on practices that do not require a certification on an FSA-848. |
| Practice Rate Type | CSS uses a component rate or practice rate to calculate the cost share, according to the Program and the County's Program Provisioning information.<br>• Starting with Signup 53, CRP only uses component rates. Component rate is now defaulted, and modification is not permitted for CRP.<br>• For Signup 52 and prior CRP contracts, the user must select either practice rate or component rate when adding a practice to the FSA-848. |

## 215 Revise Agreement (Finalize) – Add Practices (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field/Link | Description/Action |
|---|---|
| Is the selected practice for a management activity? | Displays the answer entered when practice was originally entered. This is not editable. |
| Is this cost share for re-establishment or an authorized CREP riparian buffer "management" maintenance payment? | Displays the answer entered when practice was originally entered. This is not editable. |
| Farm, Tract, Field, & Acres | CHECK (□) Select the check box for the applicable farm/tract/field row associated with the practice and enter the total number of acres enrolled for each field.<br>Total practice acres cannot exceed the total farmland acres on the tract as recorded in MIDAS Farm Records. |
| Save & Add Practice Component(s) | Saves practice information that was loaded on the Screen. Takes the user to the Application Signup – Add Practice Components Screen. |
| Cancel | Takes the user to the Application Signup – Practice Summary – Finalize Screen. |

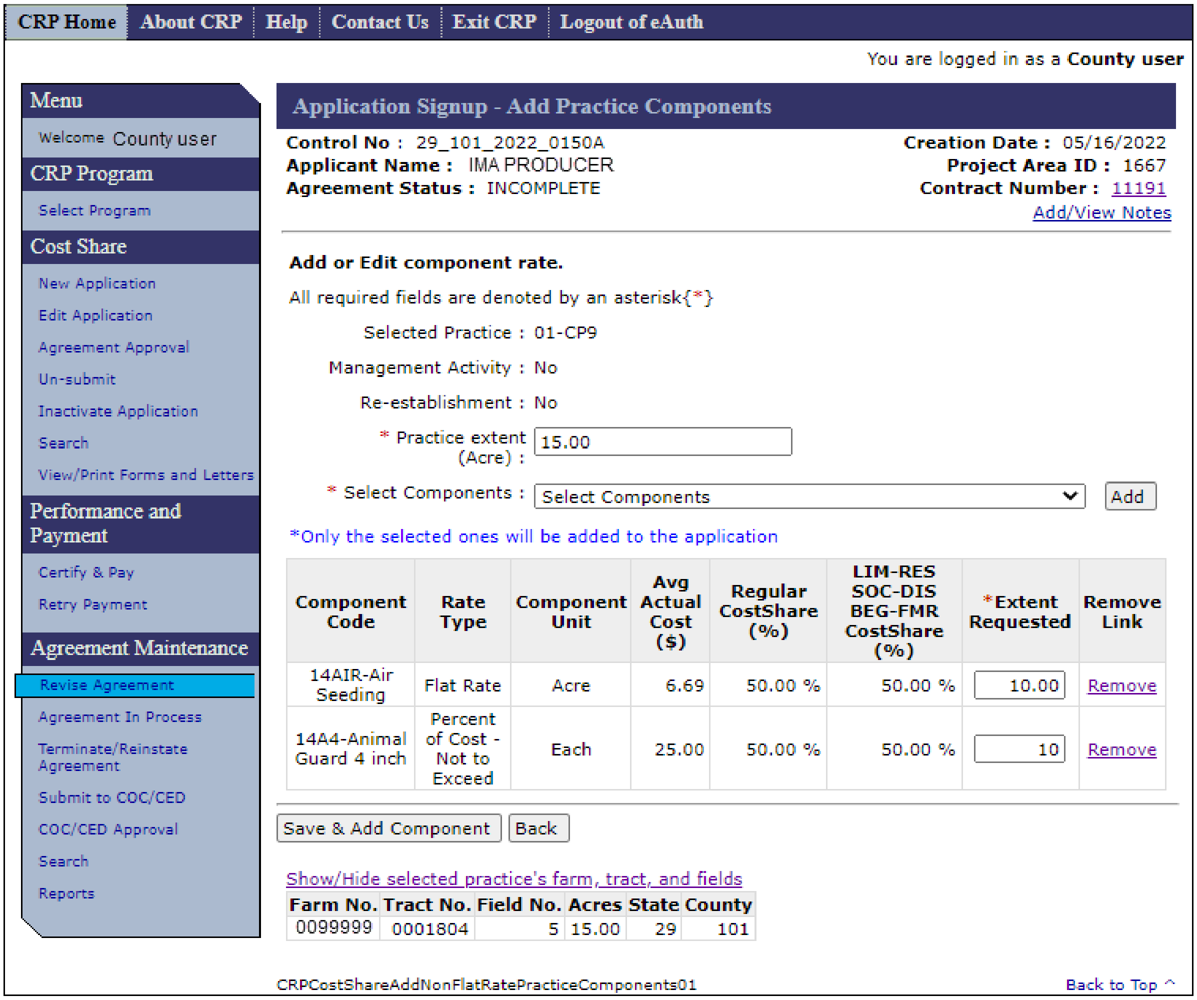
## 216 Revise Agreement (Finalize) – Add Practice Components

### A Overview

The Application Signup – Add Practice Components Screen is displayed after Save & Add Practice Components" is selected from the Application Signup – Add Practices Screen.

### B Example of Application Signup – Add Practice Components Screen

The following is an example of the Application Signup – Add Practice Components Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Add/View Notes
Add
Remove
Save & Add Component
Back
Show/Hide selected practice's farm, tract, and fields
CRPCostShareAddNonFlatRatePracticeComponents01
Back to Top

**Application Signup - Add Practice Components**

**Control No :** 29_101_2022_0150A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** INCOMPLETE
**Creation Date :** 05/16/2022
**Project Area ID :** 1667
**Contract Number :** 11191

**Add or Edit component rate.**

All required fields are denoted by an asterisk{*}

Selected Practice : 01-CP9
Management Activity : No
Re-establishment : No
* Practice extent (Acre) : 15.00
* Select Components : Select Components

*Only the selected ones will be added to the application

| Component Code | Rate Type | Component Unit | Avg Actual Cost ($) | Regular CostShare (%) | LIM-RES SOC-DIS BEG-FMR CostShare (%) | *Extent Requested | Remove Link |
|---|---|---|---|---|---|---|---|
| 14AIR-Air Seeding | Flat Rate | Acre | 6.69 | 50.00 % | 50.00 % | 10.00 | Remove |
| 14A4-Animal Guard 4 inch | Percent of Cost - Not to Exceed | Each | 25.00 | 50.00 % | 50.00 % | 10 | Remove |

| Farm No. | Tract No. | Field No. | Acres | State | County |
|---|---|---|---|---|---|
| 0099999 | 0001804 | 5 | 15.00 | 29 | 101 |

## 216 Revise Agreement (Finalize) – Add Practice Components (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Add Practice Components Screen.

| Field/Link | Description/Action |
|---|---|
| Selected Practice | Displays the selected practice. |
| Management Activity | Displays the previously entered answer to the management question from the Application Signup – Add Practices Screen. |
| Re-establishment | Displays the previously entered answer to the Re-establishment question from the Application Signup – Add Practices Screen. |
| Practice extent (Acre) | Displays the previously entered practice extent acres. Enter sum of all acres for the Selected Practice Code (Example: 01-CP27) on which the practice is being applied. This field cannot be blank.<br>**Note:** Acre will be unit of measure listed for practice reporting purposes, but components can be different units of measure such as "each" or "hour." |
| Select Components | Provides the ability to:<br>• add components by selecting from a drop-down list of available components that may be associated with the practice<br>• remove components<br>• add or modify extents for components. |
| Add | After selecting a component to be added, CLICK "Add" to populate the newly selected component in the list of components that are included for the practice. |
| Component Code, Rate Type, Component Unit, Avg Actual Cost ($), Regular Cost Share (%), & LIM-RES SOC-DIS BEG-FMR Cost Share (%) | Displays the data applicable to the selected component from Program Provisioning. See Exhibit 8 for information on Program Provisioning for CRP. |

## 216 Revise Agreement (Finalize) – Add Practice Components (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field/Link | Description/Action |
|---|---|
| Extent Requested | Enter the extent requested for each component/technical practice. Existing components prepopulate the prior extent requested. |
| Remove Link | Allows users to remove a selected component. |
| Save & Add Component | Saves the selected components displayed in the table and continues to the Application Signup – Add Contributors – Share Designation Screen.<br>**Note:** Does not add a currently displayed component in the “Select Component” data field to the application. |
| Back | Returns user to the Application Signup – Add Practices Screen. |
| Show/Hide selected practice’s farm, tract, and fields | Displays or Hides the Farm No., Tract No., Field No., Acres and State/County as loaded on Application Signup –Add Contributors Screen. See paragraph 31. |

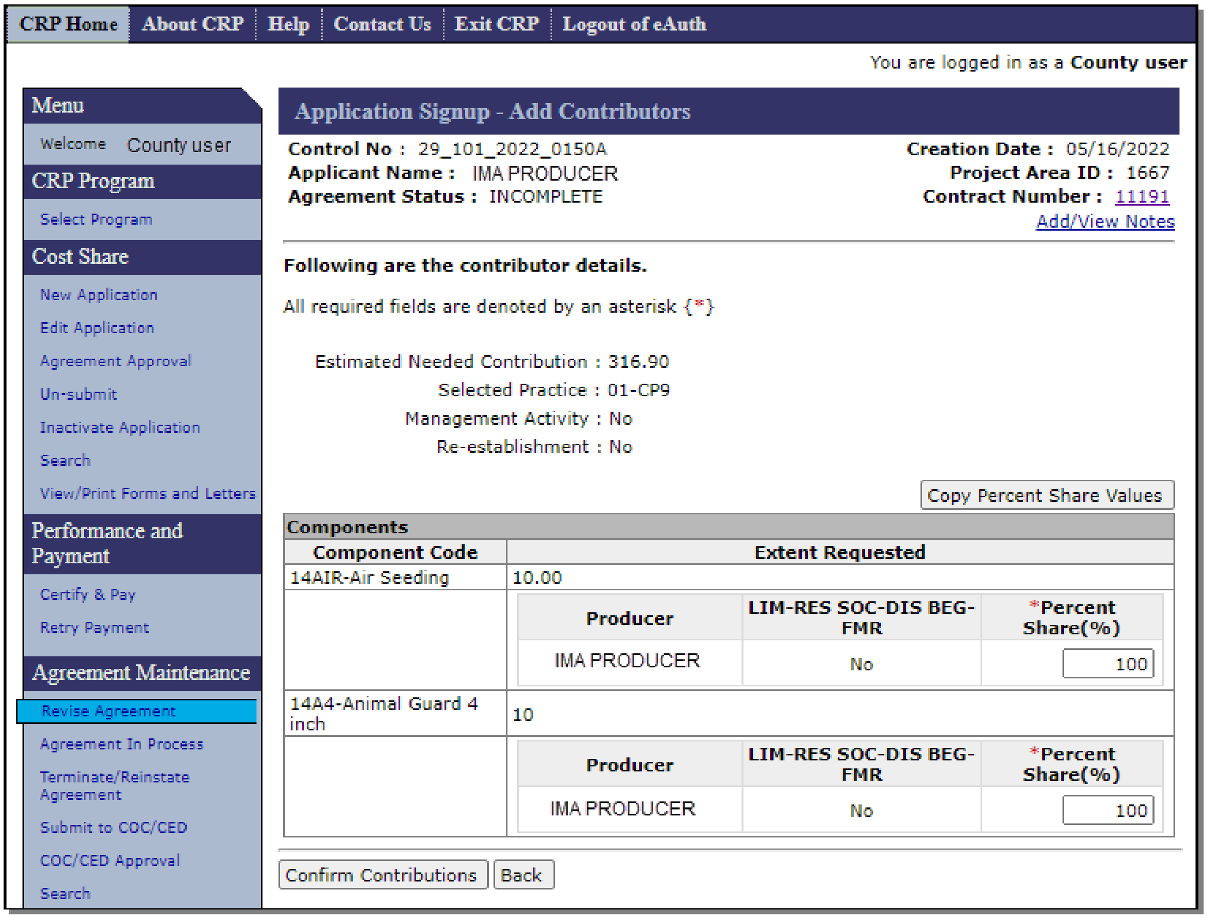
## 217 Revise Agreement (Finalize) – Add Contributors – Share Designation

### A Overview

The Application Signup – Add Contributors – Share Designation Screen will be displayed with a listing of all producers on the cost share application. This Screen is used to designate the share of expenses that each producer is expected to bear.

### B Example of Application Signup – Add Contributors – Share Designation Screen

The following is an example of the Application Signup – Add Contributors – Share Designation Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Application Signup - Add Contributors
Add/View Notes
Copy Percent Share Values
Confirm Contributions
Back

**Control No :** 29_101_2022_0150A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** INCOMPLETE
**Creation Date :** 05/16/2022
**Project Area ID :** 1667
**Contract Number :** 11191

**Following are the contributor details.**

All required fields are denoted by an asterisk {*}

Estimated Needed Contribution : 316.90
Selected Practice : 01-CP9
Management Activity : No
Re-establishment : No

**Components**

| Component Code | Extent Requested |
|---|---|
| 14AIR-Air Seeding | 10.00 |
| 14A4-Animal Guard 4 inch | 10 |

14AIR-Air Seeding:

| Producer | LIM-RES SOC-DIS BEG-FMR | *Percent Share(%) |
|---|---|---|
| IMA PRODUCER | No | 100 |

14A4-Animal Guard 4 inch:

| Producer | LIM-RES SOC-DIS BEG-FMR | *Percent Share(%) |
|---|---|---|
| IMA PRODUCER | No | 100 |

## 217 Revise Agreement (Finalize) – Add Contributors – Share Designation (Continued)

### C Fields, Descriptions, and Actions

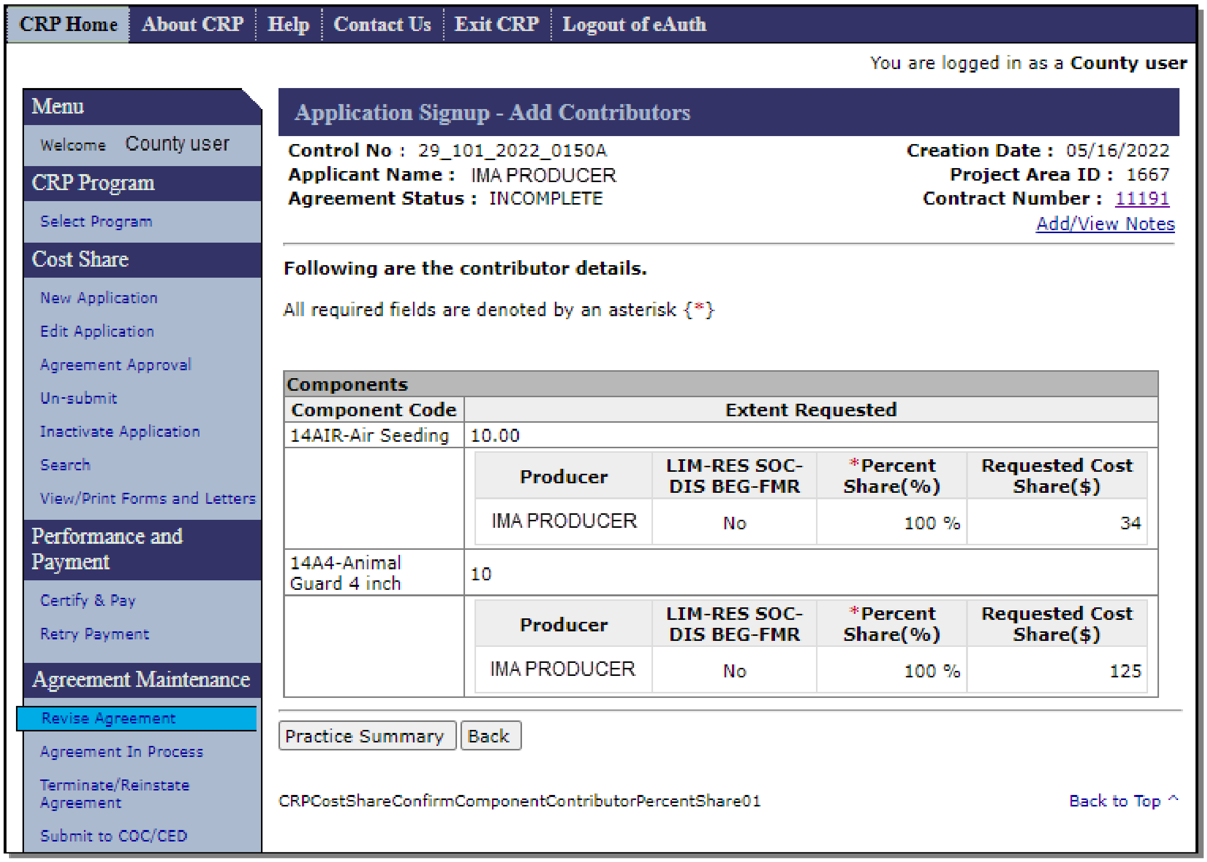
The following table provides the fields, descriptions, and actions for the Application Signup – Add Contributors – Share Designation Screen.

| **Field/Link** | **Description/Action** |
|---|---|
| Estimated Needed Contribution | Displays the estimated contribution needed for the practice. |
| Selected Practice | Displays the selected practice. |
| Management Activity | Displays the answer to the management question from the Application Signup – Add Practices Screen. |
| Re-establishment | Displays the answer to the Re-establishment question from the Application Signup – Add Practices Screen. |
| Copy Percent Share Values | When a practice has multiple components and there are multiple producers associated with the application, this button can be used to assign the same shares to all components without having to enter shares multiple times. After entering the estimated percent share for each applicant on the first component listed, CLICK "Copy Percent Share Values" to automatically assign the same share to all other components.<br>**Note:** This process always works off the first component in the list. If the user enters a share or changes an existing share for any other component in the list and CLICKS "Copy Percent Share Values," the share for all components, including the component that was entered or changed, will always be set to match the value of the first component in the list. |
| Component Code | Displays the applicable component(s). |
| Extent Requested | Displays the extent requested for the component. |
| Producer | Displays the producer(s). |
| LIM-RES SOC-DIS BEG-FMR | Displays the applicable Limited Resource, Socially Disadvantaged, and Beginning Farmer designation. |
| Percent Share (%) | Enter the estimated percent share for each applicant listed. If any of the applicants listed will not contribute to this practice, entering zero percent shares is acceptable.<br>**Note:** The sum of the "Estimated Percent Share (%)" fields for all contributors must total 100 percent. |
| Confirm Contributions | After entering the estimated percent share for each producer, CLICK "Confirm Contributions". The Application Signup – Add Contributors Screen will be redisplayed. |
| Back | Returns user to "Application Signup - Add Practice Components" Screen. |

## 217 Revise Agreement (Finalize) – Add Contributors – Share Designation (Continued)

### D Example of Redisplayed Application Signup – Add Contributors – Share Designation Screen

The following is an example of the redisplayed Application Signup - Add Contributors – Share Designation Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
Add/View Notes
Practice Summary
Back
Back to Top

Application Signup - Add Contributors

**Control No :** 29_101_2022_0150A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** INCOMPLETE
**Creation Date :** 05/16/2022
**Project Area ID :** 1667
**Contract Number :** 11191

**Following are the contributor details.**

All required fields are denoted by an asterisk {*}

**Components**

| **Component Code** | **Extent Requested** | | | |
|---|---|---|---|---|
| 14AIR-Air Seeding | 10.00 | | | |
| | **Producer** | **LIM-RES SOC-DIS BEG-FMR** | ***Percent Share(%)** | **Requested Cost Share($)** |
| | IMA PRODUCER | No | 100 % | 34 |
| 14A4-Animal Guard 4 inch | 10 | | | |
| | **Producer** | **LIM-RES SOC-DIS BEG-FMR** | ***Percent Share(%)** | **Requested Cost Share($)** |
| | IMA PRODUCER | No | 100 % | 125 |

CRPCostShareConfirmComponentContributorPercentShare01

### E Actions

After reviewing the information, CLICK “Practice Summary” if the information is correct. The Application Signup – Practice Summary Confirmation Screen will be displayed.

If the information is incorrect, selecting “Back” will return the user to the Application Signup –Add Contributor – Share Designation Screen to update producer’s shares.

## 218 Revise Agreement (Finalize) – Practice Summary – Confirmation

### A Overview

After contributor information and shares are entered and “Practice Summary” is selected on the Application Signup – Add Contributors – Share Designation Screen, the Application Signup - Practice Summary - Confirmation Screen will be displayed. This Screen is used to view and confirm previously entered information. This Screen is a summary of selected:

- farm/tract/field combinations with applicable acreage
- components with selected technical practices and the applicable requested extent
- producers, shares, and the requested cost-share amounts.

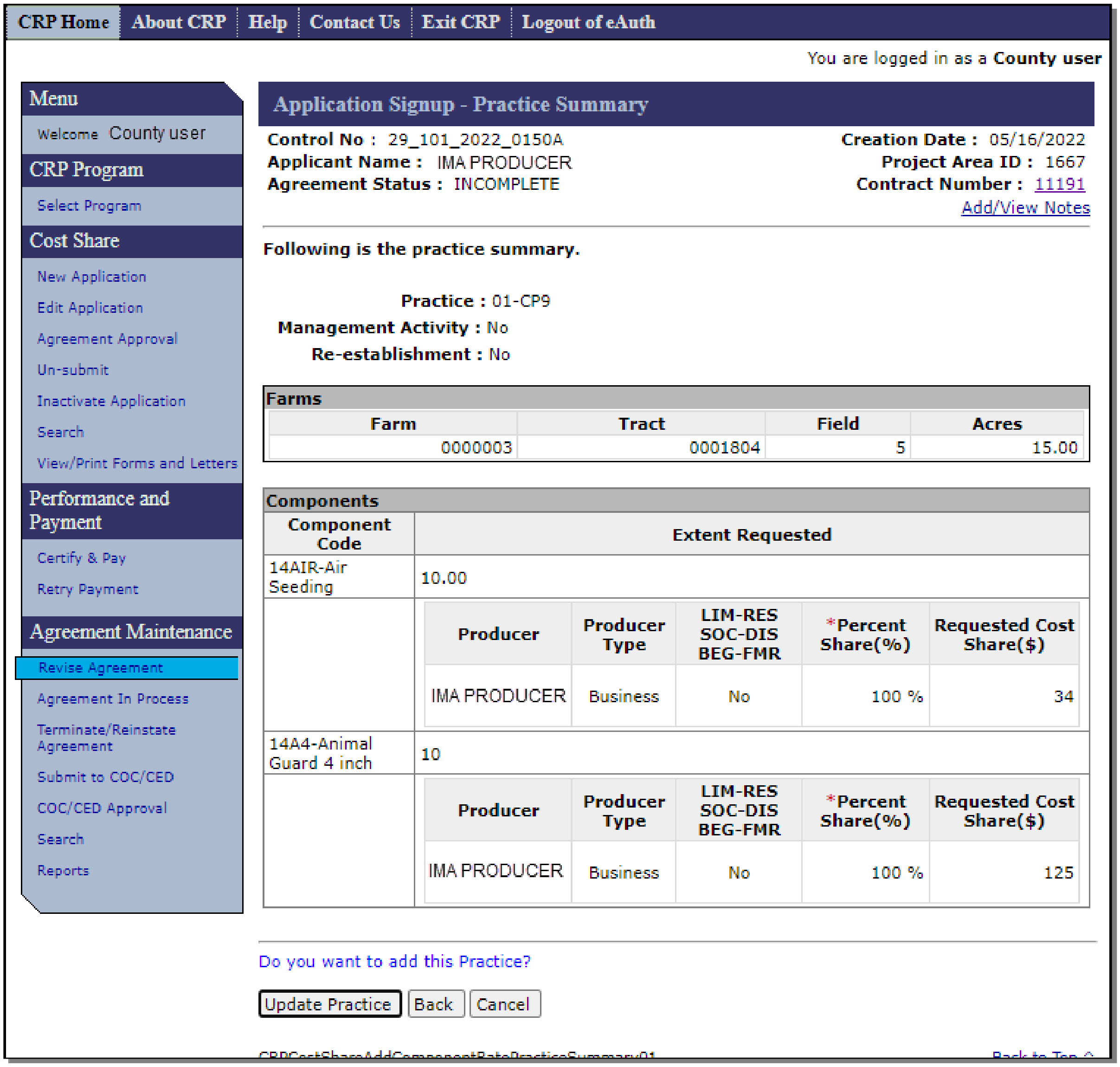
CSS automatically calculates requested cost share based on the component and practice rate information entered in the Program Provisioning software. See Exhibit 8 for information on Program Provisioning for CRP.

**Note:** If the information is not correct, user can click “Back” or “Cancel.”

## 218 Revise Agreement (Finalize) – Practice Summary – Confirmation (Continued)

### B Example of Application Signup – Practice Summary – Confirmation Screen

The following is an example of the Application Signup – Practice Summary – Confirmation Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Add/View Notes
Update Practice
Back
Cancel

**Application Signup - Practice Summary**

**Control No :** 29_101_2022_0150A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** INCOMPLETE

**Creation Date :** 05/16/2022
**Project Area ID :** 1667
**Contract Number :** 11191

**Following is the practice summary.**

**Practice :** 01-CP9
**Management Activity :** No
**Re-establishment :** No

**Farms**

| Farm | Tract | Field | Acres |
|---|---|---|---|
| 0000003 | 0001804 | 5 | 15.00 |

**Components**

| Component Code | Extent Requested |
|---|---|
| 14AIR-Air Seeding | 10.00 |

| Producer | Producer Type | LIM-RES SOC-DIS BEG-FMR | *Percent Share(%) | Requested Cost Share($) |
|---|---|---|---|---|
| IMA PRODUCER | Business | No | 100 % | 34 |

| Component Code | Extent Requested |
|---|---|
| 14A4-Animal Guard 4 inch | 10 |

| Producer | Producer Type | LIM-RES SOC-DIS BEG-FMR | *Percent Share(%) | Requested Cost Share($) |
|---|---|---|---|---|
| IMA PRODUCER | Business | No | 100 % | 125 |

Do you want to add this Practice?

## 218 Revise Agreement (Finalize) – Practice Summary – Confirmation (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Practice Summary – Confirmation Screen.

| Field/Link | Description/Action |
|---|---|
| Practice | Displays the practice. |
| Management Activity | Displays the answer to the management question from the Application Signup – Add Practices Screen. |
| Re-establishment | Displays the answer to the Re-establishment question from the Application Signup – Add Practices Screen. |
| Farms | Displays the Farm, Tract, Field and Acres applicable to the practice. |
| Components | Displays the applicable Component Code(s) and Extent(s) Requested for the practice along with the Producer, Producer Type, LIM-RES SOC-DIS BEG-FMR, Percent Share(%), and Requested Cost Share($) for the component. |
| Update Practice | CSS automatically calculates requested cost share based on the component rate information entered in the Program Provisioning software. After user has reviewed the information and confirmed the information is correct, CLICK "Update Practice". The Application Signup – Practice Summary – Finalize Screen is displayed. |
| Back | If the information is not correct, user can CLICK "Back" and the previous Screen (Application Signup – Add Contributors) is displayed. |
| Cancel | The Application Signup Screen is displayed. The Application Signup Screen is a blank Screen that instructs the user to use the left navigation menu to select a task. The practice will remain associated with the application, but all component information and producer share information that was entered for the practice is lost. |

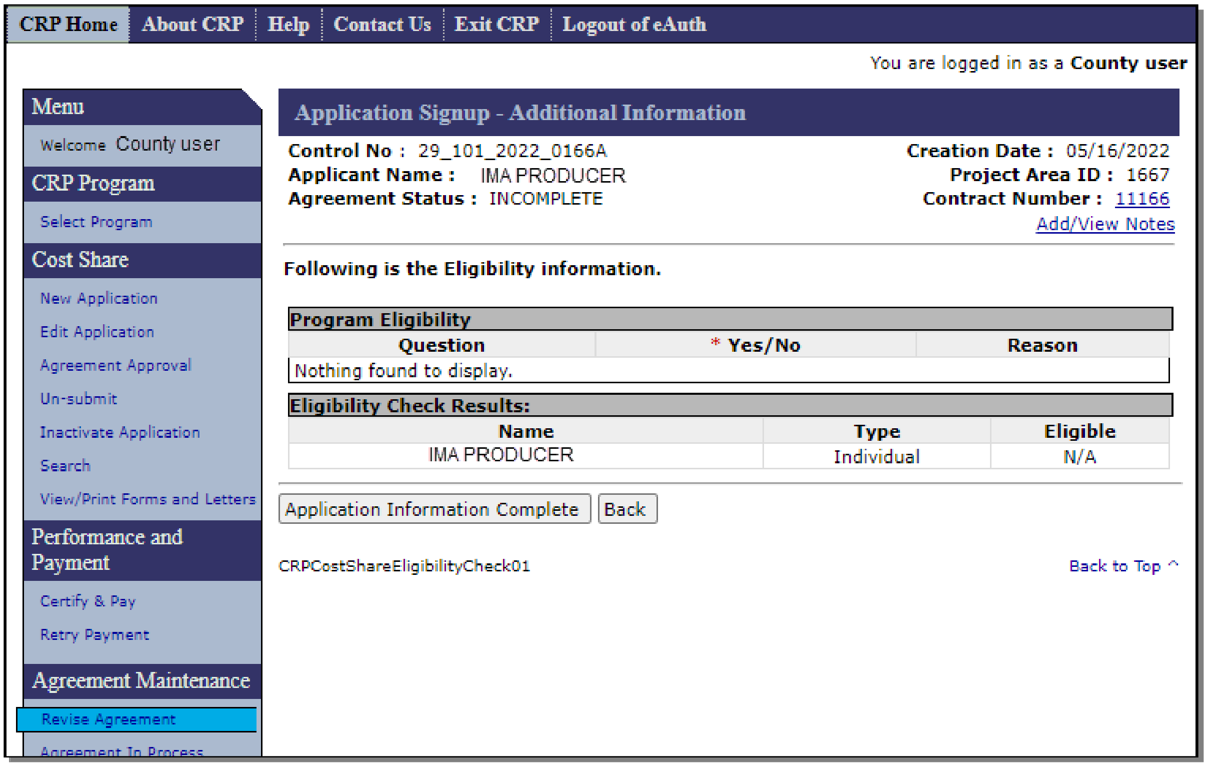
## 219 Revise Agreement (Finalize) – Additional Information – Eligibility

### A Overview

The Application Signup – Additional Information – Eligibility Screen displays program eligibility. The Program Eligibility section is used for other programs and not applicable to CRP.

### B Example of Application Signup – Additional Information – Eligibility Screen

The following is an example of the Application Signup – Additional Information – Eligibility Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Add/View Notes
Application Information Complete
Back
Back to Top

You are logged in as a **County user**

Welcome County user

**Application Signup - Additional Information**

**Control No :** 29_101_2022_0166A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** INCOMPLETE

**Creation Date :** 05/16/2022
**Project Area ID :** 1667
**Contract Number :** 11166

**Following is the Eligibility information.**

**Program Eligibility**

| Question | * Yes/No | Reason |
|---|---|---|
| Nothing found to display. | | |

**Eligibility Check Results:**

| Name | Type | Eligible |
|---|---|---|
| IMA PRODUCER | Individual | N/A |

CRPCostShareEligibilityCheck01

## 219 Revise Agreement (Finalize) – Additional Information – Eligibility (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Additional Information- Eligibility Screen.

| Field/Link | Description/Action |
|---|---|
| Program Eligibility | Program Eligibility questions are not applicable to CRP. This functionality is for other Cost Share programs. |
| Eligibility Check Results | Displays the Producer(s) and Producer Type. Eligible flag is not applicable to CRP. |
| Application Information Complete | Submits the application to the approval process. The Application Signup–Additional Information–Confirmation Screen is displayed with the message "The application submitted successfully." |
| Back | Returns user to the Application Signup – Practice Summary – Finalize Screen. |

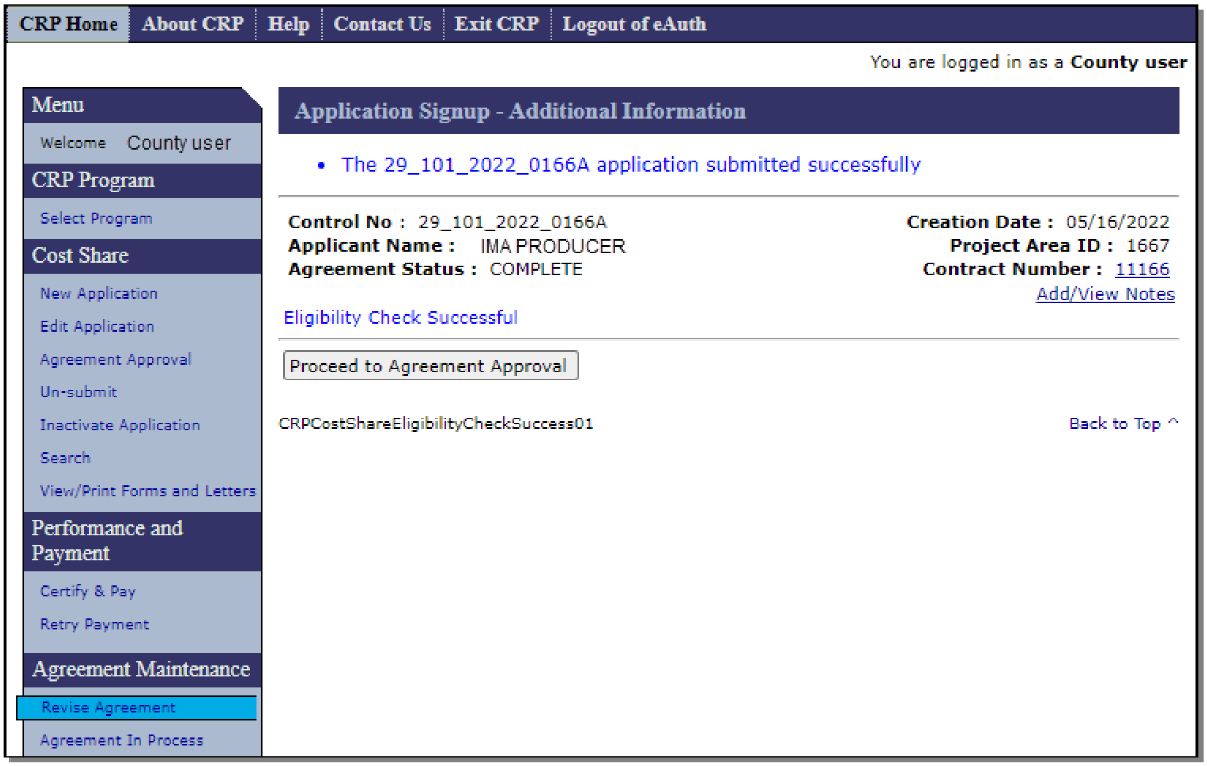
## 220 Revise Agreement (Finalize) – Additional Information – Confirmation

### A Overview

The Application Signup – Additional Information – Confirmation Screen displays the results of the application submission and eligibility check.

### B Example of Application Signup – Additional Information – Confirmation Screen

The following is an example of the Application Signup – Additional Information – Confirmation Screen. This Screen confirms successful submission of eligibility information and signature dates.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Add/View Notes
Proceed to Agreement Approval
Back to Top

You are logged in as a **County user**

Application Signup - Additional Information

- The 29_101_2022_0166A application submitted successfully

**Control No :** 29_101_2022_0166A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** COMPLETE
**Creation Date :** 05/16/2022
**Project Area ID :** 1667
**Contract Number :** 11166

Eligibility Check Successful

CRPCostShareEligibilityCheckSuccess01

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Additional Information – Confirmation Screen.

| Field/Link | Description/Action |
|---|---|
| Proceed to Agreement Approval | The Agreement Approval – Assign ID Screen is displayed. |

## 221 Revise Agreement (Finalize) – Assign ID

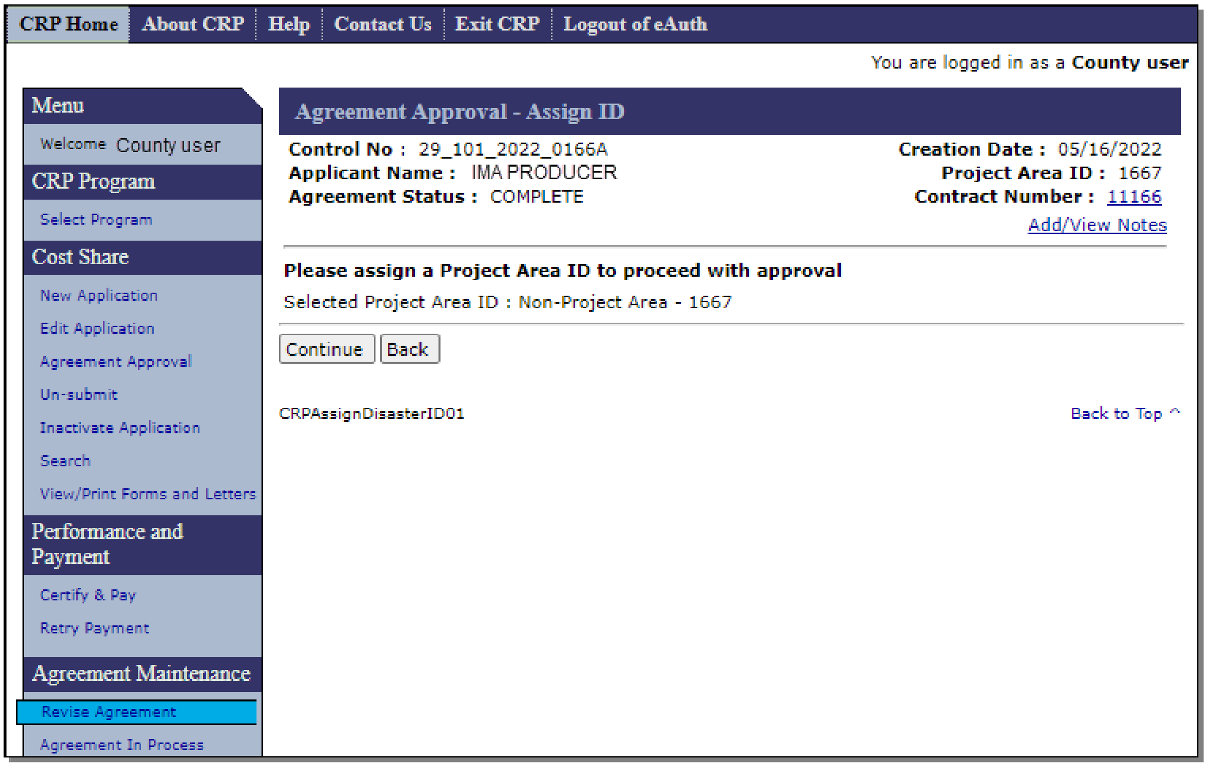
### A Overview

After the user clicks “Proceed to Agreement Approval” from the Application Signup – Additional Information – Confirmation Screen, the Agreement Approval – Assign ID Screen is displayed. This Screen is used to assign or change a project area ID.

Users may also access this screen by clicking “Go to Approval” from the Agreement Approval – Search Results Screen.

### B Example of Agreement Approval – Assign ID Screen

The following is an example of the Agreement Approval – Assign ID Screen. Example is when accessing the Screen from within the Revise Agreement (Finalize) process. The same information is displayed if accessing from the Agreement Approval link in the Left Navigation menu.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Agreement Approval - Assign ID
Add/View Notes
Continue
Back
Back to Top

**Control No :** 29_101_2022_0166A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** COMPLETE
**Creation Date :** 05/16/2022
**Project Area ID :** 1667
**Contract Number :** 11166

**Please assign a Project Area ID to proceed with approval**

Selected Project Area ID : Non-Project Area - 1667

CRPAssignDisasterID01

## 221 Revise Agreement (Finalize) – Assign ID (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval – Assign ID Screen.

| Field/Link | Description/Action |
|---|---|
| Select Project Area ID | Project Area ID is prepopulated based upon the ID selected during the "New Application" process.<br>Project area ID is always 1667 for CRP and user should not attempt to modify. |
| Continue | After the user has entered all applicable information, CLICK "Continue". The Agreement Approval – Approval Data Screen is displayed. |
| Back | CLICK "Back" to return to the prior screen. |

## 222 Revise Agreement (Finalize) – Approval Data

### A Overview

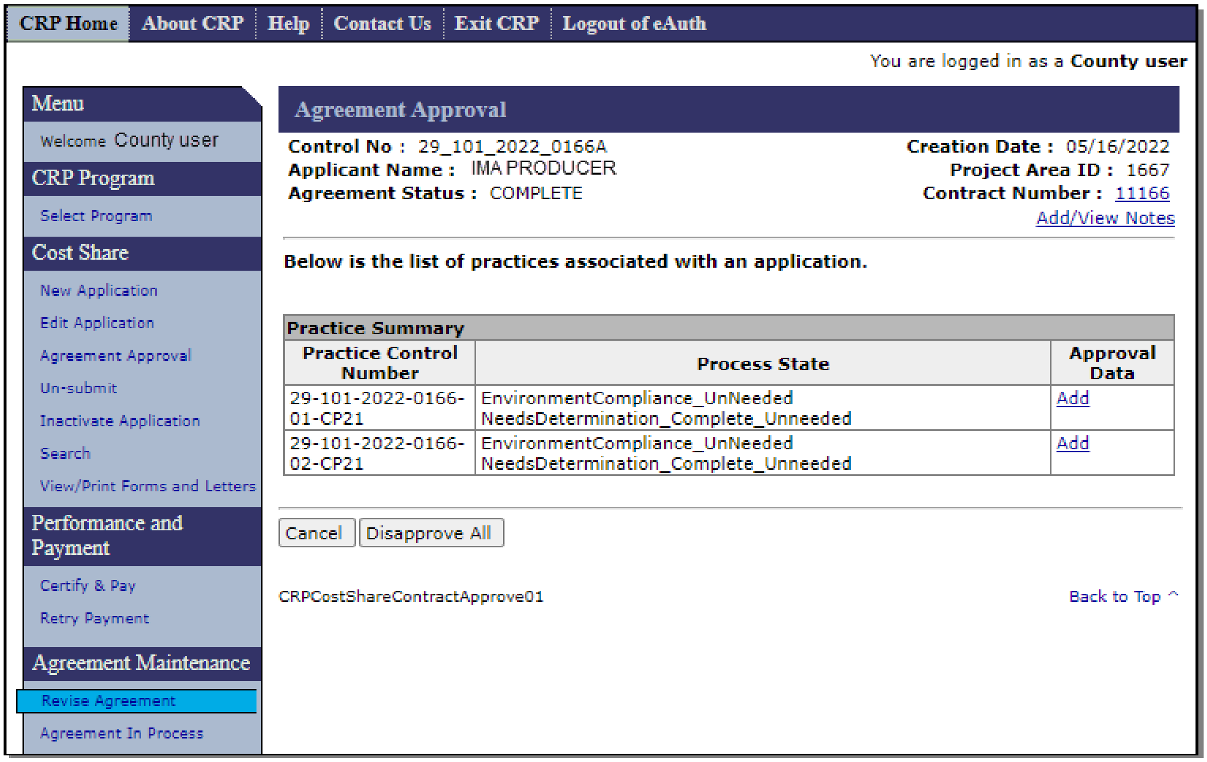
After clicking "Continue" on the Agreement Approval – Assign ID Screen, the Agreement Approval – Approval Data Screen is displayed.

**Notes:** If retired rates exist for the components included in the application, a message is displayed alerting user to make changes in the Program Provisioning software before proceeding. If this message is displayed the user should contact their State Office.

If a component's effective end date has passed the user is instructed to remove the component or update the effective end date in program provisioning.

### B Examples of Agreement Approval – Approval Data Screen

The following is an example of the Agreement Approval – Approval Data Screen if approval information has not been previously entered for any practices.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Add/View Notes
Cancel
Disapprove All
Back to Top ^

You are logged in as a **County user**

Welcome County user

Agreement Approval

**Control No :** 29_101_2022_0166A

**Applicant Name :** IMA PRODUCER

**Agreement Status :** COMPLETE

**Creation Date :** 05/16/2022

**Project Area ID :** 1667

**Contract Number :** 11166

**Below is the list of practices associated with an application.**

**Practice Summary**

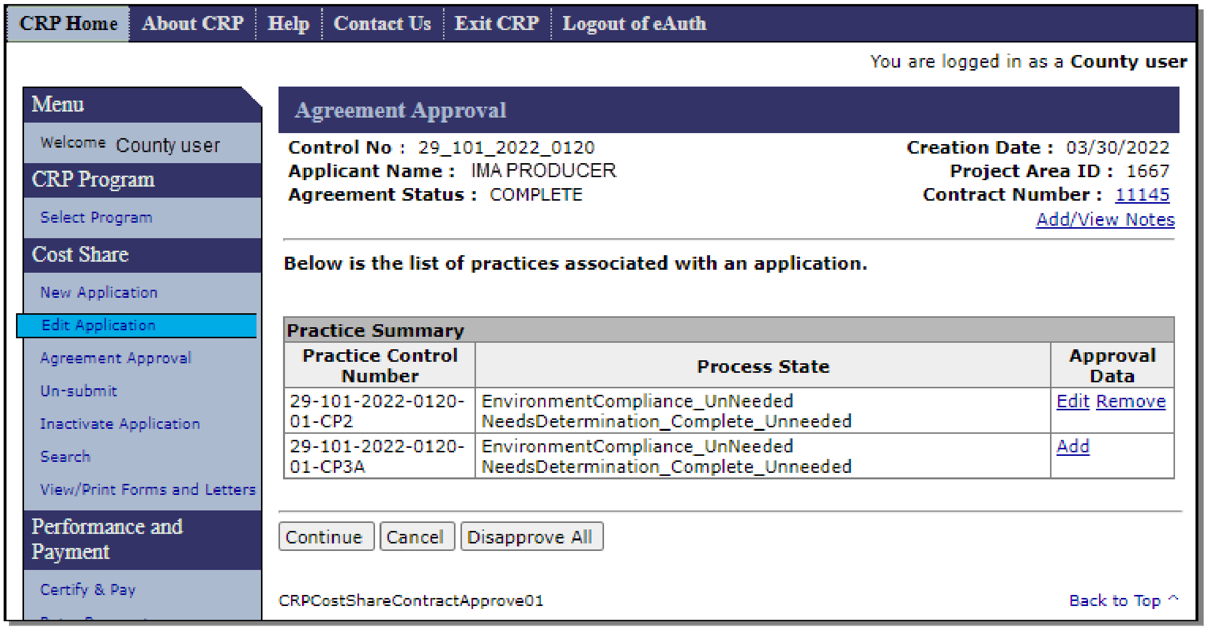
| Practice Control Number | Process State | Approval Data |
|---|---|---|
| 29-101-2022-0166-01-CP21 | EnvironmentCompliance_UnNeeded<br>NeedsDetermination_Complete_Unneeded | Add |
| 29-101-2022-0166-02-CP21 | EnvironmentCompliance_UnNeeded<br>NeedsDetermination_Complete_Unneeded | Add |

CRPCostShareContractApprove01

## 222 Revise Agreement (Finalize) – Approval Data (Continued)

### B Examples of Agreement Approval – Approval Data Screen (Continued)

The following is an example of the Agreement Approval – Approval Data Screen if approval information exists for one or more practices.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Continue
Cancel
Disapprove All
CRPCostShareContractApprove01
Back to Top ^

You are logged in as a **County user**

Agreement Approval

**Control No :** 29_101_2022_0120
**Applicant Name :** IMA PRODUCER
**Agreement Status :** COMPLETE
**Creation Date :** 03/30/2022
**Project Area ID :** 1667
**Contract Number :** 11145
Add/View Notes

**Below is the list of practices associated with an application.**

**Practice Summary**

| Practice Control Number | Process State | Approval Data |
|---|---|---|
| 29-101-2022-0120-01-CP2 | EnvironmentCompliance_UnNeeded<br>NeedsDetermination_Complete_Unneeded | Edit Remove |
| 29-101-2022-0120-01-CP3A | EnvironmentCompliance_UnNeeded<br>NeedsDetermination_Complete_Unneeded | Add |

**Note:** The "Continue" option becomes available as soon as Approval Data exists for at least one practice.

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval – Approval Data Screen.

| Field/Link | Description/Action |
|---|---|
| Practice Control Number | Displays the application control number and applicable practice(s). |
| Process State | Not applicable to CRP. |

## 222 Revise Agreement (Finalize) – Approval Data (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field/Link | Description/Action |
|---|---|
| Approval Data | CLICK:<br>• "Add" to Select the practice for approval and the Application Signup – Component Rate Practice Approval Screen will be displayed<br>**Note:** The "Add" link will only be available for practices that have no existing approval information entered.<br>• "Edit" to edit the component rate practice approval data including:<br>  • practice begin and end dates<br>  • practice and component extents approved<br>  • shares<br>• "Remove" to remove the approval data for the practice.<br>**Note:** The "Remove" link will only be available if approval information exists for that practice. |
| Continue | CLICK "Continue" to complete the approval information. The Agreement Approval- Approval Date Screen is displayed.<br>**Notes:** The "Continue" option will only be available if approval information exists for one or more practices.<br>If the user clicks "Continue" while some practices do not have approval data added, those practices without approval data will be disapproved during continuation of the approval process for other practices on the same application. The user should take care to avoid this situation since disapproval of practices should not happen on CRP cost share agreements. See paragraph 70. |
| Cancel | Cancels the "Agreement Approval" and returns user to Agreement Approval – Assign ID Screen. |
| Disapprove All | Should not be used for CRP cost share agreements. Disapproves all practices associated with the application. The Agreement Disapproval Information Screen will be displayed. |

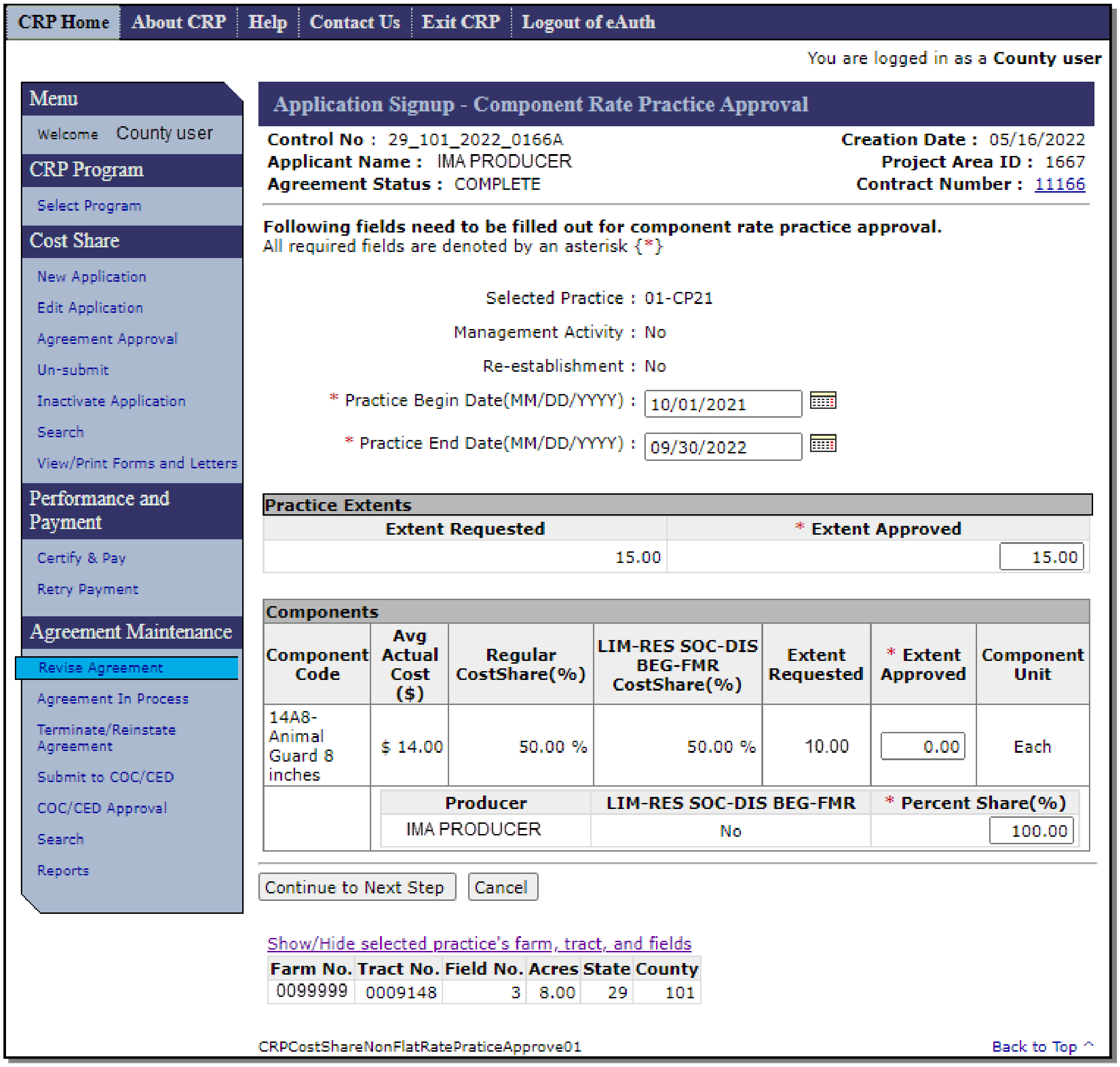
## 223 Revise Agreement (Finalize) – Component Rate Practice Approval

### A Overview

After the user clicks “Add” on the Agreement Approval – Approval Data Screen, the Application Signup – Component Rate Practice Approval Screen is displayed.

### B Example of Application Signup – Component Rate Practice Approval Screen

The following is an example of the Application Signup – Component Rate Practice Approval Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a **County user**
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Continue to Next Step
Cancel
Show/Hide selected practice's farm, tract, and fields
Back to Top

Application Signup - Component Rate Practice Approval

**Control No :** 29_101_2022_0166A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** COMPLETE
**Creation Date :** 05/16/2022
**Project Area ID :** 1667
**Contract Number :** 11166

**Following fields need to be filled out for component rate practice approval.**
All required fields are denoted by an asterisk {*}

Selected Practice : 01-CP21
Management Activity : No
Re-establishment : No
* Practice Begin Date(MM/DD/YYYY) : 10/01/2021
* Practice End Date(MM/DD/YYYY) : 09/30/2022

**Practice Extents**

| Extent Requested | * Extent Approved |
|---|---|
| 15.00 | 15.00 |

**Components**

| Component Code | Avg Actual Cost ($) | Regular CostShare(%) | LIM-RES SOC-DIS BEG-FMR CostShare(%) | Extent Requested | * Extent Approved | Component Unit |
|---|---|---|---|---|---|---|
| 14A8-Animal Guard 8 inches | $ 14.00 | 50.00 % | 50.00 % | 10.00 | 0.00 | Each |

| Producer | LIM-RES SOC-DIS BEG-FMR | * Percent Share(%) |
|---|---|---|
| IMA PRODUCER | No | 100.00 |

| Farm No. | Tract No. | Field No. | Acres | State | County |
|---|---|---|---|---|---|
| 0099999 | 0009148 | 3 | 8.00 | 29 | 101 |

CRPCostShareNonFlatRatePraticeApprove01

## 223 Revise Agreement (Finalize) – Component Rate Practice Approval (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Component Rate Practice Approval Screen.

| Field/Link | Description/Action |
|---|---|
| Selected Practice | Displays the selected practice. |
| Management Activity | Displays the answer to the management question from the Application Signup – Add Practices Screen. |
| Re-establishment | Displays the answer to the Re-establishment question from the Application Signup – Add Practices Screen. |
| Practice Begin Date | Enter the date practice is to begin that is the approval date. Users can use the calendar icon to pre-fill the entry. |
| Practice End Date | Is prepopulated with an editable date 12 months after the practice begin date. Practice end date is ≤ 12 months of practice begin date. |
| **Practice Extents** | |
| Extent Requested | Displays the extent requested for the practice. |
| Extent Approved | Extent approved is prepopulated with the extent requested previously entered for the component but can be edited. User should verify that the prepopulated data is correct before continuing. |
| **Components** | |
| Component Code, Avg Actual Cost ($), Regular Cost Share (%), & LIM-RES SOC-DIS BEG-FMR Cost Share (%) | Displays the data applicable to the component from Program Provisioning. See Exhibit 8 for information on Program Provisioning for CRP. |
| Extent Requested | Displays the extent requested for the component. |

## 223 Revise Agreement (Finalize) – Component Rate Practice Approval (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field/Link | Description/Action |
|---|---|
| Extent Approved | Extent approved is prepopulated with the extent requested previously entered for the component but can be edited. User should verify that the prepopulated data is correct before continuing.<br>**Note:** Users cannot remove practices or components within the practice approval process; however, users can enter zero in the Extent Approved field. |
| Component Unit | Displays the data applicable to the component from Program Provisioning. See Exhibit 8 for information on Program Provisioning for CRP. |
| Producer | Displays the producer(s) associated with the application. |
| LIM-RES<br>SOC-DIS<br>BEG-FMR | Displays the applicable Limited Resource, Socially Disadvantaged, and Beginning Farmer designation. |
| Percent Share (%) | Percent Share is prepopulated with the Percent Share previously entered for the component but can be edited. User should verify that the prepopulated data is correct before continuing.<br>**Note:** The sum of the percent shares for all producers must equal 100 percent. |
| Continue to Next Step | When all required information has been verified and entered, CLICK "Continue to Next Step". The Approval Signup - Component Rate Practice Approval Summary Screen is displayed. |
| Cancel | Users can also click "Cancel", but all approval information added for the selected practice will be lost. After clicking "Cancel" the Application Signup Screen is displayed. The Application Signup Screen is a blank Screen that instructs the user to use the left navigation menu to select a task. |
| Show/Hide selected practice's farm, tract, and fields | Displays or Hides the Farm No., Tract No., Field No., Acres and State/County as loaded on Application Signup –Add Contributors Screen. |

## 224 Revise Agreement (Finalize) – Component Rate Practice Approval Summary

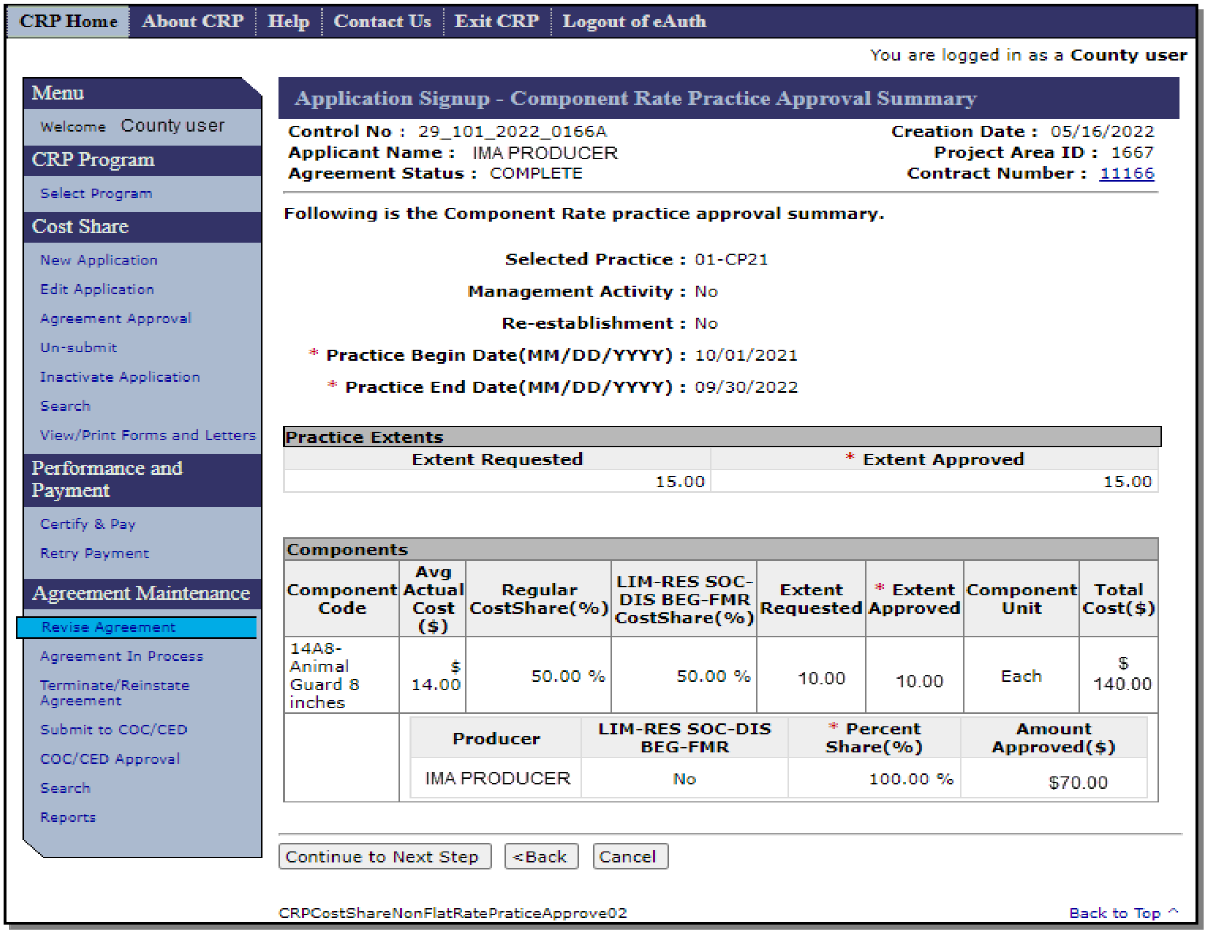
### A Overview

After "Continue to Next Step" is clicked from the Application Signup – Component Rate Practice Approval Screen, the Approval Signup - Component Rate Practice Approval Summary Screen is displayed. This Screen provides:

- requested and approved extents for the practices and components
- estimated cost of installing the practice (Average Actual Cost $)
- selected contributors, estimated contributions, and the approved cost share.

### B Example of Application Signup – Component Rate Practice Approval Summary Screen

The following is an example of the Application Signup – Component Rate Practice Approval Summary Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Continue to Next Step
<Back
Cancel
CRPCostShareNonFlatRatePraticeApprove02
Back to Top ^

**Application Signup - Component Rate Practice Approval Summary**

**Control No :** 29_101_2022_0166A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** COMPLETE
**Creation Date :** 05/16/2022
**Project Area ID :** 1667
**Contract Number :** 11166

**Following is the Component Rate practice approval summary.**

**Selected Practice :** 01-CP21
**Management Activity :** No
**Re-establishment :** No
* **Practice Begin Date(MM/DD/YYYY) :** 10/01/2021
* **Practice End Date(MM/DD/YYYY) :** 09/30/2022

**Practice Extents**

| Extent Requested | * Extent Approved |
|---|---|
| 15.00 | 15.00 |

**Components**

| Component Code | Avg Actual Cost ($) | Regular CostShare(%) | LIM-RES SOC-DIS BEG-FMR CostShare(%) | Extent Requested | * Extent Approved | Component Unit | Total Cost($) |
|---|---|---|---|---|---|---|---|
| 14A8-Animal Guard 8 inches | $ 14.00 | 50.00 % | 50.00 % | 10.00 | 10.00 | Each | $ 140.00 |

| Producer | LIM-RES SOC-DIS BEG-FMR | * Percent Share(%) | Amount Approved($) |
|---|---|---|---|
| IMA PRODUCER | No | 100.00 % | $70.00 |

## 224 Revise Agreement (Finalize) – Component Rate Practice Approval Summary (Continued)

### B Example of Application Signup – Component Rate Practice Approval Summary Screen (Continued)

**Note:** The calculation for total estimated cost for installing the component is (Extent Approved) x (Average Actual Cost) = (Total Cost).

The calculation for approved cost share amount is (Extent Approved) x (Average Actual Cost) x 50% x (Producer Share) = (Amount Approved).

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Component Rate Practice Approval Summary Screen.

| Field/Link | Description/Action |
|---|---|
| Selected Practice | Displays the selected practice. |
| Management Activity | Displays the answer to the management question from the Application Signup – Add Practices Screen. |
| Re-establishment | Displays the answer to the Re-establishment question from the Application Signup – Add Practices Screen. |
| Practice Begin Date | Displays the practice begin date. |
| Practice End Date | Displays the practice end date. |
| **Practice Extents** | |
| Extent Requested | Displays the extent requested for the practice. |
| Extent Approved | Displays the extent approved for the practice. |
| **Components** | |
| All Components fields | Display information directly from previous screen or calculated from entries on previous screen. |
| Continue to Next Step | CSS automatically calculates approved cost share. After user has verified the information, CLICK "Continue to Next Step". The Agreement Approval- Approval Data Screen is displayed. |
| Back | User is returned to the Application Signup – Component Rate Practice Approval Screen. |
| Cancel | Users can also click "Cancel", but all approval information added for the selected practice will be lost. |

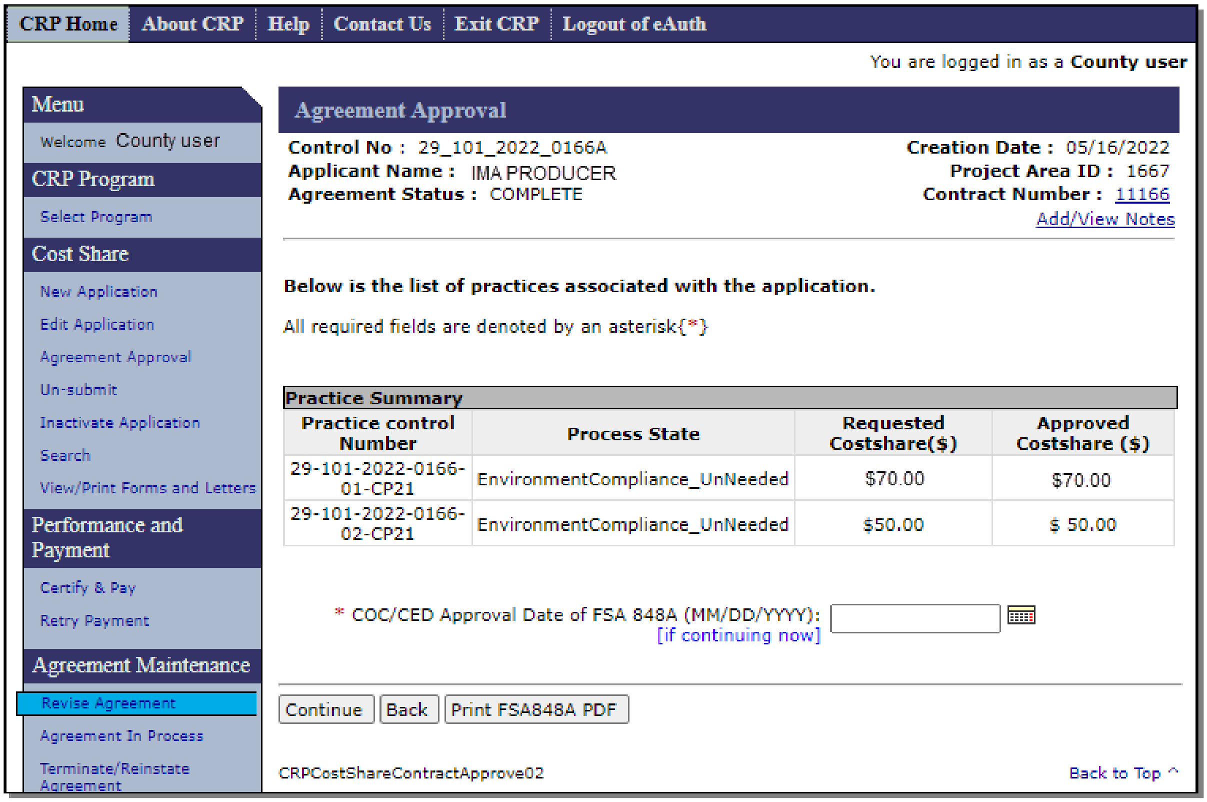
## 225 Revise Agreement (Finalize) – Approval Date

### A Overview

After the user clicks "Continue" on the Application Signup – Approval Data Screen, the Agreement Approval – Approval Date Screen is displayed.

### B Example of Agreement Approval – Approval Date Screen

The following is an example of the Agreement Approval – Approval Date Screen.



CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Add/View Notes
Continue
Back
Print FSA848A PDF
Back to Top ^

You are logged in as a **County user**

**Agreement Approval**

**Control No :** 29_101_2022_0166A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** COMPLETE
**Creation Date :** 05/16/2022
**Project Area ID :** 1667
**Contract Number :** 11166

**Below is the list of practices associated with the application.**

All required fields are denoted by an asterisk{*}

**Practice Summary**

| Practice control Number | Process State | Requested Costshare($) | Approved Costshare ($) |
|---|---|---|---|
| 29-101-2022-0166-01-CP21 | EnvironmentCompliance_UnNeeded | $70.00 | $70.00 |
| 29-101-2022-0166-02-CP21 | EnvironmentCompliance_UnNeeded | $50.00 | $ 50.00 |

* COC/CED Approval Date of FSA 848A (MM/DD/YYYY): [if continuing now]

CRPCostShareContractApprove02

## 225 Revise Agreement (Finalize) – Approval Date (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval – Approval Date Screen.

| Field/Link | Description/Action |
|---|---|
| Practice Control Number | Displays the application control number and applicable practice(s). |
| Process State | Not applicable to CRP. |
| Requested Costshare($) | Displays the dollar amount of cost share requested. |
| Approved Costshare($) | Displays the dollar amount of cost share approved to be obligated. |
| COC/CED Approval Date of FSA848A (MM/DD/YYYY) | Enter the COC/CED approval date of the original CRP-1. Users can use the calendar icon to pre-fill the entry.<br>For FMI use the approval date of FSA-848A. |
| Continue | When all applicable information is entered, CLICK "Continue". The Agreement Approval - Confirmation Screen will be displayed. |
| Back | User is returned to the Agreement Approval – Approval Data Screen. |
| Print FSA-848A PDF | User is able to print FSA-848A, Cost-Share Agreement.<br>**Note:** Printing FSA-848A does not approve the agreement. |

## 226 Revise Agreement (Finalize) – Confirmation

### A Overview

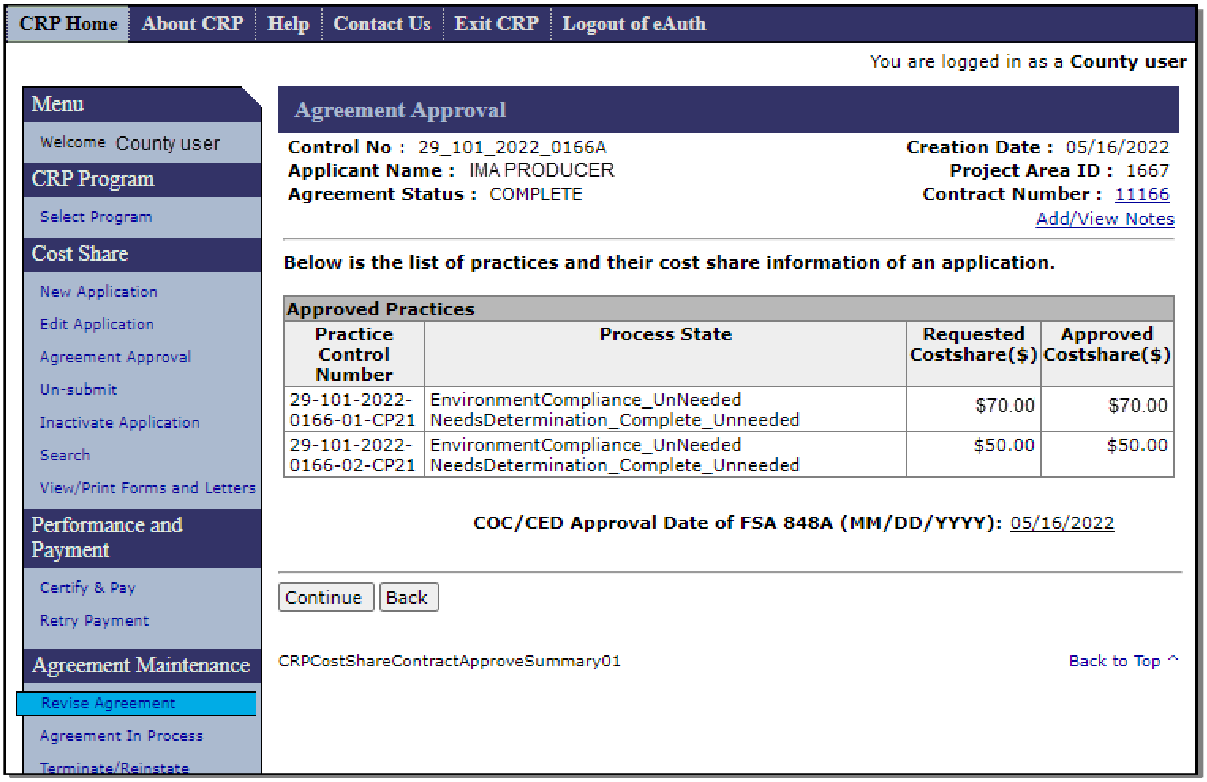
After clicking "Continue" on the Agreement Approval – Approval Date Screen, the Agreement Approval – Confirmation Screen is displayed. The Agreement Approval – Confirmation Screen provides a summary of:

- all approved practices
- all disapproved practices
- cost share information.

**Note:** Practices that do not have approval information will automatically be disapproved. The user should take care to avoid this situation since disapproval of practices should not happen on CRP cost share agreements. See paragraph 70.

### B Example of Agreement Approval – Confirmation Screen

The following is an example of the Agreement Approval – Confirmation Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate
Add/View Notes
Continue
Back
Back to Top ^

Agreement Approval

**Control No :** 29_101_2022_0166A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** COMPLETE

**Creation Date :** 05/16/2022
**Project Area ID :** 1667
**Contract Number :** 11166

**Below is the list of practices and their cost share information of an application.**

**Approved Practices**

| Practice Control Number | Process State | Requested Costshare($) | Approved Costshare($) |
|---|---|---|---|
| 29-101-2022-0166-01-CP21 | EnvironmentCompliance_UnNeeded<br>NeedsDetermination_Complete_Unneeded | $70.00 | $70.00 |
| 29-101-2022-0166-02-CP21 | EnvironmentCompliance_UnNeeded<br>NeedsDetermination_Complete_Unneeded | $50.00 | $50.00 |

**COC/CED Approval Date of FSA 848A (MM/DD/YYYY):** 05/16/2022

CRPCostShareContractApproveSummary01

## 226 Revise Agreement (Finalize) – Confirmation (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval – Confirmation Screen.

| Field/Link | Description/Action |
|---|---|
| Practice Control Number | Displays the application control number and applicable practice(s). |
| Process State | Not applicable to CRP. |
| Requested Costshare($) | Displays the dollar amount of cost share requested. |
| Approved Costshare($) | Displays the dollar amount of cost share approved to be obligated. |
| COC/CED Original CRP1 Approval Date (MM/DD/YYYY) | Displays the approval date loaded on the Agreement Approval – Approval Date Screen. |
| Continue | CLICK "Continue" after reviewing all information and verifying that the information is correct. The Agreement Approval - Eligibility Information Screen will be displayed. |
| Back | User is returned to the Agreement Approval – Approval Date Screen. |

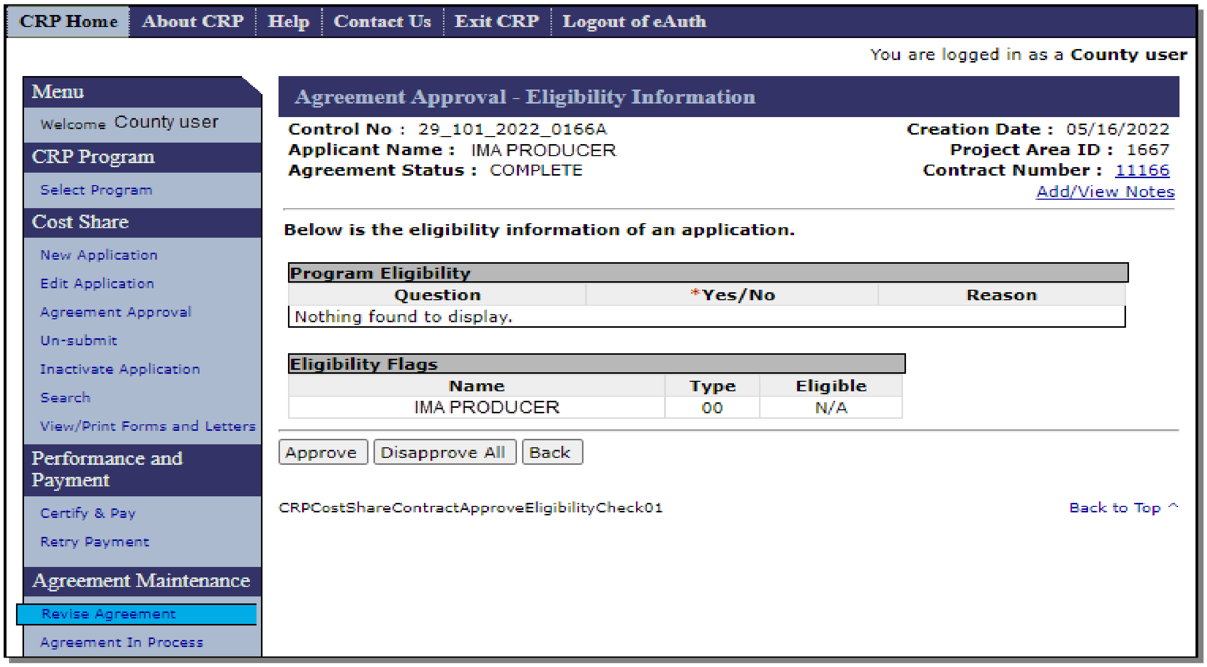
## 227 Revise Agreement (Finalize) – Eligibility Information

### A Overview

After “Continue” is selected from the Agreement Approval – Confirmation Screen, the Agreement Approval – Eligibility Information Screen is displayed.

### B Example of Agreement Approval – Eligibility Information Screen

The following is an example of the Agreement Approval – Eligibility Information Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Add/View Notes
Approve
Disapprove All
Back
Back to Top ^

You are logged in as a **County user**

Agreement Approval - Eligibility Information

**Control No :** 29_101_2022_0166A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** COMPLETE
**Creation Date :** 05/16/2022
**Project Area ID :** 1667
**Contract Number :** 11166

**Below is the eligibility information of an application.**

**Program Eligibility**

| Question | *Yes/No | Reason |
|---|---|---|
| Nothing found to display. | | |

**Eligibility Flags**

| Name | Type | Eligible |
|---|---|---|
| IMA PRODUCER | 00 | N/A |

CRPCostShareContractApproveEligibilityCheck01

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval – Eligibility Information Screen.

| Field/Link | Description/Action |
|---|---|
| Program Eligibility | Program Eligibility questions are not applicable to CRP. This functionality is for other Cost Share programs. |
| Eligibility Flags | Displays the Producer(s) and Producer Type. Eligible flag is not applicable to CRP. |
| Approve | CLICK “Approve” after reviewing all information. The Agreement Approval – Eligibility Success Screen will display. |
| Disapprove All | Should not be used for CRP cost share agreements. If user clicks “Disapprove All”, the Agreement Disapproval Information Screen is displayed. |
| Back | User is returned to the Agreement Approval – Confirmation Screen. |

## 228 Revise Agreement (Finalize) – Eligibility Success

### A Overview

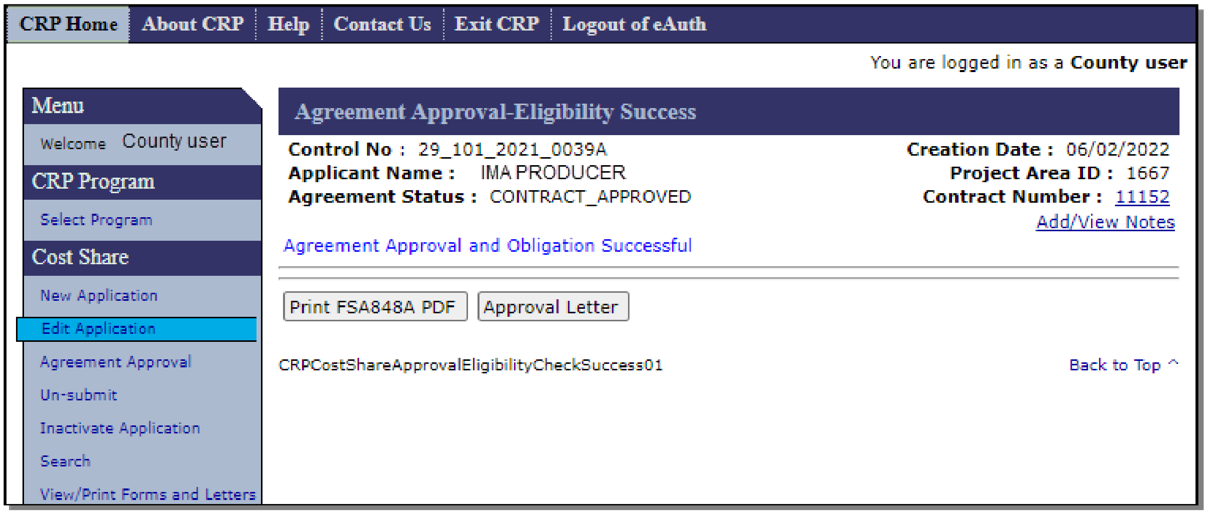
After selecting "Approve" on the Agreement Approval – Eligibility Information Screen, the Agreement Approval – Eligibility Success Screen will be displayed.

Obligation process will run to update obligation. Agreements originally obligated through eFMS will obligate and agreements originally obligated through COF will show as in process.

Users shall generate and mail the approval letter along with a copy of the COC/CED signed FSA-848A. If the agreement is obligated through COF, the approval letter can be printed from the "View/Print Forms and Letters" option under Cost Share or the "Search" option under Agreement Maintenance on the left navigation menu.

### B Examples of Agreement Approval – Eligibility Success Screen

The following is an example of the Agreement Approval – Eligibility Success Screen when obligation is through eFMS.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Print FSA848A PDF
Approval Letter
Back to Top ^
Add/View Notes

Agreement Approval-Eligibility Success

**Control No :** 29_101_2021_0039A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** CONTRACT_APPROVED
**Creation Date :** 06/02/2022
**Project Area ID :** 1667
**Contract Number :** 11152

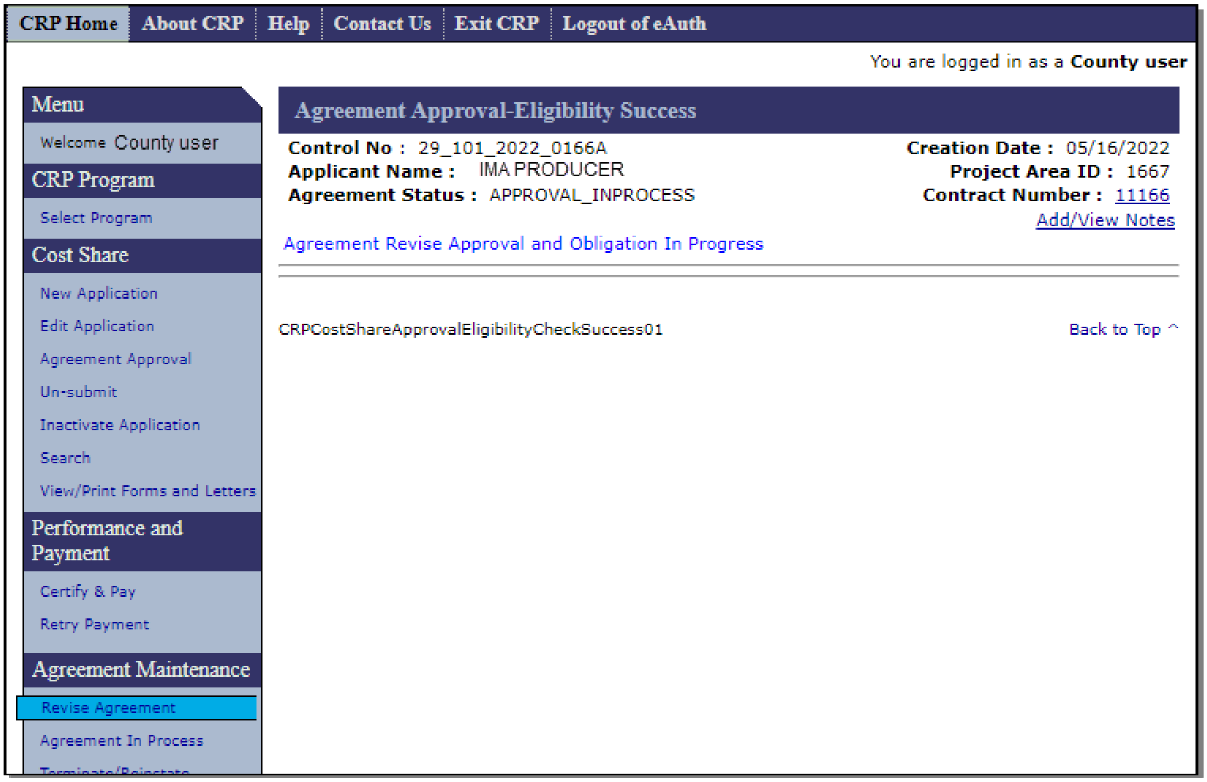
Agreement Approval and Obligation Successful

CRPCostShareApprovalEligibilityCheckSuccess01

## 228 Revise Agreement (Finalize) – Eligibility Success (Continued)

### B Examples of Agreement Approval – Eligibility Success Screen (Continued)

The following is an example of the Agreement Approval – Eligibility Success Screen when obligation is through COF.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Add/View Notes
Back to Top

Agreement Approval-Eligibility Success

**Control No :** 29_101_2022_0166A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** APPROVAL_INPROCESS
**Creation Date :** 05/16/2022
**Project Area ID :** 1667
**Contract Number :** 11166

Agreement Revise Approval and Obligation In Progress

CRPCostShareApprovalEligibilityCheckSuccess01

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval – Eligibility Success Screen.

| Field/Link | Description/Action |
|---|---|
| Print FSA-848A PDF | Print A-848A, Cost-Share Agreement. |
| Approval Letter | Print approval letter. |

## 229-239 (Reserved)

## Section 4 Agreement in Process

### 240 Edit Contract

#### A Overview

An agreement in process is an agreement where a revision has been started, but the revised agreement (referred to as the successor agreement) has not yet been submitted to COC/CED. To edit an agreement in process, from the CRP Home Screen, CLICK "Agreement in Process" from the left navigation menu. The Edit Contract Screen is displayed.

The Edit Contract Screen contains a list of all agreements where a revision has been started, but the revision has not been designated submitted for COC approval.

The agreement being revised (referred to as the predecessor agreement) is displayed with a status of "Active_Revise". The successor agreement for the incomplete revision is displayed with the same agreement number and the next available suffix.

For revisions:

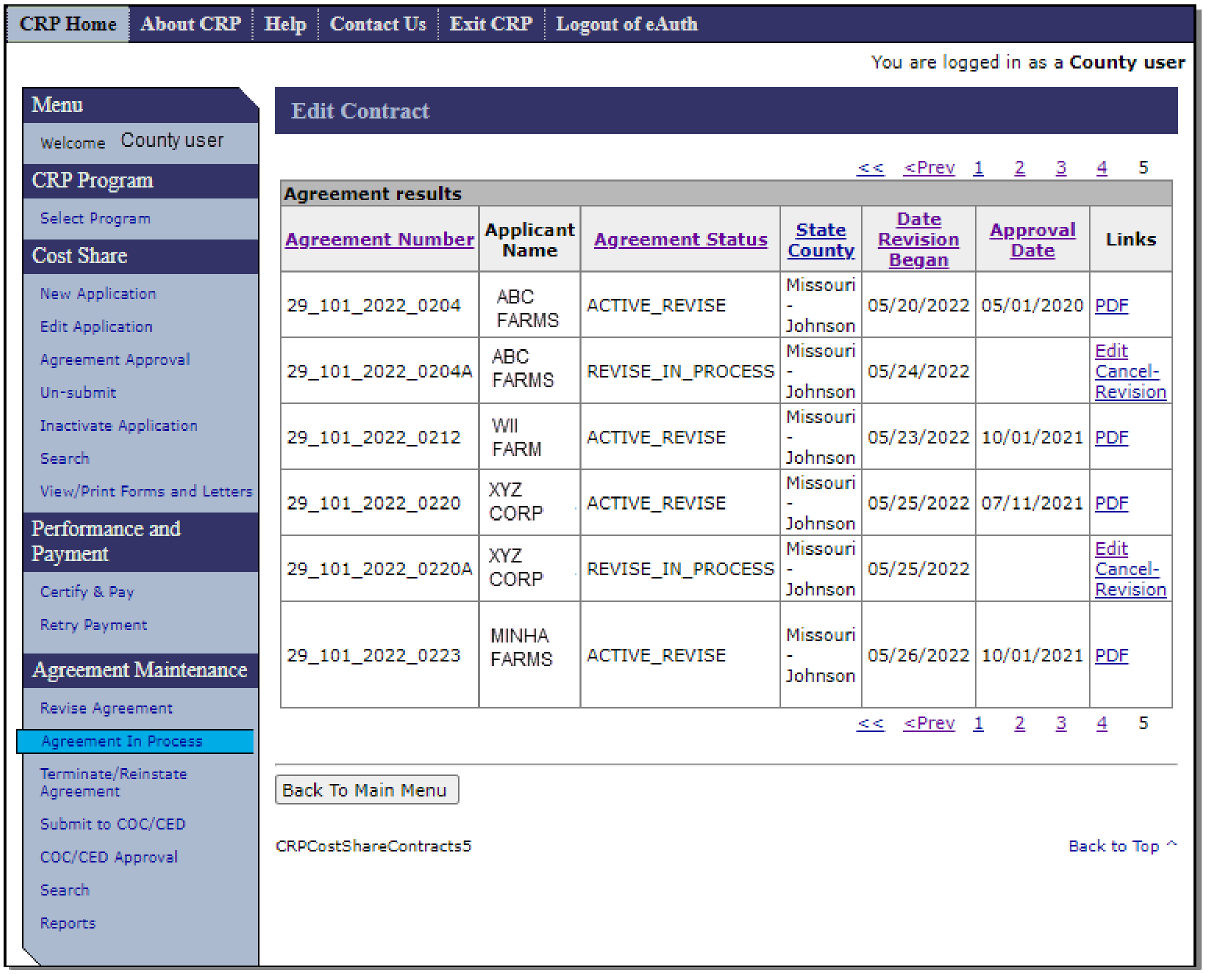
- on the revise path, the status of the successor agreement will be "Revise_In_Process" and is displayed on the "Edit Contract" Screen
- progressing down the finalize path, the status of the successor agreement will be "Incomplete" and will not be displayed on the Edit Contract Screen. Users will find the successor agreement through the Application Search. See Part 3 Section 6 for additional information.

**Note:** Terminated agreements in the process of being reinstated are also processed through the Revise Agreement process after the user answers "Yes" to the question "Do you wish to reinstate this agreement?" on the Agreement Maintenance – Reinstate Agreement Screen. See paragraph 258. Agreements that are being reinstated do not have a partner contract on the Edit Contract Screen.

## 240 Edit Contract (Continued)

### B Example of Edit Contract Screen

The following is an example of the Edit Contract Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Edit Contract
<< <Prev 1 2 3 4 5
Back To Main Menu
Back to Top ^

You are logged in as a **County user**

**Agreement results**

| Agreement Number | Applicant Name | Agreement Status | State County | Date Revision Began | Approval Date | Links |
|---|---|---|---|---|---|---|
| 29_101_2022_0204 | ABC FARMS | ACTIVE_REVISE | Missouri - Johnson | 05/20/2022 | 05/01/2020 | PDF |
| 29_101_2022_0204A | ABC FARMS | REVISE_IN_PROCESS | Missouri - Johnson | 05/24/2022 | | Edit<br>Cancel-Revision |
| 29_101_2022_0212 | WII FARM | ACTIVE_REVISE | Missouri - Johnson | 05/23/2022 | 10/01/2021 | PDF |
| 29_101_2022_0220 | XYZ CORP | ACTIVE_REVISE | Missouri - Johnson | 05/25/2022 | 07/11/2021 | PDF |
| 29_101_2022_0220A | XYZ CORP | REVISE_IN_PROCESS | Missouri - Johnson | 05/25/2022 | | Edit<br>Cancel-Revision |
| 29_101_2022_0223 | MINHA FARMS | ACTIVE_REVISE | Missouri - Johnson | 05/26/2022 | 10/01/2021 | PDF |

CRPCostShareContracts5

## 240 Edit Contract (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Edit Contract Screen.

| Field/Link | Description/Action |
|---|---|
| Agreement Number | Displays the agreement number. |
| Applicant Name | Displays the applicant's name. |
| Agreement Status | Displays the current status of the agreement. |
| State-County | Displays the State and County of the agreement. |
| Date Revision Began | Displays either the date the agreement was created or the date a revision was initiated. |
| Approval Date | Displays the approval date. |
| Links | CLICK:<br>• "PDF" to generate a copy of the FSA-848B for the contract being revised<br>**Note:** If more than one payment has been issued on the agreement only payment information for the last payment is displayed in items 12, 13, and 17.<br>• "Edit" and the Agreement Signup – Applicant Information Screen will be displayed<br>**Note:** Follow instructions in Part 5, Section 2, to complete the revision.<br>• "Cancel-Revision" to discard the current revision and return the previous agreement to its prior status<br>**Note:** The Agreement Maintenance – Cancel Revision Screen is displayed. See paragraph 241.<br>• "Cancel-Reinstate" to discard the current reinstatement.<br>**Note:** The agreement returns to its status of "Terminate Contract". The Agreement Maintenance – Cancel Reinstate Screen is displayed. See paragraph 243. |
| Back to Main Menu | The Application Signup Screen is displayed. The Application Signup Screen is a blank screen that instructs the user to use the left navigation menu to select a task. |

## 241 Agreement Maintenance – Cancel Revision

### A Overview

The Cancel-Revision link is available when the user selects the agreement being revised from the applicable process under the Agreement Maintenance header in the left navigation menu. The Cancel Revision link moves with the agreement as the agreement progresses through the Agreement in Process, Submit to COC/CED, and COC/CED Approval processes. Although the agreement being revised can be located using the Application Search or Agreement Search processes, the Cancel-Revision link is not available from the search results. The following table describes where to find the Cancel Revision Link:

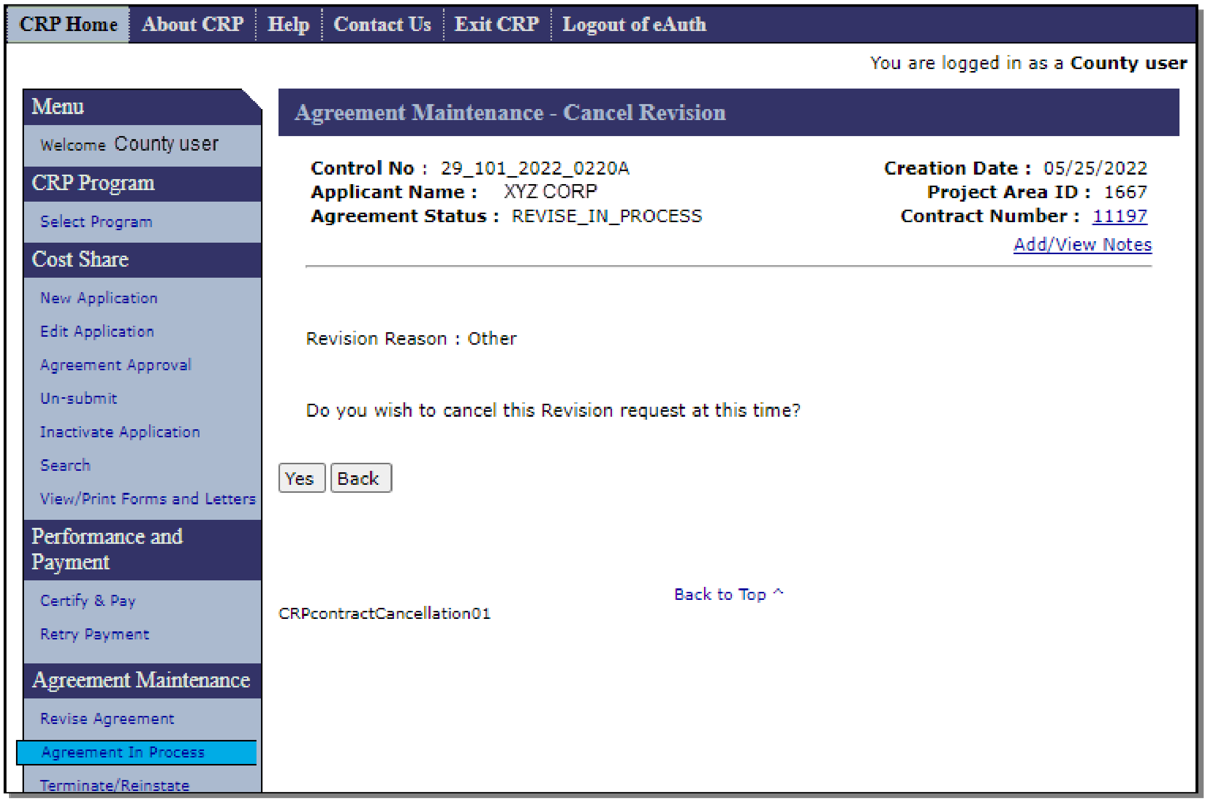
| Agreement Status | Access Cancel Revision Process |
|---|---|
| Revise in Process | CLICK "**Agreement In Process**" from left navigation menu, then; CLICK "**Cancel Revision**" in the Link column. |
| Revise Complete | CLICK "**Submit to COC/CED**" from left navigation menu, then; CLICK "**Cancel Revision**" in the Link column. |
| Revise COC | CLICK "**COC/CED Approval**" from left navigation menu, then; CLICK "**Cancel Revision**" in the Link column. |

After Cancel-Revision is selected from the applicable Screen, the Agreement Maintenance – Cancel Revision Screen is displayed.

## 241 Agreement Maintenance – Cancel Revision (Continued)

### B Example of Agreement Maintenance – Cancel Revision Screen

The following is an example of the Agreement Maintenance – Cancel Revision Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate
Add/View Notes
Yes
Back
Back to Top ^

You are logged in as a **County user**

Welcome County user

Agreement Maintenance - Cancel Revision

**Control No :** 29_101_2022_0220A
**Applicant Name :** XYZ CORP
**Agreement Status :** REVISE_IN_PROCESS

**Creation Date :** 05/25/2022
**Project Area ID :** 1667
**Contract Number :** 11197

Revision Reason : Other

Do you wish to cancel this Revision request at this time?

CRPcontractCancellation01

### C Fields, Descriptions, and Actions

The following table provides the field descriptions and actions for the Agreement Maintenance – Cancel Revision Screen.

| Field/Link | Description/Action |
|---|---|
| Yes | Cancellation of the revision will be completed. The Agreement Maintenance – Cancellation (Revision) Screen is displayed. See paragraph 242 for additional information. |
| Back | The Edit Contract Screen is displayed.<br>Note: If the "Cancel Revision" link was accessed from the Submit to COC/CED or COC/CED Approval Screens, then "Back" will return the user to those Screens. |

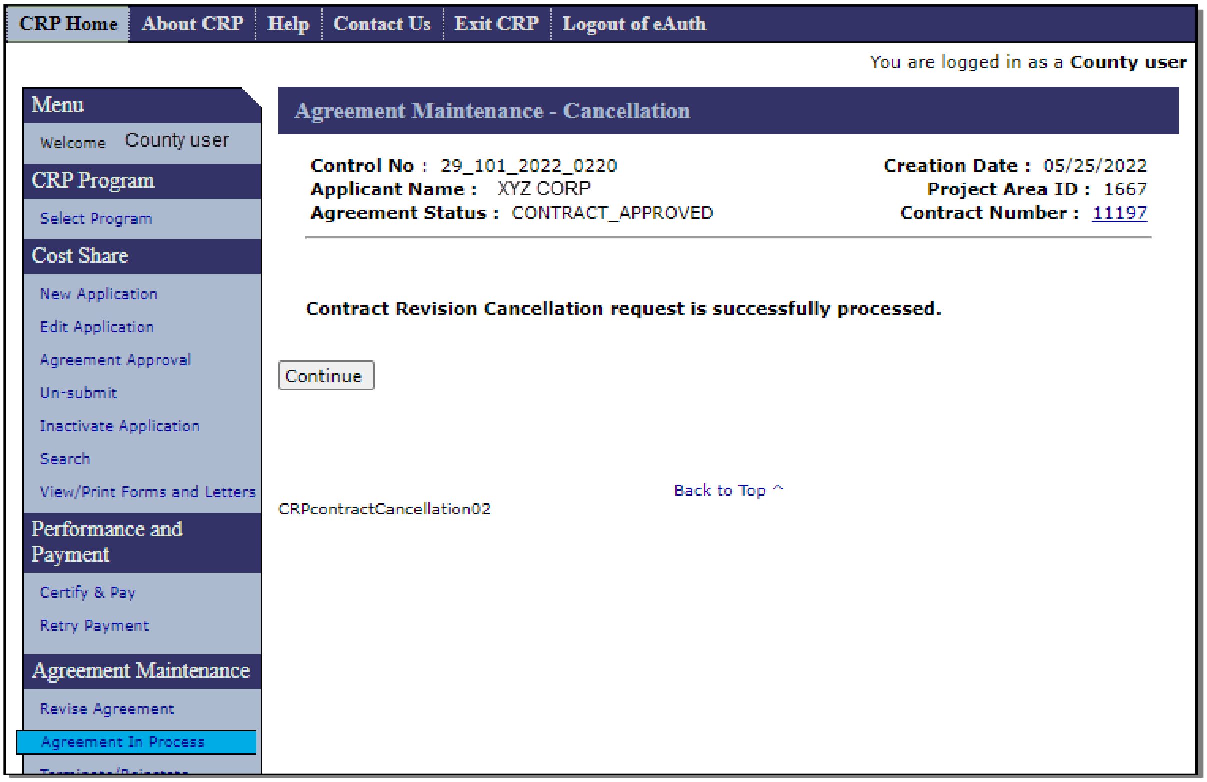
## 242 Agreement Maintenance – Cancellation (Revision)

### A Overview

After "Yes" is selected on the Agreement Maintenance – Cancel Revision Screen, the Agreement Maintenance – Cancellation (Revision) Screen is displayed.

### B Example of Agreement Maintenance – Cancellation (Revision) Screen

The following is an example of the Agreement Maintenance – Cancellation (Revision) Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a **County user**
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Continue
Back to Top ^

Agreement Maintenance - Cancellation

**Control No :** 29_101_2022_0220
**Applicant Name :** XYZ CORP
**Agreement Status :** CONTRACT_APPROVED

**Creation Date :** 05/25/2022
**Project Area ID :** 1667
**Contract Number :** 11197

**Contract Revision Cancellation request is successfully processed.**

CRPcontractCancellation02

### C Action

Click "Continue". Depending on which Screen the user accessed the "Cancel Revision" link from, the Edit Contract, Submit to COC/CED, or COC/CED Approval Screen is displayed. User is returned to the screen from which they accessed the "Cancel Revision" link after clicking "Continue".

The revision that was cancelled and its partner "Active Revise" status contract will no longer be displayed in the list of Agreements in Process. The status of the contract that was being revised has been reverted to its previous status.

## 243 Agreement Maintenance – Cancel Reinstate

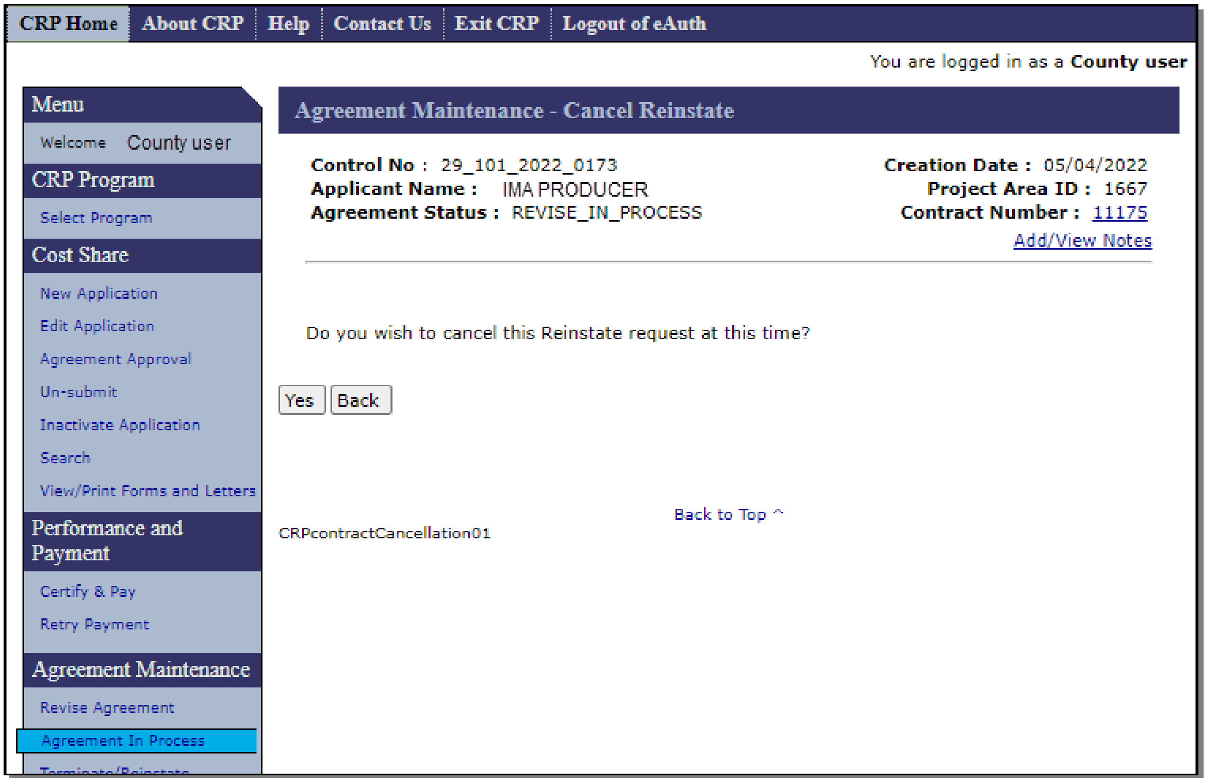
### A Overview

The Cancel-Reinstate link is only available when the user selects the "Agreement in Process" link under the Agreement Maintenance header in the left navigation menu to display the Edit Contract Screen. Although the agreement being reinstated can be located using the Application Search or Agreement Search processes, the Cancel-Reinstate link is not available from the search results. After Cancel-Reinstate is selected from the Edit Contract Screen, the Agreement Maintenance – Cancel Reinstate Screen will be displayed.

**Note**: Agreements that are being reinstated may contain a "Cancel Revision" link instead of a "Cancel Reinstate" link. Agreements without an alphabetical suffix in the agreement number will have a "Cancel Revision" link in the "Links" column, while agreements containing an alphabetical suffix in the agreement number will have a "Cancel Reinstate" link in the "Links" column. Regardless of the specific link, the functionality for cancelling a reinstatement is the same.

### B Example of Agreement Maintenance – Cancel Reinstate Screen

The following is an example of the Agreement Maintenance – Cancel Reinstate Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Add/View Notes
Yes
Back
Back to Top ^
CRPcontractCancellation01

Agreement Maintenance - Cancel Reinstate

**Control No :** 29_101_2022_0173
**Applicant Name :** IMA PRODUCER
**Agreement Status :** REVISE_IN_PROCESS
**Creation Date :** 05/04/2022
**Project Area ID :** 1667
**Contract Number :** 11175

Do you wish to cancel this Reinstate request at this time?

## 243 Agreement Maintenance – Cancel Reinstate (Continued)

### C Fields, Descriptions, and Actions

The following table provides the field descriptions and actions for the Agreement Maintenance – Cancel Reinstate Screen.

| Field/Link | Description/Action |
|---|---|
| Yes | Cancellation of the reinstatement will be completed. The Agreement Maintenance – Cancellation (Reinstate) Screen is displayed. See paragraph 244 for additional information. |
| Back | The Edit Contract Screen is displayed. |

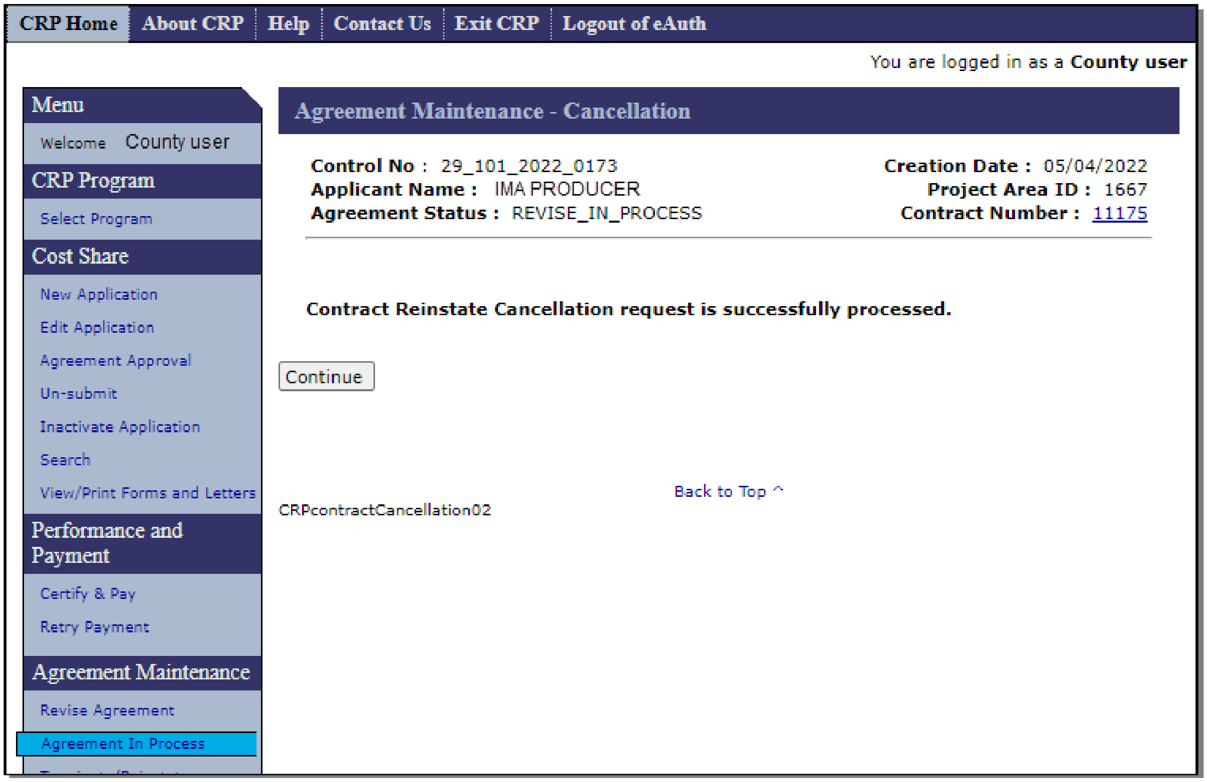
## 244 Agreement Maintenance – Cancellation (Reinstate)

### A Overview

After "Yes" is selected on the Agreement Maintenance – Cancel Reinstate Screen, the Agreement Maintenance – Cancellation (Reinstate) Screen is displayed.

### B Example of Agreement Maintenance – Cancellation (Reinstate) Screen

The following is an example of the Agreement Maintenance – Cancellation (Reinstate) Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Continue
Back to Top ^

You are logged in as a **County user**

Agreement Maintenance - Cancellation

**Control No :** 29_101_2022_0173
**Applicant Name :** IMA PRODUCER
**Agreement Status :** REVISE_IN_PROCESS
**Creation Date :** 05/04/2022
**Project Area ID :** 1667
**Contract Number :** 11175

**Contract Reinstate Cancellation request is successfully processed.**

CRPcontractCancellation02

### C Action

CLICK "Continue". The Edit Contract Screen is displayed.

The contract that was being reinstated will no longer be displayed in the list of Agreements in Process. The status of the contract that was being reinstated is returned to "Terminate Contract".

## 245-249 (Reserved)

## Section 5 Terminate/Reinstate Agreement

### 250 Terminate Contract

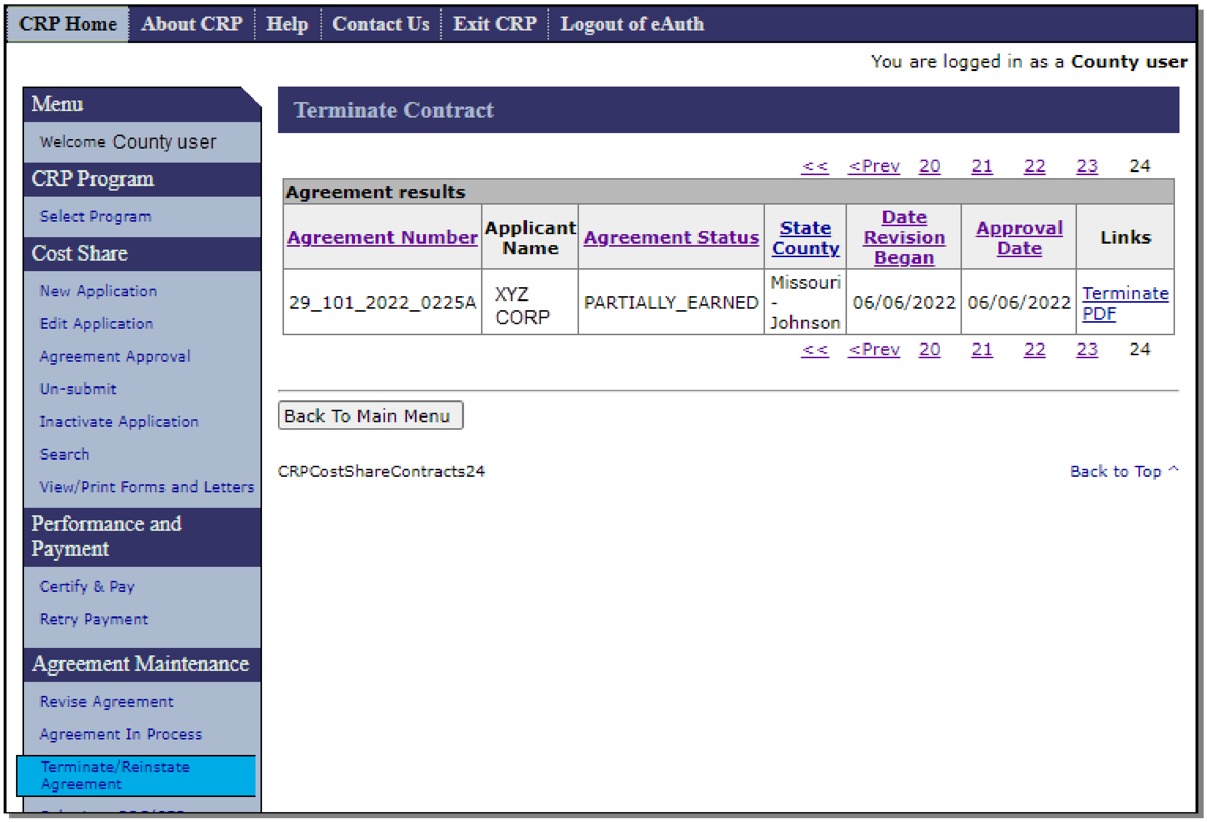
#### A Overview

The user can, CLICK “Terminate/ Reinstate Contract” on the left navigation menu. The Terminate Contract Screen will be displayed. Unless there are very few contracts in the county this is not an efficient way to begin the terminate process.

The most efficient way to locate the desired agreement to be terminated or reinstated is to use the Agreement Search link, located at the bottom of the left navigation menu under the Agreement Maintenance header, and search by agreement number.

#### B Example of Terminate Contract Screen

The following is an example of the Terminate Contract Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
<< <Prev 20 21 22 23 24
Back To Main Menu
Back to Top ^

You are logged in as a **County user**

Welcome County user

Terminate Contract

Agreement results

| Agreement Number | Applicant Name | Agreement Status | State County | Date Revision Began | Approval Date | Links |
|---|---|---|---|---|---|---|
| 29_101_2022_0225A | XYZ CORP | PARTIALLY_EARNED | Missouri - Johnson | 06/06/2022 | 06/06/2022 | Terminate<br>PDF |

CRPCostShareContracts24

## 250 Terminate Contract (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Edit Contract Screen.

| Field/Link | Description/Action |
|---|---|
| Agreement Number | Displays the agreement number. |
| Applicant Name | Displays the applicant's name. |
| Agreement Status | Displays the current status of the agreement. |
| State-County | Displays the State and County of the agreement. |
| Date Revision Began | Displays either the date the agreement was created or the date a revision was initiated. |
| Approval Date | Displays the approval date. |
| Links | CLICK:<br>• "PDF" to generate a copy of FSA-848B for the agreement<br>• "Terminate" and the Agreement Maintenance – Terminate Agreement Reason Screen is displayed (paragraph 251)<br>**Note:** If a termination of an agreement was started but COC/CED approval has not been entered, the user can access the agreement under COC/CED Approval on the left navigation menu.<br>• "Reinstate" to reinstate a terminated agreement.<br>**Note:** The Agreement Maintenance – Reinstate Agreement Screen is displayed (paragraph 258). |
| Back to Main Menu | The Application Signup Screen is displayed. The Application Signup Screen is a blank screen that instructs the user to use the left navigation menu to select a task. |

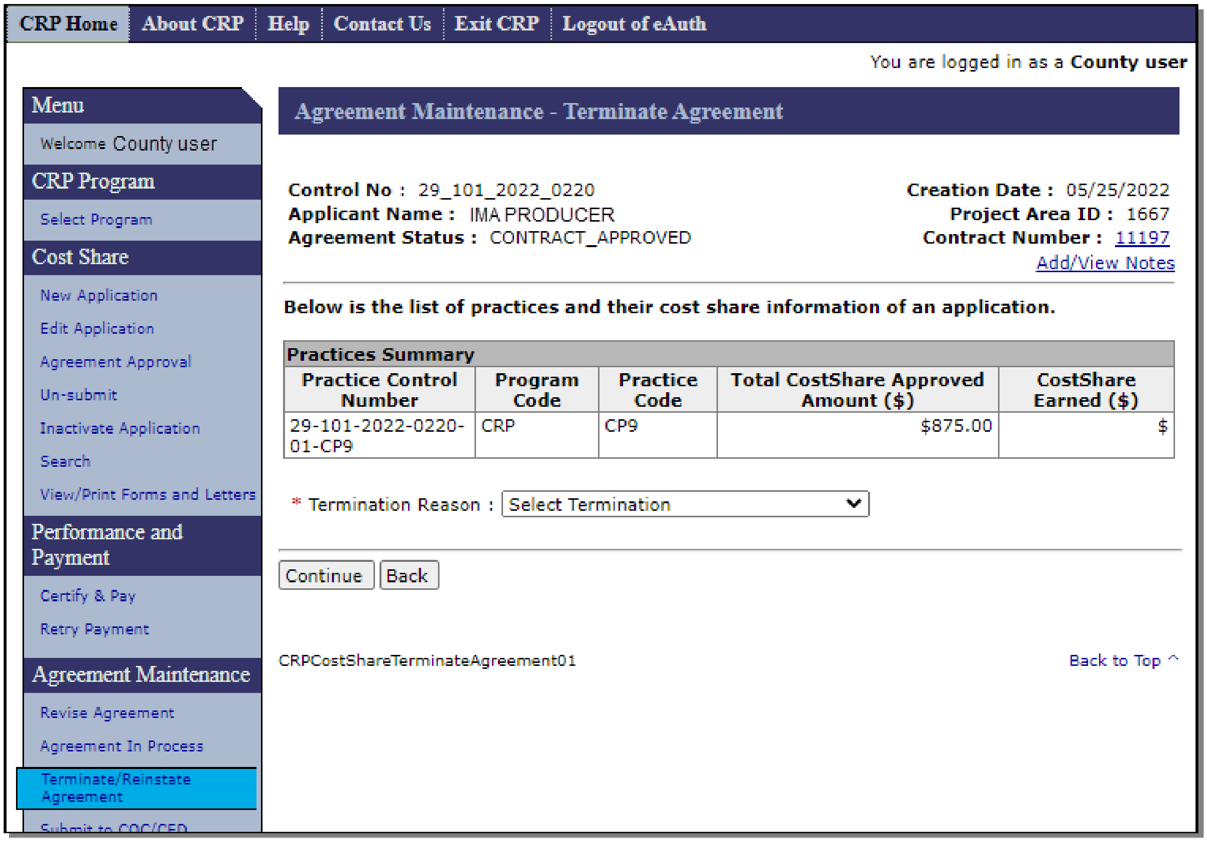
## 251 Agreement Maintenance – Terminate Agreement Reason

### A Overview

After clicking “Terminate” on the Terminate Contract Screen, the Agreement Maintenance – Terminate Agreement Reason Screen is displayed.

### B Example of Agreement Maintenance – Terminate Agreement Reason Screen

The following is an example of the Agreement Maintenance – Terminate Agreement Reason Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
Agreement Maintenance - Terminate Agreement
Add/View Notes
Continue
Back
CRPCostShareTerminateAgreement01
Back to Top ^

**Control No :** 29_101_2022_0220
**Applicant Name :** IMA PRODUCER
**Agreement Status :** CONTRACT_APPROVED
**Creation Date :** 05/25/2022
**Project Area ID :** 1667
**Contract Number :** 11197

**Below is the list of practices and their cost share information of an application.**

**Practices Summary**

| Practice Control Number | Program Code | Practice Code | Total CostShare Approved Amount ($) | CostShare Earned ($) |
|---|---|---|---|---|
| 29-101-2022-0220-01-CP9 | CRP | CP9 | $875.00 | $ |

* Termination Reason : Select Termination

## 251 Agreement Maintenance – Terminate Agreement Reason (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Maintenance – Terminate Agreement Reason Screen.

| Field/Link | Description/Action |
|---|---|
| Practices Summary fields | Displays the Practice Control Number, Program Code, Practice Code, Total CostShare Approved Amount ($), and CostShare Earned ($). |
| Termination Reason | Select from the drop-down menu one of the following reasons the agreement is being terminated:<br>• Acreage due to CLU certification<br>• Reconstitution<br>• Participant and/or Shares<br>• Acres transferred to EWRP, WRP, EWP<br>• Contract Extension<br>• Mid-Contract Management<br>• Due to Conservation Plan<br>• Due to Incorrect Data Entry<br>• Due to Inheritance<br>• Other. |
| Continue | The Agreement Maintenance – Terminate Agreement Confirmation Screen will be displayed. See paragraph 252 for additional information. |
| Back | The Terminate Contract Screen is displayed. |

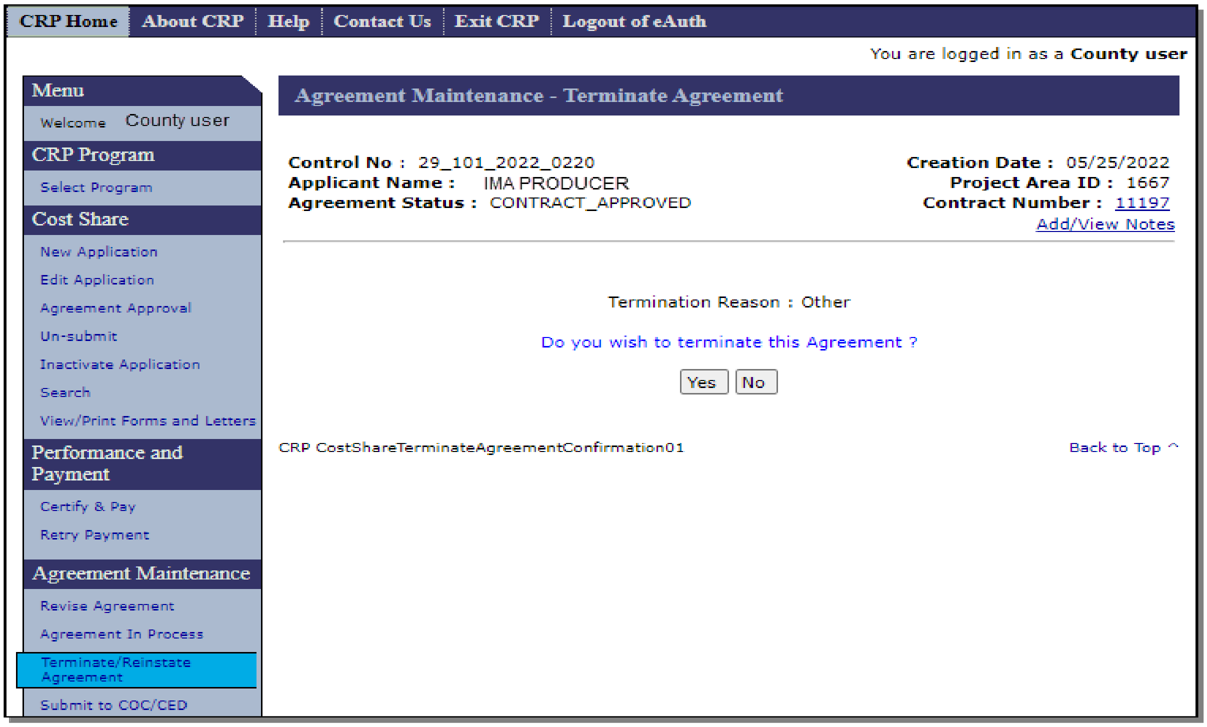
## 252 Agreement Maintenance – Terminate Agreement Confirmation

### A Overview

After clicking “Continue” on the Agreement Maintenance – Terminate Agreement Reason Screen, the Agreement Maintenance - Terminate Agreement Confirmation Screen is displayed.

### B Example of Agreement Maintenance – Terminate Agreement Confirmation Screen

The following is an example of the Agreement Maintenance – Terminate Agreement Confirmation Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
Add/View Notes
Yes
No
Back to Top

You are logged in as a **County user**

Welcome County user

Agreement Maintenance - Terminate Agreement

**Control No :** 29_101_2022_0220
**Applicant Name :** IMA PRODUCER
**Agreement Status :** CONTRACT_APPROVED
**Creation Date :** 05/25/2022
**Project Area ID :** 1667
**Contract Number :** 11197

Termination Reason : Other

Do you wish to terminate this Agreement ?

CRP CostShareTerminateAgreementConfirmation01

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Maintenance – Terminate Agreement Confirmation Screen.

| Field/Button | Description |
|---|---|
| Termination Reason | Displays the reason the termination is being processed. |
| Yes | The Agreement Maintenance – Terminate Complete Screen is displayed. See paragraph 253 for additional information. |
| No | The Terminate Contract Screen is displayed. See paragraph 250. |

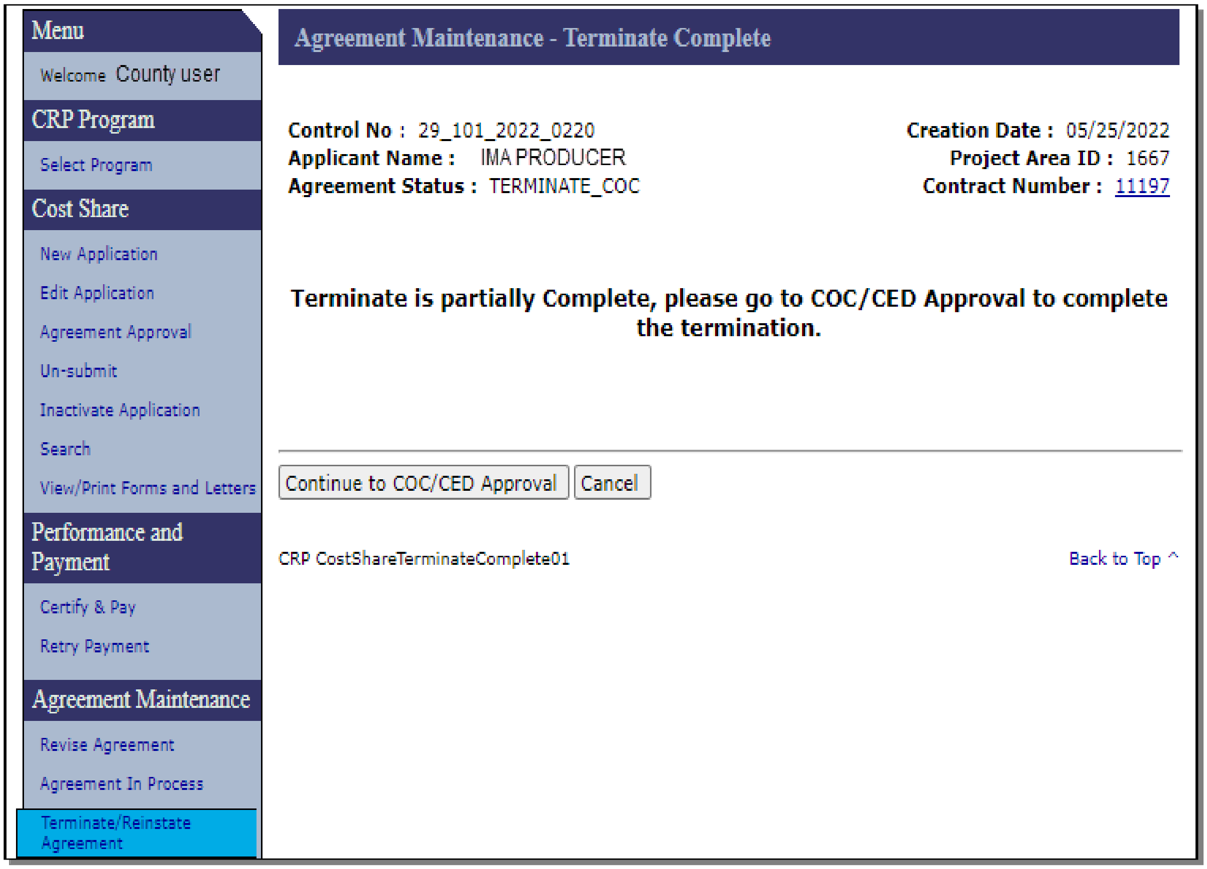
## 253 Agreement Maintenance – Terminate Complete

### A Overview

After selecting “Yes” on the Agreement Maintenance –Terminate Agreement Confirmation Screen, the Agreement Maintenance - Terminate Complete Screen is displayed.

### B Example of Agreement Maintenance – Terminate Complete Screen

The following is an example of the Agreement Maintenance – Terminate Complete Screen.


Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Continue to COC/CED Approval
Cancel
Back to Top ^

Agreement Maintenance - Terminate Complete

**Control No :** 29_101_2022_0220
**Applicant Name :** IMA PRODUCER
**Agreement Status :** TERMINATE_COC

**Creation Date :** 05/25/2022
**Project Area ID :** 1667
**Contract Number :** 11197

**Terminate is partially Complete, please go to COC/CED Approval to complete the termination.**

CRP CostShareTerminateComplete01

## 253 Agreement Maintenance – Terminate Complete (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Maintenance – Terminate Complete Screen.

| Field/Button | Description |
|---|---|
| Continue to COC/CED Approval | The Agreement Maintenance: Agreement Approval Screen is displayed. See paragraph 254 for additional information. |
| Cancel | The Terminate Contract Screen is displayed. See paragraph 250 for additional information.<br>**Note:** The agreement being terminated will no longer be displayed on the Terminate Contract Screen. The contract being terminated can now be located by selecting "COC/CED Approval" under the Agreement Maintenance header in the left navigation menu, or by using the Agreement Search option. |

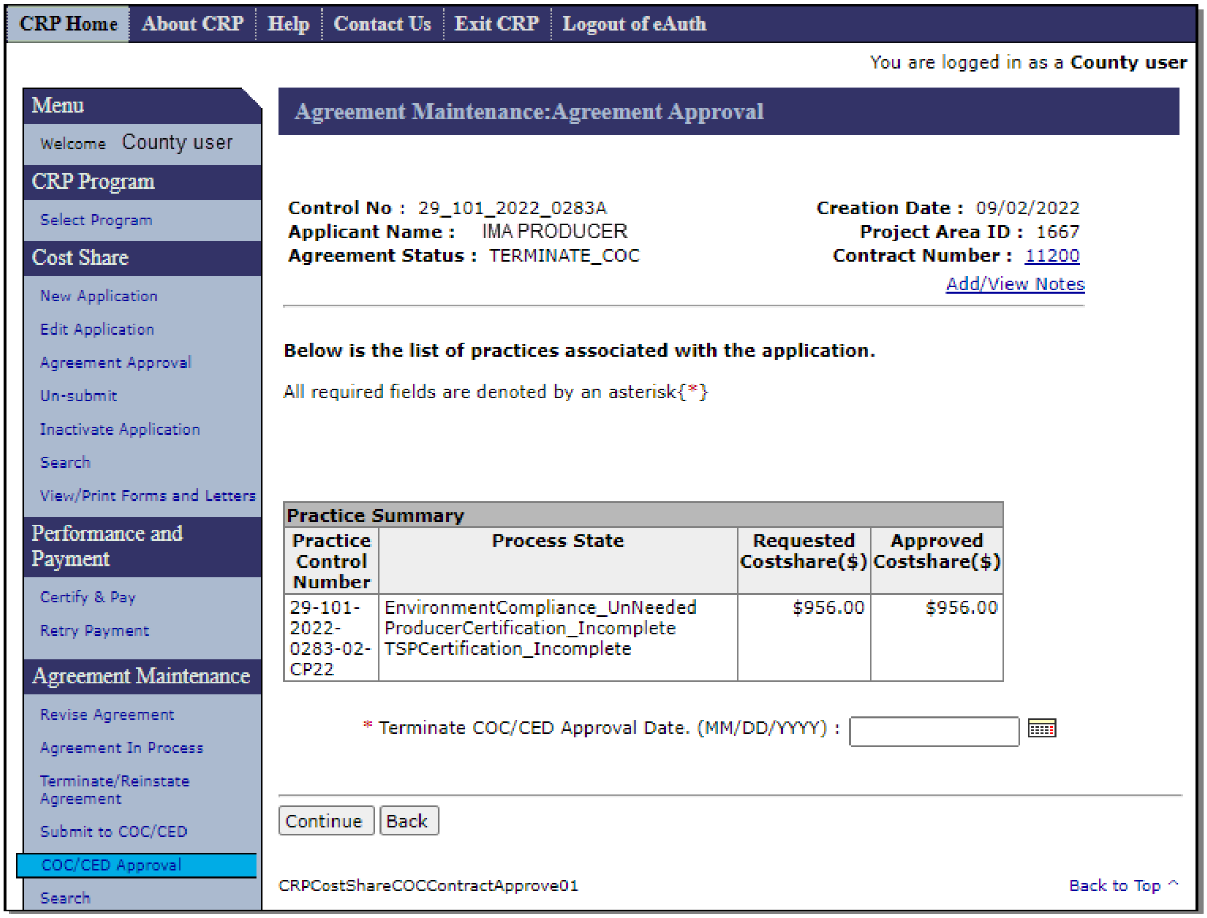
## 254 Agreement Maintenance – Agreement Approval

### A Overview

After clicking "Continue to COC/CED Approval" on the Agreement Maintenance – Terminate Complete Screen, the Agreement Maintenance: Agreement Approval Screen is displayed.

### B Example of Agreement Maintenance: Agreement Approval Screen

The following is an example of the Agreement Maintenance: Agreement Approval Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Add/View Notes
Continue
Back
Back to Top ^

You are logged in as a **County user**

**Agreement Maintenance:Agreement Approval**

**Control No :** 29_101_2022_0283A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** TERMINATE_COC
**Creation Date :** 09/02/2022
**Project Area ID :** 1667
**Contract Number :** 11200

**Below is the list of practices associated with the application.**

All required fields are denoted by an asterisk{*}

**Practice Summary**

| Practice Control Number | Process State | Requested Costshare($) | Approved Costshare($) |
|---|---|---|---|
| 29-101-2022-0283-02-CP22 | EnvironmentCompliance_UnNeeded<br>ProducerCertification_Incomplete<br>TSPCertification_Incomplete | $956.00 | $956.00 |

* Terminate COC/CED Approval Date. (MM/DD/YYYY) :

CRPCostShareCOCContractApprove01

## 254 Agreement Maintenance – Agreement Approval (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Maintenance: Agreement Approval Screen.

| Field/Link | Description/Action |
|---|---|
| **Practice Summary** | |
| Practice Control Number | Displays the application control number and applicable practice(s). |
| Process State | Not applicable to CRP. |
| Requested Costshare($) | Displays the dollar amount of cost share requested. |
| Approved Costshare($) | Displays the dollar amount of cost share approved to be obligated. |
| Terminate COC/CED Approval Date | Enter the date the COC/CED approves the termination. |
| Continue | Terminate COC /CED Approval Date must be entered before selecting “Continue”. After selecting “Continue” the Agreement Maintenance: Agreement Approval Confirmation Screen is displayed. See paragraph 255. |
| Back | The “Back” option is not enabled on this screen. |

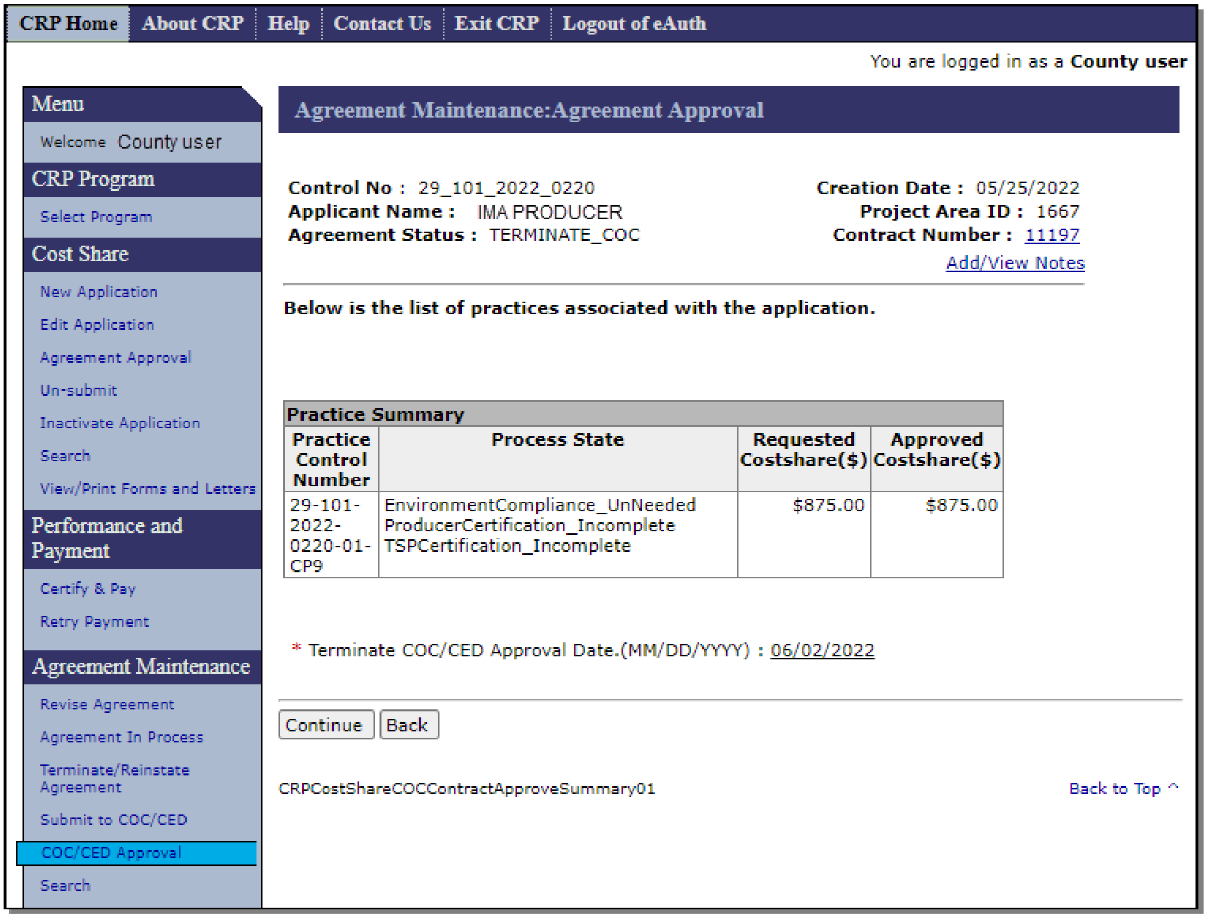
## 255 Agreement Maintenance – Agreement Approval Confirmation

### A Overview

After clicking “Continue” on the Agreement Maintenance: Agreement Approval Screen, the Agreement Maintenance: Agreement Approval Confirmation Screen will be displayed.

### B Example of Agreement Maintenance: Agreement Approval Confirmation Screen

The following is an example of the Agreement Maintenance: Agreement Approval Confirmation Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Continue
Back
CRPCostShareCOCContractApproveSummary01
Back to Top

Agreement Maintenance:Agreement Approval

**Control No :** 29_101_2022_0220
**Applicant Name :** IMA PRODUCER
**Agreement Status :** TERMINATE_COC

**Creation Date :** 05/25/2022
**Project Area ID :** 1667
**Contract Number :** 11197
Add/View Notes

**Below is the list of practices associated with the application.**

**Practice Summary**

| Practice Control Number | Process State | Requested Costshare($) | Approved Costshare($) |
|---|---|---|---|
| 29-101-2022-0220-01-CP9 | EnvironmentCompliance_UnNeeded<br>ProducerCertification_Incomplete<br>TSPCertification_Incomplete | $875.00 | $875.00 |

* Terminate COC/CED Approval Date.(MM/DD/YYYY) : 06/02/2022

## 255 Agreement Maintenance – Agreement Approval Confirmation (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Maintenance: Agreement Approval Confirmation Screen.

| Field/Link | Description/Action |
|---|---|
| **Practice Summary** | |
| Practice Control Number | Displays the application control number and applicable practice(s). |
| Process State | Not applicable to CRP. |
| Requested Costshare($) | Displays the dollar amount of cost share requested. |
| Approved Costshare($) | Displays the dollar amount of cost share approved to be obligated. |
| Terminate COC/CED Approval Date | Displays the COC/CED approval date entered on the Agreement Maintenance: Agreement Approval Screen. |
| Continue | The Agreement Maintenance: Terminate Final Screen is displayed. See paragraph 256 for more information. |
| Back | The Agreement Maintenance: Agreement Approval Screen is displayed. See paragraph 254. |

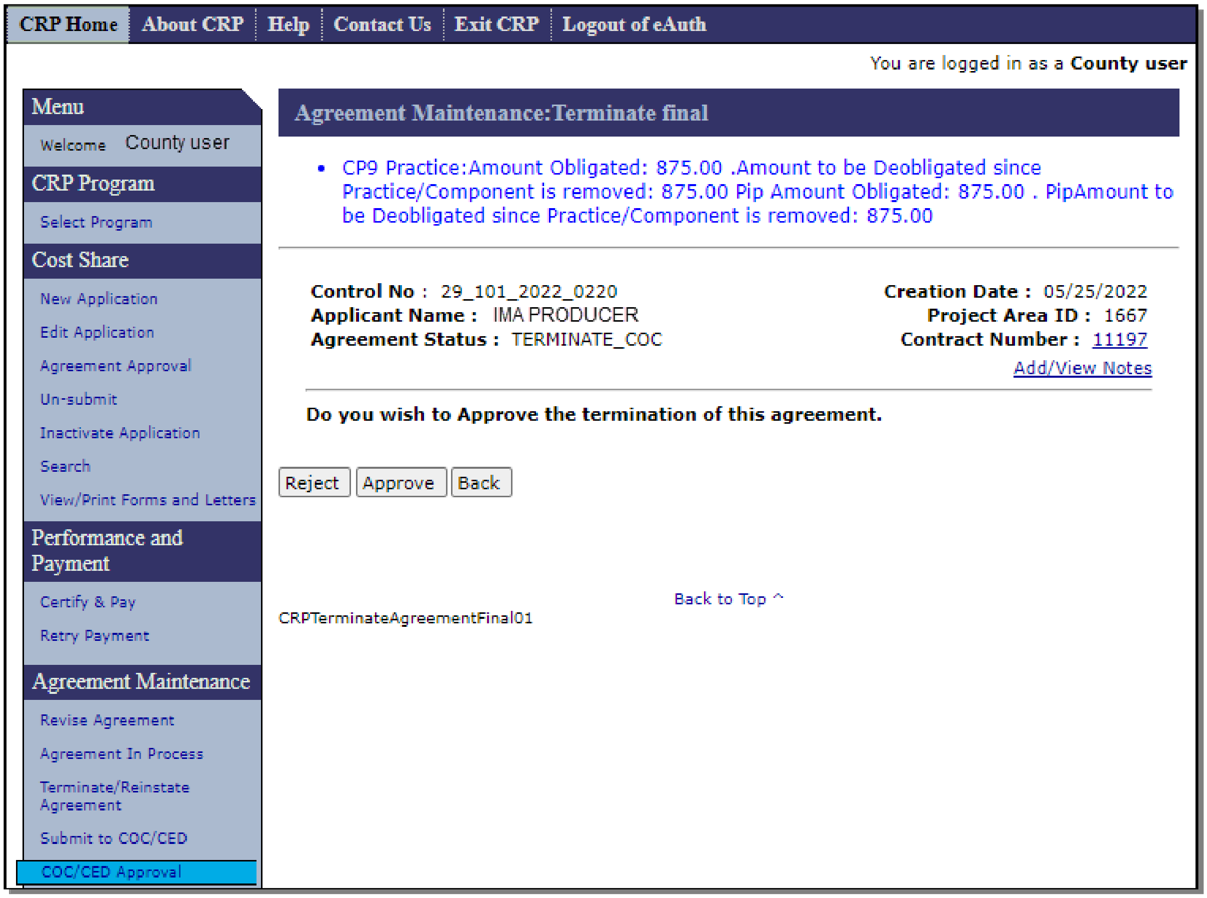
## 256 Agreement Maintenance – Terminate Final

### A Overview

After clicking "Continue" on the Agreement Maintenance: Agreement Approval Confirmation Screen, the Agreement Maintenance: Terminate Final Screen is displayed.

### B Example of Agreement Maintenance: Terminate Final Screen

The following is an example of the Agreement Maintenance: Terminate Final Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Reject
Approve
Back
Back to Top ^

You are logged in as a **County user**

Agreement Maintenance:Terminate final

- CP9 Practice:Amount Obligated: 875.00 .Amount to be Deobligated since Practice/Component is removed: 875.00 Pip Amount Obligated: 875.00 . PipAmount to be Deobligated since Practice/Component is removed: 875.00

**Control No :** 29_101_2022_0220
**Applicant Name :** IMA PRODUCER
**Agreement Status :** TERMINATE_COC

**Creation Date :** 05/25/2022
**Project Area ID :** 1667
**Contract Number :** 11197
Add/View Notes

**Do you wish to Approve the termination of this agreement.**

CRPTerminateAgreementFinal01

## 256 Agreement Maintenance – Terminate Final (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Maintenance: Terminate Final Screen.

| Field/Link | Description/Action |
|---|---|
| Reject | Edit Contract Screen is displayed. Agreement status remains "Terminate COC" and the agreement continues to be available under the COC/CED Approval link under the Agreement Maintenance Header in the left navigation menu. |
| Approve | The Agreement Maintenance – COC/CED Approval Complete Screen is displayed. See paragraph 257 for additional information. |
| Back | The Agreement Maintenance: Agreement Approval Confirmation Screen is displayed. |

**Note**: The message in blue font advises the user of the amount of funds that will be de-obligated when the termination is completed.

If prior payments have been issued a message notifying the user of amount(s) to be cancelled is displayed, and upon completion of the termination receivables will be created for the cancelled amounts.

## 257 Agreement Maintenance – COC/CED Approval Complete

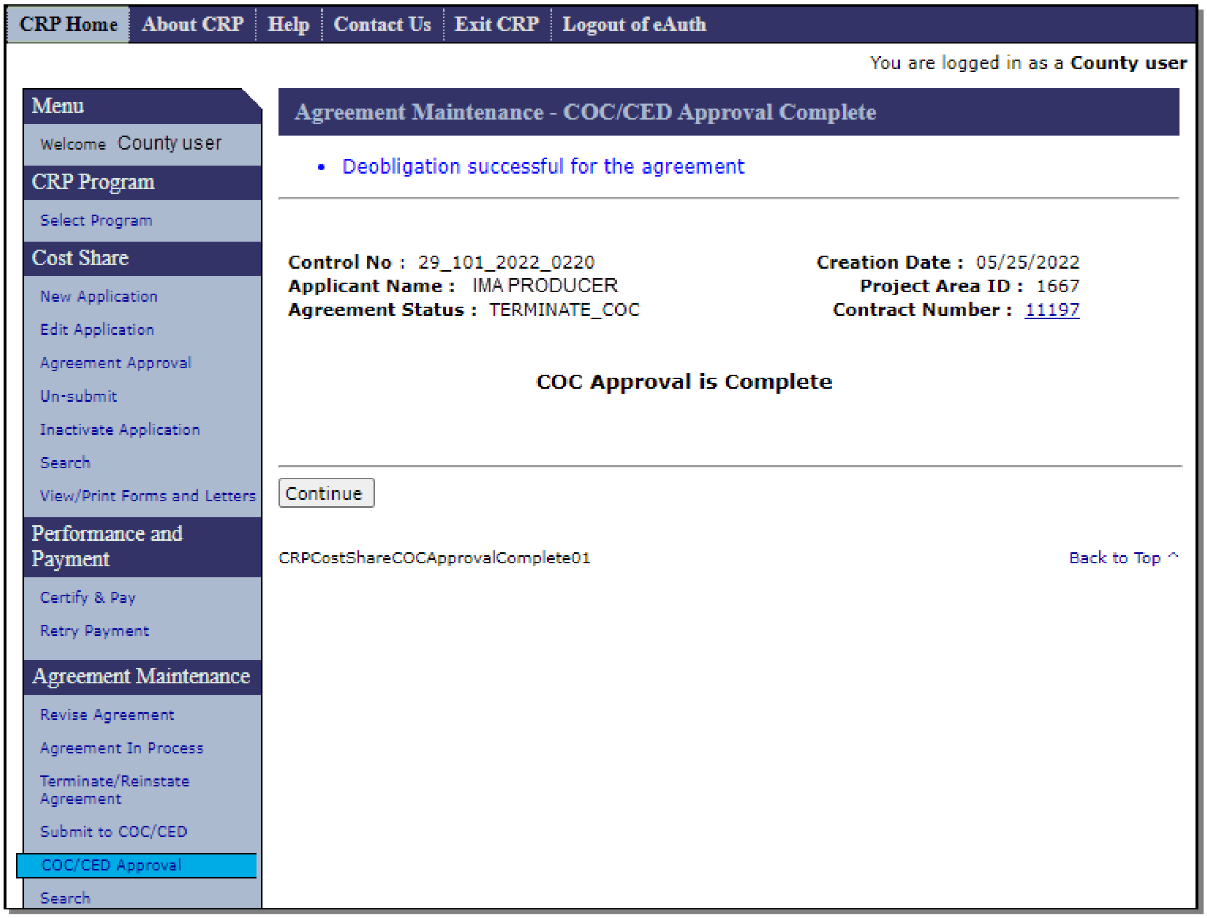
### A Overview

After clicking "Approve" on the Agreement Maintenance: Terminate Final Screen, the Agreement Maintenance – COC/CED Approval Complete Screen is displayed.

After a termination has been approved by COC, all funds associated with the agreement will be de-obligated. Receivables will be established if prior payments have been issued (signed in NPS).

### B Example of Agreement Maintenance – COC/CED Approval Complete Screen

The following is an example of the Agreement Maintenance – COC/CED Approval Complete Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Continue
Back to Top

Agreement Maintenance - COC/CED Approval Complete

- Deobligation successful for the agreement

**Control No :** 29_101_2022_0220
**Applicant Name :** IMA PRODUCER
**Agreement Status :** TERMINATE_COC
**Creation Date :** 05/25/2022
**Project Area ID :** 1667
**Contract Number :** 11197

**COC Approval is Complete**

CRPCostShareCOCApprovalComplete01

### C Action

CLICK "Continue" to be returned to the COC/CED Approval Screen.

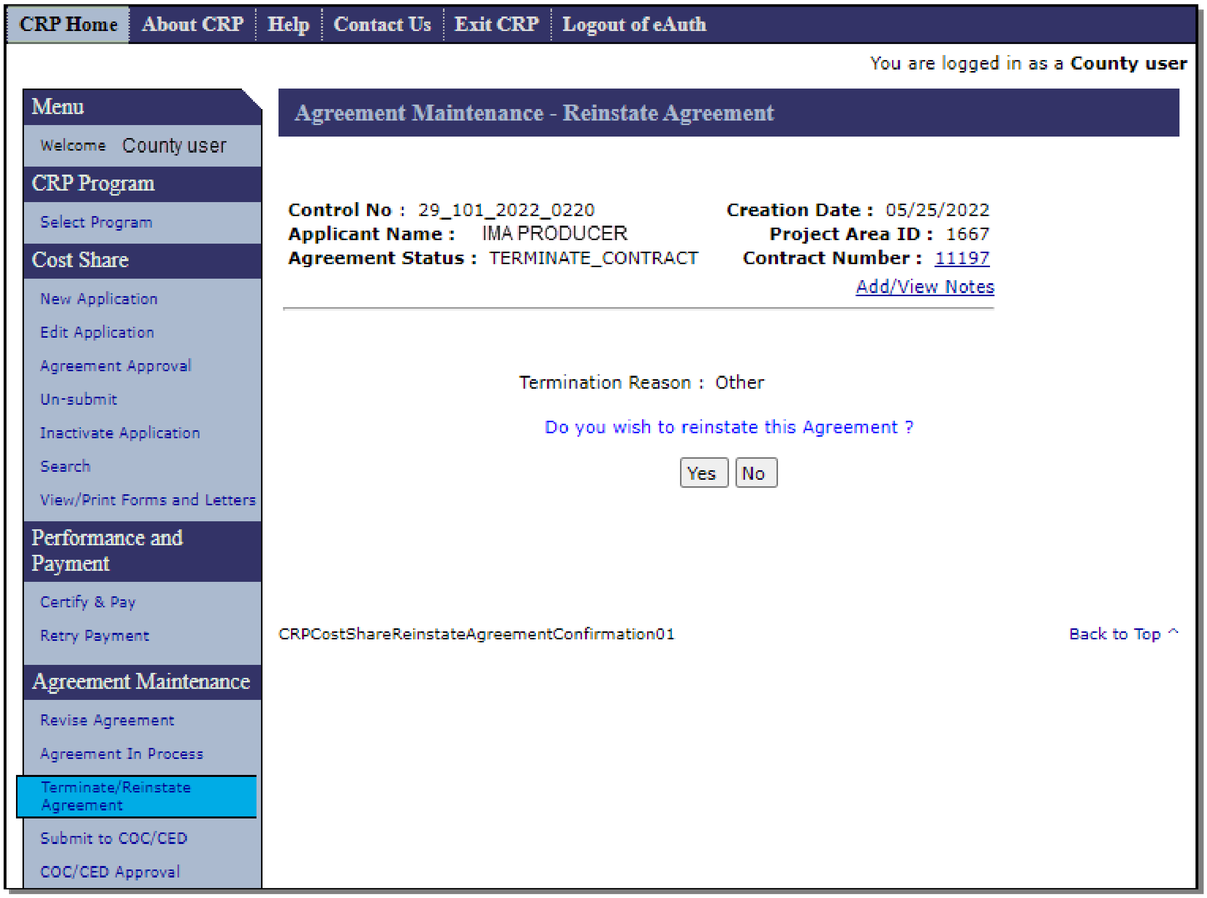
## 258 Reinstating Agreements

### A Overview

After clicking "Reinstate" on the Terminate Contract Screen, the Agreement Maintenance - Reinstate Agreement Screen will be displayed.

### B Example of Agreement Maintenance – Reinstate Agreement Screen

The following is an example of the Agreement Maintenance – Reinstate Agreement Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Add/View Notes
Yes
No
Back to Top

You are logged in as a **County user**

Agreement Maintenance - Reinstate Agreement

**Control No :** 29_101_2022_0220
**Applicant Name :** IMA PRODUCER
**Agreement Status :** TERMINATE_CONTRACT
**Creation Date :** 05/25/2022
**Project Area ID :** 1667
**Contract Number :** 11197

Termination Reason : Other

Do you wish to reinstate this Agreement ?

CRPCostShareReinstateAgreementConfirmation01

## 258 Reinstating Agreements (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Maintenance – Reinstate Agreement Screen.

| Field/Button | Description/Action |
|---|---|
| Termination Reason | Displays the reason the agreement was terminated. |
| Yes | The agreement status is changed to "Revise in Process". The Agreement Maintenance – Reinstate Agreement Complete Screen is displayed. See paragraph 259 for additional information. |
| No | The agreement will remain in a terminated status. The Terminate Contract Screen is displayed. See paragraph 250 for additional information. |

## 259 Agreement Maintenance – Reinstate Agreement Complete

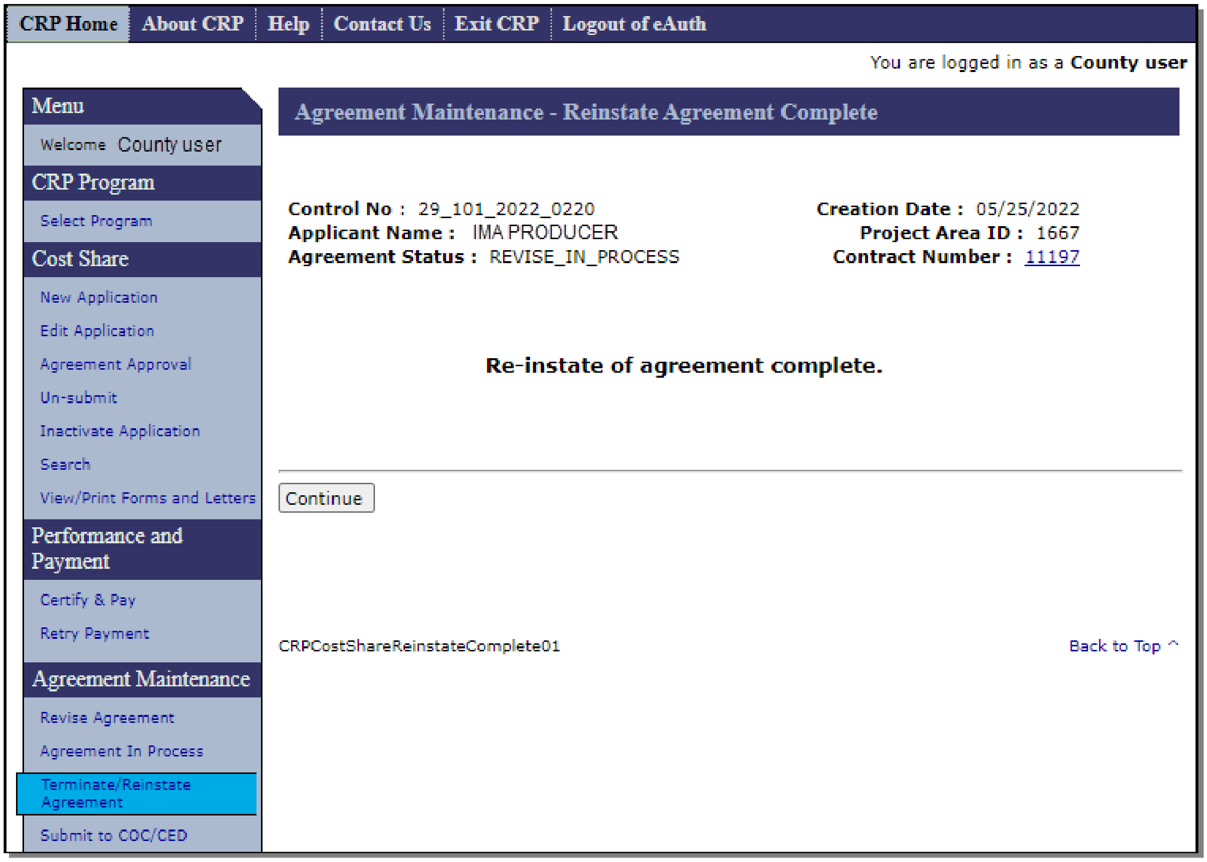
### A Overview

After “Yes” is selected on the Agreement Maintenance – Reinstate Agreement Screen, the Agreement Maintenance – Reinstate Agreement Complete Screen will be displayed.

**Note:** The “Re-instate of agreement complete” message does not mean that the agreement has been returned to “Contract Approved” status. The agreement must be taken though the agreement revision process to facilitate COC/CED approval of the reinstatement. See Subparagraph C for additional required actions.

### B Example of Agreement Maintenance – Reinstate Agreement Complete Screen

The following is an example of the Agreement Maintenance – Reinstate Agreement Complete Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
Continue
Back to Top

Agreement Maintenance - Reinstate Agreement Complete

**Control No :** 29_101_2022_0220
**Applicant Name :** IMA PRODUCER
**Agreement Status :** REVISE_IN_PROCESS

**Creation Date :** 05/25/2022
**Project Area ID :** 1667
**Contract Number :** 11197

**Re-instate of agreement complete.**

CRPCostShareReinstateComplete01

## 259 Agreement Maintenance – Reinstate Agreement Complete (Continued)

### C Action

Selecting "Continue" returns the user to the Terminate Contract Screen.

**Important:** Additional steps are needed to return the agreement to "Contract Approved" status. To complete the process, SELECT "Agreement in Process" in the left navigation menu under the Agreement Maintenance Header. The agreement being reinstated will display in the list of available agreements with a status of "Revise in Process". See paragraph 240 for steps to access the agreement, Section 2 to navigate through the revision process, Section 6 to submit to COC/CED, and Section 7 to enter COC/CED approval of the agreement reinstatement.

## 260-269 (Reserved)

## Section 6 Submit to COC/CED

## 270 Submit to COC/CED

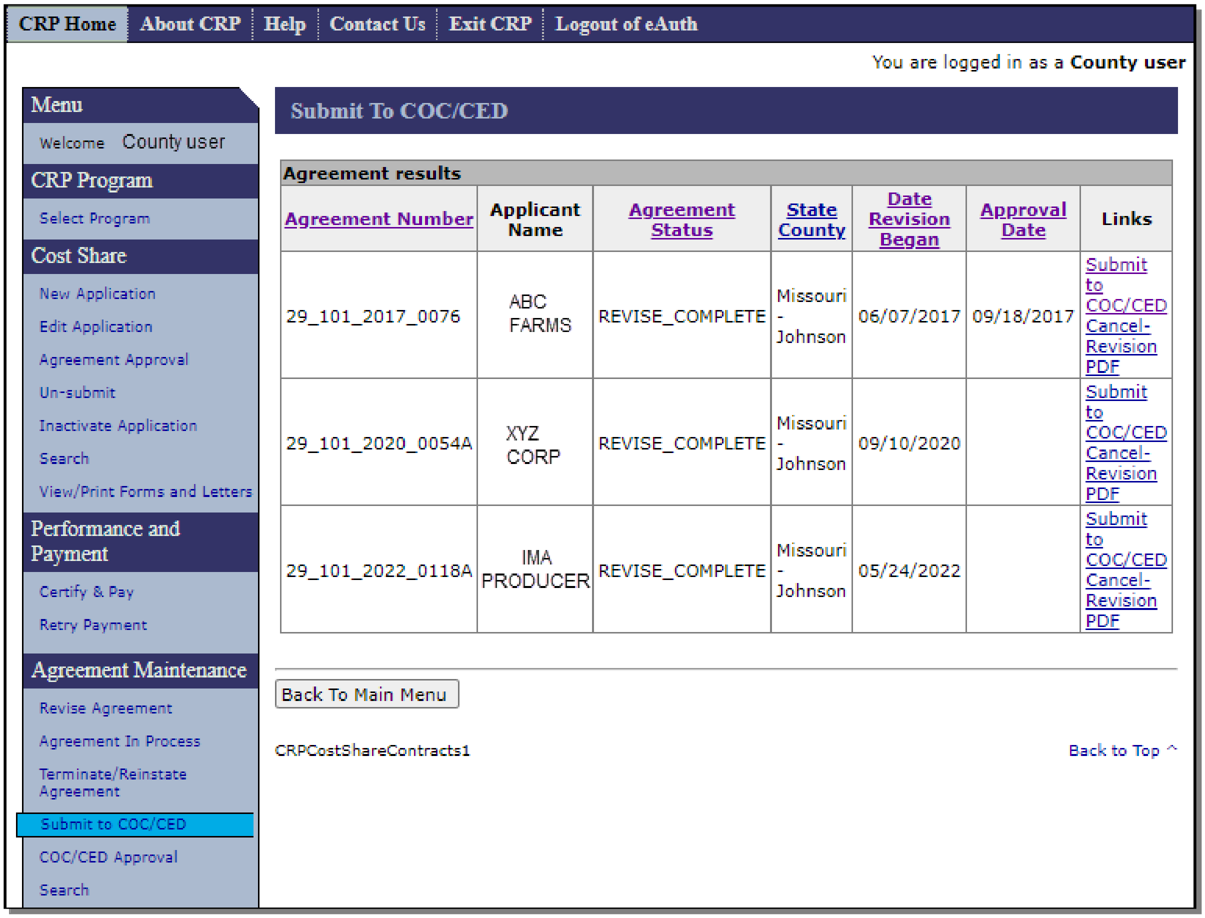
### A Overview

To submit a revised agreement to COC/CED, from the CRP Home Screen, CLICK “Submit to COC/CED” on the left navigation menu.

### B Example of Submit to COC/CED Screen

The following is an example of the Submit to COC/CED Screen.

**Note:** Additional page numbers may be displayed at the top and bottom of the page when all search results do not fit on a single page.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Submit To COC/CED
Back To Main Menu
CRPCostShareContracts1
Back to Top

Agreement results

| Agreement Number | Applicant Name | Agreement Status | State County | Date Revision Began | Approval Date | Links |
|---|---|---|---|---|---|---|
| 29_101_2017_0076 | ABC FARMS | REVISE_COMPLETE | Missouri - Johnson | 06/07/2017 | 09/18/2017 | Submit to COC/CED<br>Cancel-Revision<br>PDF |
| 29_101_2020_0054A | XYZ CORP | REVISE_COMPLETE | Missouri - Johnson | 09/10/2020 | | Submit to COC/CED<br>Cancel-Revision<br>PDF |
| 29_101_2022_0118A | IMA PRODUCER | REVISE_COMPLETE | Missouri - Johnson | 05/24/2022 | | Submit to COC/CED<br>Cancel-Revision<br>PDF |

## 270 Submit to COC/CED (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions on the Submit to COC/CED Screen.

| Field/Button | Description/Action |
|---|---|
| Agreement Number | Displays the agreement number. |
| Applicant Name | Displays the applicant's name. |
| Agreement Status | Displays the current status of the agreement. |
| State-County | Displays the State and County of the agreement. |
| Date Revision Began | Displays the date the agreement was created, or date revision began. If there is a revision, the predecessor agreement and successor agreement are assigned the same date. |
| Approval Date | Displays the approval date. |
| Links | CLICK:<br>• "Submit to COC/CED" to display the Agreement Maintenance – Submit to COC/CED Screen (paragraph 271)<br>• "Cancel-Revision" to cancel the revision<br>**Note:** The Agreement Maintenance – Cancel Revision Screen is displayed. See paragraph 241.<br>• "PDF" to generate FSA-848B, Cost-Share Performance Certification and Payment, for printing. |
| Back to Main Menu | The Application Signup Screen will be displayed. The Application Signup Screen is a blank screen that instructs the user to use the left navigation menu to select a task. |

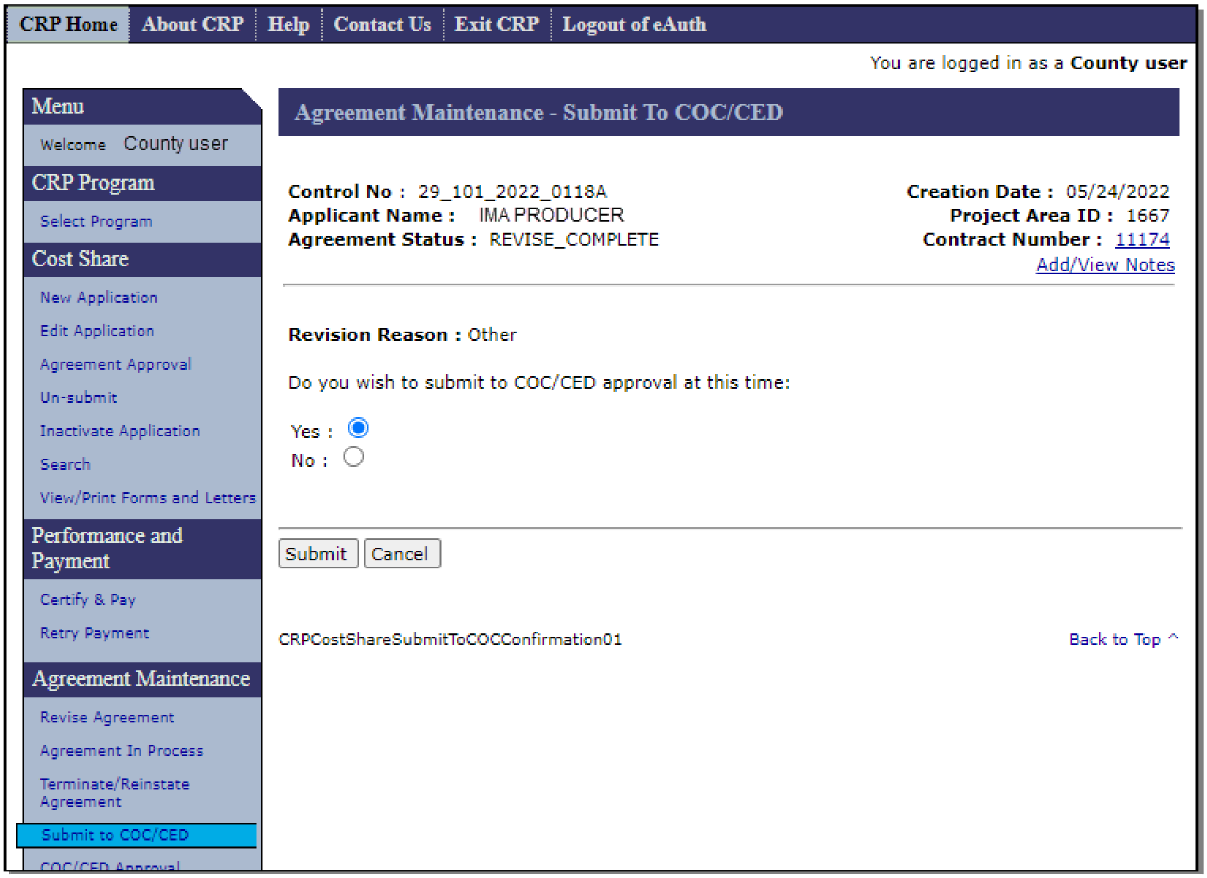
## 271 Agreement Maintenance – Submit to COC/CED

### A Overview

After Submit to COC/CED is selected from the Submit to COC/CED Screen, the Agreement Maintenance - Submit to COC/CED Screen is displayed.

### B Example of Agreement Maintenance - Submit to COC/CED Screen

The following is an example of the Agreement Maintenance – Submit to COC/CED Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Submit
Cancel
Back to Top ^

You are logged in as a **County user**

Agreement Maintenance - Submit To COC/CED

**Control No :** 29_101_2022_0118A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** REVISE_COMPLETE
**Creation Date :** 05/24/2022
**Project Area ID :** 1667
**Contract Number :** 11174
Add/View Notes

**Revision Reason :** Other

Do you wish to submit to COC/CED approval at this time:

Yes : ●
No : ○

CRPCostShareSubmitToCOCConfirmation01

## 271 Agreement Maintenance – Submit to COC/CED (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Maintenance – Submit to COC/CED Screen.

| Field/Link | Description/Action |
|---|---|
| Revision Reason | Displays the reason the agreement is being revised. |
| Yes/No | Select "Yes" to continue with submission to COC/CED.<br>Select "No" to cancel submission to COC/CED. |
| Submit | When the user clicks "Submit", if:<br>• "Yes" was selected, the Agreement Maintenance – Submit to COC/CED Complete Screen is displayed<br>• "No" was selected, the Submit to COC/CED Screen is displayed. |
| Cancel | The Submit to COC/CED Screen is displayed. |

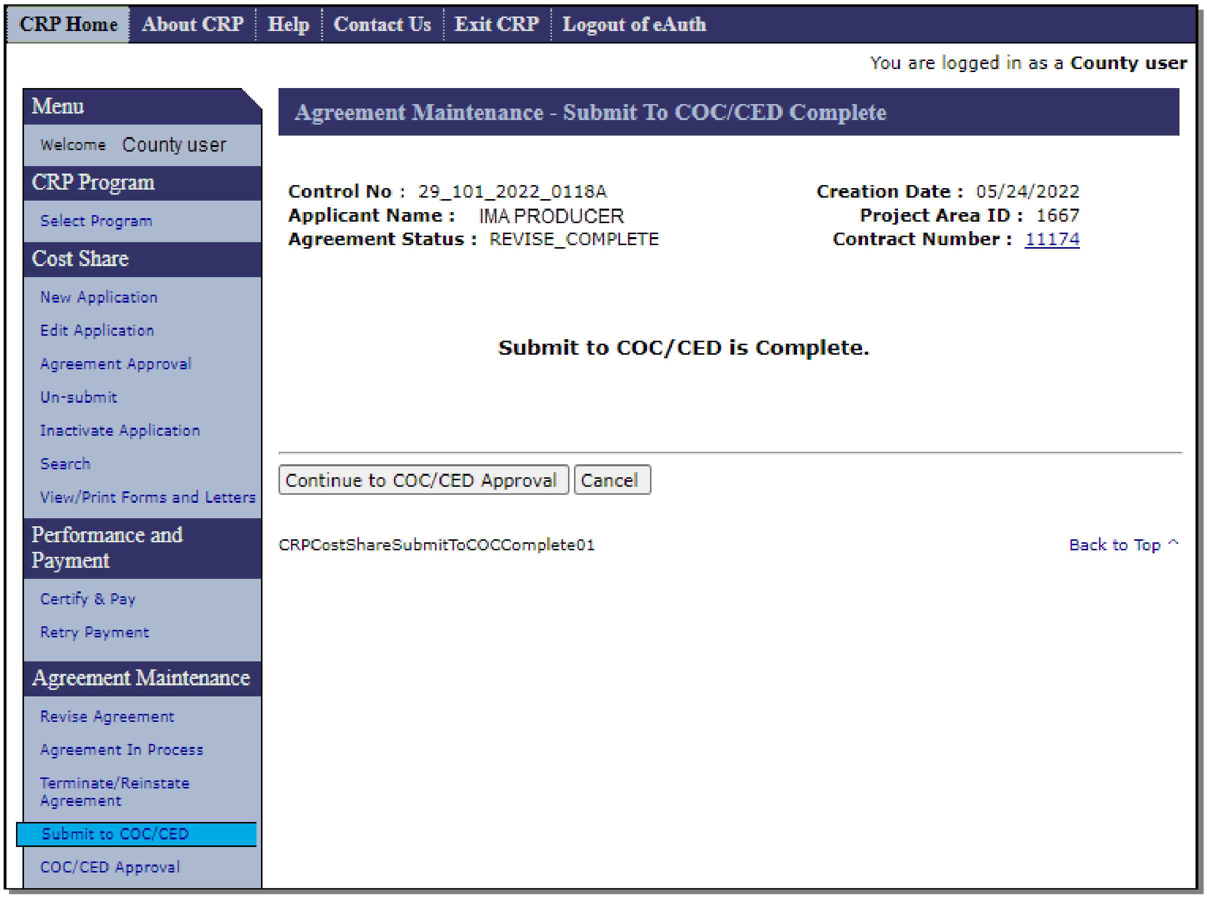
## 272 Agreement Maintenance – Submit to COC/CED Complete

### A Overview

After "Yes" and "Submit" are selected on the Agreement Maintenance – Submit to COC/CED Screen, the Agreement Maintenance – Submit to COC/CED Complete Screen will be displayed.

### B Example of Agreement Maintenance – Submit to COC/CED Complete Screen

The following is an example of the Agreement Maintenance – Submit to COC/CED Complete Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a **County user**
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Continue to COC/CED Approval
Cancel
CRPCostShareSubmitToCOCComplete01
Back to Top ^

Agreement Maintenance - Submit To COC/CED Complete

**Control No :** 29_101_2022_0118A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** REVISE_COMPLETE
**Creation Date :** 05/24/2022
**Project Area ID :** 1667
**Contract Number :** 11174

**Submit to COC/CED is Complete.**

## 272 Agreement Maintenance – Submit to COC/CED Complete (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Maintenance – Submit to COC/CED Complete Screen.

| Field/Link | Description/Action |
|---|---|
| Continue to COC/CED Approval | The Agreement Maintenance: Agreement Approval Screen will be displayed. See paragraph 254 for additional information. |
| Cancel | The Submit to COC/CED Screen is displayed.<br>**Note:** The agreement has been submitted and can be found under the "COC/CED Approval" link located under the Agreement Maintenance header in the left navigation menu. |

## 273-279 (Reserved)

## Section 7 COC/CED Approval

### 280 COC/CED Approval

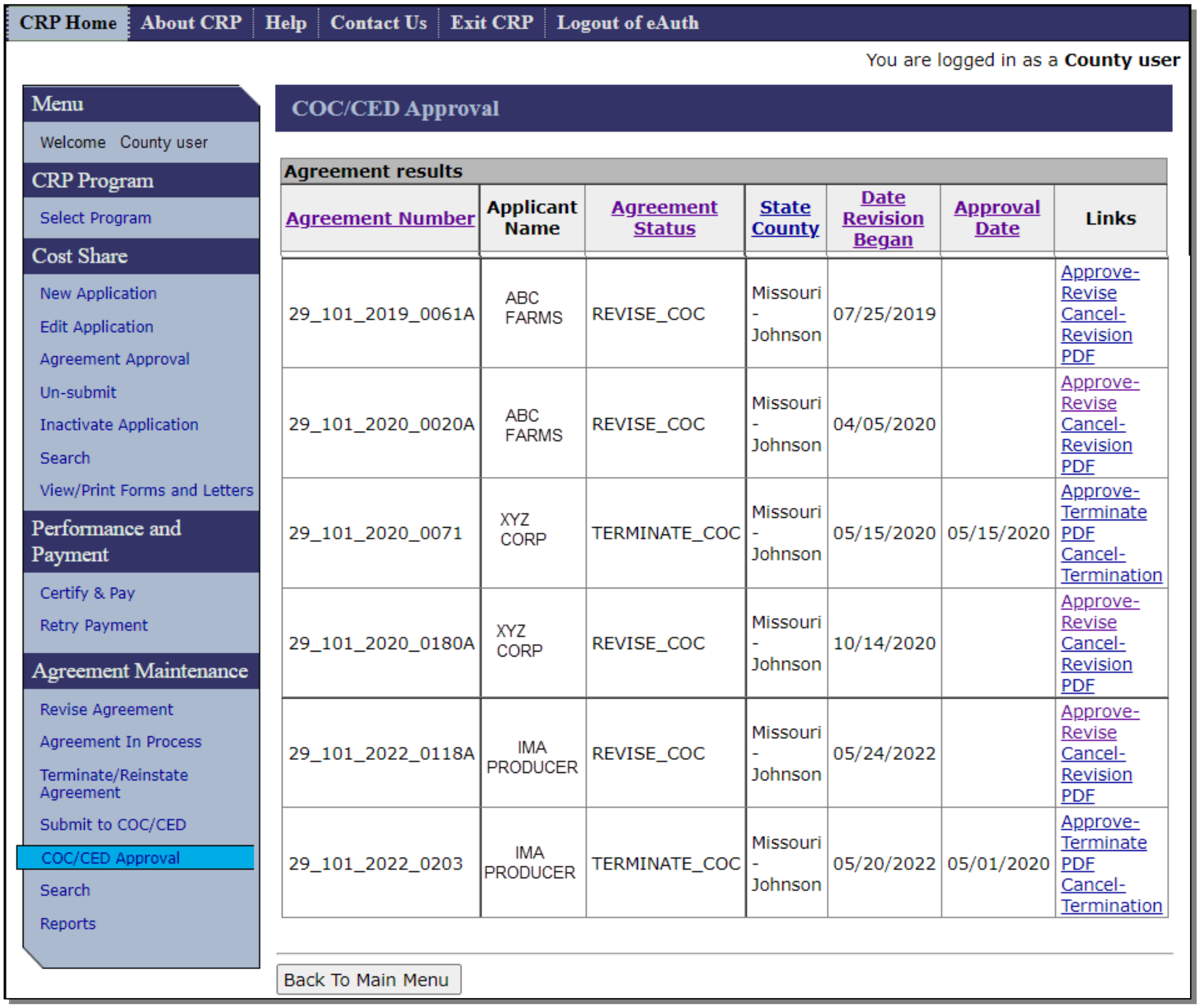
#### A Overview

To record COC approval of revised agreements, from the CRP Home Screen, CLICK “COC/CED Approval” on the left navigation menu.

#### B Example of COC/CED Approval Screen

The following is an example of the COC/CED Approval Screen.

**Note:** Additional page numbers will be displayed at the top and bottom of the page when all search results do not fit on a single page.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
COC/CED Approval
Back To Main Menu

Agreement results

| Agreement Number | Applicant Name | Agreement Status | State County | Date Revision Began | Approval Date | Links |
|---|---|---|---|---|---|---|
| 29_101_2019_0061A | ABC FARMS | REVISE_COC | Missouri - Johnson | 07/25/2019 | | Approve-Revise<br>Cancel-Revision<br>PDF |
| 29_101_2020_0020A | ABC FARMS | REVISE_COC | Missouri - Johnson | 04/05/2020 | | Approve-Revise<br>Cancel-Revision<br>PDF |
| 29_101_2020_0071 | XYZ CORP | TERMINATE_COC | Missouri - Johnson | 05/15/2020 | 05/15/2020 | Approve-Terminate<br>PDF<br>Cancel-Termination |
| 29_101_2020_0180A | XYZ CORP | REVISE_COC | Missouri - Johnson | 10/14/2020 | | Approve-Revise<br>Cancel-Revision<br>PDF |
| 29_101_2022_0118A | IMA PRODUCER | REVISE_COC | Missouri - Johnson | 05/24/2022 | | Approve-Revise<br>Cancel-Revision<br>PDF |
| 29_101_2022_0203 | IMA PRODUCER | TERMINATE_COC | Missouri - Johnson | 05/20/2022 | 05/01/2020 | Approve-Terminate<br>PDF<br>Cancel-Termination |

## 280 COC/CED Approval (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the COC/CED Approval Screen.

| Field/Link | Description/Action |
|---|---|
| Agreement Number | Displays the agreement number. |
| Applicant Name | Displays the applicant's name. |
| Agreement Status | Displays the current status of the agreement. |
| State-County | Displays the State and County of the agreement. |
| Date Revision Began | Displays the date the agreement was created, or date revision began. If there is a revision, the predecessor agreement and successor agreement are assigned the same date. |
| Approval Date | Displays the approval date. |
| Links | CLICK:<br>• "Approve-Terminate to COC/CED" to terminate agreements that have been submitted to COC/CED for final approval of termination and the Agreement Maintenance – Check ID Screen will be displayed<br>• "Approve-Revise" to approve revised/reinstated agreements that have been submitted to COC/CED for approval and the Agreement Maintenance – Check ID Screen will be displayed<br>• "Cancel-Revision" to cancel revised agreements that have been submitted to COC/CED for approval and the Agreement Maintenance - Cancel Revision Screen will be displayed<br>• "Cancel- Termination" to cancel terminated agreements that have been submitted to COC/CED for final termination and the Agreement Maintenance - Cancel Termination Screen will be displayed<br>• "PDF" to generate FSA-848B, Cost-Share Performance Certification and Payment, for printing. |

## 281 Agreement Maintenance – Check ID

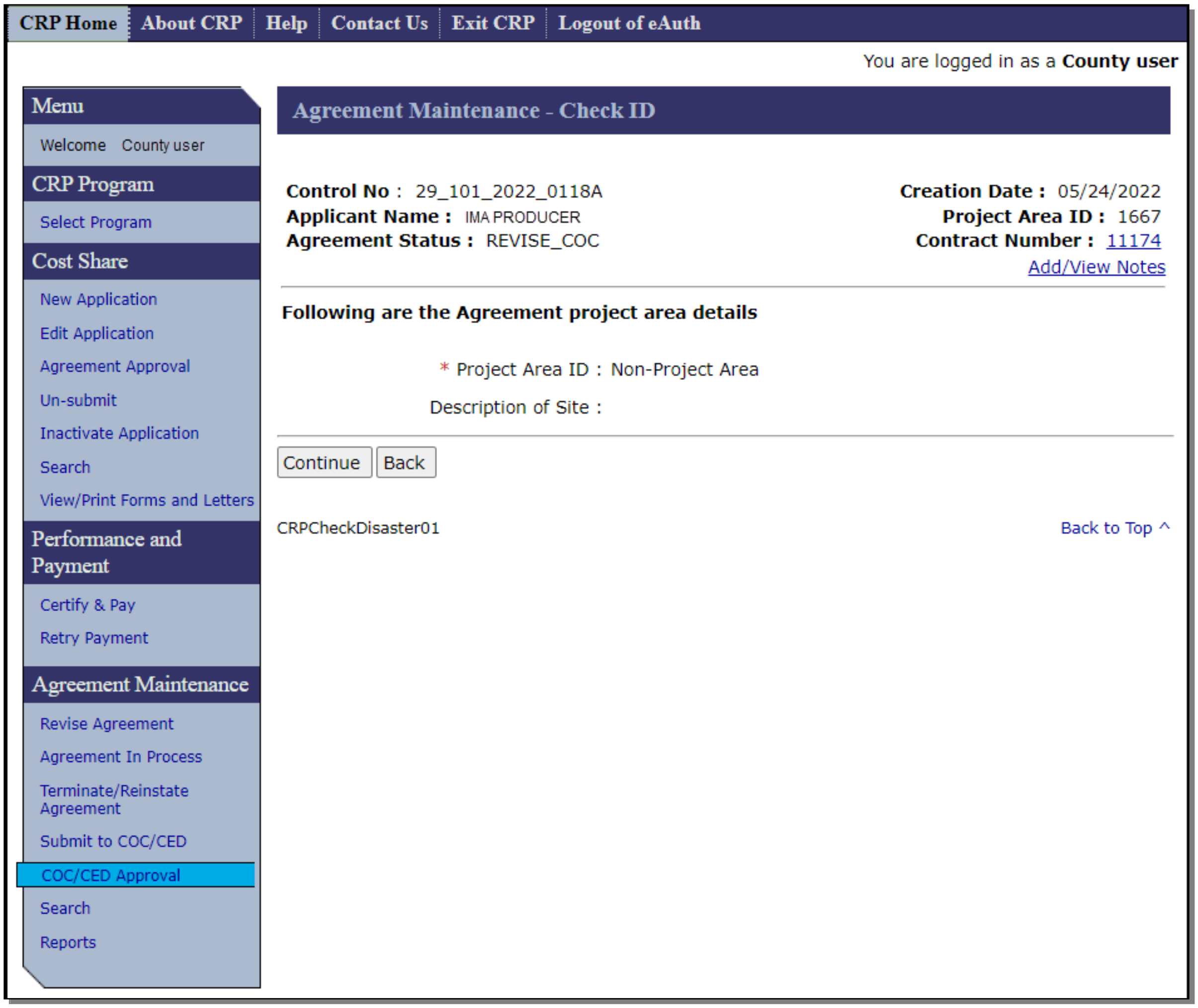
### A Overview

The Agreement Maintenance – Check ID Screen is displayed when “Approve-Revise” or “Approve Terminate” is selected from the COC/CED Approval Screen.

**Note:** Screens for agreement revisions and agreement termination are the same in paragraphs 281 through 283. The only difference being the status of the agreement being revised is “Revise COC” while the status of the agreement being terminated is “Terminate COC”. Examples used in the screens are for an agreement revision.

### B Example of Agreement Maintenance – Check ID

The following is an example of the Agreement Maintenance – Check ID Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Add/View Notes
Continue
Back
Back to Top ^

Agreement Maintenance - Check ID

**Control No :** 29_101_2022_0118A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** REVISE_COC

**Creation Date :** 05/24/2022
**Project Area ID :** 1667
**Contract Number :** 11174

**Following are the Agreement project area details**

* Project Area ID : Non-Project Area
Description of Site :

CRPCheckDisaster01

## 281 Agreement Maintenance – Check ID (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Maintenance – Check ID Screen.

| Field/Link | Description/Action |
|---|---|
| Project Area ID | Displays the Project Area ID selected. |
| Description of Site | Displays the entered description of the site. |
| Continue | The Agreement Maintenance: Agreement Approval Screen is displayed. See paragraph 282 for additional information. |
| Back | The COC/CED Approval Screen is displayed. |

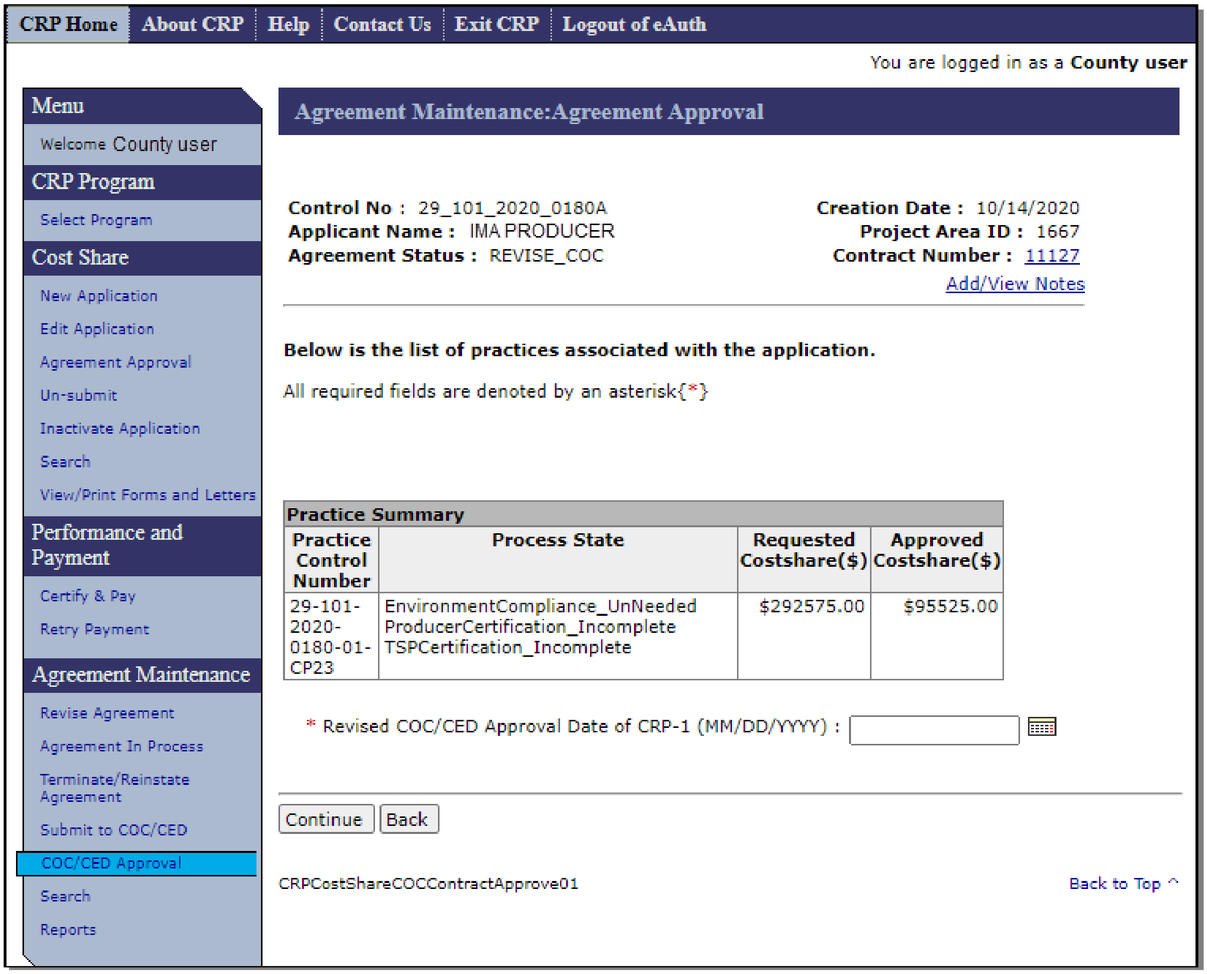
## 282 Agreement Maintenance – Agreement Approval

### A Overview

The Agreement Maintenance: Agreement Approval Screen is displayed when “Continue” is selected from the Agreement Maintenance – Check ID Screen.

### B Example of Agreement Maintenance: Agreement Approval Screen

The following is an example of the Agreement Maintenance: Agreement Approval Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Continue
Back
Back to Top ^

You are logged in as a **County user**

Agreement Maintenance:Agreement Approval

**Control No :** 29_101_2020_0180A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** REVISE_COC

**Creation Date :** 10/14/2020
**Project Area ID :** 1667
**Contract Number :** 11127
Add/View Notes

**Below is the list of practices associated with the application.**

All required fields are denoted by an asterisk{*}

**Practice Summary**

| Practice Control Number | Process State | Requested Costshare($) | Approved Costshare($) |
|---|---|---|---|
| 29-101-2020-0180-01-CP23 | EnvironmentCompliance_UnNeeded<br>ProducerCertification_Incomplete<br>TSPCertification_Incomplete | $292575.00 | $95525.00 |

* Revised COC/CED Approval Date of CRP-1 (MM/DD/YYYY) :

CRPCostShareCOCContractApprove01

## 282 Agreement Maintenance – Agreement Approval (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Maintenance: Agreement Approval Screen.

| Field/Link | Description/Action |
|---|---|
| **Practice Summary** | |
| Practice Control Number | Displays the application control number and applicable practice(s). |
| Process State | Not applicable to CRP. |
| Requested Costshare($) | Displays the dollar amount of cost share requested. |
| Approved Costshare($) | Displays the dollar amount of cost share approved to be obligated. |
| Revised COC/CED Approval Date of CRP-1 (MM/DD/YYYY) | Enter date COC/CED approved the revision.<br>**Note**: Do not enter the approval date of the original CRP-1. |
| Continue | The Agreement Maintenance: Agreement Approval Confirmation Screen will be displayed. |
| Back | The Agreement Maintenance – Check ID Screen will be displayed. |

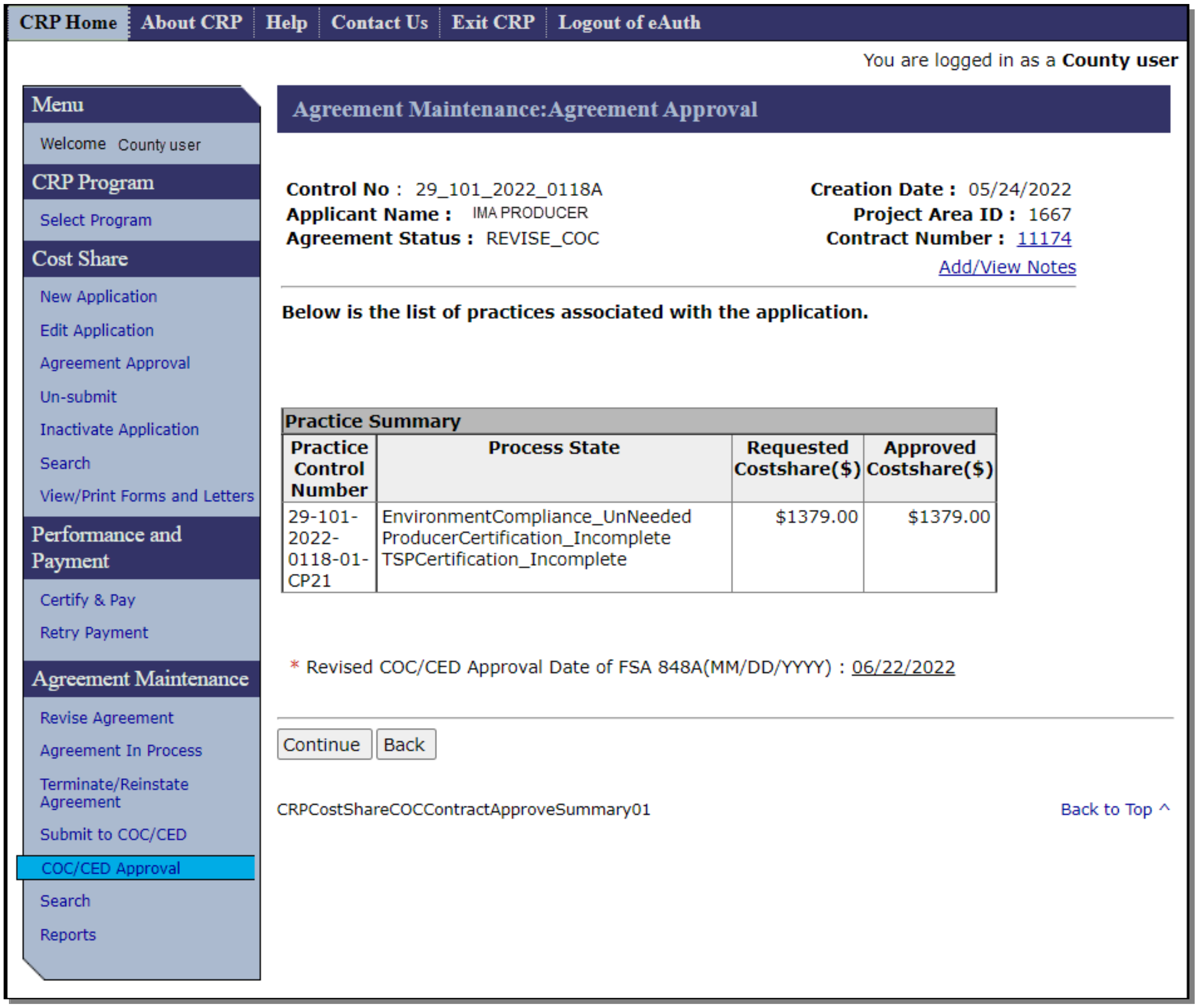
## 283 Agreement Maintenance – Agreement Approval Confirmation

### A Overview

The Agreement Maintenance: Agreement Approval Confirmation Screen will be displayed when "Continue" is selected from the Agreement Maintenance: Agreement Approval Screen.

### B Example of Agreement Maintenance: Agreement Approval Confirmation Screen

The following is an example of the Agreement Maintenance: Agreement Approval Confirmation Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Add/View Notes
Continue
Back
Back to Top ^

You are logged in as a **County user**

Agreement Maintenance:Agreement Approval

**Control No :** 29_101_2022_0118A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** REVISE_COC
**Creation Date :** 05/24/2022
**Project Area ID :** 1667
**Contract Number :** 11174

**Below is the list of practices associated with the application.**

**Practice Summary**

| Practice Control Number | Process State | Requested Costshare($) | Approved Costshare($) |
|---|---|---|---|
| 29-101-2022-0118-01-CP21 | EnvironmentCompliance_UnNeeded<br>ProducerCertification_Incomplete<br>TSPCertification_Incomplete | $1379.00 | $1379.00 |

* Revised COC/CED Approval Date of FSA 848A(MM/DD/YYYY) : 06/22/2022

CRPCostShareCOCContractApproveSummary01

## 283 Agreement Maintenance – Agreement Approval Confirmation (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Maintenance: Agreement Approval Confirmation Screen.

| Field/Link | Description/Action |
|---|---|
| **Practice Summary** | |
| Practice Control Number | Displays the application control number and applicable practice(s). |
| Process State | Not applicable to CRP. |
| Requested Costshare($) | Displays the dollar amount of cost share requested. |
| Approved Costshare($) | Displays the dollar amount of cost share approved to be obligated. |
| Revised COC/CED Approval Date of FSA 848A(MM/DD/YYYY) | Displays the COC/CED approval date entered on the Agreement Maintenance: Agreement Approval Screen. |
| Continue | After all information has been reviewed, CLICK "Continue".<br>• For agreement revisions the Agreement Maintenance – Agreement Approval Eligibility Information Screen will be displayed. See paragraph 284 for additional information.<br>• For agreement terminations the Agreement Maintenance: Terminate Final Screen will be displayed. See paragraph 256 for additional information. |
| Back | The Agreement Maintenance: Agreement Approval Screen will be displayed. |

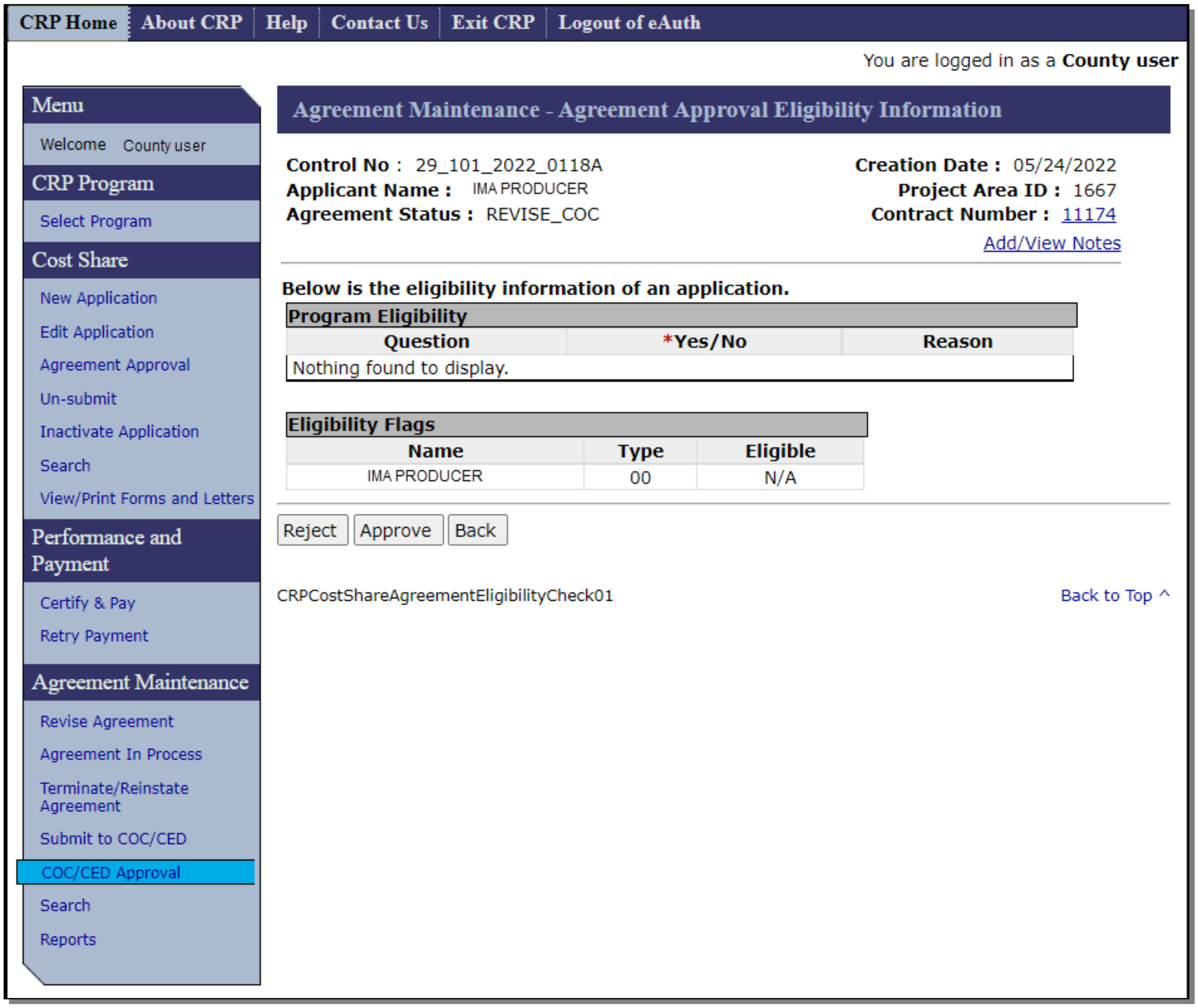
## 284 Agreement Maintenance – Agreement Approval Eligibility Information

### A Overview

After Continue is selected on the Agreement Maintenance: Agreement Approval Confirmation Screen, the Agreement Maintenance – Agreement Approval Eligibility Information Screen will be displayed.

### B Example of Agreement Maintenance – Agreement Approval Eligibility Information Screen

The following is an example of the Agreement Maintenance – Agreement Approval Eligibility Information Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Add/View Notes
Reject
Approve
Back
Back to Top ^

Agreement Maintenance - Agreement Approval Eligibility Information

**Control No :** 29_101_2022_0118A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** REVISE_COC
**Creation Date :** 05/24/2022
**Project Area ID :** 1667
**Contract Number :** 11174

**Below is the eligibility information of an application.**

**Program Eligibility**

| Question | *Yes/No | Reason |
|---|---|---|
| Nothing found to display. | | |

**Eligibility Flags**

| Name | Type | Eligible |
|---|---|---|
| IMA PRODUCER | 00 | N/A |

CRPCostShareAgreementEligibilityCheck01

## 284 Agreement Maintenance – Agreement Approval Eligibility Information (Continued)

### C Action

The following table provides the actions for the Agreement Maintenance – Agreement Approval Eligibility Information Screen.

| Field/Link | Description/Action |
|---|---|
| Program Eligibility | Program Eligibility questions are not applicable to CRP. This functionality is for other Cost Share programs. |
| Eligibility Flags | Displays the Producer(s) and Producer Type. Eligible flag is not applicable to CRP. |
| Reject | CLICK "Reject" to reject the COC/CED approval and return to the COC/CED Approval Screen. The agreement can now be found under the Agreement in Process link and the user is able to edit or cancel the revision. |
| Approve | CLICK "Approve" after reviewing the information. The Agreement Maintenance – COC/CED Approval Complete Screen will be displayed. |
| Back | Back returns to the Agreement Maintenance: Agreement Approval Screen. |

## 285 Agreement Maintenance – COC/CED Approval Complete

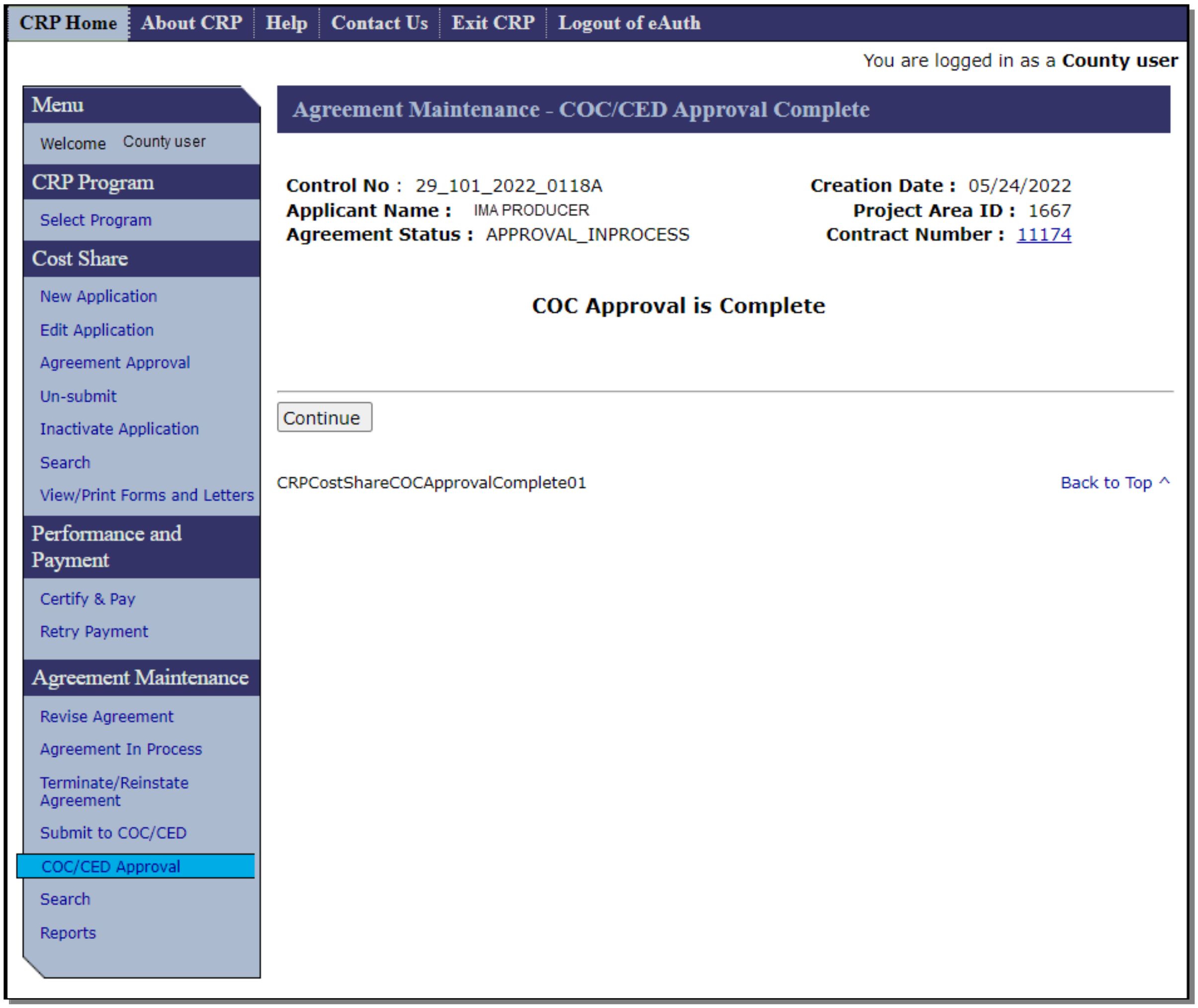
### A Overview

After clicking “Approve” on the Agreement Maintenance – Agreement Approval Eligibility Information Screen, the Agreement Maintenance – COC/CED Approval Complete Screen will be displayed.

After a revision has been COC approved, the timing of the obligation process will depend on the funding system for the contract. If the Agreement Status is “Contract Approved” the obligation was processed through eFMS. If the Agreement Status shows “Approval In Process” the obligation will be funded through COF.

### B Example of COF Agreement Maintenance – COC/CED Approval Complete Screen

The following is an example of the COF Agreement Maintenance – COC/CED Approval Complete Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Continue
Back to Top ^

You are logged in as a **County user**

Welcome County user

**Agreement Maintenance - COC/CED Approval Complete**

**Control No :** 29_101_2022_0118A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** APPROVAL_INPROCESS
**Creation Date :** 05/24/2022
**Project Area ID :** 1667
**Contract Number :** 11174

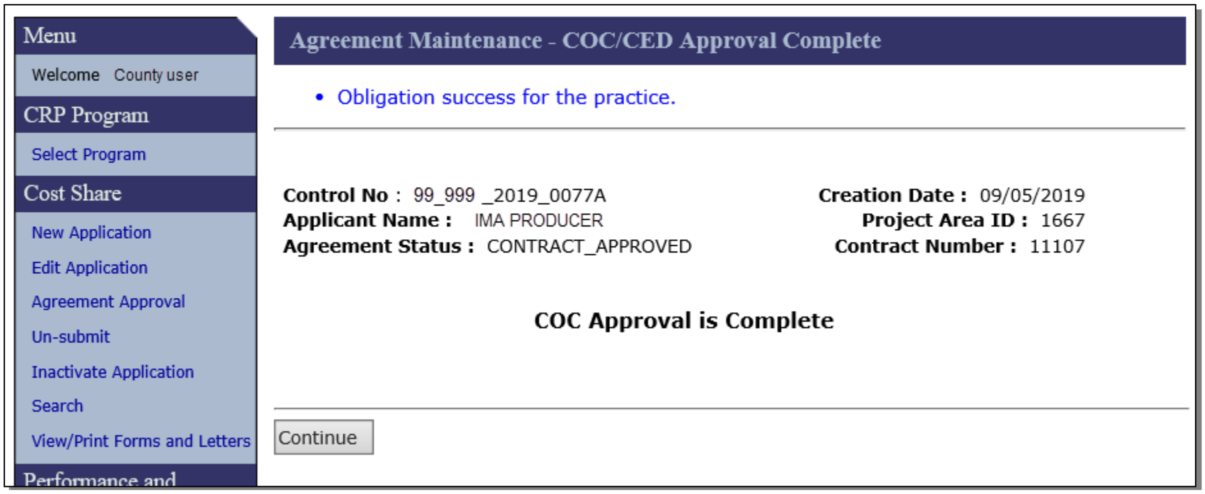
**COC Approval is Complete**

CRPCostShareCOCApprovalComplete01

## 285 Agreement Maintenance – COC/CED Approval Complete (Continued)

### C Example of eFMS Agreement Maintenance – COC/CED Approval Complete Screen

The following is an example of the eFMS Agreement Maintenance – COC/CED Approval Complete Screen.


Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and
Continue

Agreement Maintenance - COC/CED Approval Complete

- Obligation success for the practice.

**Control No :** 99_999 _2019_0077A
**Applicant Name :** IMA PRODUCER
**Agreement Status :** CONTRACT_APPROVED
**Creation Date :** 09/05/2019
**Project Area ID :** 1667
**Contract Number :** 11107

**COC Approval is Complete**

### D Action

CLICK "Continue" and the COC/CED Approval Screen will be displayed.

## 286 Agreement Maintenance – Cancel Termination

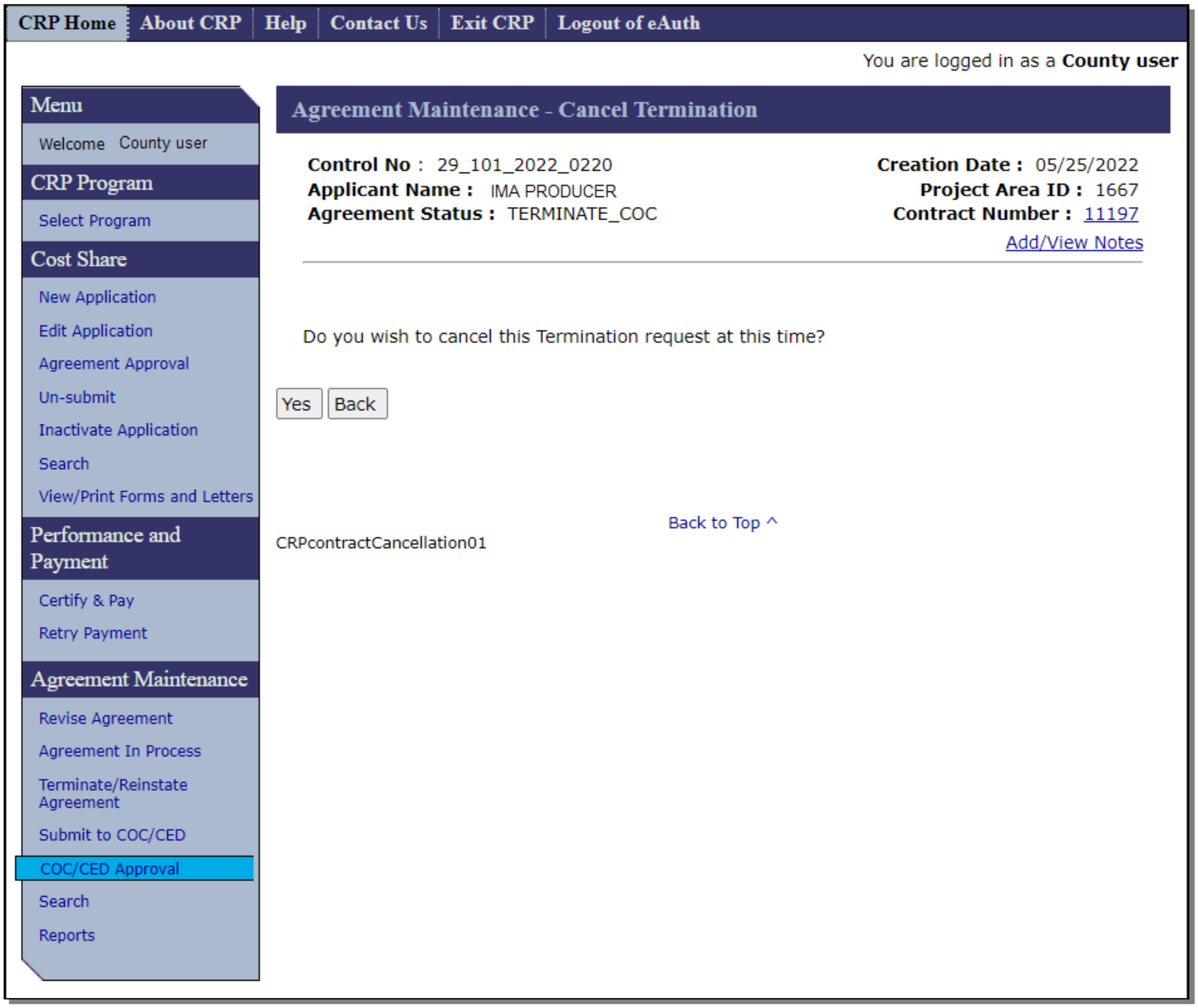
### A Overview

After clicking "Cancel Termination" on the COC/CED Approval Screen the Agreement Maintenance – Cancel Termination Screen will be displayed.

**Note:** The Cancel Termination process link is only available when the user navigates to the application being terminated by selecting COC/CED Approval under the Agreement Maintenance header in the left navigation menu. Neither Agreement Search results nor Application search results include the Cancel Termination process link**.**

### B Example of Agreement Maintenance – Cancel Termination Screen

The following is an example of the Agreement Maintenance – Cancel Termination Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Add/View Notes
Yes
Back
Back to Top ^

You are logged in as a **County user**

Agreement Maintenance - Cancel Termination

**Control No :** 29_101_2022_0220
**Applicant Name :** IMA PRODUCER
**Agreement Status :** TERMINATE_COC
**Creation Date :** 05/25/2022
**Project Area ID :** 1667
**Contract Number :** 11197

Do you wish to cancel this Termination request at this time?

CRPcontractCancellation01

## 286 Agreement Maintenance – Cancel Termination (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Maintenance – Cancel Termination Screen.

| Field/Link | Description/Action |
|---|---|
| Yes | The Agreement Maintenance – Cancellation (Termination) Screen is displayed. |
| Back | The COC/CED Approval Screen is displayed. |

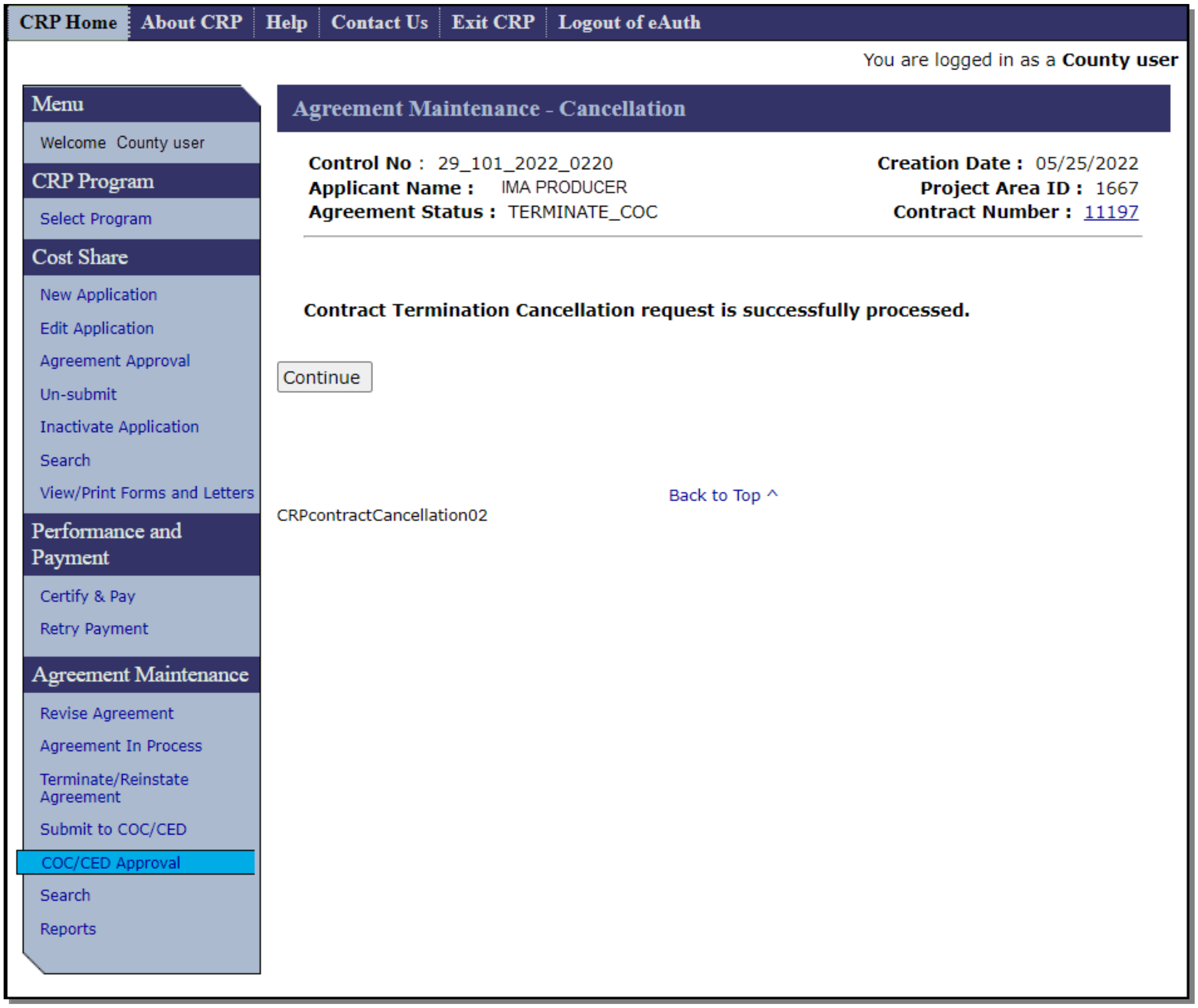
## 287 Agreement Maintenance – Cancellation (Termination)

### A Overview

After clicking "Yes" on the Agreement Maintenance – Cancel Termination Screen, the Agreement Maintenance – Cancellation (Termination) Screen will be displayed.

### B Example of Agreement Maintenance – Cancellation (Termination) Screen

The following is an example of the Agreement Maintenance – Cancellation (Termination) Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Continue
Back to Top ^

You are logged in as a **County user**

Welcome County user

Agreement Maintenance - Cancellation

**Control No :** 29_101_2022_0220
**Applicant Name :** IMA PRODUCER
**Agreement Status :** TERMINATE_COC
**Creation Date :** 05/25/2022
**Project Area ID :** 1667
**Contract Number :** 11197

**Contract Termination Cancellation request is successfully processed.**

CRPcontractCancellation02

### C Action

CLICK "Continue" and the COC/CED Approval Screen will be displayed.

## 288-299 (Reserved)

## Section 8 Agreement Search

### 300 Search Agreements

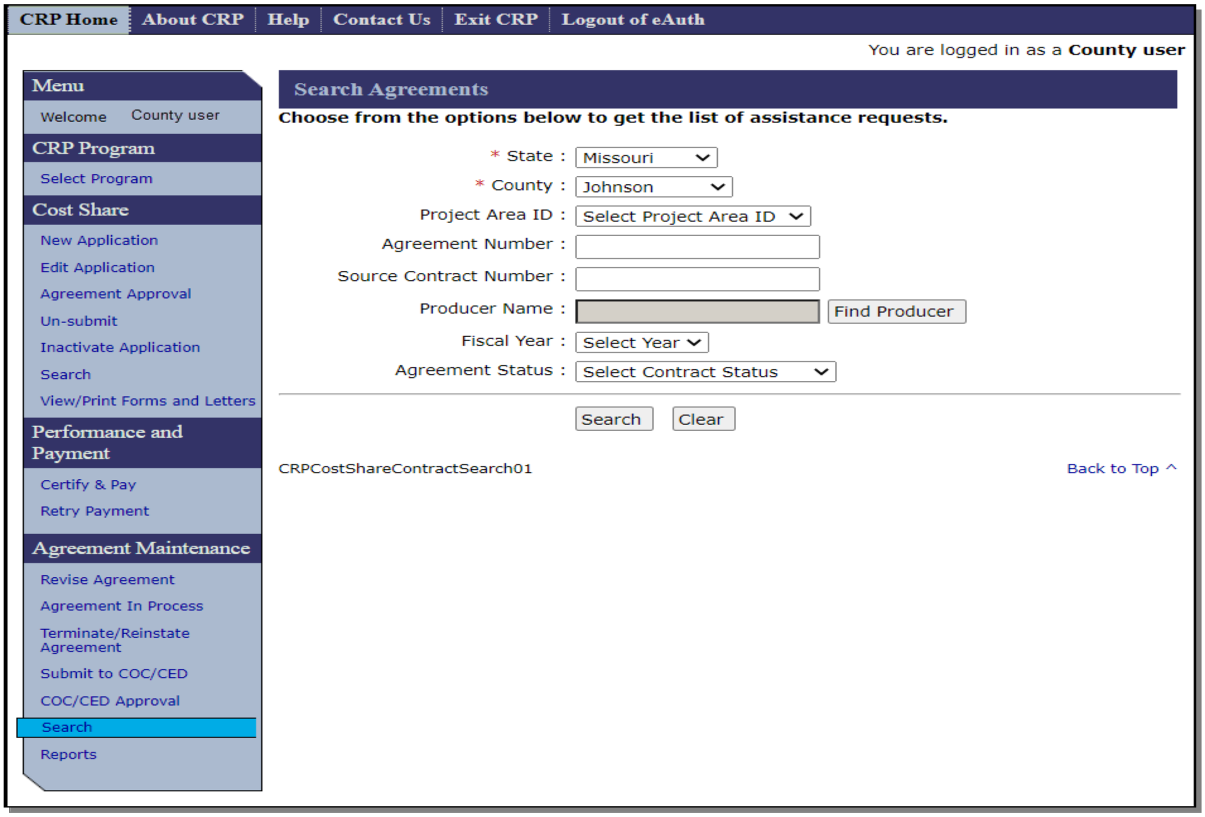
#### A Overview

To search agreements, from the CRP Home Screen, CLICK “Search” under the Agreement Maintenance header on the left navigation menu. The Search Agreements Screen will be displayed.

**Note:** The Agreement Search should not be confused with the Application Search that is also found on the left navigation menu but is located under the Cost Share header (paragraph 100). Although the two searches are similar in their functionality, the Agreement Search does not include applications in the search results. Additionally, records contained in the Agreement Search results often contain additional process links that are not present in the Application Search results.

#### B Example of Search Agreements Screen

The following is an example of the Search Agreements Screen.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Find Producer
Search
Clear
Back to Top ^

You are logged in as a **County user**

**Search Agreements**

**Choose from the options below to get the list of assistance requests.**

* State : Missouri
* County : Johnson
Project Area ID : Select Project Area ID
Agreement Number :
Source Contract Number :
Producer Name :
Fiscal Year : Select Year
Agreement Status : Select Contract Status

CRPCostShareContractSearch01

## 300 Search Agreements (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Search Agreements Screen.

| Field/Link | Description | Action |
|---|---|---|
| State | Drop-down list containing only the currently selected State. | Select the desired State. State and National users are limited to the State selected during program selection (paragraph 22). |
| County | Drop-down list containing only the currently selected county. | Select the desired county. State and National users are limited to the county selected during program selection (paragraph 22). |
| Project Area ID | Drop-down list containing all Project Area ID's associated with the State and county and additional options of "ID Not Assigned" and "Non-Project Area". Defaults to "Select Project Area ID". | Because CRP only has one option, "Non-Project Area", selecting it or leaving the default selection of "Select Project Area ID" will return the same search results. |

## 300 Search Agreements (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field/Link | Description | Action |
|---|---|---|
| Agreement Number | Free form data field for entry of a specific agreement number when known. | Type the agreement number of the desired agreement.<br>**Notes:** It is not necessary to type the full 13-digit agreement number – the last four numerical digits of the agreement (and alphabetical suffix, if applicable) are usually sufficient.<br>It is not necessary to type underscores or dashes in the agreement number. The search ignores special characters such as underscores.<br>When searching by agreement number do not enter search criteria in other search fields except the required State and county fields and optional fiscal year field (if desired). Entry of additional search criteria may unintentionally exclude the desired agreement.<br>Typing the last six numerical digits of the agreement number will limit the search to the desired fiscal year without entering anything in the Fiscal Year search criteria.<br>**Example**: Typing 170001 as the agreement number in the search screen will return the same results as typing 01_053_2017_0001. The same search results could also be achieved by typing 0001 as the agreement number and selecting 2017 from the drop-down menu for Fiscal Year. |

## 300 Search Agreements (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field/Link | Description | Action |
|---|---|---|
| Source Contract Number | Free form data field for entry of a specific source contract number when known. | Type the source contract number of the CRP-1 associated with the desired agreement. |
| Producer Name | Used to search by name of a known producer who is associated with the desired agreement. | CLICK "Find Producer" to open a new window to conduct a SCIMS Customer Search (11-CM).<br>From within the SCIMS Customer Search Screen type the producer's last name or business name.<br>**Note:** Use of the customer's first name in combination with the last name for individuals further refines and limits the search results.<br>**Example:** Typing the last name of "Smith" in the SCIMS Customer Search returns all producers in the county with the last name Smith. Adding the first name "John" in the SCIMS Customer Search limits search results to only producers with first and last name "John Smith". |
| Fiscal Year | Drop-down menu that allows the user to select the four-digit Fiscal Year in which a cost share application was created as search criteria. | Select the desired Fiscal Year in which the cost share application was created.<br>Use of this search criteria in combination with the four-digit application control number (and alphabetical suffix, if applicable) limits the search results to a specific agreement. |

## 300 Search Agreements (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field/Link | Description | Action |
|---|---|---|
| Agreement Status | Drop-down list of specific agreement statuses available for use as search criteria. Defaults to “Select Contract Status”. Selectable agreement statuses include:<br>• Active Revise<br>• Active Terminate<br>• Approved<br>• Cancelled<br>• Disapproved<br>• Finalized<br>• Paid<br>• Partially Earned<br>• Revise COC<br>• Revise Complete<br>• Revise Ended<br>• Revise In Process<br>• Terminate COC<br>• Terminate Contract<br>• Terminate Ended.<br>**Note**: If a specific agreement status from the above list is not designated as search criteria all agreement statuses will be displayed in the search results. | Select the desired agreement status to limit search results to only agreements having that specific status, if desired.<br>**Note:** See paragraph 302 for a description of Agreement Statuses and process links available in the Links column according to agreement status. |
| Search | Retrieves information based on the search criteria selected/entered. The Search Results Screen is displayed. | CLICK “Search” to conduct the search according to the selected criteria. The Agreement Search Results Screen is displayed. |
| Clear | Resets all data entry search criteria fields. | CLICK “Clear” to remove all previously selected search criteria.<br>**Note:** State and county are not removed as search criteria when clicking “Clear”. |

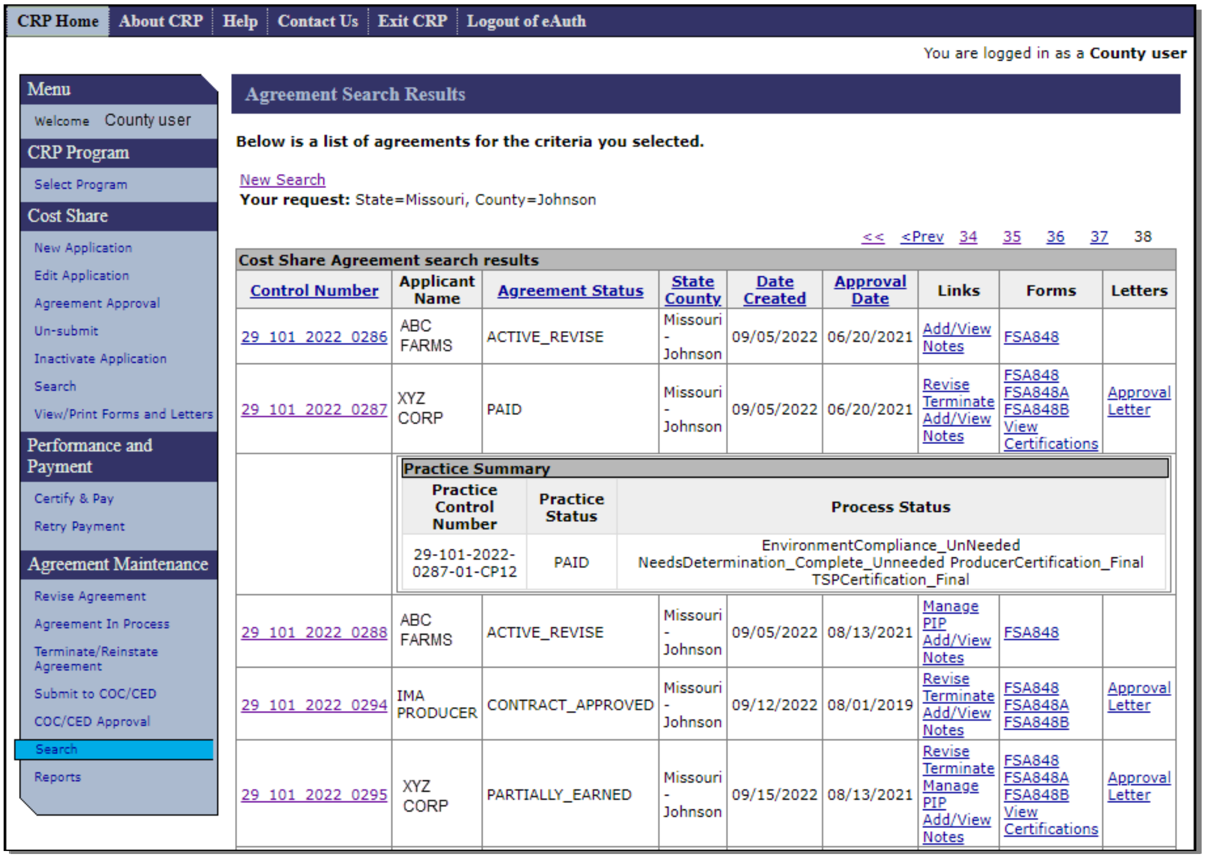
## 301 Agreement Search Results

### A Overview

The Agreement Search Results Screen will be displayed based on the search criteria selected/entered according to paragraph 300.

### B Example of Agreement Search Results Screen

The following is an example of the Agreement Search Results Screen. In this example the user did not enter any additional search criteria other than the required criteria of State and county. The example shows only a portion of the search results.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
<< <Prev 34 35 36 37 38

You are logged in as a **County user**

**Agreement Search Results**

**Below is a list of agreements for the criteria you selected.**

New Search

**Your request:** State=Missouri, County=Johnson

**Cost Share Agreement search results**

| Control Number | Applicant Name | Agreement Status | State County | Date Created | Approval Date | Links | Forms | Letters |
|---|---|---|---|---|---|---|---|---|
| 29 101 2022 0286 | ABC FARMS | ACTIVE_REVISE | Missouri - Johnson | 09/05/2022 | 06/20/2021 | Add/View Notes | FSA848 | |
| 29 101 2022 0287 | XYZ CORP | PAID | Missouri - Johnson | 09/05/2022 | 06/20/2021 | Revise<br>Terminate<br>Add/View Notes | FSA848<br>FSA848A<br>FSA848B<br>View Certifications | Approval Letter |

**Practice Summary**

| Practice Control Number | Practice Status | Process Status |
|---|---|---|
| 29-101-2022-0287-01-CP12 | PAID | EnvironmentCompliance_UnNeeded NeedsDetermination_Complete_Unneeded ProducerCertification_Final TSPCertification_Final |

| Control Number | Applicant Name | Agreement Status | State County | Date Created | Approval Date | Links | Forms | Letters |
|---|---|---|---|---|---|---|---|---|
| 29 101 2022 0288 | ABC FARMS | ACTIVE_REVISE | Missouri - Johnson | 09/05/2022 | 08/13/2021 | Manage PIP<br>Add/View Notes | FSA848 | |
| 29 101 2022 0294 | IMA PRODUCER | CONTRACT_APPROVED | Missouri - Johnson | 09/12/2022 | 08/01/2019 | Revise<br>Terminate<br>Add/View Notes | FSA848<br>FSA848A<br>FSA848B | Approval Letter |
| 29 101 2022 0295 | XYZ CORP | PARTIALLY_EARNED | Missouri - Johnson | 09/15/2022 | 08/13/2021 | Revise<br>Terminate<br>Manage PIP<br>Add/View Notes | FSA848<br>FSA848A<br>FSA848B<br>View Certifications | Approval Letter |

## 301 Agreement Search Results (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Search Results Screen.

| Field/Link | Description/Action |
|---|---|
| New Search | Returns the user to the Search Criteria Screen. Previous search criteria are retained. User must revise the search criteria as necessary to change the results of the next search. |
| **Cost Share Agreement Search Results** | |
| Control Number | Click the agreement control number link for the agreement. A "Practice Summary" box is displayed. In this example the user has clicked the agreement control number link for agreement number 29_101_2022_0219. Clicking the agreement control number link again on a record with the Practice Summary displayed closes the Practice Summary. |
| Applicant Name | Displays the producer selected as the primary applicant on the application. |
| Agreement Status | Displays the status of the agreement. |
| State County | Displays the administrative State and County of the application. |
| Date Created | Displays the date the application was created. |
| Approval Date | Displays the approval date. |
| Links | Displays links depending on the status of the agreement. Possible links include:<br>• Edit<br>• Revise<br>• Approve-Revise<br>• Terminate<br>• Reinstate<br>• Approve-Terminate<br>• Submit to COC/CED<br>• Manage PIP<br>• Add/View Notes.<br>See paragraph 302 for additional information on the process links that may be available based upon the specific agreement status. |

## 301 Agreement Search Results (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field/Link | Description/Action |
|---|---|
| Forms | CLICK:<br>• "FSA848" to generate FSA-848, Cost-Share Request, for printing<br>• "FSA848A" to generate FSA-848A, Cost-Share Agreement, for printing<br>• "FSA848B" to generate FSA-848B, Cost-Share Performance Certification and Payment, for printing<br>• "View Certifications" to see the View Existing Certifications Screen.<br>**Note:** See paragraph 152 for additional information. |
| Letters | CLICK:<br>• "Approval Letter" to generate an approval letter listing the practices approved<br>• "Disapproval Letter" to generate a disapproval letter listing the practices disapproved. Not used for CRP cost share agreements.<br>**Note:** CRP cost share agreements are created based on practices scheduled on the approved conservation plan for CRP contracts and Disapproval letters are not used. See 2-CRP, paragraph 499. |

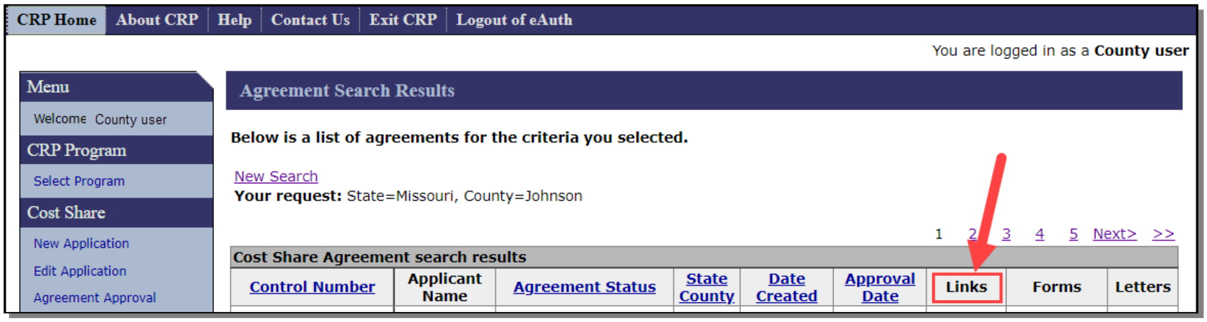
## 302 Agreement Search – Process Links by Agreement Status

### A Overview

The available Process Links that be displayed in the Links column of the Agreement Search Results vary according to the Agreement Status for the selected record. The table in subparagraph C provides a summary of the potential agreement statuses and the links available for each agreement status. Clicking the process link takes the user directly to the specific process.

### B Example of Agreement Search Results Links Column

The following is an example of the Agreement Search Results column headings with the Links Column pointed out by the red arrow. Process links available in the Links column (if any) vary according to the Agreement Status shown for the record.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
New Search
1 2 3 4 5 Next> >>

You are logged in as a **County user**

Agreement Search Results

**Below is a list of agreements for the criteria you selected.**

**Your request:** State=Missouri, County=Johnson

**Cost Share Agreement search results**

| Control Number | Applicant Name | Agreement Status | State County | Date Created | Approval Date | Links | Forms | Letters |
|---|---|---|---|---|---|---|---|---|

## 302 Agreement Search – Process Links by Agreement Status (Continued)

### C Agreement Statuses, Status Descriptions, Process Links, and Actions

The following table provides the different agreement statuses, agreement status descriptions, available process links, and actions for the links that display in the Link column of the Agreement Search Results.

| Agreement Status | Agreement Status Description | Process Link Other Than Add/View Notes | Action |
|---|---|---|---|
| Active Revise | Agreement in the process of being replaced by a revised agreement. | None | No action is permitted on an Active Revise status agreement unless its successor agreement is cancelled. |
| Active Terminate | Predecessor agreement where the termination of its successor agreement has been started, but not completed. | None | No action is permitted on Active Terminate status applications. |
| Approved | Agreement has been approved but no payments have been issued under the agreement. | Revise | Takes the user to the Revise Contract Screen. See paragraph 182. |
| | | Terminate | Takes the user to the Agreement Maintenance – Terminate Agreement Reason Screen. See paragraph 251. |
| | | Manage PIP | Takes the user to the Manage PIP Screen. See paragraph 171. |
| Cancelled | Status is not used. | N/A | N/A. |
| Disapproved | All practices on the application have been disapproved.<br>**Note:** Disapproved applications are not technically agreements, but they display in Agreement Search results. | None | No action is permitted on Disapproved status applications.<br>**Note:** "Manage PIP" link may display on some agreements, but user will get the Manage PIP – Ineligible Status Screen if selected. |

## 302 Agreement Search – Process Links by Agreement Status (Continued)

### C Agreement Statuses, Status Descriptions, Process Links, and Actions (Continued)

| Agreement Status | Agreement Status Description | Process Link Other Than Add/View Notes | Action |
|---|---|---|---|
| Finalized | Agreement has been replaced with a successor contract through "Finalize" process. | Terminate | Takes the user to the Agreement Maintenance – Terminate Agreement Reason Screen. See paragraph 251. |
| | | Manage PIP | Takes the user to the Manage PIP Screen. See paragraph 171. |
| Paid | Payments have been issued under the agreement and all practices have been marked as "Practice Complete". | Revise | Takes the user to the Revise Contract Screen. See paragraph 182. |
| | | Terminate | Takes the user to the Agreement Maintenance – Terminate Agreement Reason Screen. See paragraph 251. |
| | | Manage PIP | Takes the user to the Manage PIP Screen. See paragraph 171. |

## 302 Agreement Search – Process Links by Agreement Status (Continued)

### C Agreement Statuses, Status Descriptions, Process Links, and Actions (Continued)

| Agreement Status | Agreement Status Description | Process Link Other Than Add/View Notes | Action |
|---|---|---|---|
| Partially Earned | Payments have been issued under the agreement but not all practices have been marked as "Practice Complete". | Revise | Takes the user to the Revise Contract Screen. See paragraph 182. |
| | | Terminate | Takes the user to the Agreement Maintenance – Terminate Agreement Reason Screen. See paragraph 251. |
| | | Manage PIP | Takes the user to the Manage PIP Screen. See paragraph 171. |
| Revise COC | Successor agreement of a revision that has been submitted to COC/CED for approval but has not yet been approved.<br>**Notes**: The Revise COC status also applies to a previously terminated contract that is in the process of being reinstated and has been submitted to the COC/CED for approval of the reinstatement.<br>To cancel a Revision, see paragraph 241. | Approve - Revise | Takes the user to the Agreement Maintenance – Check ID Screen. See paragraph 281. |

## 302 Agreement Search – Process Links by Agreement Status (Continued)

### C Agreement Statuses, Status Descriptions, Process Links, and Actions (Continued)

| Agreement Status | Agreement Status Description | Process Link Other Than Add/View Notes | Action |
|---|---|---|---|
| Revise Complete | Successor agreement that has not yet been submitted to COC/CED for approval.<br>**Note**: The Revise Complete status also applies to a previously terminated contract that is in the process of being reinstated but has not yet been submitted to the COC/CED for approval of the reinstatement. | Submit to COC/CED | Takes the user to the Agreement Maintenance – Submit to COC/CED Screen. See paragraph 271. |
| Revise Ended | Agreement that has been replaced with a successor contract through "Revise Agreement" process. | None | No action is permitted on Revise Ended status applications.<br>**Note:** "Manage PIP" link may display on some agreements, but user will get the Manage PIP – Ineligible Status Screen if selected. |

## 302 Agreement Search – Process Links by Agreement Status (Continued)

### C Agreement Statuses, Status Descriptions, Process Links, and Actions (Continued)

| **Agreement Status** | **Agreement Status Description** | **Process Link Other Than Add/View Notes** | **Action** |
|---|---|---|---|
| Revise In Process | Either a successor agreement that has not yet been designated "Revise Complete", or a previously terminated agreement in the process of being reinstated but not yet designated as submitted to the COC/CED for approval. | Edit | Takes the user to the Agreements Signup – Applicant Information Screen (paragraph 191).<br>**Note:** "Manage PIP" link may display on some agreements, but user will get the Manage PIP – Ineligible Status Screen if selected. |
| Terminate COC | Agreement in the process of being terminated that has not yet received a "Terminate COC/CED Approval Date".<br>Note: To cancel a termination see paragraph 286. | Approve – Terminate | Takes the user to the Agreement Maintenance – Check ID Screen. See paragraph 281. |

## 302 Agreement Search – Process Links by Agreement Status (Continued)

### C Agreement Statuses, Status Descriptions, Process Links, and Actions (Continued)

| Agreement Status | Agreement Status Description | Process Link Other Than Add/View Notes | Action |
|---|---|---|---|
| Terminate Contract | Agreement that has been terminated. | Reinstate | Takes the user to the Agreement Maintenance – Reinstate Agreement Screen (paragraph 258).<br>**Note:** "Manage PIP" link may display on some agreements, but user will get the Manage PIP – Ineligible Status Screen if selected. |
| Terminate Ended | Predecessor of a terminated successor agreement. Terminate ended status is given to the predecessor after the successor agreement is terminated. | None | No action is permitted on Terminate Ended status agreements. |

## 303-309 (Reserved)

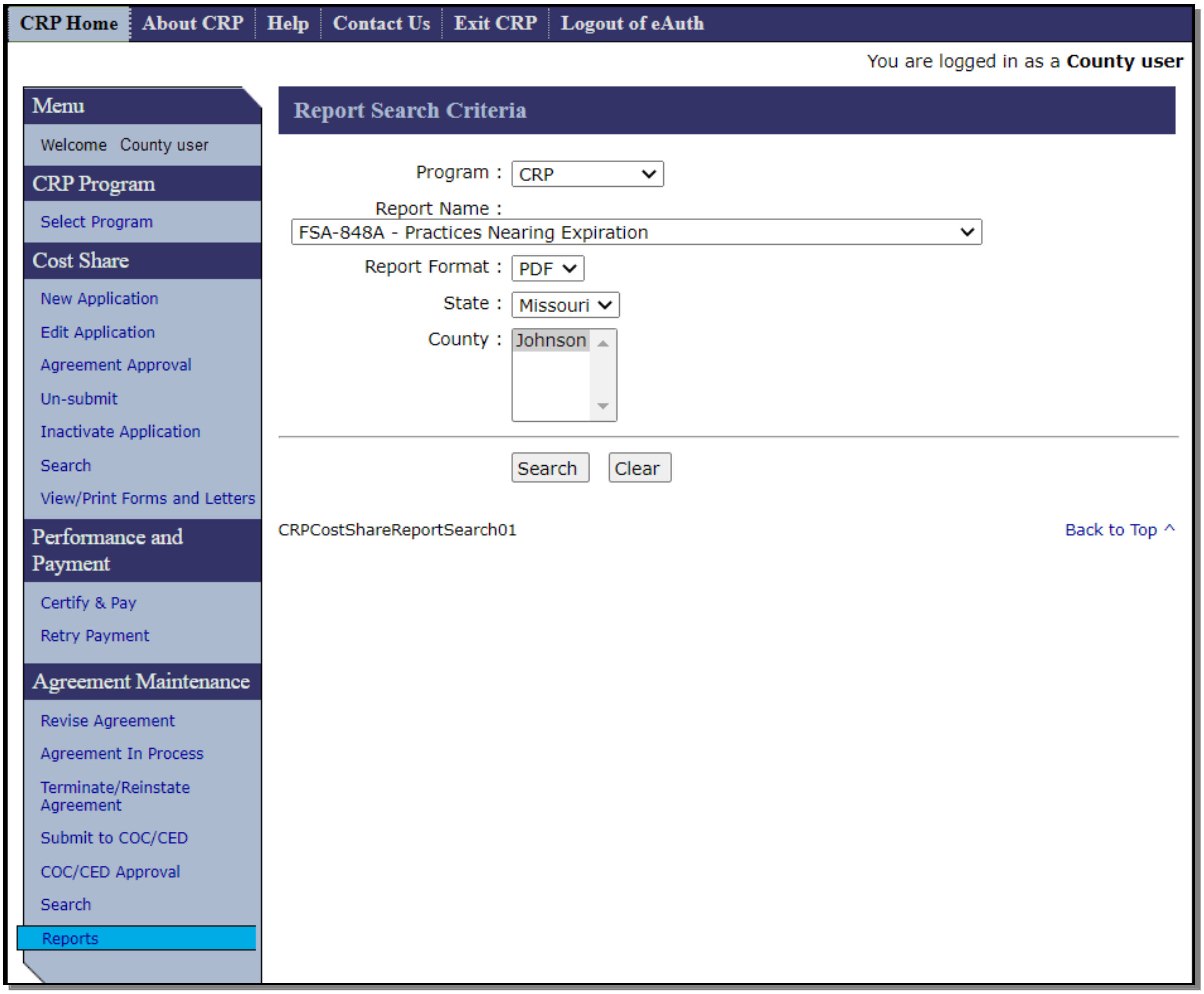
## 310 Report Search Criteria

### A Overview

Several standard reports are available for State and County Offices to use as tools for Cost Share. To access reports, from the CRP Home Screen, CLICK "Reports" on the left navigation menu. The Report Search Criteria Screen is displayed.

### B Example of the Report Search Criteria for Defined Reports

The following is an example of the Report Search Criteria Screen for reports that are not customizable.



You are logged in as a **County user**

Report Search Criteria

Program : CRP

Report Name : FSA-848A - Practices Nearing Expiration

Report Format : PDF

State : Missouri

County : Johnson

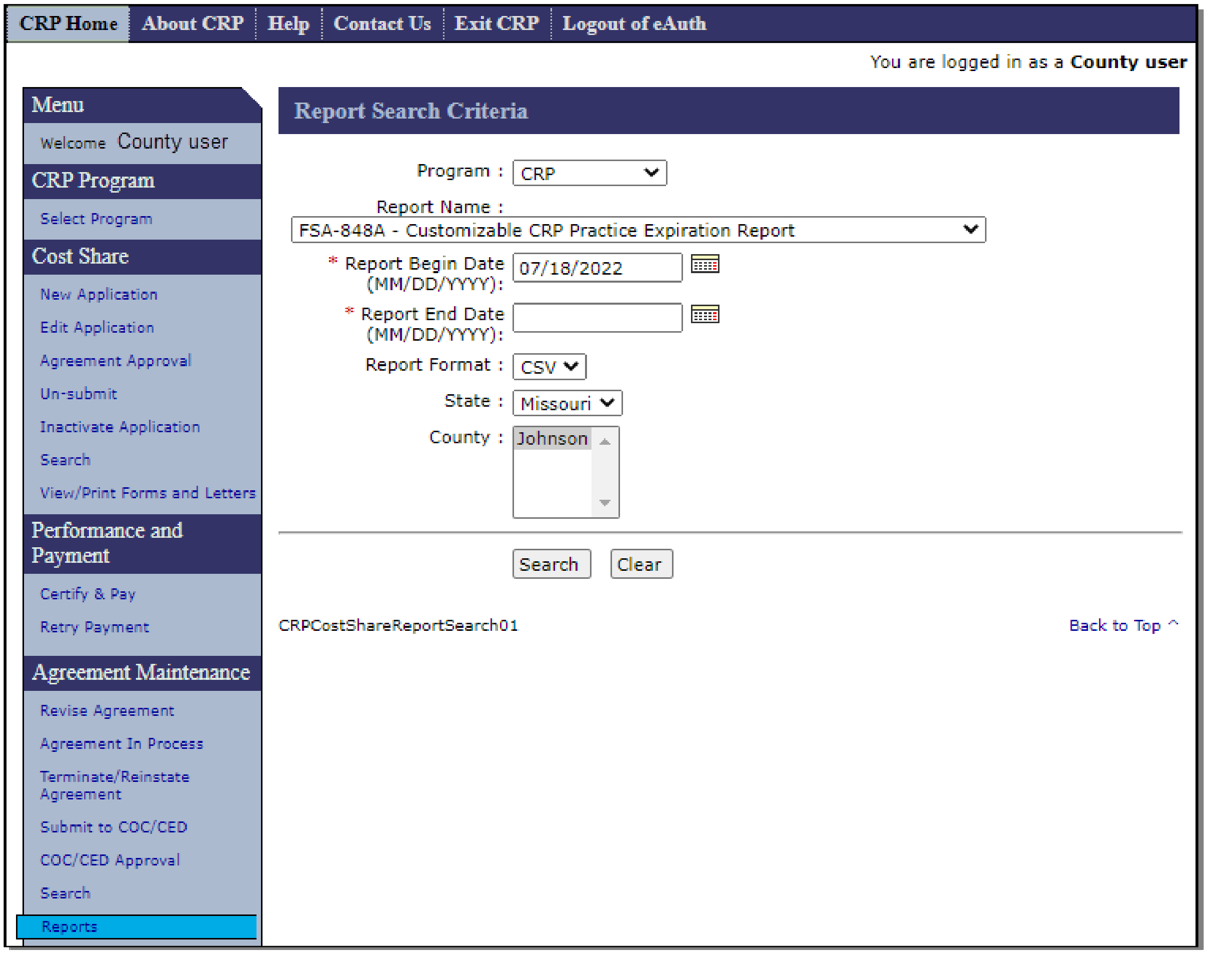
CRPCostShareReportSearch01

CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Search
Clear
Back to Top ^

## 310 Report Search Criteria (Continued)

### C Example of the Report Search Criteria for Customizable Reports

The following is an example of the Report Search Criteria Screen for reports that are customizable.



CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Search
Clear
Back to Top ^

You are logged in as a **County user**

Welcome County user

**Report Search Criteria**

Program : CRP

Report Name : FSA-848A - Customizable CRP Practice Expiration Report

* Report Begin Date (MM/DD/YYYY): 07/18/2022

* Report End Date (MM/DD/YYYY):

Report Format : CSV

State : Missouri

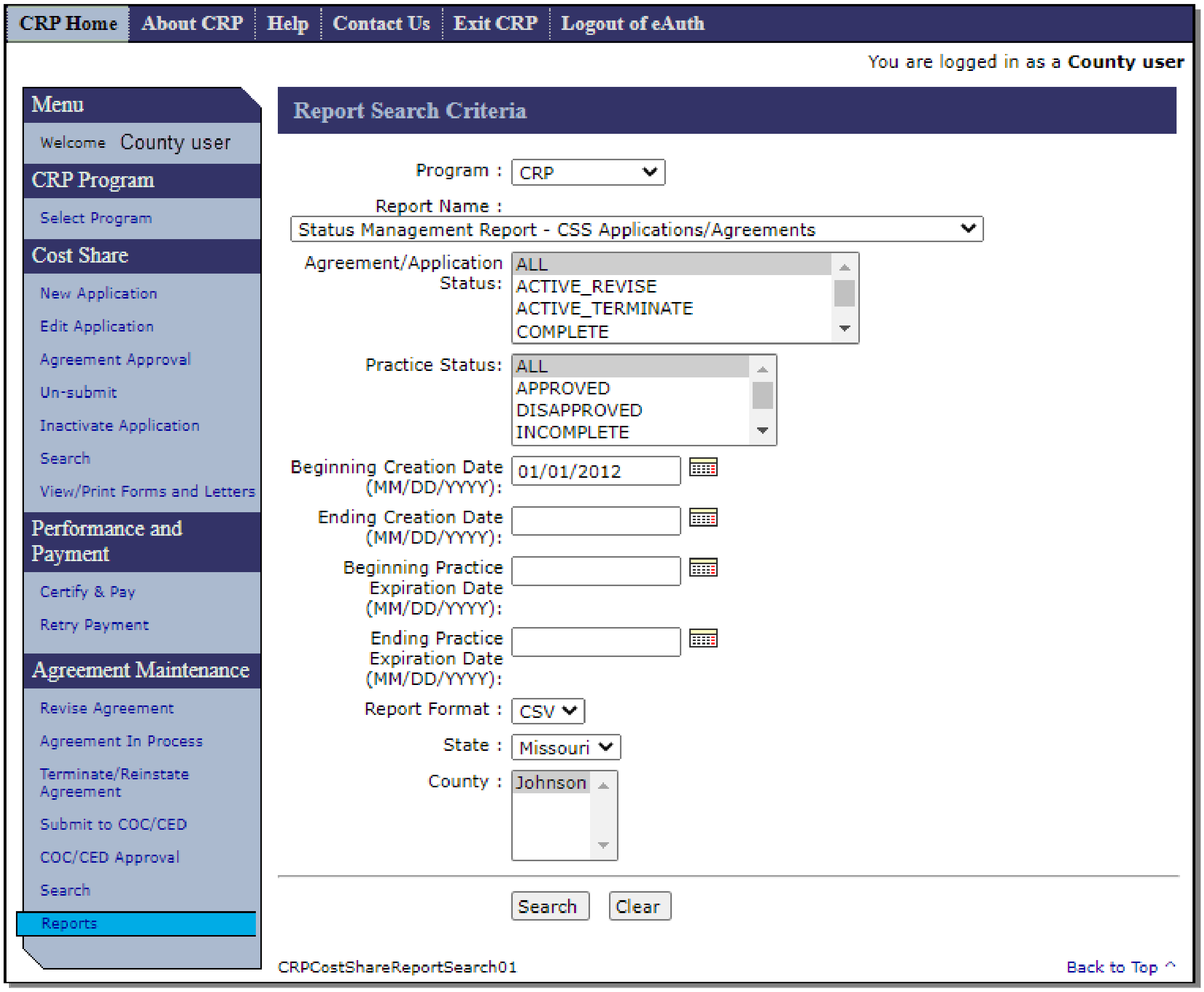
County : Johnson

CRPCostShareReportSearch01

## 310 Report Search Criteria (Continued)

### D Example of the Report Search Criteria for the Status Management Report

The following is an example of the Report Search Criteria Screen for the Status Management Report.



CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a **County user**
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Report Search Criteria
Search
Clear
CRPCostShareReportSearch01
Back to Top

Program : CRP

Report Name : Status Management Report - CSS Applications/Agreements

Agreement/Application Status: ALL, ACTIVE_REVISE, ACTIVE_TERMINATE, COMPLETE

Practice Status: ALL, APPROVED, DISAPPROVED, INCOMPLETE

Beginning Creation Date (MM/DD/YYYY): 01/01/2012

Ending Creation Date (MM/DD/YYYY):

Beginning Practice Expiration Date (MM/DD/YYYY):

Ending Practice Expiration Date (MM/DD/YYYY):

Report Format : CSV

State : Missouri

County : Johnson

### E County Office Report Descriptions

The following table provides the report and expected results for County Office reports.

**Notes:** Only one report can be created at a time.

Users can view and print most of the reports in either PDF or CSV format. Letters can only be printed or viewed in PDF. The FSA-848A – Customizable CRP Practice Expiration Report with Components and the Status Management Report – CSS Applications/Agreements can only be run in CSV. PDF format generates a static report that can only be printed or viewed. CSV format generates a report in an Excel spreadsheet permitting the user to sort and reformat the report in Excel.

## 310 Report Search Criteria (Continued)

### E County Office Report Descriptions (Continued)

| Report | Result |
|---|---|
| FSA-848A – Practices Nearing Expiration | Use this report to identify producers who need to be sent Practices Nearing Expiration letters.<br>Report displays all practices with a "Practice Completion Date" that falls within the next 59 calendar days. Agreements with multiple practices will have multiple rows displayed in the report if more than one practice associated with the agreement will expire in the next 59 days. Practice statuses in this report include Approved, and practices with performance reported ("Partially Earned" or "Pending Certification"). |
| FSA-848 LETTERS – Practices Nearing Expiration | Use this option to generate reminder letters to all producers listed on the Practices Nearing Expiration report. |
| FSA-848A – Customizable CRP Practice Expiration Report | This report is generated at the request of the user.<br>Report displays all agreements with practices that expire within a user-defined date range. The beginning date must be either the current date or a future date.<br>Policy requires users to run this report at the beginning of the fiscal year with a designated time frame of the entire FY and send reminder letters to producers instructing them to provide evidence of completion or request an extension of the practice expiration date. |
| FSA-848A – Customizable CRP Practice Expiration Report with Components | This report is generated at the request of the user.<br>Report displays all agreements with practices and components that expire within a user-defined date range. The beginning date must be either the current date or a future date. |
| FSA-848 LETTERS – CRP Practice Expiration Reminder | Use this option to generate reminder letters to all producers with Practices Expiring within the user selected date range. |

## 310 Report Search Criteria (Continued)

### E County Office Report Descriptions (Continued)

| Report | Result |
|---|---|
| Status Management Report – CSS Applications/Agreements | Use this report to proactively manage all applications and agreements regardless of status. Data displayed in the report will vary based upon the search criteria entered by the user. Potential uses include, but are not limited to creating the following.<br>• A report of expiring practices with a longer lead time than the standard 59-day report.<br>• An all-encompassing report displaying all applications and agreements created within a specific time frame.<br>• A report displaying specific practice statuses – for example a report showing just practices with a status of “Partially Earned” could be used to assist the user in identifying practices that may be completed but the user failed to mark the “Practice complete?” question as “Yes”.<br>• A report that shows all approved practices that have not received payment. Such a report would effectively fill the hole left by the existing “All FSA-848A Approved but Not Paid” and the “All FSA-848B – Partially Earned or Fully Paid”. Neither of these reports displays unpaid practices that exist on agreements where one or more other practices on the agreement has received a payment.<br>The report is generated in CSV format making it easy to save as an Excel file so the user can sort the data according to any of the data elements in the report. Potential data elements that provide useful sort order include “Agreement/Application Status”, “Practice Status”, “Producer Name”, “Practice Code”, “Approved Date”, “Practice Expiration Date”, and “Creation Date”. |

## 310 Report Search Criteria (Continued)

### E County Office Report Descriptions (Continued)

| Report | Result |
|---|---|
| FSA-848A Practices with Expiration Date Exceeded | Use this report to identify applications and agreements needing action because the completion date for the practice(s) included on the application or agreement has passed.<br>Report contains all practices with Practice Expiration Dates that have passed and that have not yet had the “Practice complete?” question that appears in the Producer Certification process answered with a “Yes”.<br>Practice statuses in the report include:<br>• “Approved” (no performance reported)<br>• “Partially Earned” (partial performance reported with a payment issued)<br>• “Pending Approval” (approval data entered but no COC/CED approval date for the application)<br>• “Pending Certification” (TSP and producer certification of performance, but no COF Signature Date entered for the payment)<br>• “Payment Failed” (payment attempted but not successful). |

## 310 Report Search Criteria (Continued)

### E County Office Report Descriptions (Continued)

| Report | Result |
|---|---|
| All FSA-848 – Pending Approval | Use this report to identify applications and agreements where editing, revision, or termination actions have been conducted but those actions have not yet been approved by the COC.<br>Report lists all unapproved applications and agreements that contain at least one practice.<br>Applications or agreements that:<br>• have been started but do not yet have a practice added do not display on this report.<br>• have a practice added but do not yet have producer signature and submitted dates entered display with a status of “Incomplete”.<br>• have producer signature and submitted dates entered but have not yet been approved display with a status of “Complete”.<br>• are in the process of being revised but the revised agreement has not yet been approved display with a status of:<br>  • “Revise in Process” before being designated revise complete on the Agreement Approval Screen<br>  • “Revise Complete” after being designated revise complete but before being submitted to COC/CED<br>  • “Revise COC” after being submitted to COC/CED but before COC approval.<br>• are in the process of being terminated but the termination has not yet been approved display with a status of “Terminate COC”. |

## 310 Report Search Criteria (Continued)

### E County Office Report Descriptions (Continued)

| Report | Result |
|---|---|
| All FSA-848A – Approved, but Not Paid | Use this report to identify agreements that have been approved but no payment (partial or final) has been issued for any practice associated with the agreement.<br>Report lists all cost share agreements (FSA-848A's) with a breakdown by practice that have not had any payments issued for any of the practices on the agreement. Agreements containing multiple practices will display multiple rows in the report.<br>Practices that have had performance certified (both producer certification and TSP certification) but have not paid through the certify and pay process display with a status of "Pending Certification".<br>Practices that have not had performance certified display with a status of "Approved". |
| All FSA-848B – Partially Earned or Fully Paid | Use this report to identify all agreements where one or more cost share payments have been issued.<br>Report lists all agreements on which at least one CS payment (partial or final) has been issued.<br>• Practices that have been paid that had "Yes" designated for the "Practice complete?" question during the certification process display in the report with a status of "Paid".<br>• Practices that have been paid that had "No" designated for the "Practice complete?" question will display in the report with a status of "Partially Earned".<br>Agreements containing multiple practices will be listed multiple times if a CS payment has been issued on more than one practice, one line for each practice. However, in some circumstances not all practices associated with the agreement will be listed on the report. This would be the case if some, but not all of the approved practices on the application have been paid. Practices on which no cost share has been paid will not display on this report.<br>**Note**: The unpaid practices that do not show on this report will also not show in the "All FSA-848A – Approved but Not Paid" report, because that report does not show agreements where at least one practice has received a payment. |

## 310 Report Search Criteria (Continued)

### E County Office Report Descriptions (Continued)

| Report | Result |
|---|---|
| Unpaid Final PIP Payments Report | This report displays all split-PIP eligible cost share agreements where the initial PIP payment has been issued but the final PIP payment has not.<br>Split-PIP-eligible agreements where the initial PIP payment has not yet been issued will not display in the report. Split-PIP-eligible agreements where both the initial PIP payment and the final PIP payment have been issued will not display in the report.<br>This report is intended to make users aware of split-PIP eligible agreements that still require action to have the final PIP payment issued. |
| Final PIP Payments Report | This report displays split-PIP-eligible cost share agreements for CRP contracts in their third year, the year in which the NRCS status review is expected to take place. The report displays all third-year cost share agreements regardless of whether or not the final PIP payment has been issued and whether or not the date of the NRCS status review has been documented in CSS.<br>This report is intended to assist users with verifying that status reviews are timely documented in the system and final PIP payments are issued. |
| Report of Certifications and Payments | This report is not accessible through the “Reports” link on the left navigation menu. It is accessible through the following.<br>• “Search” under the Agreement Maintenance header on the left navigation menu. See paragraph 300.<br>• “View/Print Forms and Letters” under the Cost Share header on the left navigation menu. See paragraph 121<br>**Note:** See paragraph 152 for additional information and example of the report. |

## 310 Report Search Criteria (Continued)

### F Search Criteria for Expired and Expiring Practices Not Designated as "Practice Complete"

The following is the search criteria to enter in the Status Management Report – CSS Applications/Agreements for a customized report of expired and expiring practices not designated as "Practice Complete".

| Data Element | Selected Search Criteria |
|---|---|
| Agreement/Application Status | Select Agreement Statuses by:<br>• clicking "ACTIVE_REVISE"<br>• holding down the "Ctrl" key and clicking:<br>• "ACTIVE_TERMINATE"<br>• "CONTRACT_APPROVED"<br>• "PARTIALLY_EARNED"<br>• "REVISE_COMPLETE"<br>• "REVISE_IN_PROCESS"<br>• "TERMINATE_COC". |
| Practice Status | Select application statuses by:<br>• clicking "Approved"<br>• holding down the "Ctrl" key and clicking:<br>• "Partially Earned"<br>• "Payment Failed"<br>• "Pending Certification". |
| Beginning Creation Date | Defaulted to 01/01/2012. Do not change. |
| Ending Creation Date | Enter the date the report is being created to ensure that all potential CSS Agreements are included. |
| Beginning Practice Expiration Date | Enter earliest expiration date desired for the report. Can be either left blank or enter 01/01/2012 to include all possible expired practices. |
| Ending Practice Expiration Date | Enter a date 1 month after the date the report is being created to include practices nearing expiration. For example, if the report is being generated on June 1, 2022, enter July 1, 2022, as the ending practice expiration date. |

## 310 Report Search Criteria (Continued)

### G Search Criteria for "Paid" Status Agreements with Practice Statuses other than "Paid"

The following is the search criteria to enter in the Status Management Report – CSS Applications/Agreements for a customized report of Agreements with a status of "Paid" that have Practices with statuses other than "Paid".

| Data Element | Selected Search Criteria |
|---|---|
| Agreement/Application Status | CLICK "Paid" to select agreements with paid status. |
| Practice Status | Select application statuses by:<br>• clicking "Approved"<br>• holding down the "Ctrl" key and clicking:<br>  • "Partially Earned"<br>  • "Payment Failed"<br>  • "Pending Certification". |
| Beginning Creation Date | Defaulted to 01/01/2012. Do not change. |
| Ending Creation Date | Enter the date the report is being created to ensure that all potential CSS Agreements are included. |
| Beginning Practice Expiration Date | Enter earliest expiration date desired for the report. Can be either left blank or enter 01/01/2012 to include all possible practices. |
| Ending Practice Expiration Date | Enter a date sufficient to cover any potential practice expiration date included on currently active agreements. For example, 12/31/2050.<br>**Note:** Do not use 12/31/9999 as the ending practice expiration date as it causes an error in the query. |

## 310 Report Search Criteria (Continued)

### H State Office Report Descriptions

Reports available for State Office users are the same reports available to County Office users (subparagraph C) except for the following differences:

- the location of the reports link on the left navigation menu is under the “State” heading toward the top
- only one report can be created at a time; however, State Offices have the ability to select more than one county that will be displayed on reports by using “**CTRL + CLICK**” to select multiple counties
- State users can view and print reports in CSV format only.

State users do not have the ability to run either of the “LETTERS” reports.

## 311-319 (Reserved)

# Part 6 Payments

## Section 1 Program Payment Provisions

### 320 General Payment Provisions

**A Overview**

The CRP cost share payment process determines:

- whether the producer is eligible to receive payment
- the payment amount that can be sent to NPS for disbursement
- the overpayment amount that will be automatically sent to NRRS for cost share agreements associated to CRP-1s with approval dates before October 1, 2020
- the overpayment amount that sent to the Pending Overpayment Report in Common Payments for agreements approved after October 1, 2020.

**Note:** See 9-CM for general payment information.

**B Frequency of Payment Processing**

Cost share payments are processed as follows.

- For contracts approved in CCMS **before October 1, 2020**, any payment/overpayment associated with an FSA-848 agreement with CRP-1 that has an approval date in CCMS before October 1, 2020, will automatically be sent to NPS/NRRS upon submission on the certify and pay screen.
- For contracts approved in CCMS **after October 1, 2020**:
  - gross payment amounts sent through the automated payment process are processed nightly
  - payments on the Nonpayment Report are processed nightly if changes have been made in the system during the day for the producer or supporting system information
  - all payments on the Nonpayment Report are processed once a week to ensure that all notifications of changes have been applied to the reduced payment amount.

**Note:** The approval date of FSA-848 is prepopulated with the approval date of CRP-1. The system reads the approval date from CCMS.

## 320 General Payment Provisions (Continued)

### C Payment Due Date

61-FI provides general guidance for determining payment due dates for various programs.

- For contracts approved in CCMS before October 1, 2020, CSS calculates the payment due date as 30 days after the later of the "Date Documents are Received" or the "Producer Signature Date" as entered during the Producer Certification process (paragraph 134). If payment is not issued on or before the due date calculated by CSS, CSS will calculate prompt payment interest and include it in the payment that is generated.

  **Note:** 61-FI defines the payment due date for cost share as "30 calendar days after the applicant provides required documentation. Required documentation includes payment eligibility documentation such as CCC-902. If payment eligibility documentation is filed after the later of the "Date Documents are Received" and "Producer Signature Date" as entered during the producer certification process, the payment due date calculated by CSS will be incorrect and the prompt payment interest calculated by CSS will be incorrect. Contact your State Office for guidance in correctly determining the payment due date and correctly issuing prompt payment interest in this scenario.

  - For contracts approved in CCMS **after October 1, 2020**, agreements that have an approval date **after** October 1, 2020, will no longer have the interest automatically issued thru CSS. The approval date of FSA-848 shall be the initial approval date of the CRP-1 in CCMS. County Offices shall manually determine the payment due based on the factors identified in the above paragraph. Follow the provisions of 61-FI for issuing the interest payment.

## 320 General Payment Provisions (Continued)

### D Funds Control Process

CRP Cost Share payments for any FSA-848s that are initially approved **before** October 1, 2020, use the Obligation Process through eFMS accounting which controls funding allotments by program year, monitors program spending, and halts program disbursements when the funding allocation has been exhausted. The funding is reserved through the Obligation Process at the time FSA-848A is approved.

| Conservation Programs Funded through Electronic Funds Management System (eFMS) | Fund Code |
|---|---|
| CRP if original CRP-1 was approved before October 1, 2020 | 3306 |
| PIP if original CRP-1 was approved before October 1, 2020 | 3359 |

CRP Cost Share payments for any FSA-848 that is initially approved after October 1, 2020 use the Common Obligation Framework (COF). If adequate funding is not available, those producers who cannot be paid will be listed on the Failed Obligations/Insufficient Funds Report in the Common Payment Reports System.

| Conservation Programs Funded through Common Obligation Framework (COF) | Fund Code |
|---|---|
| CRP if original CRP-1 was approved after October 1, 2020 | 3307 |
| Clear30 | 3360 |
| FMI | 3358 |
| PIP if original CRP-1 was approved after October 1, 2020 | 3361 |

The funds for CRP Cost Share payments will be controlled at the National level and do not require State or County allotments.

### E Sequestering CSS Payments

CSS payments are not subject to sequestration.

## 321 Payment Eligibility Provisions

### A Overview

The payment process reads the web-based eligibility system for the current fiscal year in which the payment is being issued for CRP cost share to determine if a producer or member of a joint operation is eligible to be paid for that year.

**Exception:** AGI Eligibility is the fiscal year of the CRP-1 approval.

**Reminder:** Eligibility determinations/certifications should accurately reflect COC determinations and producer certifications, as applicable. Documentation to support the determinations must be on file.

### B CRP Subsidiary Eligibility

Web-based eligibility systems applicable to CRP payments determine how the web-based subsidiary eligibility data for payment processing will be used.

If a producer has multiple invalid subsidiary eligibility conditions, only the highest priority ineligible condition is displayed on the:

- Certify and Pay Screen if the initial approval date of CRP-1 in CCMS is **before** October 1, 2020, or

- Nonpayment/Reduction Report if the initial approval date of CRP-1 in CCMS is **after** October 1, 2020.

## 322-329 (Reserved)

## Section 2 CRP Cost Share Payments and Overpayments

### 330 CRP Cost Share Payments and Corrections

#### A Overview

The CRP Cost Share 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 and the amount of gross payment, applicable reductions, and the net payment amount. For payments to be calculated correctly, all supporting files must be updated correctly.

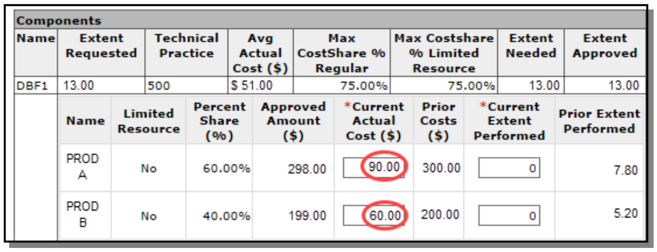
#### B Cost Share Payments

Issuing Cost Share payments through the CRP CSS is covered in Part 4 of this handbook. Once a payment has been processed through the CRP CSS it is sent to NPS to be issued. Procedure for NPS signing and certifying process is found in 1-FI.

## 330 CRP Cost Share Payments and Corrections (Continued)

### C Correcting a Payment

If a payment is incorrect after the Certify and Pay process has been completed and submitted, do not place the payment in hold for Cancel in NPS. Adjust the payment through CSS by selecting the "Certification" option from the left navigation menu according to Part 4, Section 1.

<table>
<tr><th>IF the incorrect value is…</th><th colspan="2">THEN…</th></tr>
<tr><td rowspan="4">actual cost</td><td><b>Step</b></td><td><b>Action</b></td></tr>
<tr><td>1</td><td>create a new (additional) Producer Certification by selecting "Add Certification" from the Certification Search Results with Practice Summary Screen.</td></tr>
<tr><td>2</td><td>enter the corrected actual costs in the "Current Actual Cost" field on the Create New Producer Certification – Component Rate Practice Screen.<br><br><b>Example 1:</b> The actual cost is $650 split 60%/40% between producers. The user previously inaccurately entered $500 total actual cost which resulted in an <b>underpayment</b>. Enter $150 additional actual cost split 60%/40% to account for the difference: $650 (correct cost) minus $500 (amount previously entered) = $150 (split $90 and $60).<br><br><br>
<table>
<tr><th colspan="8">Components</th></tr>
<tr><th>Name</th><th>Extent Requested</th><th>Technical Practice</th><th>Avg Actual Cost ($)</th><th>Max CostShare % Regular</th><th>Max Costshare % Limited Resource</th><th>Extent Needed</th><th>Extent Approved</th></tr>
<tr><td>DBF1</td><td>13.00</td><td>500</td><td>$ 51.00</td><td>75.00%</td><td>75.00%</td><td>13.00</td><td>13.00</td></tr>
</table>
<table>
<tr><th>Name</th><th>Limited Resource</th><th>Percent Share (%)</th><th>Approved Amount ($)</th><th>*Current Actual Cost ($)</th><th>Prior Costs ($)</th><th>*Current Extent Performed</th><th>Prior Extent Performed</th></tr>
<tr><td>PROD A</td><td>No</td><td>60.00%</td><td>298.00</td><td>90.00</td><td>300.00</td><td>0</td><td>7.80</td></tr>
<tr><td>PROD B</td><td>No</td><td>40.00%</td><td>199.00</td><td>60.00</td><td>200.00</td><td>0</td><td>5.20</td></tr>
</table>
<br><b>Example 2:</b> The total actual cost is $650 split 60%/40%. The user previously inaccurately entered $750 for the total actual cost which resulted in an <b>overpayment</b>. Enter -$100 split 60%/40% for the actual cost to account for the difference: $650 (correct cost) minus $750 (amount previously entered) = -$100 (split -$60 and -$40).</td></tr>
<tr><td>3</td><td>complete Certify and Pay according to Part 4, Section 2. Either an additional payment of the difference will be sent to NPS or an overpayment will be sent to NRRS.</td></tr>
</table>

## 330 CRP Cost Share Payments and Corrections (Continued)

### C Correcting a Payment (Continued)

| **IF the incorrect value is…** | **THEN…** | |
|---|---|---|
| current Extent Performed | **Step** | **Action** |
| | 1 | create a new (additional) Producer Certification by selecting “Add Certification” from the Certification Search Results with Practice Summary Screen. |
| | 2 | enter the amount of the corrected extent performed in the “Current Extent Performed” field on the Create New Producer Certification – Component Rate Practice Screen.<br>**Example 1:** The extent performed is 11. The user previously inaccurately entered 10 for the producer which resulted in an **underpayment**. Enter 1 for the producer to account for the difference: 11 (correct extent) minus 10 (extent previously entered) = 1.<br>**Example 2:** The extent performed is 9. The user previously inaccurately entered 12 for the producer which resulted in an **overpayment**. Enter -3 for the producer to account for the difference: 9 (correct extent) minus 12 (extent previously entered) = -3. |
| | 3 | complete Certify and Pay according to Part 4, Section 2. Either an additional payment of the difference will be sent to NPS or an overpayment will be sent to NRRS. |
| TSP Certification values | **Step** | **Action** |
| | 1 | create a new TSP Certification by selecting “TSP” for the practice from the Practice Summary Screen that is displayed by clicking on the selected Practice Number from the Agreement Summary Screen. |
| | 2 | enter the difference between what should be entered and what is actually entered into the Current Extent Performed field.<br>**Example 1:** 12 is entered into Prior Extent Performed. The amount should be 13. Enter 1 into the Current Extent Performed field.<br>**Example 2:** 15 is entered into Prior Extent Performed. The amount should be 10. Enter-5 into the Current Extent Performed field. |
| | 3 | complete Certify and Pay according to Part 4, Section 2. An additional payment of the difference will be sent to NPS. |

## 330 CRP Cost Share Payments and Corrections (Continued)

### C Correcting a Payment (Continued)

**Note:** In the case of an **Overpayment**, if 'Yes' is selected for the "Practice complete?" question the Total Installation costs entry is displayed. Correct the total installation costs if necessary by entering the actual total installation costs incurred. Do not attempt to adjust the existing value by entering a negative amount in this data field.

### D Canceling Payments

After payment processing has been completed, County Offices shall review the NPS payment worklist to ensure that the correct payments have been generated. The user should complete the following if an error is determined:

- payment should **not** be signed in NPS
- condition causing the incorrect payment should be corrected.

**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 in NPS and recalculate the payment amount due

- payment amount is determined to be incorrect and the payment has been signed in the NPS System, the payment can no longer be cancelled.

  **Note:** The incorrect payment will be issued. After the incorrect payment is made, the user must perform corrective actions in CSS. "Add Certification" is used to create a new certification using negative costs and extents to correct an incorrect certification before the payment is signed, or to create a receivable for an overpayment after the payment is signed. Once the condition causing the incorrect payment has been corrected in CSS, the system will determine if the producer has been overpaid or underpaid. During the next Certify and Pay action in CSS a receivable will be created if the producer has been overpaid, or an additional payment will be sent to NPS if the producer has been underpaid.

After cancelling the incorrect payment by entering negative amounts to zero out the effective net payment, the correct payment shall be reissued according to the following table.

| Step | Action |
|---|---|
| 1 | Complete a new Producer Certification with the correct amounts and dates. |
| 2 | Complete a new TSP Certification with the correct values. |
| 3 | Complete Certify and Pay to send a positive payment amount to NPS with the correct date. |

## 331 Terminations

### A Introduction

A termination of a CRP contract may require a refund of previously paid cost share and PIP payments. If refunds are being waived do not terminate the cost share agreement. See 2-CRP, Part 16, Section 2 for policy on waiving refunds.

Users may need to terminate multiple versions of an agreement if revisions have been performed.

### B Determining and Processing Refund Amounts

The termination of an agreement will automatically process the full refund amounts during the termination. See paragraph 250 for more information on the termination process.

### C Proration of Terminations

Policy in 2-CRP, subparagraph 574 A allows for prorated refunds when certain conditions are met. The termination process should not be used if refunds are to be prorated. If a prorated refund of a contract is approved, negative extents should be entered on new producer and TSP certifications that reflect the prorated amounts. See Exhibit 17 for an example of proration of a termination.

## 332 Partial Termination

### A Introduction

A partial termination of a contract may require a refund of previously paid cost share and PIP payments. To ensure a receivable is created and that the receivable is created for the correct amount the user must enter the correct negative extents and producer actual costs on a new certification. See 2-CRP, paragraph 574 for policy on required refunds.

### B Determining and Processing Refund Amounts

To process the required refund and calculate the negative extents to enter on the new producer certification perform the steps in the table below. See Exhibit 18 for an example.

| Step | Action |
|---|---|
| 1 | Determine percentage of acres by practice being terminated by taking acres terminated by practice divided by total acres of the practice. |
| 2 | Determine cost reduction of each component by taking total actual cost for the component multiplied by the percentage determined in step 1. |
| 3 | Enter the negative amount for each component in the current actual cost. |
| 4 | For components measured in acres the amount of acres for the practice being terminated will be the negative extent for the component. |
| 5 | For components measured in units other than acres determine the negative extent by taking the prior extent performed multiplied by the percentage determined in step 1. Round to the appropriate whole unit or fraction of a unit depending on the component. |
| 6 | Enter the negative extent determined in step 4 or 5 depending on the unit of measure for the component. |
| 7 | Select “Yes” that the practice is complete. |
| 8 | Add or edit cost share from other sources if applicable. |
| 9 | Enter total installation cost of the portion of the practice not terminated. Determined by taking the total actual cost of all components for the practice minus the total actual costs reduced for terminated portion of all components. |
| 10 | Enter acres served. Determined by Acres served initially by the practice minus the acres terminated. |
| 11 | Select components that are complete. |
| 12 | Enter current date for date receipts and documentation received. |
| 13 | Enter Producer Signature Date. |
| 14 | CLICK “Continue to Next Step”. |
| 15 | Finish producer certification by reviewing the information entered and CLICK “Submit”. If there is cost share from other sources an additional screen will be displayed before being able to submit. See paragraph 135 for additional information. |
| 16 | Complete a new TSP Certification with the correct negative values for the practice and components. Enter a statement in the performance report block indicating a partial termination. |
| 17 | Complete the Certify and Pay process to send the overpayment amount to NRRS. |

## 332 Partial Termination (Continued)

### C Proration of Partial Terminations

Policy in 2-CRP, subparagraph 574 A allows for prorated refunds when certain conditions are met. The instructions above do not cover prorated refunds. The first time a prorated refund of a contract is approved, the steps above can be used by applying the proration percentage to the negative extents. See Exhibit 19 for an example of proration of a partial termination. A partial termination that has been prorated will leave the extents out of sync and any subsequent partial termination will need to take into account amounts refunded for prorated prior partial terminations. If a prorated cost share refund for a partial termination has been processed and additional cost share payments or additional partial terminations are needed, the case should be submitted to the State specialist to be posted on the national SharePoint site for assistance in determining the actual costs and extents performed to be entered in CSS.

## 333 Overpayments

### A Introduction

The CRP cost share payment process, for agreements approved after October 1, 2020, 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:

- Subsidiary Eligibility System which includes data about eligibility, combined producer, and Business File
- SCIMS.

If something changes in any of these systems for the applicable payment year, the payment process is automatically triggered to recalculate the payable amount. The producer is overpaid if the information that has been changed results in the amount payable to be less than the amount originally paid to the producer. CSS does not initiate this process and does not change the calculated payment before to eligibility adjustments. Any overpayments created in error of this type would need to be resolved through the supporting system that triggered the overpayment.

### B General Provisions for Overpayments

Policy and instructions on collecting overpayments, due dates, and charging interest can be found in the applicable FI handbook.

### C Overpayments of eFMS Obligated Agreements

For eFMS obligated agreements when an overpayment is processed it will automatically be transferred to NRRS the same day. If an eligibility issue is encountered the overpayment amount transferred may not be the correct amount and could be for the entire payment.

To correct the issue the user should:

- first correct the eligibility issue that caused the incorrect additional overpayment amount
- then reprocess the payment to offset the incorrect amount of overpayment created
- not write off any of the overpayment amount since this will cause cost share and the payment/overpayment systems to be out of sync.

If unable to resolve the issue the user should contact the State Office for assistance.

## 333 Overpayments (Continued)

### D Overpayments of COF obligated agreements

For COF obligated agreements when an overpayment is processed it will appear in the Common Payments Reports (CPR) to be transferred to NRRS. If an eligibility issue is encountered the overpayment amount may not be the correct amount and could be for the entire payment.

Since the overpayment has not been transferred to NRRS yet, the user should correct the issue that caused the incorrect amount. Once corrected either recompute the overpayment from the report in CPR or wait for the payment process to trigger during a nightly run to correct the amount. Once the correct overpayment amount is showing on the pending overpayment report in CPR the user should transfer the overpayment to NRRS.

## Reports, Forms, Abbreviations, and Redelegations of Authority

### Reports

None.

### Forms

The following table lists all forms referenced in this handbook.

| Number | Title | Display Reference | Reference |
|---|---|---|---|
| CCC-770 CRP2 **1**/ | CRP Cost Share Payment Checklist | | 143,144 |
| CCC-902 | Farm Operating Plan for Payment Eligibility 2009and Subsequent Program Years | | 320 |
| FSA-848 | Cost Share Request | | Text |
| FSA-848A | Cost Share Agreement | | Text |
| FSA-848B | Cost Share Performance Certification andPayment | | Text, Ex. 18 |

**1**/ This form was made obsolete on 02-14-2020.

### Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

| Approved Abbreviation | Term | Reference |
|---|---|---|
| CD | Conservation Division | 1, 2 |
| COF | Common Obligation Framework | Text |
| C/S | Cost Share | Text |
| CSS | Cost Share Software | Text |
| CSV | Comma Separated Values | 310 |
| eFMS | Electronic Funds Management System | Text, Ex. 5 |
| PDD | Program Delivery Division | 1, 2, 4 |
| TSP | Technical Service Provider | Text, Ex. 5 |

### Redelegations of Authority

None.

**Exhibit 2**

## Definitions of Terms Used in This Handbook

### Application

Application means an FSA-848 or FSA-848A that has not been approved by COC or CED.

### Agreement

Agreement means an FSA-848A that has been approved by COC or CED.

### Eligible Cost

Eligible cost is the lesser of producer's actual cost or average actual cost (from Program Provisioning) times the extent approved.

### Obligation

Obligation is a binding promise by the Government to pay, but that promise can be conditioned on certain criteria being met, including eligibility criteria.

**Exhibit 3**

## Menu and Screen Index

The following screens are displayed in this handbook.

| Title | Reference |
|---|---|
| Receipt for Service | 3 |
| Cost Share – Program Selection | 22 |
| Conservation Reserve Program Home | 23 |
| Application Signup – Applicant Information | 30, 211 |
| Application Signup – Add Contributors | 31, 212 |
| Application Signup – Documentation | 32, 213 |
| Application Signup – Add Practices | 33, 215 |
| Application Signup – Add Practice Components | 34, 216 |
| Application Signup – Add Contributors – Share Designation | 35, 217 |
| Application Signup – Practice Summary – Confirmation | 36, 218 |
| Application Signup – Practice Summary – Finalize | 37, 214 |
| Application Signup – Additional Information – Eligibility | 38, 219 |
| Application Signup – Additional Information – Confirmation | 39, 220 |
| Edit Application | 50 |
| Agreement Approval – Search Results | 60 |
| Agreement Approval – Assign ID | 61, 221 |
| Agreement Approval – Approval Data | 62, 222 |
| Application Signup – Component Rate Practice Approval | 63, 223 |
| Application Signup – Component Rate Practice Approval Summary | 64, 224 |
| Agreement Approval – Approval Date | 65, 225 |
| Agreement Approval – Confirmation | 66, 226 |
| Agreement Approval – Eligibility Information | 67, 227 |
| Agreement Approval – Eligibility Success | 68, 228 |
| Agreement Disapproval Information | 69 |
| Agreement Approval – Partial Disapproval | 70 |
| Un-Submit Application | 80 |
| Application Signup – Un-Submit | 81 |
| Inactivate Application | 90, 92 |
| Application Signup – Inactivate | 91 |
| Application Signup – Inactivate Confirmation | 92 |
| Search Criteria | 100 |
| Search Results | 101, 102, 103, 104 |
| View/Print Forms | 120 |
| View/Print Forms Results | 121 |
| Search Agreements for Certify & Pay | 130 |
| Certify & Pay Search Results | 131 |
| Agreement Summary (after “Agreement Number” is selected) | 132 |
| Practice Summary | 133 |
| Create New Producer Certification – Component Rate Practice | 134 |
| Producer Certification Confirm – Component Rate Practice | 135 |

**Exhibit 3**

## Menu and Screen Index (Continued)

| Title | Reference |
|---|---|
| Cost Share From Other Sources | 135 |
| Practice Summary Screen (with TSP after producer certification completed) | 136 |
| Create New TSP Certification – Component Rate Practice | 136 |
| TSP Certification Confirmation | 137 |
| Agreement Summary (after TSP certification loaded successfully) | 137 |
| Search Agreements for Certify & Pay | 141 |
| Certify & Pay Search Results | 142 |
| Agreement Summary (select practice number for payment request) | 142 |
| Practice Summary – Request Payment | 142 |
| Certify and Pay Main | 143 |
| Certify and Pay Main – Confirmation | 144 |
| Certify and Pay Search Results (with payment success message) | 144 |
| Agreement Summary (existing certifications) | 151 |
| Practice Summary (existing certifications) | 151 |
| View Producer Certification – Component Rate Practice | 151 |
| View TSP Certification – Component Rate Practice | 151 |
| Agreement Search Results (view certifications) | 152 |
| View Existing Certifications | 152 |
| View Existing Certifications Practice Summary | 152 |
| Manage PIP (select Print Report of Certifications and Payments) | 153 |
| Retry Payment Results | 160, 162 |
| Retry Payment | 161 |
| Retry Payment Confirmation | 162 |
| Retry Payment (with failure message) | 163 |
| Agreement Search Results (select Manage PIP) | 170 |
| Manage PIP | 171, 172, 174 |
| Revise Contract (with prior payment warning message) | 175 |
| Application Signup – Practice Summary (select to remove or edit practice) | 175 |
| Agreement Search Results (Manage PIP link) | 176 |
| Search Agreements for Revision | 180 |
| Revise Agreement Search Results | 181 |
| Revise Contract | 182 |
| Revise Contract – Prior Payments | 183 |
| Agreement Signup – Applicant Information | 191 |
| Agreements Signup – Add Contributors | 192 |
| Agreement Approval Data | 193 |
| Agreement Signup – Add Practices (displays as Application Signup) | 194 |
| Agreement Signup – Add Practice Components | 195 |
| Application Signup – Component Rate Practice Approval | 196 |
| Application Signup – Component Rate Practice Approval Confirmation | 197 |
| Agreement Approval – Assign Project Area ID | 198 |
| Agreement Approval – Funds Requested and Approved | 199 |

## Menu and Screen Index (Continued)

| Title | Reference |
|---|---|
| Agreement Approval – Contract Summary | 200 |
| Agreement Approval – Revision Complete | 201 |
| Edit Contract | 240 |
| Agreement Maintenance – Cancel Revision | 241 |
| Agreement Maintenance – Cancellation (Revision) | 242 |
| Agreement Maintenance – Cancel Reinstate | 243 |
| Agreement Maintenance – Cancellation (Reinstate) | 244 |
| Terminate Contract | 250 |
| Agreement Maintenance – Terminate Agreement Reason | 251 |
| Agreement Maintenance – Terminate Agreement Confirmation | 252 |
| Agreement Maintenance – Terminate Complete | 253 |
| Agreement Maintenance: Agreement Approval | 254, 282 |
| Agreement Maintenance: Agreement Approval Confirmation | 255, 283 |
| Agreement Maintenance: Terminate Final | 256 |
| Agreement Maintenance – COC/CED Approval Complete | 257, 285 |
| Agreement Maintenance – Reinstate Agreement | 258 |
| Agreement Maintenance – Reinstate Agreement Complete | 259 |
| Submit To COC/CED | 270 |
| Agreement Maintenance – Submit to COC/CED | 271 |
| Agreement Maintenance – Submit to COC/CED Complete | 272 |
| COC/CED Approval | 280 |
| Agreement Maintenance – Check ID | 281 |
| Agreement Maintenance – Agreement Approval Eligibility Information | 284 |
| Agreement Maintenance – Cancel Termination | 286 |
| Agreement Maintenance – Cancellation (Termination) | 287 |
| Search Agreements | 300 |
| Agreement Search Results | 301, 302 |
| Report Search Criteria | 310 |

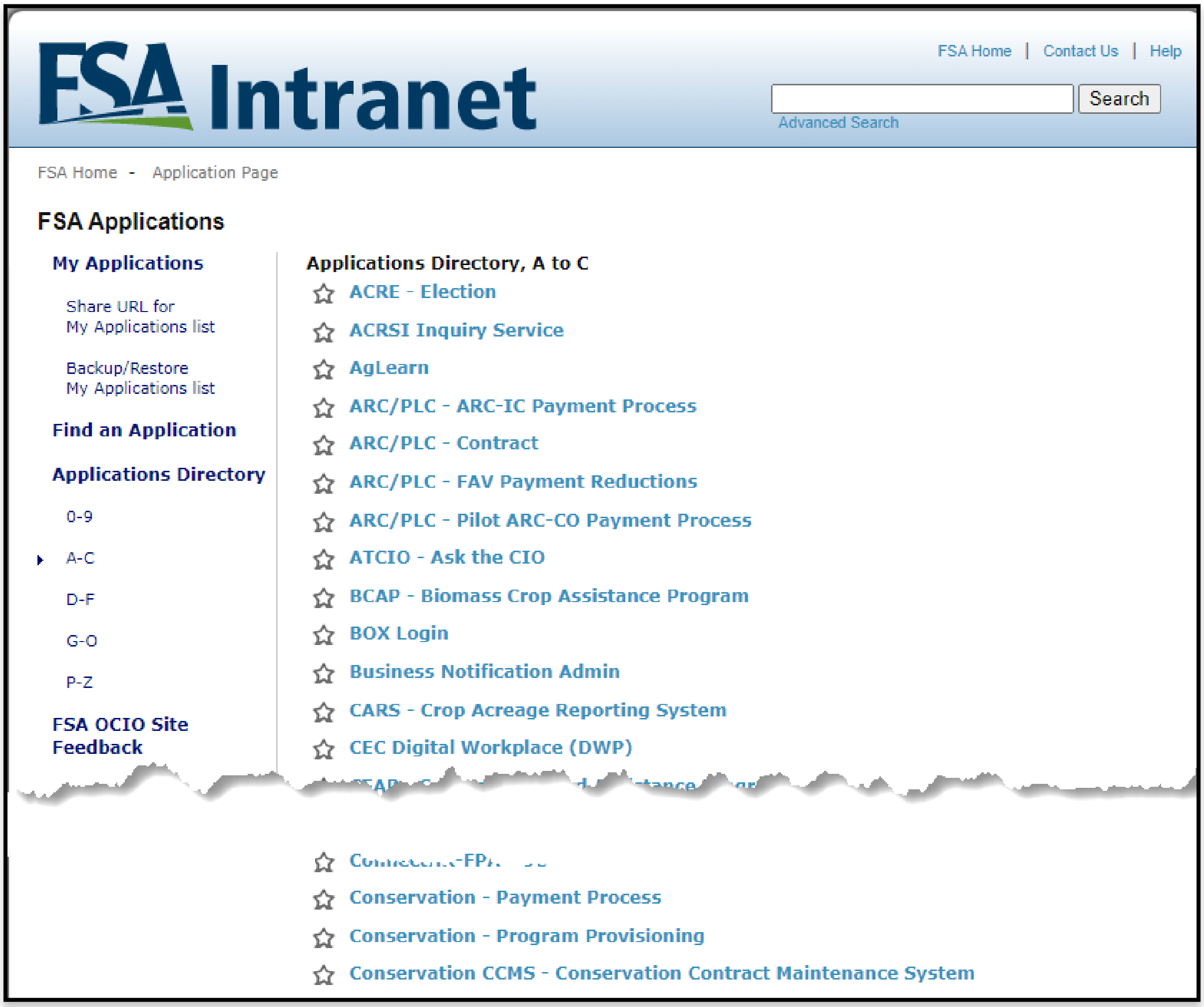
**Exhibit 8**
**(Text, Ex. 20)**

## Section 1 Program Provisioning for CRP

### 1 Accessing Program Provisioning

#### A Overview

State Conservation Specialists have the ability to permit or deny creation of components for use within their State. County users in States where permission is granted to create components will create components in Program Provisioning. Program provisioning is accessed under the letter "C" on the FSA Intranet Applications Page as "Conservation – Program Provisioning".



FSA Intranet

FSA Home | Contact Us | Help

Search

Advanced Search

FSA Home - Application Page

**FSA Applications**

**My Applications**

Share URL for My Applications list

Backup/Restore My Applications list

**Find an Application**

**Applications Directory**

0-9

A-C

D-F

G-O

P-Z

**FSA OCIO Site Feedback**

**Applications Directory, A to C**

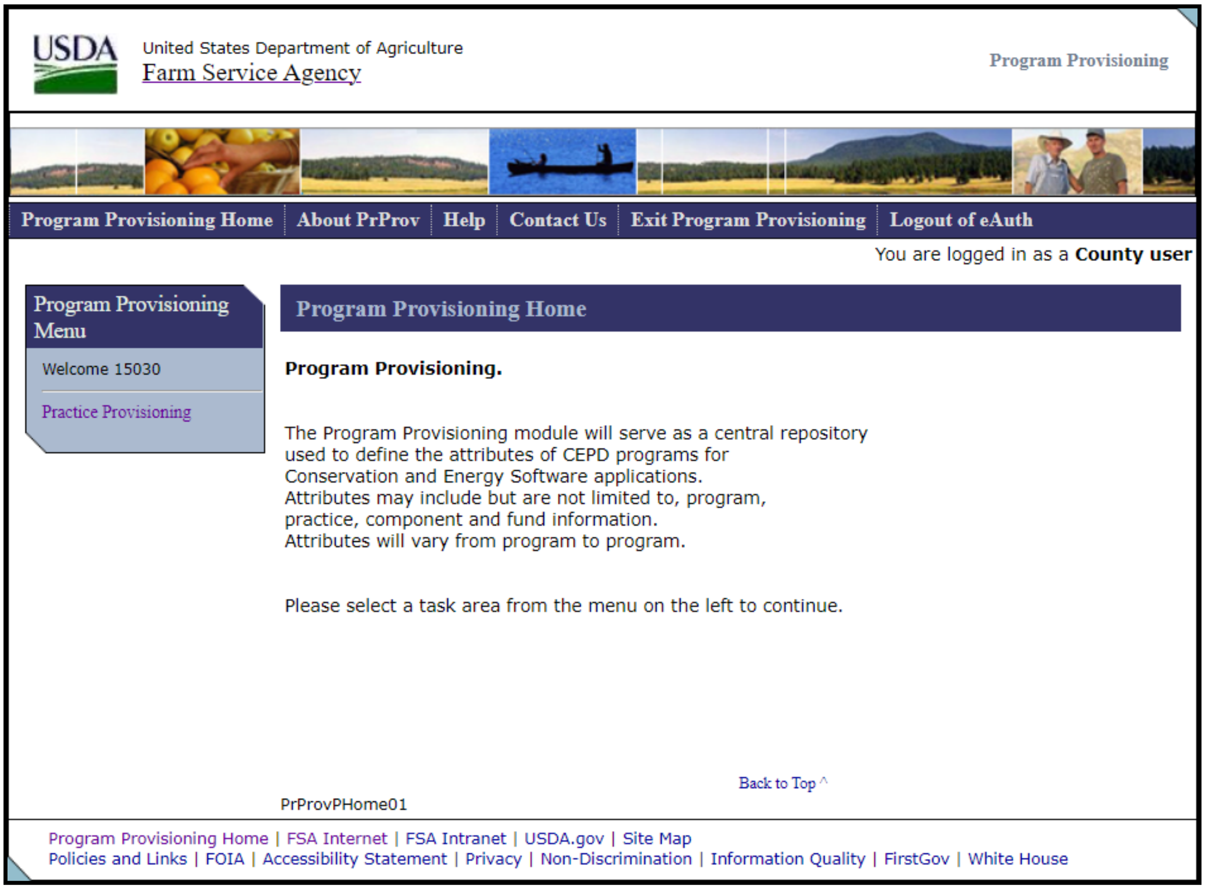
- ☆ ACRE - Election
- ☆ ACRSI Inquiry Service
- ☆ AgLearn
- ☆ ARC/PLC - ARC-IC Payment Process
- ☆ ARC/PLC - Contract
- ☆ ARC/PLC - FAV Payment Reductions
- ☆ ARC/PLC - Pilot ARC-CO Payment Process
- ☆ ATCIO - Ask the CIO
- ☆ BCAP - Biomass Crop Assistance Program
- ☆ BOX Login
- ☆ Business Notification Admin
- ☆ CARS - Crop Acreage Reporting System
- ☆ CEC Digital Workplace (DWP)
- ☆ Conservation - Payment Process
- ☆ Conservation - Program Provisioning
- ☆ Conservation CCMS - Conservation Contract Maintenance System

Every FSA administrative county has its own program provisioning county dataset. When creating CS agreements CSS uses the dataset from the physical location county. Components are added to the dataset when a county user in the physical location has either created or copied a component.

## 1 Accessing Program Provisioning (Continued)

### B Example of Program Provisioning Home Screen

The following is an example of the Program Provisioning Home Screen.


USDA
United States Department of Agriculture
Farm Service Agency
Program Provisioning
Program Provisioning Home | About PrProv | Help | Contact Us | Exit Program Provisioning | Logout of eAuth
Program Provisioning Menu
Practice Provisioning
Back to Top ^
Program Provisioning Home | FSA Internet | FSA Intranet | USDA.gov | Site Map
Policies and Links | FOIA | Accessibility Statement | Privacy | Non-Discrimination | Information Quality | FirstGov | White House

You are logged in as a **County user**

Welcome 15030

**Program Provisioning Home**

**Program Provisioning.**

The Program Provisioning module will serve as a central repository used to define the attributes of CEPD programs for Conservation and Energy Software applications. Attributes may include but are not limited to, program, practice, component and fund information. Attributes will vary from program to program.

Please select a task area from the menu on the left to continue.

PrProvPHome01

## 1 Accessing Program Provisioning (Continued)

### C Header Information

The following table provides the fields, descriptions, and actions for the header information that will be displayed on most program provisioning screens.

| Field/Link | Description/Action |
|---|---|
| Program Provisioning Home | Returns the user to the Program Provisioning Home Screen. |
| About PRProv | Opens an "About FSA" Page but does not provide any specific information about program provisioning. |
| Help | Opens a new window with the message "No help available at this time." |
| Contact Us | Provides contact information for help with software issues. County users should always start by contacting their State conservation program specialist. State program specialists should contact national conservation automation specialist using the FSA Farm Programs Software Issues SharePoint Site at (https://usdagcc.sharepoint.com/sites/fsa-dafp-disaster/Payment_Issues/SitePages/Home.aspx), for issues and questions the specialist is unable to resolve. |
| Exit Program Provisioning | Exits Program Provisioning and opens the "FSA Intranet Home" Page. |
| Logout of eAuth | Exits Program Provisioning and opens the "eAuthentication Home" Page. |

### D Field Description and Actions

The following table provides the field descriptions and actions for the Program Provisioning Home Screen.

| Field/Button | Description/Action |
|---|---|
| Practice Provisioning | Opens the "Program Provisioning Menu" Screen. See paragraph 2. |

**Exhibit 8**
**(Text, Ex. 20)**

## Section 2 Program Provisioning for County Users

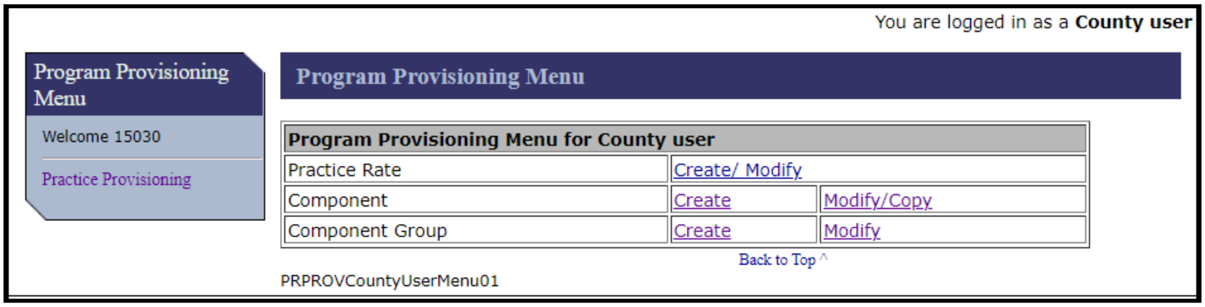
### 2 Program Provisioning Menu Screen – County User

#### A Overview

After the user selects Practice Provisioning from Program Provisioning Home Screen the County User version of the Program Provisioning Menu Screen will be displayed.

#### B Example of Program Provisioning Menu Screen (County User)

The following is an example of the Program Provisioning Menu Screen when the State specialist has granted the county permission to create components.

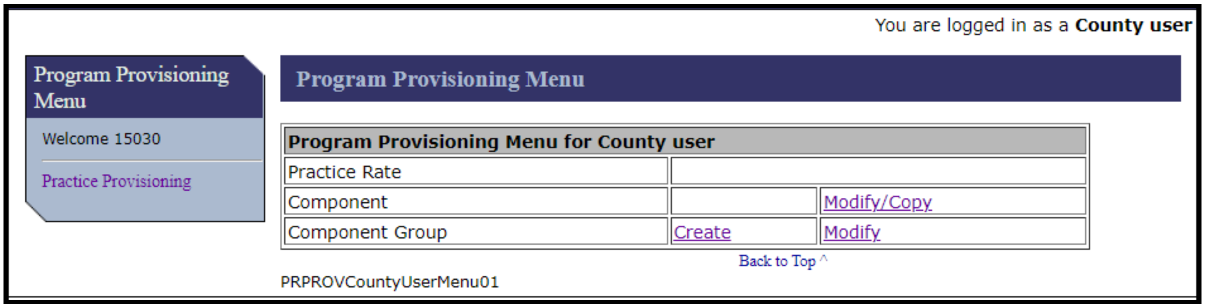

You are logged in as a **County user**
Program Provisioning Menu
Welcome 15030
Practice Provisioning
Program Provisioning Menu

| **Program Provisioning Menu for County user** | | |
|---|---|---|
| Practice Rate | Create/ Modify | |
| Component | Create | Modify/Copy |
| Component Group | Create | Modify |

Back to Top ^

PRPROVCountyUserMenu01

The following is an example of the Program Provisioning Menu Screen when the State specialist has not granted the county permission to create components.


You are logged in as a **County user**
Program Provisioning Menu
Welcome 15030
Practice Provisioning
Program Provisioning Menu

| **Program Provisioning Menu for County user** | | |
|---|---|---|
| Practice Rate | | |
| Component | | Modify/Copy |
| Component Group | Create | Modify |

Back to Top ^

PRPROVCountyUserMenu01

## 2 Program Provisioning Menu Screen – County User (Continued)

### C Field Description and Actions

| Field/Button | Description/Action |
|---|---|
| Practice Provisioning | Opens the "Program Provisioning Menu" Screen. |
| Practice Rate Create/Modify | Used to create a practice rate for use in creating cost share agreements. Practice rates are not authorized for use in CRP cost share for CRP-1's approved under Signups 53 and later and will not be addressed in this exhibit. |
| Component Create | Used to create components for use in creating cost share agreements. |
| Component Modify/Copy | Used to modify existing components in the county program provisioning dataset. Used to copy components created by the State specialist or other users. Copying a component adds the component to the user's county dataset.<br>**Note:** Modify/Copy is also used to view existing components. There is not a true "View" option in program provisioning. Users must use the search function under the Modify/Copy functionality to open and view an existing component. |
| Component Group Create | Used to group components from within the county dataset. Component groups allow users to group components that are commonly used together for a specific practice. Selecting the group is intended to allow the user to populate multiple components to the practice in a cost share application with a single selection. This functionality to use component groups when creating a cost share agreement has not been implemented in CSS. Creation of component groups will not be covered in this exhibit. |
| Component Group Modify | Used to modify existing component groups in the county dataset. |

**Exhibit 8**
**(Text, Ex. 20)**

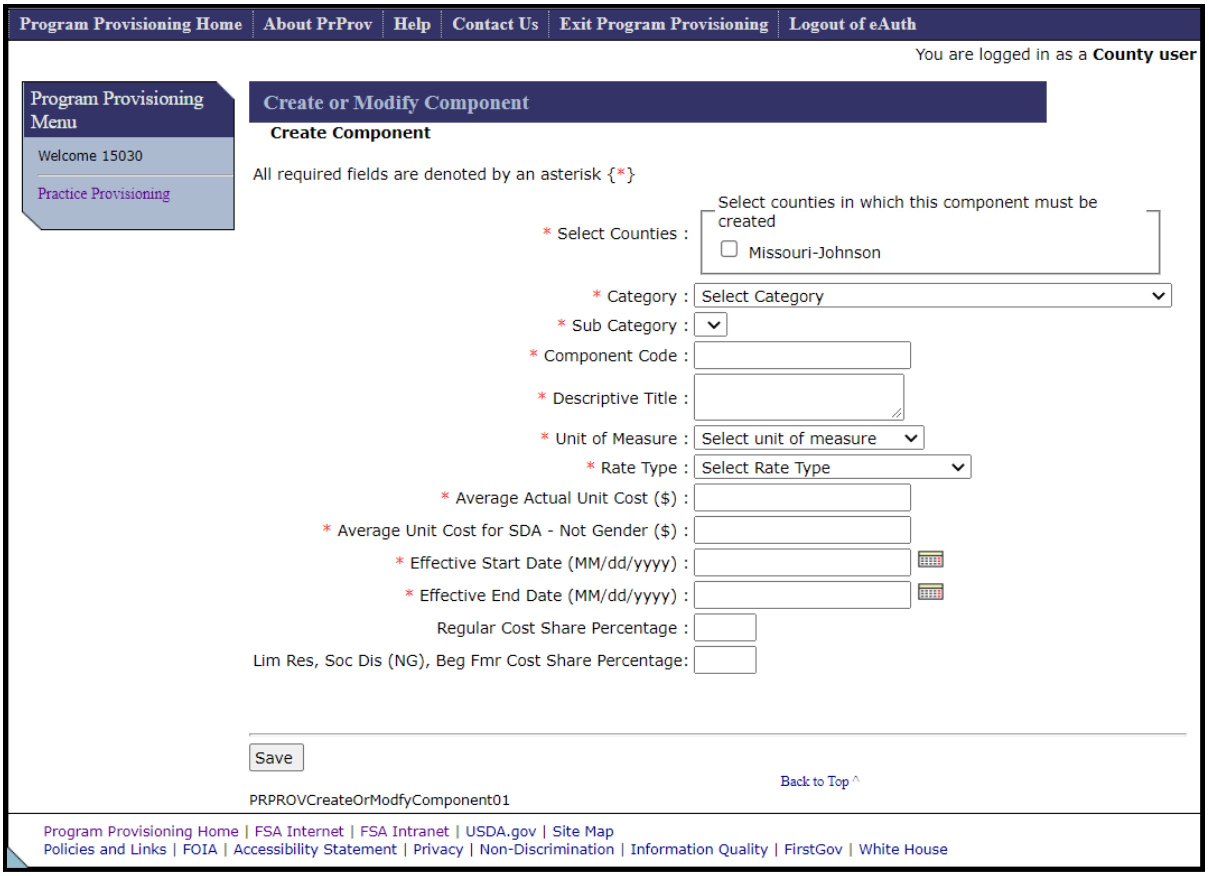
## 3 Create Component (County User)

### A Overview

After selecting “Create” in the component row on the Program Provisioning Menu Screen the Create or Modify Component (Create Component) Screen will be displayed. This is the screen used to create a new component.

### B Example of Create or Modify Component (Create Component) Screen

The following is an example of the Create or Modify Component (Create Component) Screen.


Program Provisioning Home | About PrProv | Help | Contact Us | Exit Program Provisioning | Logout of eAuth
Program Provisioning Menu
Welcome 15030
Practice Provisioning
Save
Back to Top ^
Program Provisioning Home | FSA Internet | FSA Intranet | USDA.gov | Site Map
Policies and Links | FOIA | Accessibility Statement | Privacy | Non-Discrimination | Information Quality | FirstGov | White House

You are logged in as a **County user**

Create or Modify Component

**Create Component**

All required fields are denoted by an asterisk {*}

* Select Counties : Select counties in which this component must be created
☐ Missouri-Johnson

* Category : Select Category
* Sub Category :
* Component Code :
* Descriptive Title :
* Unit of Measure : Select unit of measure
* Rate Type : Select Rate Type
* Average Actual Unit Cost ($) :
* Average Unit Cost for SDA - Not Gender ($) :
* Effective Start Date (MM/dd/yyyy) :
* Effective End Date (MM/dd/yyyy) :
Regular Cost Share Percentage :
Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage:

PRPROVCreateOrModfyComponent01

## 3 Create Component (County User)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Create or Modify Component (Create Component) Screen.

| Field | Description/Action |
|---|---|
| Practice Provisioning | Opens the "Program Provisioning Menu" Screen. If this button is clicked without first saving edits for a new component that is being created all edits are lost. |
| Select Counties | User must select the county for which the component is being created. Only counties assigned to the user are displayed for selection. |
| Category | User must select the category under which the component will be created. See Exhibit 9 for Category to CRP Practice relationships. Components created will only be available for selection in CSS for practices associated to the category under which the component was created.<br>For example, Practice CP1 is associated to Category "(04) Planting" in Exhibit 9 but is not associated to Category "(07 Earthwork/Structural Work". Components created using Category "(04) Planting" **will** be displayed in the component drop-down list when creating a cost share application for Practice CP1. Components created using Category "(07) Earthwork/Structural Work" **will not** display in the component drop-down list when creating a cost share application for Practice CP1. |
| Subcategory | User must select the Subcategory under which the component will be created. The user should choose the Subcategory that most closely represents the component being created. |
| Component Code | User must enter a component code for the new component being created.<br>• Component codes are the unique identifier for the specific component and cannot be duplicated. If a component already exists for the identifier entered, user will receive a hard stop error message stating "Component Code already Exists". User must change the proposed identifier for the new component to something else and reattempt the save.<br>• Component codes consist of any combination of alphabetical or numeric characters. Special characters such as "#", "%", "!", etc. are not permitted. User must enter a minimum of one alpha/numeric character but no more than 12 alpha/numeric characters for the component identifier. |

**Exhibit 8**
**(Text, Ex. 20)**

## 3 Create Component (County User) (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field | Description/Action |
|---|---|
| Descriptive Title | User must enter a descriptive title for the new component. Since component codes are limited to a maximum of 12 characters users will frequently need to use abbreviations or code numbers for new components. The descriptive title may be up to 500 characters in length providing the user with the ability to go into more detail and specifically identify the uniqueness of the component. |
| Unit of Measure | Unit must select a single Unit of Measure for the component from the drop-down list. |
| Rate Type | User must select the rate type for the component. Beginning with CRP Signup 53 all CRP cost share is to be paid using "Percent of Cost Not to Exceed" rate types. Cost Share for FMI and CLEAR30 payments is to be paid using flat rates.<br>Available rate types include the following.<br>• Percent of Cost Not to Exceed – CSS pays:<br>Lesser of:<br>Producer's Extent Performed X Cost Share Rate<br>or<br>Producer's Actual Cost X Cost Share Percentage<br>• Percent of Cost **1**/ – CSS pays:<br>Lesser of:<br>Approved Amount<br>or<br>Producer's Actual Cost X Cost Share Percentage<br>• Flat Rate **1**/ – CSS Pays:<br>Lesser of:<br>Producer's Extent Performed X cost share rate<br>or<br>Producer's Actual Contribution<br>• FMI Flat Rate **2**/ – CSS Pays:<br>Lesser of:<br>Producer's Extent Performed X FMI rate<br>or<br>Producer's Actual Contribution<br>• CLEAR30 Flat Rate **3**/ – CSS Pays:<br>Producer's Extent Performed X CLEAR30 rate. |

**1**/ Not applicable for CRP contracts for Signup 53 and later.

**2**/ FMI Flat Rates are created by the National Office and are copied from the national list to the applicable county dataset. County and State users are not authorized to create FMI flat rates locally.

**3**/ CLEAR30 Flat Rates are created by State Specialists and are copied from the State list to the applicable county dataset. County users are not authorized to create CLEAR30 flat rates.

## 3 Create Component (County User) (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field | Description/Action |
|---|---|
| Average Actual Unit Cost | User must enter 100% of the average actual cost for the local area. Costs may be entered up to four decimal places. Any decimal places not entered are considered as zeroes by the system. Do not enter a "$" or a separating comma when entering values. For example, $100.00 is entered as "100.00". |
| Average Actual Unit Cost for SDA – Not Gender | This data element does not impact CRP cost share. It only applies to BCAP cost share agreements. User must enter the cost as the same amount used for the Average Actual Unit Cost data element unless that amount exceeds $1,500.00. If the Average Actual Unit Cost exceeds $1,500.00 enter "1500.00". Costs may be entered up to four decimal places. Any decimal places not entered are considered as zeroes by the system. Do not enter a "$" or a separating comma when entering values. For example, $100.00 is entered as "100.00". |
| Effective Start Date | User must enter the Effective Start Date as the date the component will be available for use in cost share applications. This can be a past or future date. Dates are entered in month-day-year format. For example: 10/01/2023 represents October 1st, 2023. Cost share agreement approvals will fail if the approval date is before the component effective start date. |
| Effective End Date | User must enter the Effective End Date as the last date the component will be available for use in cost share applications. This can be a past or future date. Dates are entered in month-day-year format. For example: 10/01/2023 represents October 1st, 2023. Cost share agreement approvals will fail if the approval date is after the component effective end date. |

## 3 Create Component (County User) (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field | Description/Action |
|---|---|
| Regular Cost Share Percentage | User must enter the Regular Cost Share Percentage for the component. Percentages are entered in whole numbers with acceptable values being between 1 and 100. For example, 50% is entered as "50". If the component being created will only be used for CRP cost share agreements the regular cost share percentage can be entered as 50%. However, if the component may potentially be used in cost share applications such as ECP or EFRP the regular cost share percentage should be entered as 75%. CRP cost share applications using this component will still only pay at the 50% rate since the CRP program limits cost share to a 50% rate. |
| Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage | User must enter the Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage for the component. This data element does not apply to CRP cost share and does not impact cost share calculations. Percentages are entered in whole numbers with acceptable values being between 1 and 100. For example, 50% is entered as "50". If the component being created will only be used for CRP cost share agreements the Lim Res, Soc Dis (NG), Beg Fmr cost share percentage can be entered as 50%. However, if the component may potentially be used in cost share applications such as ECP or EFRP the Lim Res, Soc Dis (NG), Beg Fmr cost share percentage should be entered as 90%. CRP cost share applications using this component will still only pay at the 50% rate since the CRP program limits cost share to a 50% rate. |
| Save | Clicking "Save" opens the Component Confirmation (Confirm Creation of Component) screen. Validations are performed at the time "Save" is clicked. If any required data elements are missing or any data elements contain invalid data, self-explanatory error messages are displayed and must be resolved before the save action is completed. Examples of error messages include the following.<br>• Component code <XXXX> already exists.<br>• Component code is invalid.<br>• Unit of Measure is required.<br>• Regular Cost Share Percentage may not exceed 100.<br>Note: Except for error messages for missing required values, error messages only display one message at a time. After correcting the single displayed error message an additional error message may display upon the next attempted save. All errors must be resolved before the save will be completed. |

**Exhibit 8**
**(Text, Ex. 20)**

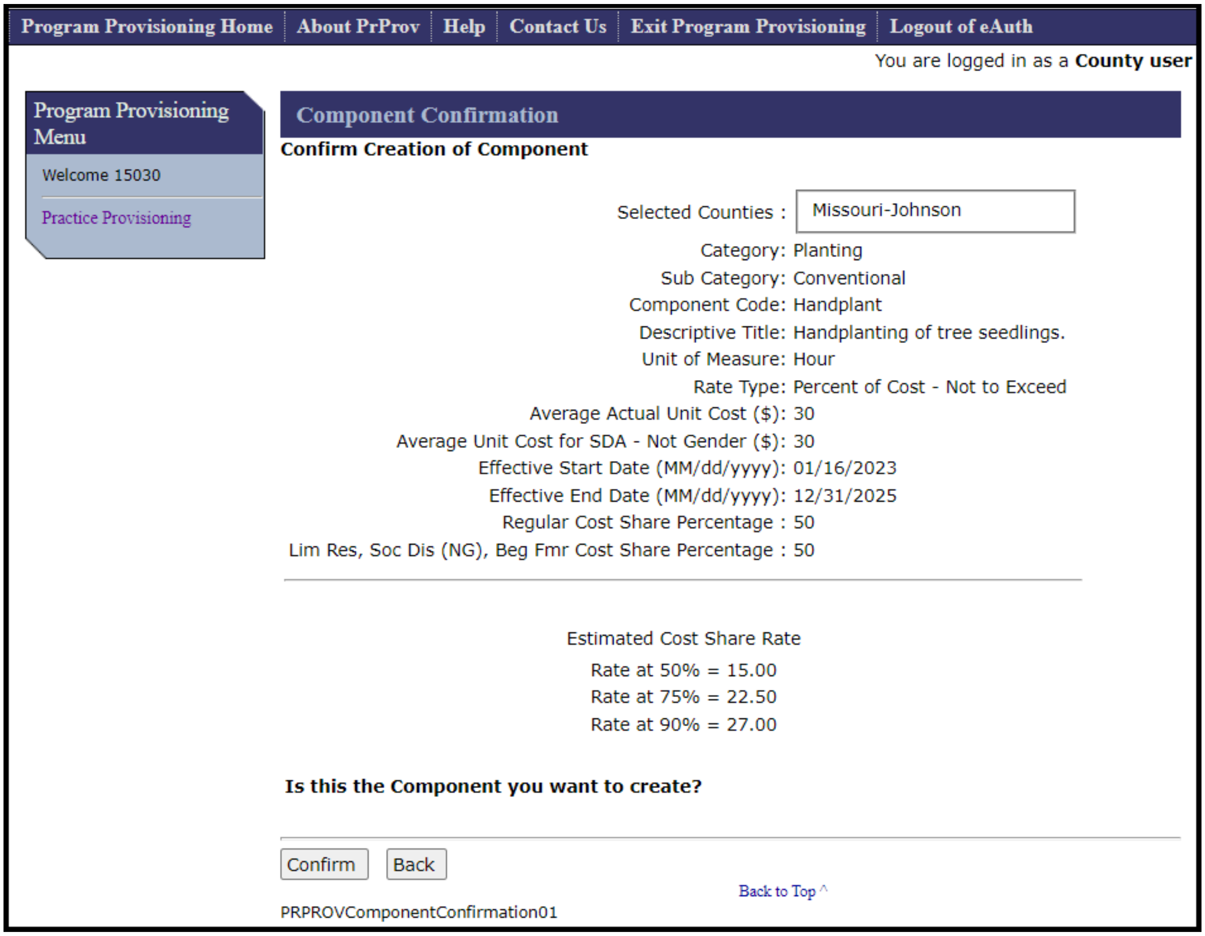
## 4 Component Confirmation (Confirm Creation of Component) Screen

### A Overview

After the user selects Save from the Create or Modify Component (Create Component) Screen the Component Confirmation (Confirm Creation of Component) Screen will be displayed.

### B Example of Component Confirmation (Confirm Creation of Component) Screen

The following is an example of the Component Confirmation (Confirm Creation of Component) Screen.


Program Provisioning Home
About PrProv
Help
Contact Us
Exit Program Provisioning
Logout of eAuth
Program Provisioning Menu
Welcome 15030
Practice Provisioning
Confirm
Back
Back to Top ^

You are logged in as a **County user**

Component Confirmation

**Confirm Creation of Component**

Selected Counties : Missouri-Johnson
Category: Planting
Sub Category: Conventional
Component Code: Handplant
Descriptive Title: Handplanting of tree seedlings.
Unit of Measure: Hour
Rate Type: Percent of Cost - Not to Exceed
Average Actual Unit Cost ($): 30
Average Unit Cost for SDA - Not Gender ($): 30
Effective Start Date (MM/dd/yyyy): 01/16/2023
Effective End Date (MM/dd/yyyy): 12/31/2025
Regular Cost Share Percentage : 50
Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage : 50

Estimated Cost Share Rate
Rate at 50% = 15.00
Rate at 75% = 22.50
Rate at 90% = 27.00

**Is this the Component you want to create?**

PRPROVComponentConfirmation01

## 4 Component Confirmation (Confirm Creation of Component) Screen (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Documentation Screen.

| Field/Link | Description/Action |
|---|---|
| Practice Provisioning | Opens the Program Provisioning Menu Screen. If this button is clicked without first confirming the information for the new component that is being created all edits for the new component are lost. |
| Confirm | Saves the new component in the county dataset and returns the user to the Program Provisioning Menu Screen. |
| Back | Returns the user to the Create or Modify Component (Create Component) Screen with the data for the new component displaying on that screen, but not saved in the county dataset.<br>**Note**: Cost share percentages are lost during the Back process and should be re-entered before re-attempting to save the component. |

## 5 Copy Component (County User)

### A Overview

County users have the ability to copy components created by other users. In States where the State specialist has not granted permission for county users to create components, copying components is the only way for a user to add components to the county dataset. Even in States where the State specialist has granted permission for county users to create components county users will still have the ability to copy components created by others since it is common for State specialists in all States to create at least some components that will be copied by county users.

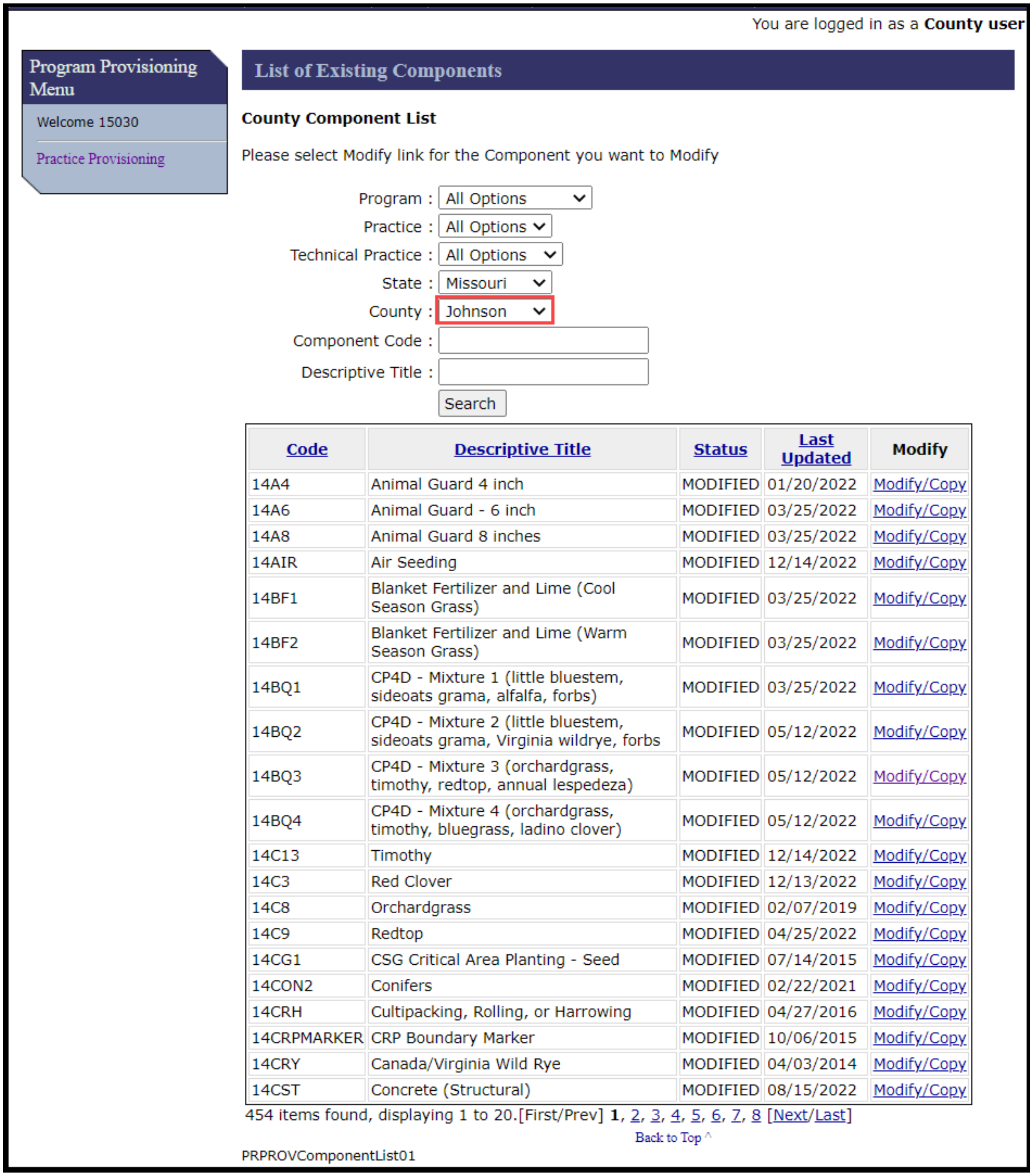
The process of copying a component begins from the Program Provisioning Menu Screen using the Modify Copy link. After clicking Modify/Copy on the Program Provisioning Menu Screen the List of Existing Components Screen is displayed.

**Exhibit 8**
**(Text, Ex. 20)**

## 5 Copy Component (County User) (Continued)

### B Example of List of Existing Components Screen

The following is an example of the default view of the List of Existing Components Screen. The screen is defaulted to the administrative county of the user. To see components created by other users the selected county must be reset.



You are logged in as a **County user**

**List of Existing Components**

**County Component List**

Please select Modify link for the Component you want to Modify

Program : All Options
Practice : All Options
Technical Practice : All Options
State : Missouri
County : Johnson
Component Code :
Descriptive Title :

| Code | Descriptive Title | Status | Last Updated | Modify |
|---|---|---|---|---|
| 14A4 | Animal Guard 4 inch | MODIFIED | 01/20/2022 | Modify/Copy |
| 14A6 | Animal Guard - 6 inch | MODIFIED | 03/25/2022 | Modify/Copy |
| 14A8 | Animal Guard 8 inches | MODIFIED | 03/25/2022 | Modify/Copy |
| 14AIR | Air Seeding | MODIFIED | 12/14/2022 | Modify/Copy |
| 14BF1 | Blanket Fertilizer and Lime (Cool Season Grass) | MODIFIED | 03/25/2022 | Modify/Copy |
| 14BF2 | Blanket Fertilizer and Lime (Warm Season Grass) | MODIFIED | 03/25/2022 | Modify/Copy |
| 14BQ1 | CP4D - Mixture 1 (little bluestem, sideoats grama, alfalfa, forbs) | MODIFIED | 03/25/2022 | Modify/Copy |
| 14BQ2 | CP4D - Mixture 2 (little bluestem, sideoats grama, Virginia wildrye, forbs | MODIFIED | 05/12/2022 | Modify/Copy |
| 14BQ3 | CP4D - Mixture 3 (orchardgrass, timothy, redtop, annual lespedeza) | MODIFIED | 05/12/2022 | Modify/Copy |
| 14BQ4 | CP4D - Mixture 4 (orchardgrass, timothy, bluegrass, ladino clover) | MODIFIED | 05/12/2022 | Modify/Copy |
| 14C13 | Timothy | MODIFIED | 12/14/2022 | Modify/Copy |
| 14C3 | Red Clover | MODIFIED | 12/13/2022 | Modify/Copy |
| 14C8 | Orchardgrass | MODIFIED | 02/07/2019 | Modify/Copy |
| 14C9 | Redtop | MODIFIED | 04/25/2022 | Modify/Copy |
| 14CG1 | CSG Critical Area Planting - Seed | MODIFIED | 07/14/2015 | Modify/Copy |
| 14CON2 | Conifers | MODIFIED | 02/22/2021 | Modify/Copy |
| 14CRH | Cultipacking, Rolling, or Harrowing | MODIFIED | 04/27/2016 | Modify/Copy |
| 14CRPMARKER | CRP Boundary Marker | MODIFIED | 10/06/2015 | Modify/Copy |
| 14CRY | Canada/Virginia Wild Rye | MODIFIED | 04/03/2014 | Modify/Copy |
| 14CST | Concrete (Structural) | MODIFIED | 08/15/2022 | Modify/Copy |

454 items found, displaying 1 to 20.[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

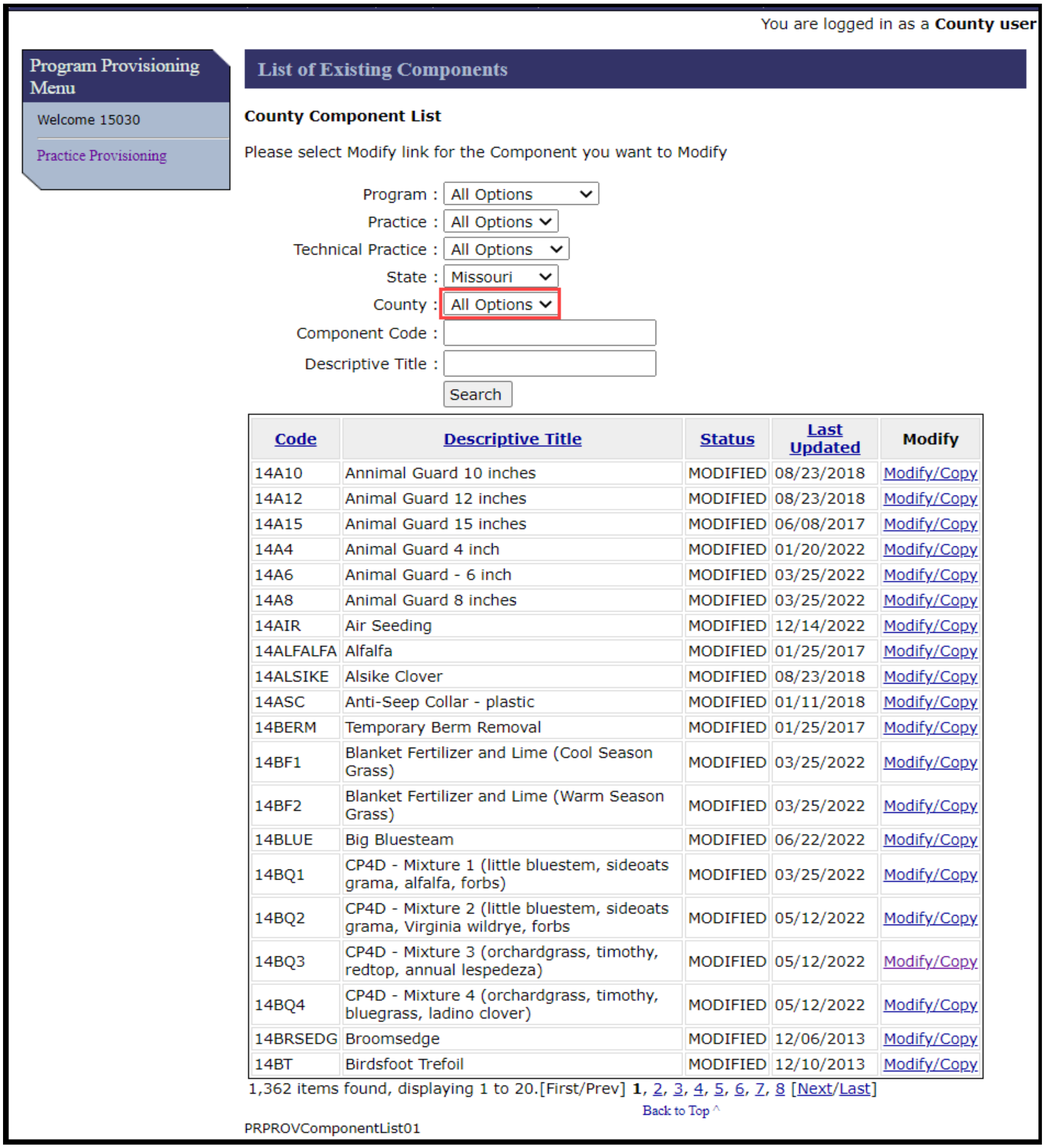
PRPROVComponentList01

**Exhibit 8**
**(Text, Ex. 20)**

## 5 Copy Component (County User) (Continued)

### B Example of List of Existing Components Screen (Continued)

To display all components in the State dataset the user must change the County to “All Options”. The following is an example of the List of Existing Components Screen after changes to the “County” data field have been made. Note that additional components exist on this screen as compared to the previous screen.



You are logged in as a **County user**
Program Provisioning Menu
Welcome 15030
Practice Provisioning
List of Existing Components

**County Component List**

Please select Modify link for the Component you want to Modify

Program : All Options
Practice : All Options
Technical Practice : All Options
State : Missouri
County : All Options
Component Code :
Descriptive Title :

| Code | Descriptive Title | Status | Last Updated | Modify |
|---|---|---|---|---|
| 14A10 | Annimal Guard 10 inches | MODIFIED | 08/23/2018 | Modify/Copy |
| 14A12 | Animal Guard 12 inches | MODIFIED | 08/23/2018 | Modify/Copy |
| 14A15 | Animal Guard 15 inches | MODIFIED | 06/08/2017 | Modify/Copy |
| 14A4 | Animal Guard 4 inch | MODIFIED | 01/20/2022 | Modify/Copy |
| 14A6 | Animal Guard - 6 inch | MODIFIED | 03/25/2022 | Modify/Copy |
| 14A8 | Animal Guard 8 inches | MODIFIED | 03/25/2022 | Modify/Copy |
| 14AIR | Air Seeding | MODIFIED | 12/14/2022 | Modify/Copy |
| 14ALFALFA | Alfalfa | MODIFIED | 01/25/2017 | Modify/Copy |
| 14ALSIKE | Alsike Clover | MODIFIED | 08/23/2018 | Modify/Copy |
| 14ASC | Anti-Seep Collar - plastic | MODIFIED | 01/11/2018 | Modify/Copy |
| 14BERM | Temporary Berm Removal | MODIFIED | 01/25/2017 | Modify/Copy |
| 14BF1 | Blanket Fertilizer and Lime (Cool Season Grass) | MODIFIED | 03/25/2022 | Modify/Copy |
| 14BF2 | Blanket Fertilizer and Lime (Warm Season Grass) | MODIFIED | 03/25/2022 | Modify/Copy |
| 14BLUE | Big Bluesteam | MODIFIED | 06/22/2022 | Modify/Copy |
| 14BQ1 | CP4D - Mixture 1 (little bluestem, sideoats grama, alfalfa, forbs) | MODIFIED | 03/25/2022 | Modify/Copy |
| 14BQ2 | CP4D - Mixture 2 (little bluestem, sideoats grama, Virginia wildrye, forbs | MODIFIED | 05/12/2022 | Modify/Copy |
| 14BQ3 | CP4D - Mixture 3 (orchardgrass, timothy, redtop, annual lespedeza) | MODIFIED | 05/12/2022 | Modify/Copy |
| 14BQ4 | CP4D - Mixture 4 (orchardgrass, timothy, bluegrass, ladino clover) | MODIFIED | 05/12/2022 | Modify/Copy |
| 14BRSEDG | Broomsedge | MODIFIED | 12/06/2013 | Modify/Copy |
| 14BT | Birdsfoot Trefoil | MODIFIED | 12/10/2013 | Modify/Copy |

1,362 items found, displaying 1 to 20.[First/Prev] **1**, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

PRPROVComponentList01

## 5 Copy Component (County User) (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Add Practices Screen.

| Field/Link | Description/Action |
|---|---|
| Practice Provisioning | Returns the user to the Program Provisioning Menu Screen. |
| Program | Provides a list of Programs indirectly associated to components through practices, component categories and component subcategories.<br>It is not necessary to select a program. Even though this exhibit is devoted to copying a component to be used in CRP cost share applications it is not recommended to select CRP. Doing so may unnecessarily prevent the desired component from displaying. It is recommended that this data field be left as "All Options".<br>If the user wants to limit the components displayed in the list to only those components that are already associated to CRP practices, the user must select "CRP" so CRP practices will display in the practice drop-down list. |
| Practice | Provides a list of Practices indirectly associated to components through component categories and component subcategories.<br>No practices will display if the user hasn't first selected a program.<br>It is not necessary to select a practice. Doing so may unnecessarily prevent the desired component from being displayed. It is recommended that this data field be left as "All Options".<br>If the user wants to limit the components displayed in the list to only those components that are already associated to a specific CRP practice the user must select that specific practice from the list. Only one practice can be selected at a time. |
| Technical Practice | Provides a list of Technical Practices. It is not necessary to select a technical practice. Doing so may unnecessarily prevent the desired component from being displayed. It is recommended that this data field be left as "All Options". |
| State | Data field defaults to the State of the user. It is recommended that the defaulted value be used if the user is attempting to copy a component created by their State specialist.<br>Users may change this value if there is a specific component created either at the national level or by another State that the user wants to copy. |

## 5 Copy Component (County User) (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field/Link | Description/Action |
|---|---|
| County | Data field defaults to the County of the user. When copying a component this data element should always be changed. Leaving the data field populated as the default county will prevent the user from being able to see any components that do not already exist in the county dataset. |
| Component Code | Allows the user to limit the search results to only those component codes containing the specific characters entered in the data field. If the component code is known the most efficient way to search is to use the component code search with all other data fields set to "All Options" or blank when applicable.<br>The user does not need to type the full component code to find the specific component. For example, if the user is searching for component "ABC123" if the user types "ABC" the component "ABC123" will display in the results. Any other component containing the text "ABC" will also display in the search results. Component "XYZABC12" would also display in the search results.<br>Searches are not case specific. If the user searches for "abc" component "ABC123" will display in the search results because it contains the character string "abc" even though the case does not match. |
| Descriptive Title | Allows the user to limit the search results to only those descriptive titles containing the specific characters entered in the data field. The user does not need to type the full descriptive title find the specific component.<br>The descriptive title works in the same manner as the component code search shown above. However, it may be difficult to anticipate which components contain the specific characters. As a result, the search results may not be effectively limited. |
| Search | Triggers the search process based upon the criteria entered by the user. |
| Modify/Copy | User must click Modify/Copy for the row of the component that they want to copy. The Select Counties Screen will be displayed. |

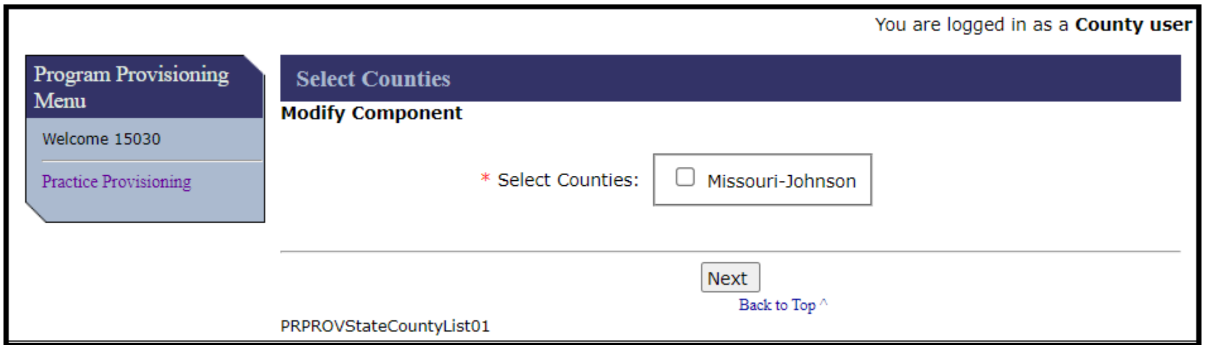
## 6 Select Counties

### A Overview

The component being copied will be created in the county dataset of the counties selected on the following screen.  Only counties associated to the user will be displayed.

### B Example of Application Signup – Add Practice Components Screen

The following is an example of the Select Counties Screen.


You are logged in as a **County user**
Program Provisioning Menu
Welcome 15030
Practice Provisioning
Select Counties
Modify Component
* Select Counties:
☐ Missouri-Johnson
Next
Back to Top ^
PRPROVStateCountyList01

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup - Add Practice Components Screen.

| Field/Link | Description/Action |
|---|---|
| Practice Provisioning | Returns the user to the Program Provisioning Menu Screen. |
| Select Counties | User must check the box next to the county name to establish the selected component in that county's dataset.  Only counties associated to the user are displayed for selection. |
| Next | Displays the Create or Modify Component with the selected counties included. |

**Exhibit 8**
**(Text, Ex. 20)**

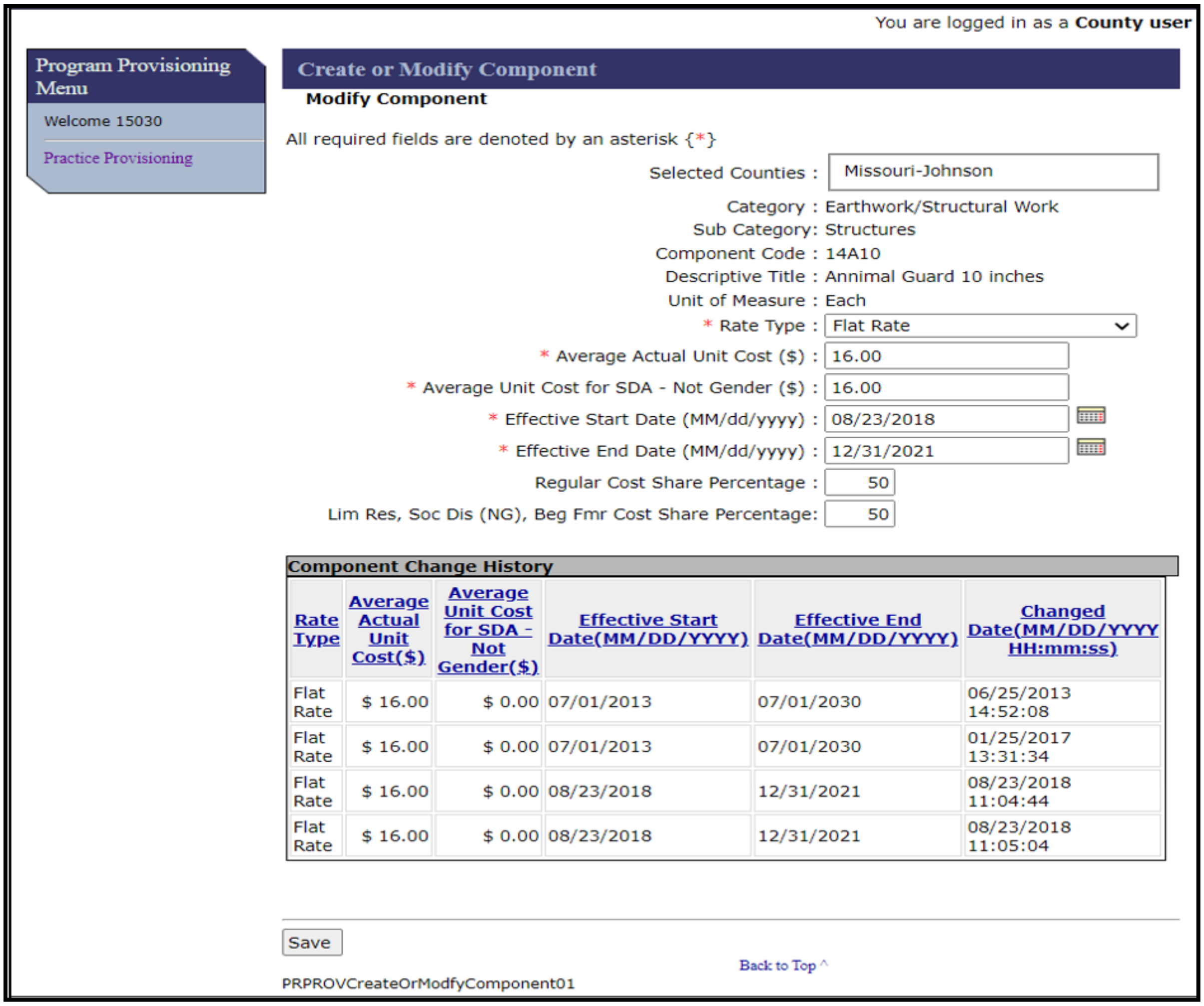
## 7 Create or Modify Component

### A Overview

The Create or Modify Component Screen will be displayed after the user selects the county and clicks Next. The name of this screen is somewhat confusing as a part of the copy component process. The screen name illustrates that as a part of the copy process the user may be able to edit certain data elements. The screen is initially displayed with the data for the component as it exists in the State dataset from which it was copied. Any data element with a red asterisk on the right side of the field name may be edited before saving. Edits made on this screen apply only to the representation of the component in the county dataset where it will be created. Edits do not impact the attributes of the component as it exists in its originating dataset.

### B Example of Create or Modify Component Screen

The following is an example of the Create or Modify Component Screen.



You are logged in as a **County user**

**Modify Component**

All required fields are denoted by an asterisk {*}

Selected Counties : Missouri-Johnson
Category : Earthwork/Structural Work
Sub Category: Structures
Component Code : 14A10
Descriptive Title : Annimal Guard 10 inches
Unit of Measure : Each
* Rate Type : Flat Rate
* Average Actual Unit Cost ($) : 16.00
* Average Unit Cost for SDA - Not Gender ($) : 16.00
* Effective Start Date (MM/dd/yyyy) : 08/23/2018
* Effective End Date (MM/dd/yyyy) : 12/31/2021
Regular Cost Share Percentage : 50
Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage: 50

**Component Change History**

| Rate Type | Average Actual Unit Cost($) | Average Unit Cost for SDA - Not Gender($) | Effective Start Date(MM/DD/YYYY) | Effective End Date(MM/DD/YYYY) | Changed Date(MM/DD/YYYY HH:mm:ss) |
|---|---|---|---|---|---|
| Flat Rate | $ 16.00 | $ 0.00 | 07/01/2013 | 07/01/2030 | 06/25/2013 14:52:08 |
| Flat Rate | $ 16.00 | $ 0.00 | 07/01/2013 | 07/01/2030 | 01/25/2017 13:31:34 |
| Flat Rate | $ 16.00 | $ 0.00 | 08/23/2018 | 12/31/2021 | 08/23/2018 11:04:44 |
| Flat Rate | $ 16.00 | $ 0.00 | 08/23/2018 | 12/31/2021 | 08/23/2018 11:05:04 |

PRPROVCreateOrModfyComponent01

## 7 Create or Modify Component (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Add Practices Screen.

| Field/Link | Description/Action |
|---|---|
| Practice Provisioning | Returns the user to the Program Provisioning Menu Screen without populating the component in the county dataset. |
| **Note:** The following first five data elements are only editable if the State specialist has granted permission for county users to edit the data element. A red asterisk will display to the right of the data field name if it is editable. | |
| Rate Type | User may accept the existing Rate Type or select a different rate type from the drop-down list.<br>Rate type used for cost share applications for Signup 53 and later CRP contracts should always be "Percent of Cost – Not to Exceed". |
| Average Actual Unit Cost | User may accept the existing Average Actual Unit Cost or enter a different cost based upon the average actual cost for the local area. Costs may be entered up to four decimal places. Any decimal places not entered are considered as zeroes by the system. Do not enter a "$" or a separating comma when entering values. For example, $100.00 is entered as "100.00". |
| Average Actual Unit Cost for SDA – Not Gender | User may accept the existing Average Actual Unit Cost for SDA – Not Gender or enter a different cost. This data element does not impact CRP cost share. It only applies to BCAP cost share agreements. User must enter the cost as the same amount used for the Average Actual Unit Cost data element, unless that amount exceeds $1,500.00. If the Average Actual Unit Cost exceeds $1,500.00 enter "1500.00". Costs may be entered up to four decimal places. Any decimal places not entered are considered as zeroes by the system. Do not enter a "$" or a separating comma when entering values. For example, $100.00 is entered as "100.00". |
| Effective Start Date | User may accept the existing Effective Start Date or enter a different date that reflects the date the component will be available for use in cost share applications. This can be a past or future date. Dates are entered in month-day-year format. For example: 10/01/2023 represents October 1, 2023. Cost share agreement approvals will fail if the approval date is before the component effective start date. |
| Effective End Date | User must accept the existing Effective End Date or enter a different date that reflects the last date the component will be available for use in cost share applications. This can be a past or future date. Dates are entered in month-day-year format. For example: 10/01/2023 represents October 1st, 2023. Cost share agreement approvals will fail if the approval date is after the component effective end date. |

**Exhibit 8**
**(Text, Ex. 20)**

## 7 Create or Modify Component (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field/Link | Description/Action |
|---|---|
| Regular Cost Share Percentage | User may accept the existing Regular Cost Share Percentage for the component or enter a different percentage. Percentages are entered in whole numbers with acceptable values being between 1 and 100. For example, 50% is entered as "50". If the component being created will only be used for CRP cost share agreements the regular cost share percentage can be entered as 50%. However, if the component may potentially be used in cost share applications such as ECP or EFRP the regular cost share percentage should be entered as 75%. CRP cost share applications using this component will still only pay at the 50% rate since the CRP program limits cost share to a 50% rate. |
| Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage | User may accept the existing Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage for the component or enter a different percentage. This data element does not apply to CRP cost share and does not impact cost share calculations. Percentages are entered in whole numbers with acceptable values being between 1 and 100. For example, 50% is entered as "50". If the component being created will only be used for CRP cost share agreements the Lim Res, Soc Dis (NG), Beg Fmr cost share percentage can be entered as 50%. However, if the component may potentially be used in cost share applications such as ECP or EFRP the Lim Res, Soc Dis (NG), Beg Fmr cost share percentage should be entered as 90%. CRP cost share applications using this component will still only pay at the 50% rate since the CRP program limits cost share to a 50% rate. |
| Save | Clicking "Save" opens the Component Confirmation (Confirm Modifications to Component) Screen. Validations are performed at the time "Save" is clicked. If any required data elements are missing or any data elements contain invalid data, self-explanatory error messages are displayed and must be resolved before the save action is completed. Examples of error messages include:<br>• Component code <XXXX> already exists.<br>• Component code is invalid.<br>• Unit of Measure is required.<br>• Regular Cost Share Percentage may not exceed 100.<br>**Note:** Except for error messages for missing required values, error messages only display one message at a time. After correcting the single displayed error message an additional error message may display upon the next attempted save. All errors must be resolved before the save will be completed. |

**Exhibit 8**
**(Text, Ex. 20)**

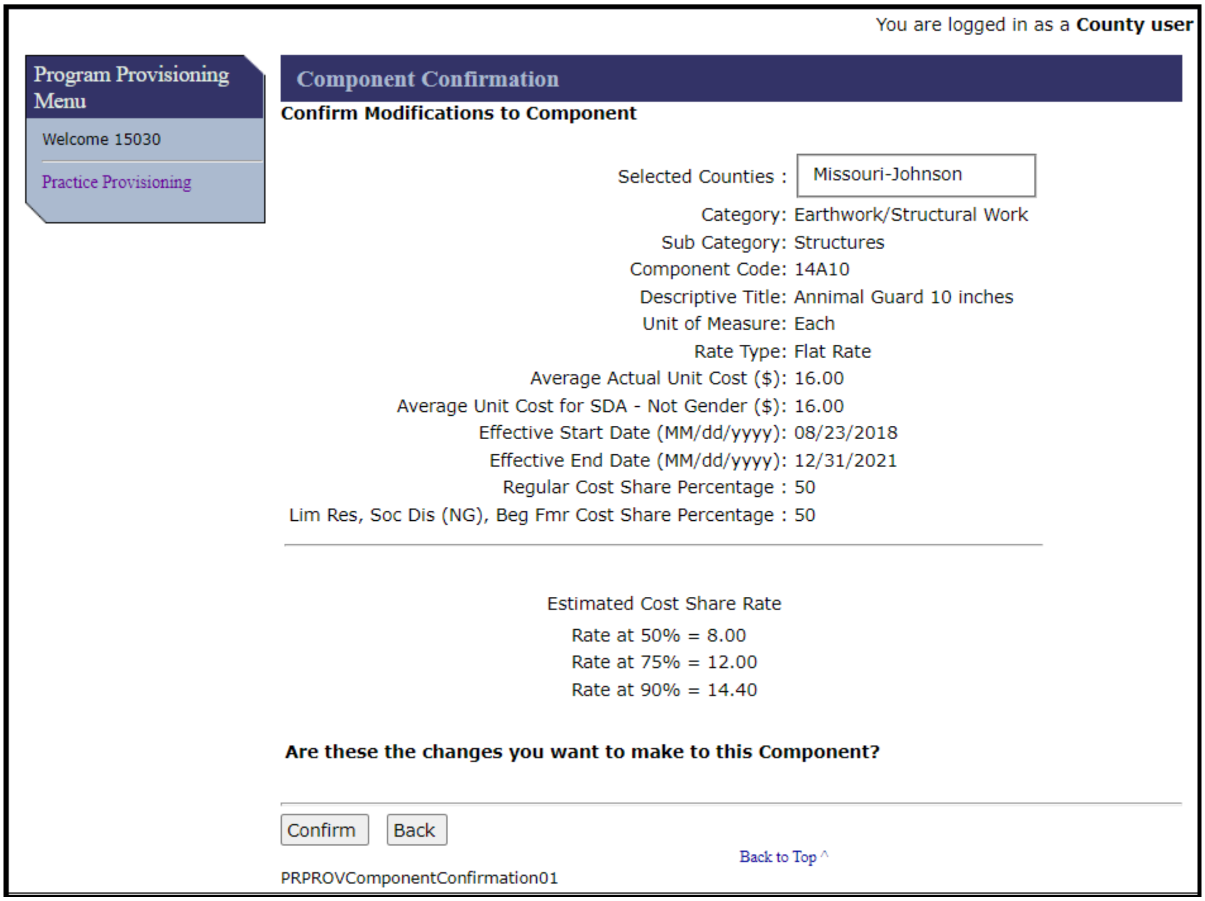
## 8 Component Confirmation (Confirm Modifications to Component)

### A Overview

The Component Confirmation (Confirm Modifications to Component) Screen will be displayed after the user clicks "Save" on the Create or Modify Component Screen. The name of this screen is somewhat confusing as a part of the copy component process. Even if the user doesn't make changes to the component while copying the overall component is considered modified because an additional representation of the component has been created in a new county dataset.

### B Example of Component Confirmation (Confirm Modifications to Component) Screen

The following is an example of the Component Confirmation (Confirm Modifications to Component) Screen.



**Confirm Modifications to Component**

Selected Counties : Missouri-Johnson
Category: Earthwork/Structural Work
Sub Category: Structures
Component Code: 14A10
Descriptive Title: Annimal Guard 10 inches
Unit of Measure: Each
Rate Type: Flat Rate
Average Actual Unit Cost ($): 16.00
Average Unit Cost for SDA - Not Gender ($): 16.00
Effective Start Date (MM/dd/yyyy): 08/23/2018
Effective End Date (MM/dd/yyyy): 12/31/2021
Regular Cost Share Percentage : 50
Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage : 50

Estimated Cost Share Rate
Rate at 50% = 8.00
Rate at 75% = 12.00
Rate at 90% = 14.40

**Are these the changes you want to make to this Component?**

PRPROVComponentConfirmation01

## 8 Component Confirmation (Confirm Modifications to Component) (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Add Practices Screen.

| Field/Link | Description/Action |
|---|---|
| Practice Provisioning | Returns the user to the Program Provisioning Menu Screen without populating the component in the county dataset. |
| Confirm | The copied component is saved to the county dataset. The List of Existing Components (County Component List) Screen is displayed. |
| Back | Returns the user to the Create or Modify Component Screen. |

## 9 List of Existing Components (County Component List)

### A Overview

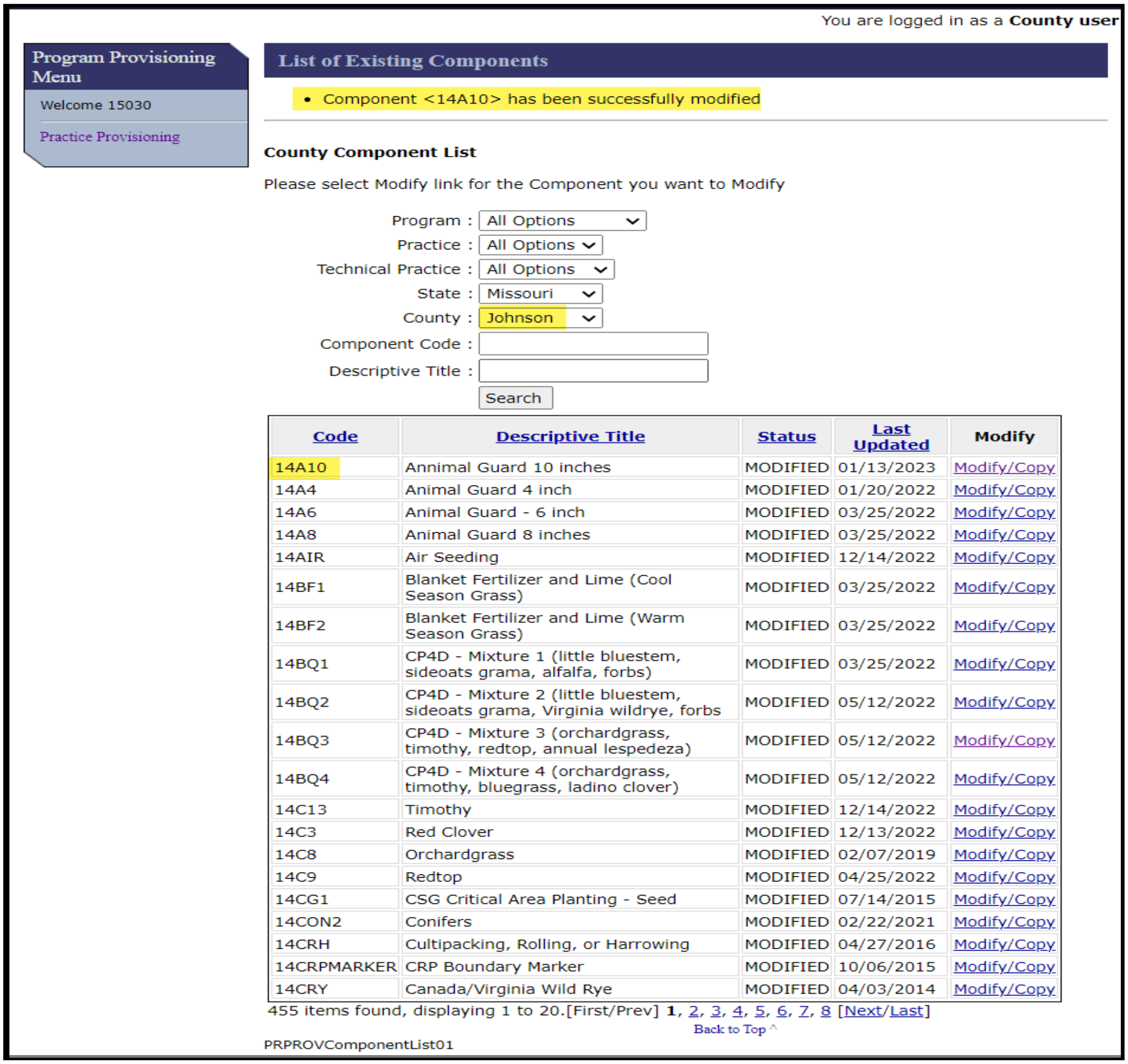
The List of Existing Components (County Component List) Screen will be displayed after the user clicks “Confirm” on the Component Confirmation (Confirm Modifications to Component) Screen. A message is displayed at the top of the screen indicating that the component has been successfully modified (copied to the county dataset). The copied component now displays in the county dataset.

**Exhibit 8**
**(Text, Ex. 20)**

## 9 List of Existing Components (County Component List) (Continued)

### B Example of List of Existing Components (County Component List) Screen

The following is an example of the List of Existing Components (County Component List) Screen.



You are logged in as a **County user**

**List of Existing Components**

- Component <14A10> has been successfully modified

**County Component List**

Please select Modify link for the Component you want to Modify

Program : All Options
Practice : All Options
Technical Practice : All Options
State : Missouri
County : Johnson
Component Code :
Descriptive Title :

| Code | Descriptive Title | Status | Last Updated | Modify |
|---|---|---|---|---|
| 14A10 | Annimal Guard 10 inches | MODIFIED | 01/13/2023 | Modify/Copy |
| 14A4 | Animal Guard 4 inch | MODIFIED | 01/20/2022 | Modify/Copy |
| 14A6 | Animal Guard - 6 inch | MODIFIED | 03/25/2022 | Modify/Copy |
| 14A8 | Animal Guard 8 inches | MODIFIED | 03/25/2022 | Modify/Copy |
| 14AIR | Air Seeding | MODIFIED | 12/14/2022 | Modify/Copy |
| 14BF1 | Blanket Fertilizer and Lime (Cool Season Grass) | MODIFIED | 03/25/2022 | Modify/Copy |
| 14BF2 | Blanket Fertilizer and Lime (Warm Season Grass) | MODIFIED | 03/25/2022 | Modify/Copy |
| 14BQ1 | CP4D - Mixture 1 (little bluestem, sideoats grama, alfalfa, forbs) | MODIFIED | 03/25/2022 | Modify/Copy |
| 14BQ2 | CP4D - Mixture 2 (little bluestem, sideoats grama, Virginia wildrye, forbs | MODIFIED | 05/12/2022 | Modify/Copy |
| 14BQ3 | CP4D - Mixture 3 (orchardgrass, timothy, redtop, annual lespedeza) | MODIFIED | 05/12/2022 | Modify/Copy |
| 14BQ4 | CP4D - Mixture 4 (orchardgrass, timothy, bluegrass, ladino clover) | MODIFIED | 05/12/2022 | Modify/Copy |
| 14C13 | Timothy | MODIFIED | 12/14/2022 | Modify/Copy |
| 14C3 | Red Clover | MODIFIED | 12/13/2022 | Modify/Copy |
| 14C8 | Orchardgrass | MODIFIED | 02/07/2019 | Modify/Copy |
| 14C9 | Redtop | MODIFIED | 04/25/2022 | Modify/Copy |
| 14CG1 | CSG Critical Area Planting - Seed | MODIFIED | 07/14/2015 | Modify/Copy |
| 14CON2 | Conifers | MODIFIED | 02/22/2021 | Modify/Copy |
| 14CRH | Cultipacking, Rolling, or Harrowing | MODIFIED | 04/27/2016 | Modify/Copy |
| 14CRPMARKER | CRP Boundary Marker | MODIFIED | 10/06/2015 | Modify/Copy |
| 14CRY | Canada/Virginia Wild Rye | MODIFIED | 04/03/2014 | Modify/Copy |

455 items found, displaying 1 to 20.[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

PRPROVComponentList01

### C Fields, Descriptions, and Actions

Data fields are the same as paragraph 5. The user may begin the copy process again if desired.

**Exhibit 8**
**(Text, Ex. 20)**

## Section 3 Program Provisioning for State Users

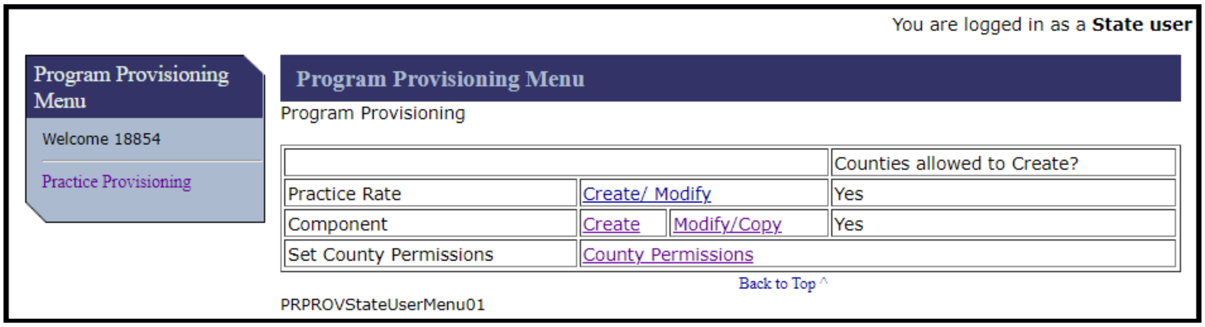
### 10 Program Provisioning Menu Screen – State User

#### A Overview

State specialists have the ability to create components for use in CRP cost share applications. Once created, county users can copy the State-created components to their county dataset. The basic process for creating a component at the State level is the same as the county user process except that there are additional attributes that must be addressed by the State user. When creating components at the State level the State specialist must determine which data elements of the component, if any, county users are able to edit.

#### B Example of Program Provisioning Menu Screen (State User)

After accessing program provisioning according to Paragraph 1, the State user will be presented with the State user version of the Program Provisioning Menu Screen. The following is an example of the Program Provisioning Menu Screen.



| | | | Counties allowed to Create? |
|---|---|---|---|
| Practice Rate | Create/ Modify | | Yes |
| Component | Create | Modify/Copy | Yes |
| Set County Permissions | County Permissions | | |

#### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the State user version of the Program Provisioning Menu Screen.

| Field/Button | Description/Action |
|---|---|
| Practice Provisioning | Opens the "Program Provisioning Menu" Screen. |
| Practice Rate Create/Modify | Used to create a practice rate for use in creating cost share agreements. Practice rates are not authorized for use in CRP cost share for CRP-1s approved under Signups 53 and later and will not be addressed in this exhibit. |
| Component Create | Used to create components for use in creating cost share agreements. After clicking Create the Create or Modify Component (State User) screen is displayed. |

**Exhibit 8**
**(Text, Ex. 20)**

## 10 Program Provisioning Menu Screen – State User (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field/Button | Description/Action |
|---|---|
| Component Modify/Copy | Used to modify existing components in the State program provisioning dataset. Used to copy components created by the national office. Copying a component adds the component to the user's State dataset. After clicking Modify/Copy the List of Existing Components (State Component List) is displayed. |
| County Permissions | Used to grant or deny permission for county users in the user's State to create practice rates and/or components. After clicking County Permissions, the Set Permissions Screen is displayed. |

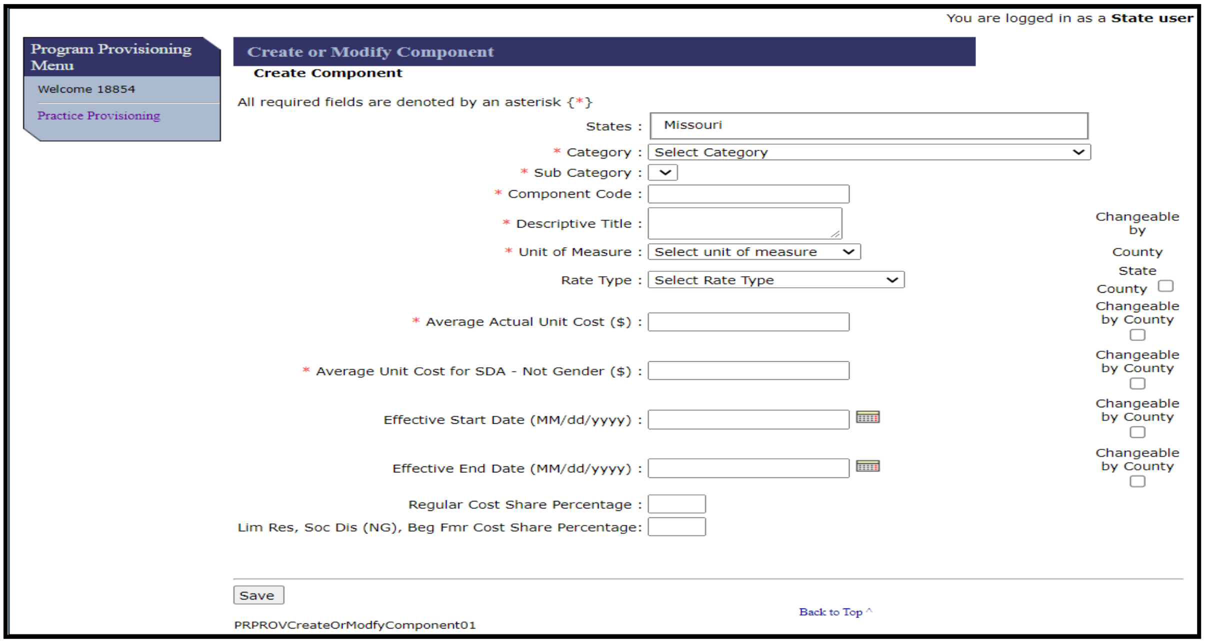
## 11 Create Component (State User)

### A Overview

After selecting "Create" in the component row on the Program Provisioning Menu Screen the Create or Modify Component (Create Component) screen will be displayed. This is the screen used to create a new component.

### B Example of Create or Modify Component (Create Component) Screen

The following is an example of the Create or Modify Component (Create Component) Screen for a State user.


You are logged in as a **State user**
Program Provisioning Menu
Welcome 18854
Practice Provisioning
Create or Modify Component
Create Component

All required fields are denoted by an asterisk {*}

States : Missouri
* Category : Select Category
* Sub Category :
* Component Code :
* Descriptive Title :
* Unit of Measure : Select unit of measure
Rate Type : Select Rate Type
* Average Actual Unit Cost ($) :
* Average Unit Cost for SDA - Not Gender ($) :
Effective Start Date (MM/dd/yyyy) :
Effective End Date (MM/dd/yyyy) :
Regular Cost Share Percentage :
Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage:

Changeable by
County
State
County ☐
Changeable by County ☐
Changeable by County ☐
Changeable by County ☐
Changeable by County ☐
Save
Back to Top ^
PRPROVCreateOrModfyComponent01

## 11 Create Component (State User) (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Create or Modify Component (Create Component) Screen.

| Field | Description/Action |
|---|---|
| Practice Provisioning | Opens the "Program Provisioning Menu" Screen. If this button is clicked without first saving edits for a new component that is being created all edits are lost. |
| States | Defaulted to the State of the user. Cannot be modified. |
| Category | User must select the category under which the component will be created. See Exhibit 9 for Category to CRP Practice relationships. Components created will only be available for selection in CSS for practices associated to the category under which the component was created.<br>For example, Practice CP1 is associated to Category "(04) Planting" in Exhibit 9 but is not associated to Category "(07 Earthwork/Structural Work". Components created using Category "(04) Planting" **will** be displayed in the component drop-down list when creating a cost share application for Practice CP1. Components created using Category "(07) Earthwork/Structural Work" **will not** display in the component drop-down list when creating a cost share application for Practice CP1. |
| Subcategory | User must select the Subcategory under which the component will be created. The user should choose the Subcategory that most closely represents the component being created. |
| Component Code | User must enter a component code for the new component being created.<br>• Component codes are the unique identifier for the specific component and cannot be duplicated. If a component already exists for the identifier entered, user will receive a hard stop error message stating "Component Code already Exists". User must change the proposed identifier for the new component to something else and reattempt the save.<br>• Component codes consist of any combination of alphabetical or numeric characters. Special characters such as "#", "%", "!", etc. are not permitted. User must enter a minimum of one alpha/numeric character but no more than 12 alpha/numeric characters for the component identifier. |
| Descriptive Title | User must enter a descriptive title for the new component. Since component codes are limited to a maximum of 12 characters users will frequently need to use abbreviations or code numbers for new components. The descriptive title may be up to 500 characters in length providing the user with the ability to go into more detail and specifically identify the uniqueness of the component. |

**Exhibit 8**
**(Text, Ex. 20)**

## 11 Create Component (State User) (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field | Description/Action |
|---|---|
| Unit of Measure | User must select a single Unit of Measure for the component from the drop-down list. |
| Rate Type | User must select the rate type for the component. Beginning with CRP Signup 53 all CRP cost share is to be paid using "Percent of Cost Not to Exceed" rate types. Cost Share for FMI and CLEAR30 payments is to be paid using flat rates.<br>Available rate types include:<br>• Percent of Cost Not to Exceed – CSS pays:<br>Lesser of:<br>Producer's Extent Performed X Cost Share Rate<br>or<br>Producer's Actual Cost X Cost Share Percentage<br>• Percent of Cost **1**/ – CSS pays:<br>Lesser of:<br>Approved Amount<br>or<br>Producer's Actual Cost X Cost Share Percentage<br>• Flat Rate **1**/ – CSS Pays:<br>Lesser of:<br>Producer's Extent Performed X cost share rate<br>or<br>Producer's Actual Contribution<br>• FMI Flat Rate **2**/ – CSS Pays:<br>Lesser of:<br>Producer's Extent Performed X FMI rate<br>or<br>Producer's Actual Contribution<br>• CLEAR30 Flat Rate **3**/ – CSS Pays:<br>Producer's Extent Performed X CLEAR30 rate. |

**1**/ Not applicable for CRP contracts for Signup 53 and later.

**2**/ FMI Flat Rates are created by the National Office and are copied from the national list to the applicable county dataset. County and State users are not authorized to create FMI flat rates locally.

**3**/ CLEAR30 Flat Rates are created by State Specialists and are copied from the State list to the applicable county dataset. County users are not authorized to create CLEAR30 flat rates.

## 11 Create Component (State User) (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field | Description/Action |
|---|---|
| Average Actual Unit Cost | User must enter 100% of the average actual cost for the area where the component will be used. Costs may be entered up to four decimal places. Any decimal places not entered are considered as zeroes by the system. Do not enter a "$" or a separating comma when entering values. For example, $100.00 is entered as "100.00". |
| Average Actual Unit Cost for SDA – Not Gender | This data element does not impact CRP cost share. It only applies to BCAP cost share agreements. User must enter the cost as the same amount used for the Average Actual Unit Cost data element unless that amount exceeds $1,500.00. If the Average Actual Unit Cost exceeds $1,500.00 enter "1500.00". Costs may be entered up to four decimal places. Any decimal places not entered are considered as zeroes by the system. Do not enter a "$" or a separating comma when entering values. For example, $100.00 is entered as "100.00". |
| Effective Start Date | User must enter the Effective Start Date as the date the component will be available for use in cost share applications. This can be a past or future date. Dates are entered in month-day-year format. For example: 10/01/2023 represents October 1st, 2023. Cost share agreement approvals will fail if the approval date is before the component effective start date. |
| Effective End Date | User must enter the Effective End Date as the last date the component will be available for use in cost share applications. This can be a past or future date. Dates are entered in month-day-year format. For example: 10/01/2023 represents October 1st, 2023. Cost share agreement approvals will fail if the approval date is after the component effective end date. |
| Regular Cost Share Percentage | User must enter the Regular Cost Share Percentage for the component. Percentages are entered in whole numbers with acceptable values being between 1 and 100. For example, 50% is entered as "50". If the component being created will only be used for CRP cost share agreements the regular cost share percentage can be entered as 50%. However, if the component may potentially be used in cost share applications such as ECP or EFRP the regular cost share percentage should be entered as 75%. CRP cost share applications using this component will still only pay at the 50% rate since the CRP program limits cost share to a 50% rate. |

## 11 Create Component (State User) (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field | Description/Action |
|---|---|
| Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage | User must enter the Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage for the component. This data element does not apply to CRP cost share and does not impact cost share calculations. Percentages are entered in whole numbers with acceptable values being between 1 and 100. For example, 50% is entered as "50". If the component being created will only be used for CRP cost share agreements the Lim Res, Soc Dis (NG), Beg Fmr cost share percentage can be entered as 50%. However, if the component may potentially be used in cost share applications such as ECP or EFRP the Lim Res, Soc Dis (NG), Beg Fmr cost share percentage should be entered as 90%. CRP cost share applications using this component will still only pay at the 50% rate since the CRP program limits cost share to a 50% rate. |
| Changeable by County | The State user must designate whether or not county users are permitted to change the following five data elements.<br>1. Rate Type<br>2. Average Actual Unit Cost<br>3. Average Unit Cost for SDA – Not Gender<br>4. Effective Start Date<br>5. Effective End Date.<br>Adding a checkmark to the box means the data element to the left of the box can be changed by the county user. Leaving the box blank means the data element cannot be changed by the county user. Clicking in an empty box adds a checkmark. Clicking in a box containing a checkmark removes the checkmark. |

## 11 Create Component (State User) (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field | Description/Action |
|---|---|
| Save | Clicking "Save" opens the Component Confirmation (Confirm Creation of Component) screen. Validations are performed at the time "Save" is clicked. If any required data elements are missing or any data elements contain invalid data, self-explanatory error messages are displayed and must be resolved before the save action is completed. Examples of error messages include the following.<br>• Component code <XXXX> already exists.<br>• Component code is invalid.<br>• Unit of Measure is required.<br>• Regular Cost Share Percentage may not exceed 100.<br>**Note:** Except for error messages for missing required values, error messages only display one message at a time. After correcting the single displayed error message an additional error message may display upon the next attempted save. All errors must be resolved before the save will be completed. |

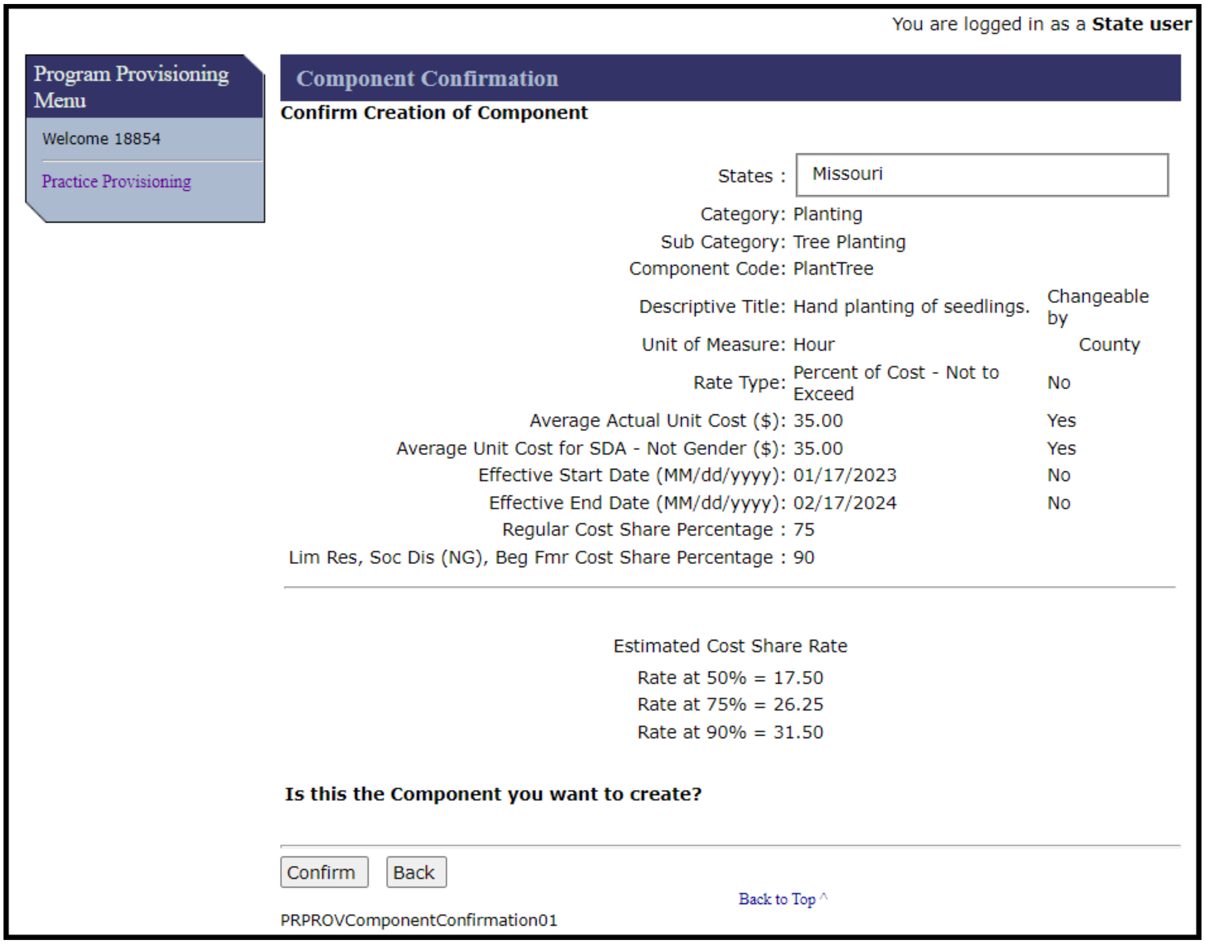
## 12 Component Confirmation (Confirm Creation of Component) Screen

### A Overview

After the user selects “Save” from the Create or Modify Component (Create Component) Screen the Component Confirmation (Confirm Creation of Component) Screen will be displayed.

### B Example of Component Confirmation (Confirm Creation of Component) Screen

The following is an example of the Component Confirmation (Confirm Creation of Component) Screen.



You are logged in as a **State user**

**Component Confirmation**

**Confirm Creation of Component**

States : Missouri

| | | Changeable by County |
|---|---|---|
| Category: | Planting | |
| Sub Category: | Tree Planting | |
| Component Code: | PlantTree | |
| Descriptive Title: | Hand planting of seedlings. | |
| Unit of Measure: | Hour | |
| Rate Type: | Percent of Cost - Not to Exceed | No |
| Average Actual Unit Cost ($): | 35.00 | Yes |
| Average Unit Cost for SDA - Not Gender ($): | 35.00 | Yes |
| Effective Start Date (MM/dd/yyyy): | 01/17/2023 | No |
| Effective End Date (MM/dd/yyyy): | 02/17/2024 | No |
| Regular Cost Share Percentage : | 75 | |
| Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage : | 90 | |

Estimated Cost Share Rate
Rate at 50% = 17.50
Rate at 75% = 26.25
Rate at 90% = 31.50

**Is this the Component you want to create?**

PRPROVComponentConfirmation01

## 12 Component Confirmation (Confirm Creation of Component) Screen (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Documentation Screen.

| Field/Link | Description/Action |
|---|---|
| Practice Provisioning | Opens the Program Provisioning Menu Screen. If this button is clicked without first confirming the information for the new component that is being created all edits for the new component are lost. |
| Confirm | Saves the new component in the State dataset and returns the user to the Program Provisioning Menu Screen. |
| Back | Returns the user to the Create or Modify Component (Create Component) Screen with the previously entered data for the new component displaying on that screen, but not saved in the State dataset.<br>**Note:** Cost share percentages are lost during the Back process and should be re-entered before re-attempting to save the component. |

## 13 Copy Component (State User)

### A Overview

State users have the ability to copy components created by other users. State users may be asked to copy components created by the national office and provide those components to county offices. Just as State users have the ability to grant or deny county users permission to edit data elements of a component, the national office may also restrict State users from being able to edit data elements of components created at the national level.

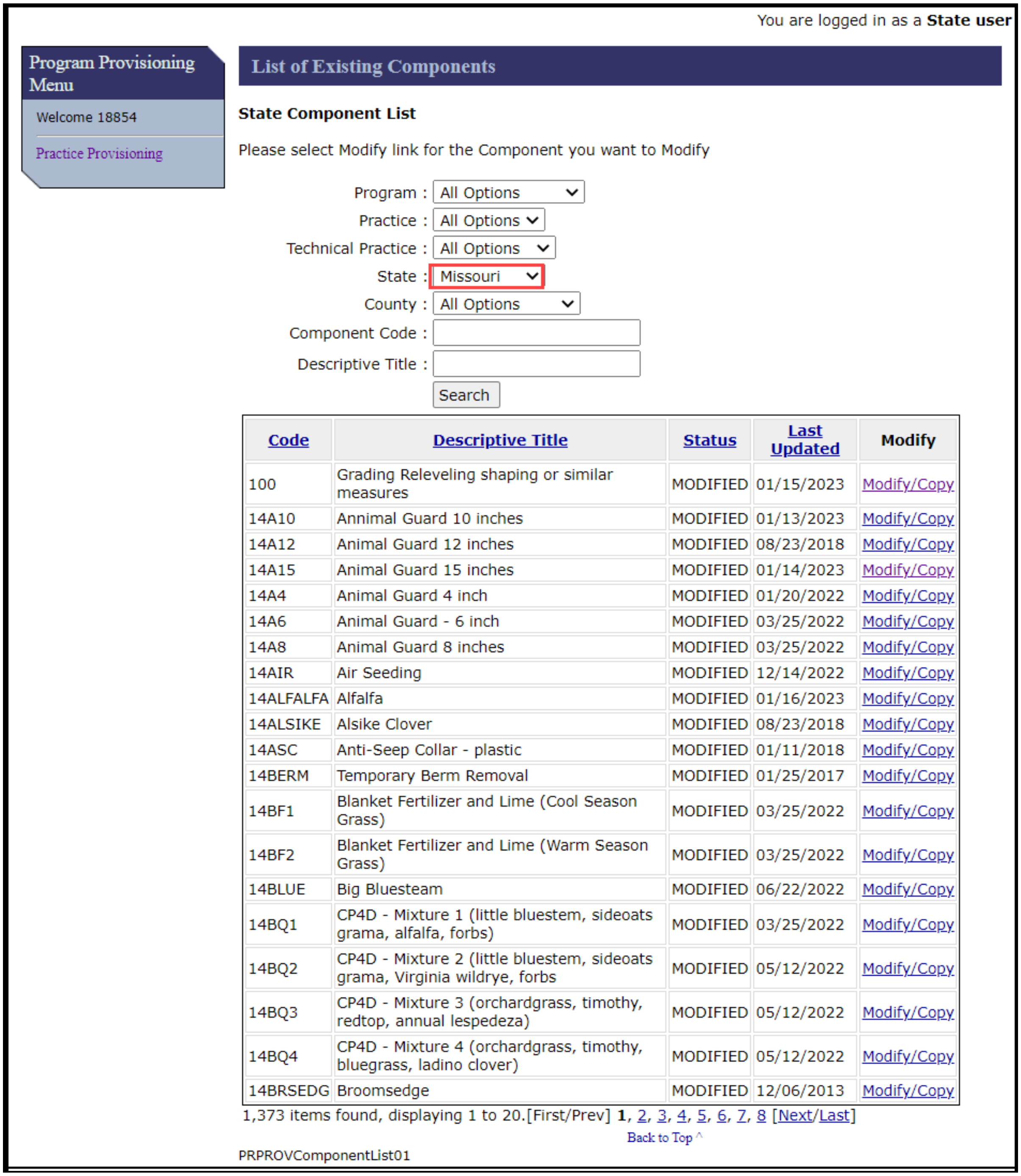
The process of a State user copying a component is essentially the same as the county user copy process. It begins from the Program Provisioning Menu Screen using the Modify Copy link. After clicking Modify/Copy on the Program Provisioning Menu Screen the List of Existing Components Screen for the State is displayed.

**Exhibit 8**
**(Text, Ex. 20)**

## 13 Copy Component (State User) (Continued)

### B Example of List of Existing Components Screen

The following is an example of the default view of the List of Existing Components Screen. The screen is defaulted to the administrative State of the user. To see components created by other users the selected State must be reset.



You are logged in as a **State user**

**List of Existing Components**

**State Component List**

Please select Modify link for the Component you want to Modify

Program : All Options
Practice : All Options
Technical Practice : All Options
State : Missouri
County : All Options
Component Code :
Descriptive Title :

| Code | Descriptive Title | Status | Last Updated | Modify |
|---|---|---|---|---|
| 100 | Grading Releveling shaping or similar measures | MODIFIED | 01/15/2023 | Modify/Copy |
| 14A10 | Annimal Guard 10 inches | MODIFIED | 01/13/2023 | Modify/Copy |
| 14A12 | Animal Guard 12 inches | MODIFIED | 08/23/2018 | Modify/Copy |
| 14A15 | Animal Guard 15 inches | MODIFIED | 01/14/2023 | Modify/Copy |
| 14A4 | Animal Guard 4 inch | MODIFIED | 01/20/2022 | Modify/Copy |
| 14A6 | Animal Guard - 6 inch | MODIFIED | 03/25/2022 | Modify/Copy |
| 14A8 | Animal Guard 8 inches | MODIFIED | 03/25/2022 | Modify/Copy |
| 14AIR | Air Seeding | MODIFIED | 12/14/2022 | Modify/Copy |
| 14ALFALFA | Alfalfa | MODIFIED | 01/16/2023 | Modify/Copy |
| 14ALSIKE | Alsike Clover | MODIFIED | 08/23/2018 | Modify/Copy |
| 14ASC | Anti-Seep Collar - plastic | MODIFIED | 01/11/2018 | Modify/Copy |
| 14BERM | Temporary Berm Removal | MODIFIED | 01/25/2017 | Modify/Copy |
| 14BF1 | Blanket Fertilizer and Lime (Cool Season Grass) | MODIFIED | 03/25/2022 | Modify/Copy |
| 14BF2 | Blanket Fertilizer and Lime (Warm Season Grass) | MODIFIED | 03/25/2022 | Modify/Copy |
| 14BLUE | Big Bluesteam | MODIFIED | 06/22/2022 | Modify/Copy |
| 14BQ1 | CP4D - Mixture 1 (little bluestem, sideoats grama, alfalfa, forbs) | MODIFIED | 03/25/2022 | Modify/Copy |
| 14BQ2 | CP4D - Mixture 2 (little bluestem, sideoats grama, Virginia wildrye, forbs | MODIFIED | 05/12/2022 | Modify/Copy |
| 14BQ3 | CP4D - Mixture 3 (orchardgrass, timothy, redtop, annual lespedeza) | MODIFIED | 05/12/2022 | Modify/Copy |
| 14BQ4 | CP4D - Mixture 4 (orchardgrass, timothy, bluegrass, ladino clover) | MODIFIED | 05/12/2022 | Modify/Copy |
| 14BRSEDG | Broomsedge | MODIFIED | 12/06/2013 | Modify/Copy |

1,373 items found, displaying 1 to 20.[First/Prev] **1**, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

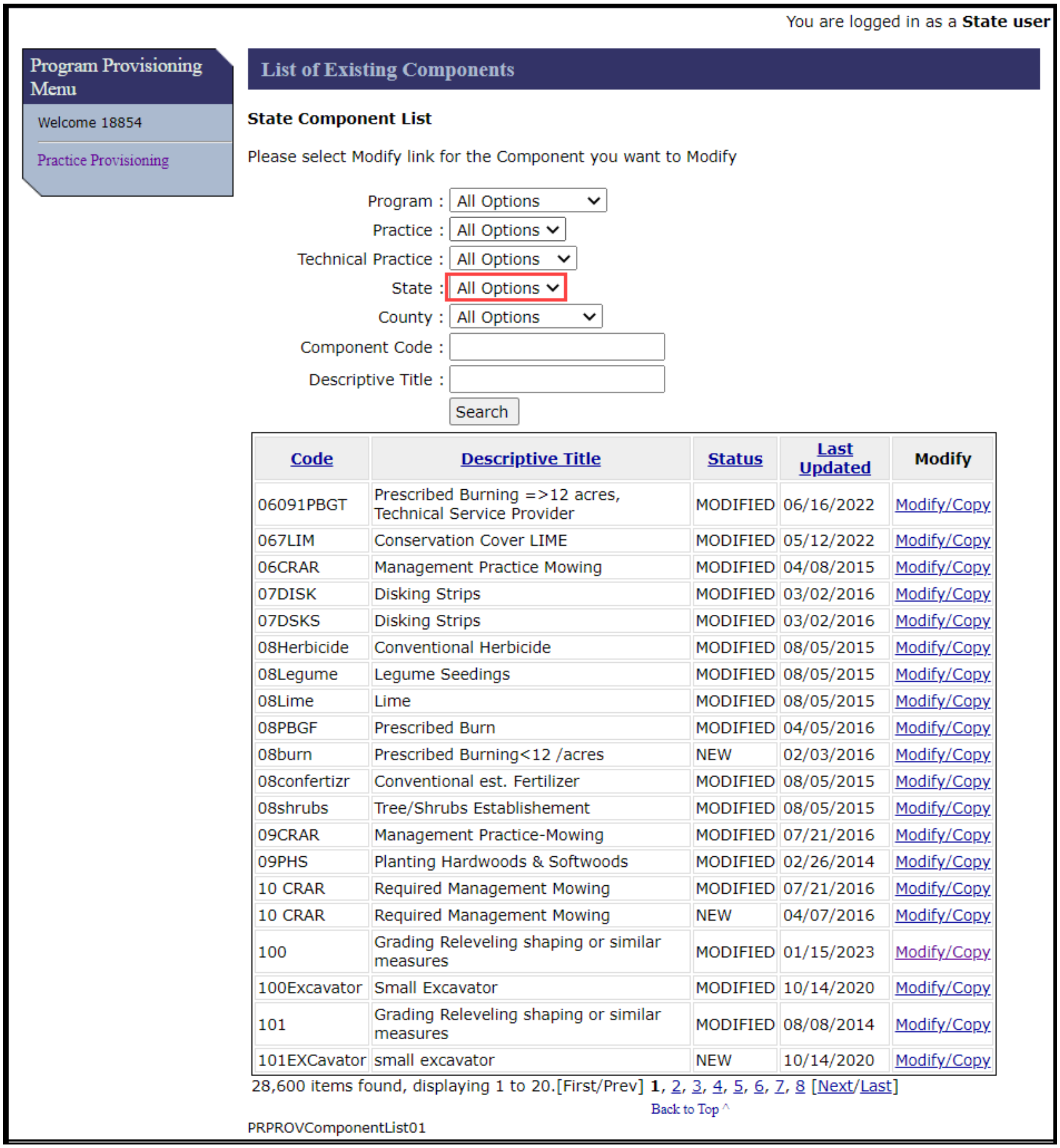
PRPROVComponentList01

**Exhibit 8**
**(Text, Ex. 20)**

## 13 Copy Component (State User) (Continued)

### B Example of List of Existing Components Screen (Continued)

To display all components in the national dataset the user must change the State to “All Options”. The following is an example of the List of Existing Components Screen after changes to the State data field have been made. Note that additional components exist on this screen as compared to the previous screen.


You are logged in as a **State user**
Program Provisioning Menu
Welcome 18854
Practice Provisioning
List of Existing Components
Search
Back to Top ^
PRPROVComponentList01

**State Component List**

Please select Modify link for the Component you want to Modify

Program : All Options
Practice : All Options
Technical Practice : All Options
State : All Options
County : All Options
Component Code :
Descriptive Title :

| Code | Descriptive Title | Status | Last Updated | Modify |
|---|---|---|---|---|
| 06091PBGT | Prescribed Burning =>12 acres, Technical Service Provider | MODIFIED | 06/16/2022 | Modify/Copy |
| 067LIM | Conservation Cover LIME | MODIFIED | 05/12/2022 | Modify/Copy |
| 06CRAR | Management Practice Mowing | MODIFIED | 04/08/2015 | Modify/Copy |
| 07DISK | Disking Strips | MODIFIED | 03/02/2016 | Modify/Copy |
| 07DSKS | Disking Strips | MODIFIED | 03/02/2016 | Modify/Copy |
| 08Herbicide | Conventional Herbicide | MODIFIED | 08/05/2015 | Modify/Copy |
| 08Legume | Legume Seedings | MODIFIED | 08/05/2015 | Modify/Copy |
| 08Lime | Lime | MODIFIED | 08/05/2015 | Modify/Copy |
| 08PBGF | Prescribed Burn | MODIFIED | 04/05/2016 | Modify/Copy |
| 08burn | Prescribed Burning<12 /acres | NEW | 02/03/2016 | Modify/Copy |
| 08confertizr | Conventional est. Fertilizer | MODIFIED | 08/05/2015 | Modify/Copy |
| 08shrubs | Tree/Shrubs Establishement | MODIFIED | 08/05/2015 | Modify/Copy |
| 09CRAR | Management Practice-Mowing | MODIFIED | 07/21/2016 | Modify/Copy |
| 09PHS | Planting Hardwoods & Softwoods | MODIFIED | 02/26/2014 | Modify/Copy |
| 10 CRAR | Required Management Mowing | MODIFIED | 07/21/2016 | Modify/Copy |
| 10 CRAR | Required Management Mowing | NEW | 04/07/2016 | Modify/Copy |
| 100 | Grading Releveling shaping or similar measures | MODIFIED | 01/15/2023 | Modify/Copy |
| 100Excavator | Small Excavator | MODIFIED | 10/14/2020 | Modify/Copy |
| 101 | Grading Releveling shaping or similar measures | MODIFIED | 08/08/2014 | Modify/Copy |
| 101EXCavator | small excavator | NEW | 10/14/2020 | Modify/Copy |

28,600 items found, displaying 1 to 20.[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

## 13 Copy Component (State User) (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Add Practices Screen.

| Field/Link | Description/Action |
|---|---|
| Practice Provisioning | Returns the user to the Program Provisioning Menu Screen. |
| Program | Provides a list of Programs indirectly associated to components through practices, component categories and component subcategories.<br>It is not necessary to select a program. Even though this exhibit is devoted to copying a component to be used in CRP cost share applications it is not recommended to select CRP. Doing so may unnecessarily prevent the desired component from displaying. It is recommended that this data field be left as “All Options”.<br>If the user wants to limit the components displayed in the list to only those components that are already associated to CRP practices, the user must select “CRP” so CRP practices will display in the practice drop-down list. |
| Practice | Provides a list of Practices indirectly associated to components through component categories and component subcategories.<br>No practices will display if the user hasn’t first selected a program.<br>It is not necessary to select a practice. Doing so may unnecessarily prevent the desired component from displaying. It is recommended that this data field be left as “All Options”.<br>If the user wants to limit the components displayed in the list to only those components that are already associated to a specific CRP practice the user must select that specific practice from the list. Only one practice can be selected at a time. |
| Technical Practice | Provides a list of Technical Practices. It is not necessary to select a technical practice. Doing so may unnecessarily prevent the desired component from displaying. It is recommended that this data field be left as “All Options”. |
| State | Data field defaults to the State of the user. This must be changed to All options to view components created at the national level.<br>Users may change this value to another State if there is a specific component created by that State that the user wants to copy. |

## 13 Copy Component (State User) (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field/Link | Description/Action |
|---|---|
| County | Data field defaults to All Options. It is recommended that this data field be left as the defaulted All Options. Populating a county in this data field will limit the search results to only those components that exist in the selected county's dataset. |
| Component Code | Allows the user to limit the search results to only those component codes containing the specific characters entered in the data field. If the component code is known the most efficient way to search is to use the component code search with all other data fields set to "All Options" or blank when applicable.<br>The user does not need to type the full component code to find the specific component. For example, if the user is searching for component "ABC123" if the user types "ABC" the component "ABC123" will display in the results. Any other component containing the text "ABC" will also display in the search results. Component "XYZABC12" would also display in the search results.<br>Searches are not case specific. If the user searches for "abc" component "ABC123" will display in the search results because it contains the character string "abc" even though the case does not match. |
| Descriptive Title | Allows the user to limit the search results to only those descriptive titles containing the specific characters entered in the data field. The user does not need to type the full descriptive title find the specific component.<br>The descriptive title works in the same manner as the component code search shown above. However, it may be difficult to anticipate which components contain the specific characters. As a result, the search results may not be effectively limited. |
| Search | Triggers the search process based upon the criteria entered by the user. |
| Modify/Copy | User must click Modify/Copy for the row of the component that they want to copy. The Create or Modify Component Screen will be displayed. |

## 14 Create or Modify Component

### A Overview

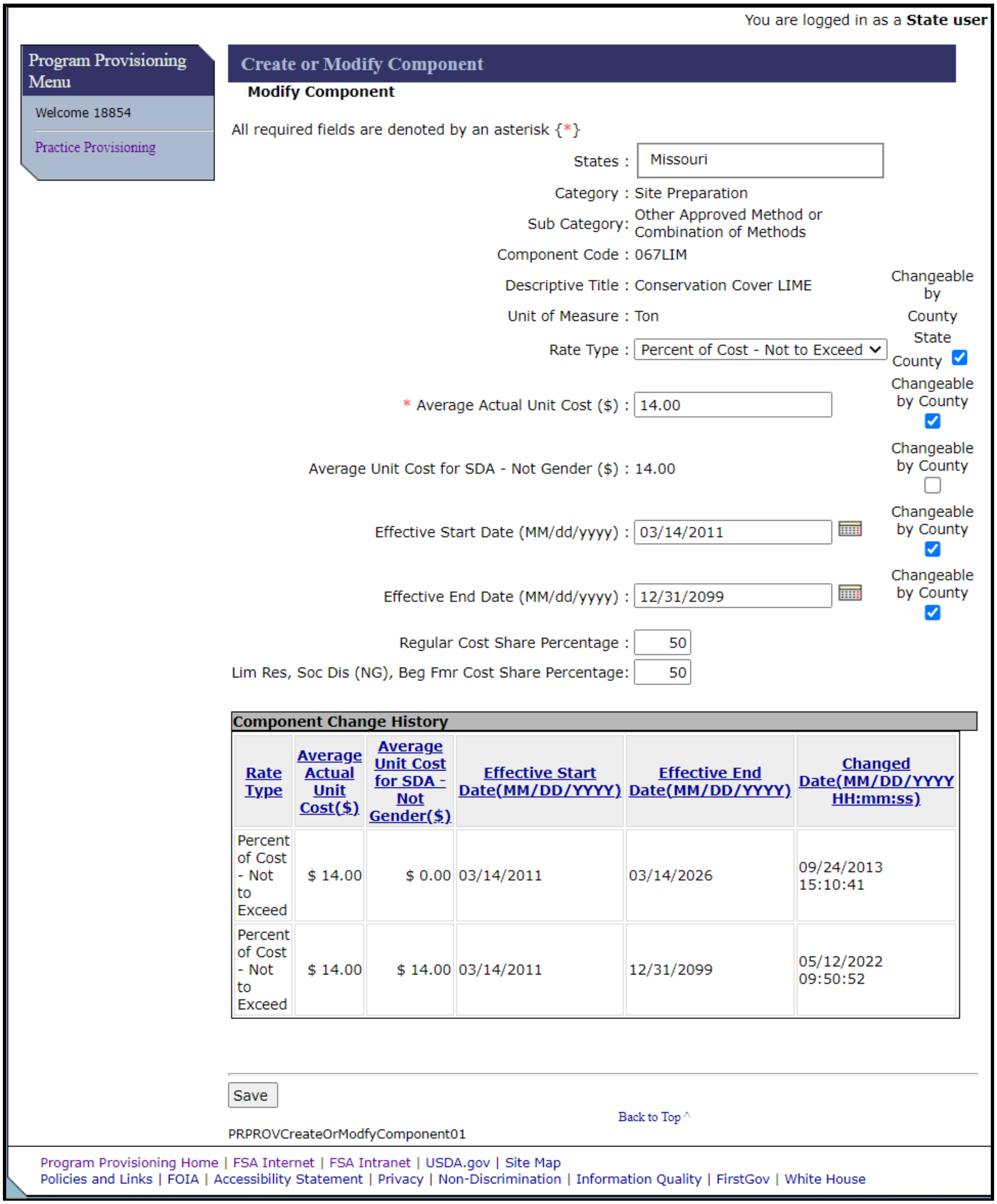
The Create or Modify Component Screen will be displayed after the user clicks "Modify/Copy" on the List of Existing Components Screen. The name of this screen is somewhat confusing as a part of the copy component process. The screen name illustrates that as a part of the copy process the user may be able to edit certain data elements. The screen is initially displayed with the data for the component as it exists in the National dataset from which it was copied. Any data element with a red asterisk on the right side of the field name may be edited before saving. Edits made on this screen apply only to the representation of the component in the State dataset where it will be created. Edits do not impact the attributes of the component as it exists in its originating dataset.

**Exhibit 20**
**(Text, Ex. 20)**

## 14 Create or Modify Component (Continued)

### B Example of Create or Modify Component Screen

The following is an example of the Create or Modify Component Screen.


You are logged in as a **State user**
Program Provisioning Menu
Welcome 18854
Practice Provisioning
Save
Back to Top ^
Program Provisioning Home | FSA Internet | FSA Intranet | USDA.gov | Site Map
Policies and Links | FOIA | Accessibility Statement | Privacy | Non-Discrimination | Information Quality | FirstGov | White House

**Create or Modify Component**

**Modify Component**

All required fields are denoted by an asterisk {*}

States : Missouri
Category : Site Preparation
Sub Category: Other Approved Method or Combination of Methods
Component Code : 067LIM
Descriptive Title : Conservation Cover LIME
Unit of Measure : Ton — Changeable by County
Rate Type : Percent of Cost - Not to Exceed — State County ☑
* Average Actual Unit Cost ($) : 14.00 — Changeable by County ☑
Average Unit Cost for SDA - Not Gender ($) : 14.00 — Changeable by County ☐
Effective Start Date (MM/dd/yyyy) : 03/14/2011 — Changeable by County ☑
Effective End Date (MM/dd/yyyy) : 12/31/2099 — Changeable by County ☑
Regular Cost Share Percentage : 50
Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage: 50

**Component Change History**

| Rate Type | Average Actual Unit Cost($) | Average Unit Cost for SDA - Not Gender($) | Effective Start Date(MM/DD/YYYY) | Effective End Date(MM/DD/YYYY) | Changed Date(MM/DD/YYYY HH:mm:ss) |
|---|---|---|---|---|---|
| Percent of Cost - Not to Exceed | $ 14.00 | $ 0.00 | 03/14/2011 | 03/14/2026 | 09/24/2013 15:10:41 |
| Percent of Cost - Not to Exceed | $ 14.00 | $ 14.00 | 03/14/2011 | 12/31/2099 | 05/12/2022 09:50:52 |

PRPROVCreateOrModfyComponent01

## 14 Create or Modify Component (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Add Practices Screen.

| Field/Link | Description/Action |
|---|---|
| Practice Provisioning | Returns the user to the Program Provisioning Menu Screen without populating the component in the State dataset. |
| **Note:** The following first five data elements are only editable if the National Office has granted permission for State users to edit the data element. A red asterisk will be displayed to the right of the data field name if it is editable. | |
| Rate Type | User may accept the existing Rate Type or select a different rate type from the drop-down list.<br>Rate type used for cost share applications for Signup 53 and later CRP contracts should always be "Percent of Cost – Not to Exceed". |
| Average Actual Unit Cost | User may accept the existing Average Actual Unit Cost or enter a different cost based upon the average actual cost for the area in which the component will be used. Costs may be entered up to four decimal places. Any decimal places not entered are considered as zeroes by the system. Do not enter a "$" or a separating comma when entering values. For example, $100.00 is entered as "100.00". |
| Average Actual Unit Cost for SDA – Not Gender | User may accept the existing Average Actual Unit Cost for SDA – Not Gender or enter a different cost. This data element does not impact CRP cost share. It only applies to BCAP cost share agreements. User must enter the cost as the same amount used for the Average Actual Unit Cost data element unless that amount exceeds $1,500.00. If the Average Actual Unit Cost exceeds $1,500.00 enter "1500.00". Costs may be entered up to four decimal places. Any decimal places not entered are considered as zeroes by the system. Do not enter a "$" or a separating comma when entering values. For example, $100.00 is entered as "100.00". |
| Effective Start Date | User may accept the existing Effective Start Date or enter a different date that reflects the date the component will be available for use in cost share applications. This can be a past or future date. Dates are entered in month-day-year format. For example: 10/01/2023 represents October 1, 2023. Cost share agreement approvals will fail if the approval date is before the component effective start date. |
| Effective End Date | User may accept the existing Effective End Date or enter a different date that reflects the last date the component will be available for use in cost share applications. This can be a past or future date. Dates are entered in month-day-year format. For example: 10/01/2023 represents October 1, 2023. Cost share agreement approvals will fail if the approval date is after the component effective end date. |

**Exhibit 8**
**(Text, Ex. 20)**

## 14 Create or Modify Component (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field/Link | Description/Action |
|---|---|
| Regular Cost Share Percentage | User may accept the existing Regular Cost Share Percentage for the component or enter a different percentage. Percentages are entered in whole numbers with acceptable values being between 1 and 100. For example, 50% is entered as "50". If the component being created will only be used for CRP cost share agreements the regular cost share percentage can be entered as 50%. However, if the component may potentially be used in cost share applications such as ECP or EFRP the regular cost share percentage should be entered as 75%. CRP cost share applications using this component will still only pay at the 50% rate since the CRP program limits cost share to a 50% rate. |
| Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage | User may accept the existing Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage for the component or enter a different percentage. This data element does not apply to CRP cost share and does not impact cost share calculations. Percentages are entered in whole numbers with acceptable values being between 1 and 100. For example, 50% is entered as "50". If the component being created will only be used for CRP cost share agreements the Lim Res, Soc Dis (NG), Beg Fmr cost share percentage can be entered as 50%. However, if the component may potentially be used in cost share applications such as ECP or EFRP the Lim Res, Soc Dis (NG), Beg Fmr cost share percentage should be entered as 90%. CRP cost share applications using this component will still only pay at the 50% rate since the CRP program limits cost share to a 50% rate. |
| Changeable by County | If the national user who created the component designated the component as changeable by the State user, the State user must designate whether or not county users are permitted to change the following five data elements. State users will only have the option to permit county users to change those specific data elements where the national user designated the data element as changeable by the State user.<br>1. Rate Type<br>2. Average Actual Unit Cost<br>3. Average Unit Cost for SDA – Not Gender<br>4. Effective Start Date<br>5. Effective End Date.<br>Adding a checkmark to the box means the data element to the left of the box can be changed by the county user. Leaving the box blank means the data element cannot be changed by the county user. Clicking in an empty box adds a checkmark. Clicking in a box containing a checkmark removes the checkmark. |

**Exhibit 8**
**(Text, Ex. 20)**

## 14 Create or Modify Component (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field/Link | Description/Action |
|---|---|
| Save | Clicking "Save" opens the Component Confirmation (Confirm Modifications to Component) Screen. Validations are performed at the time "Save" is clicked. If any required data elements are missing or any data elements contain invalid data, self-explanatory error messages are displayed and must be resolved before the save action is completed. Examples of error messages include the following.<br>• Component code <XXXX> already exists.<br>• Component code is invalid.<br>• Unit of Measure is required.<br>• Regular Cost Share Percentage may not exceed 100.<br>**Note:** Except for error messages for missing required values, error messages only display one message at a time. After correcting the single displayed error message an additional error message may display upon the next attempted save. All errors must be resolved before the save will be completed. |

## 15 Component Confirmation (Confirm Modifications to Component)

### A Overview

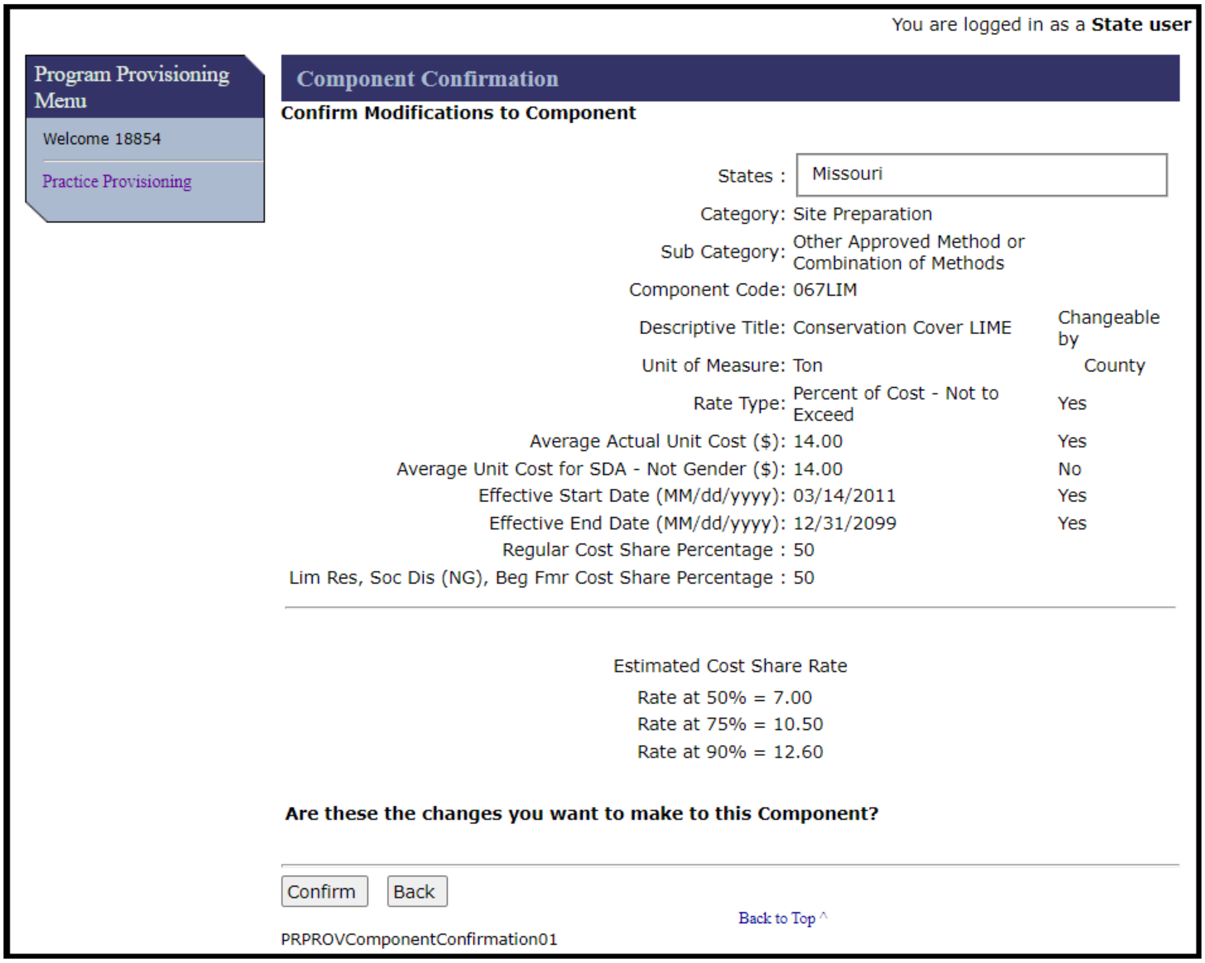
The Component Confirmation (Confirm Modifications to Component) Screen is displayed after the user clicks Save on the Create or Modify Component Screen. The name of this screen is somewhat confusing as a part of the copy component process. Even if the user doesn't make changes to the component while copying the overall component is considered modified because an additional representation of the component has been created in a new State dataset.

**Exhibit 8**
**(Text, Ex. 20)**

## 15 Component Confirmation (Confirm Modifications to Component) (Continued)

### B Example of Component Confirmation (Confirm Modifications to Component) Screen

The following is an example of the Component Confirmation (Confirm Modifications to Component) Screen.



You are logged in as a **State user**

**Component Confirmation**

**Confirm Modifications to Component**

| | | Changeable by County |
|---|---|---|
| States : | Missouri | |
| Category: | Site Preparation | |
| Sub Category: | Other Approved Method or Combination of Methods | |
| Component Code: | 067LIM | |
| Descriptive Title: | Conservation Cover LIME | |
| Unit of Measure: | Ton | |
| Rate Type: | Percent of Cost - Not to Exceed | Yes |
| Average Actual Unit Cost ($): | 14.00 | Yes |
| Average Unit Cost for SDA - Not Gender ($): | 14.00 | No |
| Effective Start Date (MM/dd/yyyy): | 03/14/2011 | Yes |
| Effective End Date (MM/dd/yyyy): | 12/31/2099 | Yes |
| Regular Cost Share Percentage : | 50 | |
| Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage : | 50 | |

Estimated Cost Share Rate

Rate at 50% = 7.00
Rate at 75% = 10.50
Rate at 90% = 12.60

**Are these the changes you want to make to this Component?**

PRPROVComponentConfirmation01

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Add Practices Screen.

| Field/Link | Description/Action |
|---|---|
| Practice Provisioning | Returns the user to the Program Provisioning Menu Screen without populating the component in the State dataset. |
| Confirm | The copied component is saved to the State dataset. The List of Existing Components (State Component List) Screen is displayed. |
| Back | Returns the user to the Create or Modify Component Screen. |

**Exhibit 8**
**(Text, Ex. 20)**

## 16 List of Existing Components (State Component List)

### A Overview

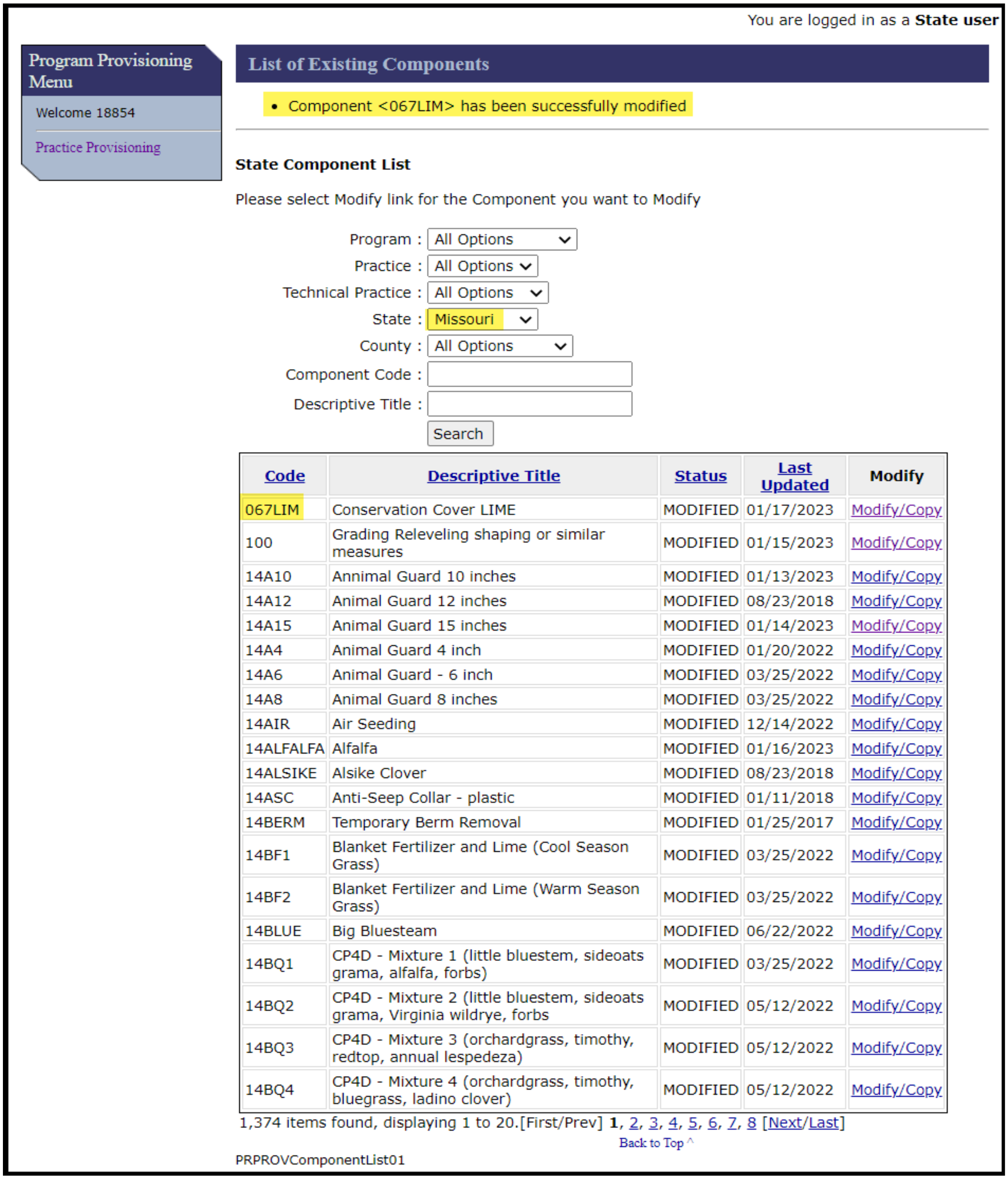
The List of Existing Components (State Component List) Screen is displayed after the user clicks Confirm on the Component Confirmation (Confirm Modifications to Component) Screen. A message will be displayed at the top of the screen indicating that the component has been successfully modified (copied to the State dataset). The copied component now displays in the State dataset.

**Exhibit 8**
**(Text, Ex. 20)**

## 16 List of Existing Components (State Component List) (Continued)

### B Example of List of Existing Components (State Component List) Screen

The following is an example of the List of Existing Components (State Component List) Screen.



You are logged in as a **State user**
Program Provisioning Menu
Welcome 18854
Practice Provisioning

**List of Existing Components**

- Component <067LIM> has been successfully modified

**State Component List**

Please select Modify link for the Component you want to Modify

Program : All Options
Practice : All Options
Technical Practice : All Options
State : Missouri
County : All Options
Component Code :
Descriptive Title :

| Code | Descriptive Title | Status | Last Updated | Modify |
|---|---|---|---|---|
| 067LIM | Conservation Cover LIME | MODIFIED | 01/17/2023 | Modify/Copy |
| 100 | Grading Releveling shaping or similar measures | MODIFIED | 01/15/2023 | Modify/Copy |
| 14A10 | Annimal Guard 10 inches | MODIFIED | 01/13/2023 | Modify/Copy |
| 14A12 | Animal Guard 12 inches | MODIFIED | 08/23/2018 | Modify/Copy |
| 14A15 | Animal Guard 15 inches | MODIFIED | 01/14/2023 | Modify/Copy |
| 14A4 | Animal Guard 4 inch | MODIFIED | 01/20/2022 | Modify/Copy |
| 14A6 | Animal Guard - 6 inch | MODIFIED | 03/25/2022 | Modify/Copy |
| 14A8 | Animal Guard 8 inches | MODIFIED | 03/25/2022 | Modify/Copy |
| 14AIR | Air Seeding | MODIFIED | 12/14/2022 | Modify/Copy |
| 14ALFALFA | Alfalfa | MODIFIED | 01/16/2023 | Modify/Copy |
| 14ALSIKE | Alsike Clover | MODIFIED | 08/23/2018 | Modify/Copy |
| 14ASC | Anti-Seep Collar - plastic | MODIFIED | 01/11/2018 | Modify/Copy |
| 14BERM | Temporary Berm Removal | MODIFIED | 01/25/2017 | Modify/Copy |
| 14BF1 | Blanket Fertilizer and Lime (Cool Season Grass) | MODIFIED | 03/25/2022 | Modify/Copy |
| 14BF2 | Blanket Fertilizer and Lime (Warm Season Grass) | MODIFIED | 03/25/2022 | Modify/Copy |
| 14BLUE | Big Bluesteam | MODIFIED | 06/22/2022 | Modify/Copy |
| 14BQ1 | CP4D - Mixture 1 (little bluestem, sideoats grama, alfalfa, forbs) | MODIFIED | 03/25/2022 | Modify/Copy |
| 14BQ2 | CP4D - Mixture 2 (little bluestem, sideoats grama, Virginia wildrye, forbs | MODIFIED | 05/12/2022 | Modify/Copy |
| 14BQ3 | CP4D - Mixture 3 (orchardgrass, timothy, redtop, annual lespedeza) | MODIFIED | 05/12/2022 | Modify/Copy |
| 14BQ4 | CP4D - Mixture 4 (orchardgrass, timothy, bluegrass, ladino clover) | MODIFIED | 05/12/2022 | Modify/Copy |

1,374 items found, displaying 1 to 20.[First/Prev] **1**, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

PRPROVComponentList01

**Exhibit 8**
**(Text, Ex. 20)**

## 16 List of Existing Components (State Component List) (Continued)

### C Fields, Descriptions, and Actions

Data fields are the same as paragraph 12. The user may begin the copy process again if desired.

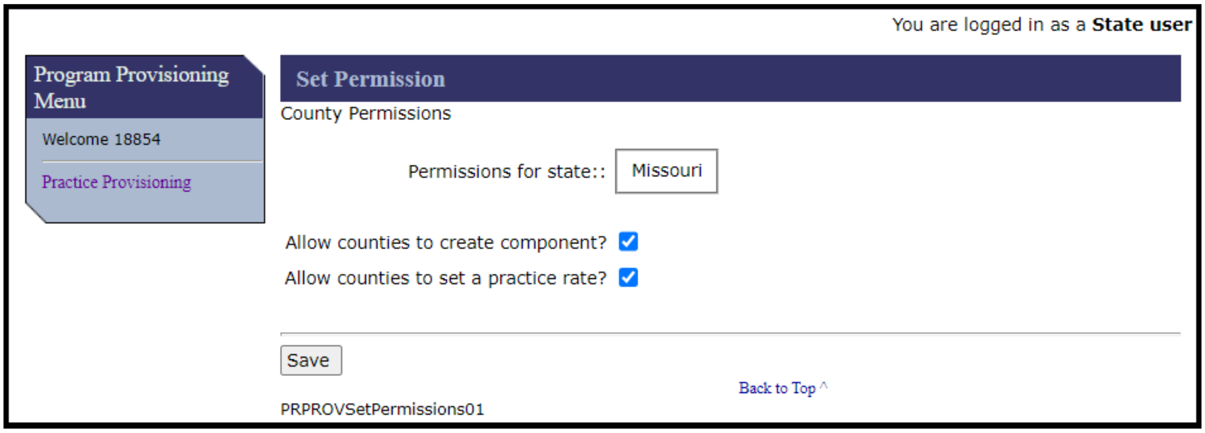
## 17 Set County Permissions

### A Overview

State specialists have the ability to grant permission to county users in their State to create components and/or set practice rates. State specialists may also prevent county users in their State from creating components and/or setting practice rates. After clicking County Permissions on the Program Provisioning Menu (State User) the Set Permission Screen is displayed. Granting or preventing county user creation of components and/or setting of practice rates occurs on the Set Permission Screen.

### B Example of Set Permission Screen

The following is an example of the Set Permission Screen.


You are logged in as a **State user**
Program Provisioning Menu
Welcome 18854
Practice Provisioning
Set Permission
County Permissions

Permissions for state:: Missouri

Allow counties to create component? ☑

Allow counties to set a practice rate? ☑

Save
Back to Top ^
PRPROVSetPermissions01

## 17 Set County Permissions (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Add Practices Screen.

| Field/Link | Description/Action |
|---|---|
| Practice Provisioning | Returns the user to the Program Provisioning Menu Screen without saving any edits that have occurred on the Set Permission Screen. |
| Allow counties to create component? | Entering a checkmark in the box permits county users to create components. Removing a checkmark from the box prevents county users from creating components. Clicking in an empty box adds a checkmark. Clicking in a box with a checkmark removes the checkmark. |
| Allow counties to set a practice rate. | Entering a checkmark in the box permits county users to set a practice rate. Removing a checkmark from the box prevents county users from setting a practice rate. Clicking in an empty box adds a checkmark. Clicking in a box with a checkmark removes the checkmark. |
| Save | Returns the user to the Program Provisioning Menu Screen and saves any edits that were made on the Set Permission Screen. A confirmation message “County Permissions have been successfully updated” is displayed on the Program Provisioning Menu Screen. |

**Exhibit 8**
**(Text, Ex. 20)**

## Section 4 Program Provisioning for National Users

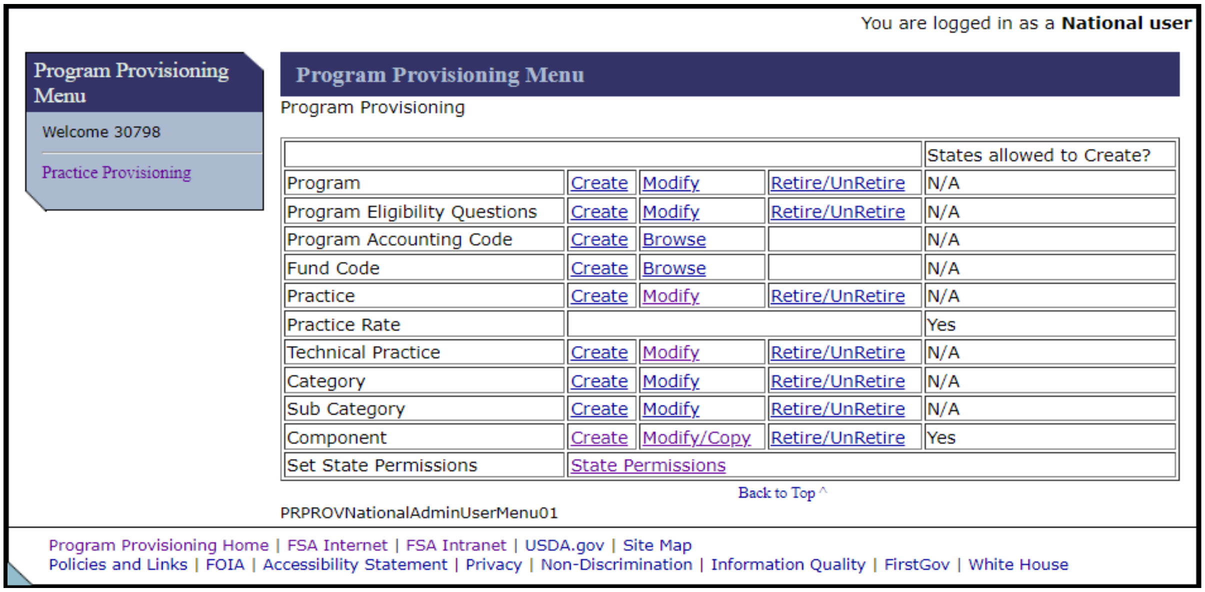
## 18 National Office Program Provisioning Functions

### A Overview

National Automation Specialists perform numerous functions in Program Provisioning to assist State and county users in program management of both program provisioning and cost share applications. An overview of national user functions is provided to enhance State and county users understanding of program provisioning. The Program Provisioning Menu Screen for national users contains additional functions not available to State and county users. These additional functions allow the national specialist to assist State and county users in multiple ways.

### B Example of Program Provisioning Menu Screen (National User)

The following is an example of the Program Provisioning Menu Screen (National User).


Program Provisioning Menu
Welcome 30798
Practice Provisioning
Back to Top ^
Program Provisioning Home | FSA Internet | FSA Intranet | USDA.gov | Site Map
Policies and Links | FOIA | Accessibility Statement | Privacy | Non-Discrimination | Information Quality | FirstGov | White House

You are logged in as a **National user**

**Program Provisioning Menu**

Program Provisioning

| | | | | States allowed to Create? |
|---|---|---|---|---|
| Program | Create | Modify | Retire/UnRetire | N/A |
| Program Eligibility Questions | Create | Modify | Retire/UnRetire | N/A |
| Program Accounting Code | Create | Browse | | N/A |
| Fund Code | Create | Browse | | N/A |
| Practice | Create | Modify | Retire/UnRetire | N/A |
| Practice Rate | | | | Yes |
| Technical Practice | Create | Modify | Retire/UnRetire | N/A |
| Category | Create | Modify | Retire/UnRetire | N/A |
| Sub Category | Create | Modify | Retire/UnRetire | N/A |
| Component | Create | Modify/Copy | Retire/UnRetire | Yes |
| Set State Permissions | State Permissions | | | |

PRPROVNationalAdminUserMenu01

## 18 National Office Program Provisioning Functions (Continued)

### C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Add Practices Screen for a national user.

| Field/Link | Description/Action |
|---|---|
| Program | National users are able to create new programs in Program Provisioning. Use of this action is quite rare since new conservation programs are typically authorized by legislation.<br>National users are able to modify the attributes of existing programs. Important attributes such as if the program is eligible for cost share, if ledgers are applicable, maximum cost share percentages at the program level, and many other attributes are managed by the national user.<br>National users may also retire a program, or unretire a program that has previously been retired. If a program is retired the program will no longer be visible or accessible in CSS. |
| Program Eligibility Questions | National users are able to create, modify, and retire/unretire program eligibility questions that are displayed in CSS. There are no eligibility questions displayed in CSS for CRP. Eligibility for CRP cost share is based upon the producer’s eligibility to participate in CRP. When the CRP-1 is approved producers associated with the approved CRP contract are considered eligible to earn CRP cost share. |
| Program Accounting Code | Program Accounting Codes used in cost share applications are created by national users in program provisioning. |
| Fund Code | Fund Codes used in cost share applications are created by national users in program provisioning. |
| Practice | National users are able to create new practices, modify existing practices, and retire/unretire practices. When a practice is retired it no longer displays as a practice available for use in CSS.<br>Component categories are associated to CRP practices in program provisioning by national users. Component categories play a critical role in CSS since only components created under a category associated to a specific CRP practice will be available for use in cost share applications for that practice. |
| Practice Rate | National users are unable to set practice rates. However, national users control the ability of State users to set practice rates. |
| Category | National users are able to create, modify, and retire/unretire component Categories. When a category is retired it no longer displays as a category in program provisioning. Any components associated to that category will no longer be available for use in CSS.<br>Subcategories are associated to categories in program provisioning. |

## 18 National Office Program Provisioning Functions (Continued)

### C Fields, Descriptions, and Actions (Continued)

| Field/Link | Description/Action |
|---|---|
| Subcategory | National users are able to create, modify, and retire/unretire component Subcategories. When a subcategory is retired it no longer displays as a category in program provisioning. Any components associated to that subcategory will no longer be available for use in CSS.<br>The only modification possible for a subcategory is the descriptive title of the subcategory. Association of subcategory to category is done at the category level. Association of practices to subcategories is done at the practice level. |
| Component | National users are able to create, modify, and retire/unretire components in program provisioning.<br>• For component modifications, national users are able to modify every component attribute except for the component code. State specialists can submit via SharePoint requests to modify attributes not editable by State or county users such as Category, Subcategory, Descriptive Title, and Unit of Measure if an error occurs during creation of a component by a State or county user.<br>• It is not possible to delete a component once it has been created and saved, but national users can retire a component so that component no longer appears as a selection option in CSS.<br>National users can also grant permission for State and county users to edit data elements of components or restrict the ability to edit those data elements. |
| Set State Permissions | National users are able to permit State users to create components and/or set practice rates. National users are also able to prevent State users from creating components and/or setting practice rates. |

**Exhibit 8**
**(Text, Ex. 20)**

## Section 5 Additional Program Provisioning topics

### 19 Multi-Level Component Representations

### A Overview

Each county has a unique dataset of components available for use by that specific county. Similarly, each State has a unique dataset of components for that State. Additionally, there is a national level dataset of components. When working in program provisioning it is important to understand that even if the same component code exists in all three levels, the component at the county level is maintained as a separate component than the component at the State level, and the component at the State level is maintained as a separate component from the component at the national level.

Multi-level component representations work according to a hierarchy of the three levels (county, State, national) with the county datasets being the lowest but most important level. Cost share agreements can only be created at the county level using components specific to that county. Even though State and national users have the ability to create and edit cost share agreements, the agreements are created and maintained at the administrative county level with components contained on the agreement selected from the county dataset of the physical location county of the tract. The State level is the next higher level in the hierarchy. The national level is the highest level of the hierarchy.

### B Upward Replication of Components Created at the County Level

When a component is created at the county level, the component replicates up and is created in the State and national databases. The initial creation is the only time the county user's edits replicate up to the higher levels. Immediately following this representation all three levels are in synch, but as soon as edits are made to the component at any level there is a possibility that the representation of the component will become out of synch with the other levels.

The following screenshots illustrate upward replication of county-created components. This component was created by a county user. Neither the State user nor the national user created component XYZ123, but a representation of this component was replicated into both the State and national databases. Note that the component change history for all three levels indicates the exact same information, including the "Changed Date" which in this case reflects the "change" of the component being created.

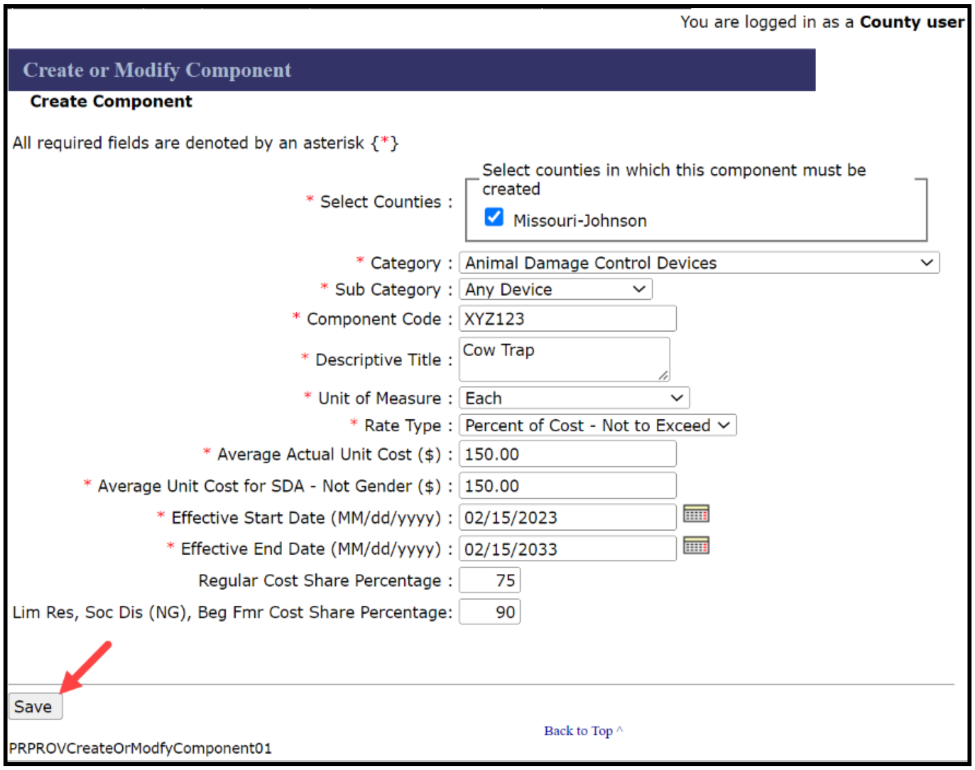
**Exhibit 8**
**(Text, Ex. 20)**

## 19 Multi-Level Component Representations (Continued)

### B Upward Replication of Components Created at the County Level (Continued)

#### i Component Created by County User

When creating a new component, the county user must complete all data elements and click “Save”.



You are logged in as a **County user**

Create or Modify Component

**Create Component**

All required fields are denoted by an asterisk {*}

* Select Counties : Select counties in which this component must be created
☑ Missouri-Johnson

* Category : Animal Damage Control Devices
* Sub Category : Any Device
* Component Code : XYZ123
* Descriptive Title : Cow Trap
* Unit of Measure : Each
* Rate Type : Percent of Cost - Not to Exceed
* Average Actual Unit Cost ($) : 150.00
* Average Unit Cost for SDA - Not Gender ($) : 150.00
* Effective Start Date (MM/dd/yyyy) : 02/15/2023
* Effective End Date (MM/dd/yyyy) : 02/15/2033
Regular Cost Share Percentage : 75
Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage: 90

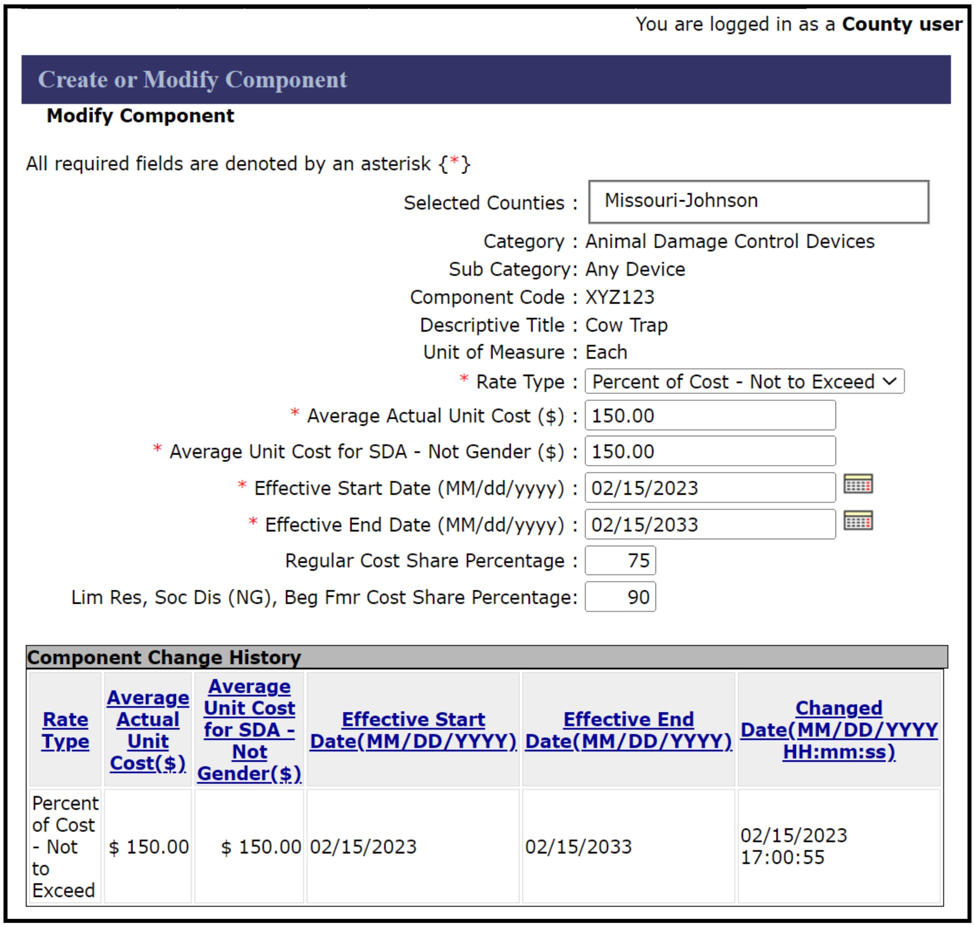
PRPROVCreateOrModfyComponent01

**Exhibit 8**
**(Text, Ex. 20)**

## 19 Multi-Level Component Representations (Continued)

### B Upward Replication of Components Created at the County Level (Continued)

### ii Saved Representation of the Component at the County Level



You are logged in as a **County user**

**Create or Modify Component**

**Modify Component**

All required fields are denoted by an asterisk {*}

Selected Counties : Missouri-Johnson
Category : Animal Damage Control Devices
Sub Category: Any Device
Component Code : XYZ123
Descriptive Title : Cow Trap
Unit of Measure : Each
* Rate Type : Percent of Cost - Not to Exceed
* Average Actual Unit Cost ($) : 150.00
* Average Unit Cost for SDA - Not Gender ($) : 150.00
* Effective Start Date (MM/dd/yyyy) : 02/15/2023
* Effective End Date (MM/dd/yyyy) : 02/15/2033
Regular Cost Share Percentage : 75
Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage: 90

**Component Change History**

| Rate Type | Average Actual Unit Cost($) | Average Unit Cost for SDA - Not Gender($) | Effective Start Date(MM/DD/YYYY) | Effective End Date(MM/DD/YYYY) | Changed Date(MM/DD/YYYY HH:mm:ss) |
|---|---|---|---|---|---|
| Percent of Cost - Not to Exceed | $ 150.00 | $ 150.00 | 02/15/2023 | 02/15/2033 | 02/15/2023 17:00:55 |

Key Points for Saved County Component.

- Once saved, Category, Sub Category, Component Code, Descriptive Title, and Unit of Measure are no longer editable by the county user.

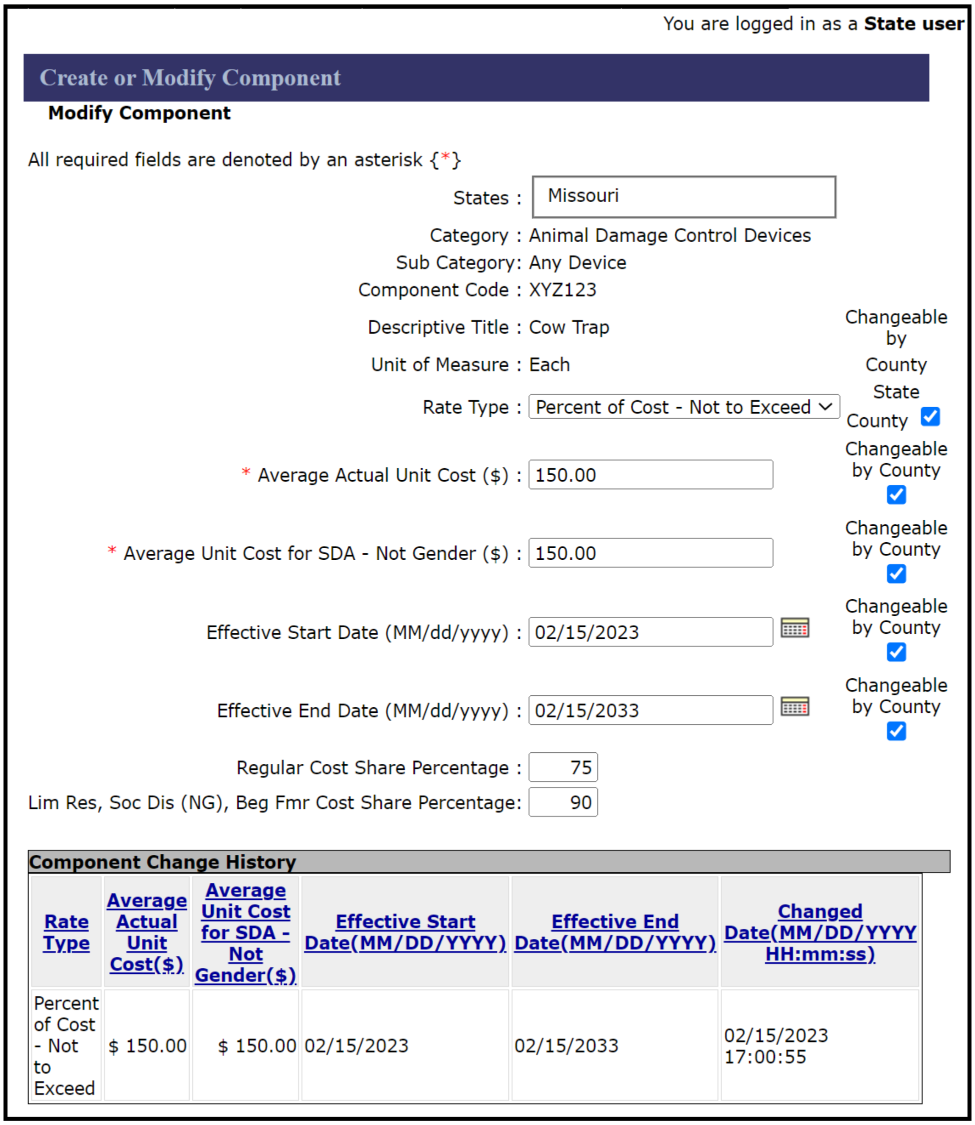
- Component Change History will be displayed.

**Exhibit 8**
**(Text, Ex. 20)**

# 19 Multi-Level Component Representations (Continued)

## B Upward Replication of Components Created at the County Level (Continued)

### iii Replicated Representation of the Component at the State Level



You are logged in as a **State user**

**Create or Modify Component**

**Modify Component**

All required fields are denoted by an asterisk {*}

States : Missouri

Category : Animal Damage Control Devices

Sub Category: Any Device

Component Code : XYZ123

Descriptive Title : Cow Trap

Unit of Measure : Each

Changeable by County State County ☑

Rate Type : Percent of Cost - Not to Exceed

* Average Actual Unit Cost ($) : 150.00 — Changeable by County ☑

* Average Unit Cost for SDA - Not Gender ($) : 150.00 — Changeable by County ☑

Effective Start Date (MM/dd/yyyy) : 02/15/2023 — Changeable by County ☑

Effective End Date (MM/dd/yyyy) : 02/15/2033 — Changeable by County ☑

Regular Cost Share Percentage : 75

Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage: 90

**Component Change History**

| Rate Type | Average Actual Unit Cost($) | Average Unit Cost for SDA - Not Gender($) | Effective Start Date(MM/DD/YYYY) | Effective End Date(MM/DD/YYYY) | Changed Date(MM/DD/YYYY HH:mm:ss) |
|---|---|---|---|---|---|
| Percent of Cost - Not to Exceed | $ 150.00 | $ 150.00 | 02/15/2023 | 02/15/2033 | 02/15/2023 17:00:55 |

## 19 Multi-Level Component Representations (Continued)

### B Upward Replication of Components Created at the County Level (Continued)

Key Points for Replicated Version of the Component at the State Level.

- Exactly the same representation of the component created at the county level, but this representation is housed in the State level dataset.

- Category, Sub Category, Component Code, Descriptive Title, and Unit of Measure are not editable by the State user.

- Other counties will be able to search and find the component in the State dataset if they want to copy the component.

- Replicates with all 5 "Changeable by County" data elements checked. If the State changes its representation of these permissions the changes will apply to other counties that attempt to copy the component, but they will not apply to the county that created the component.

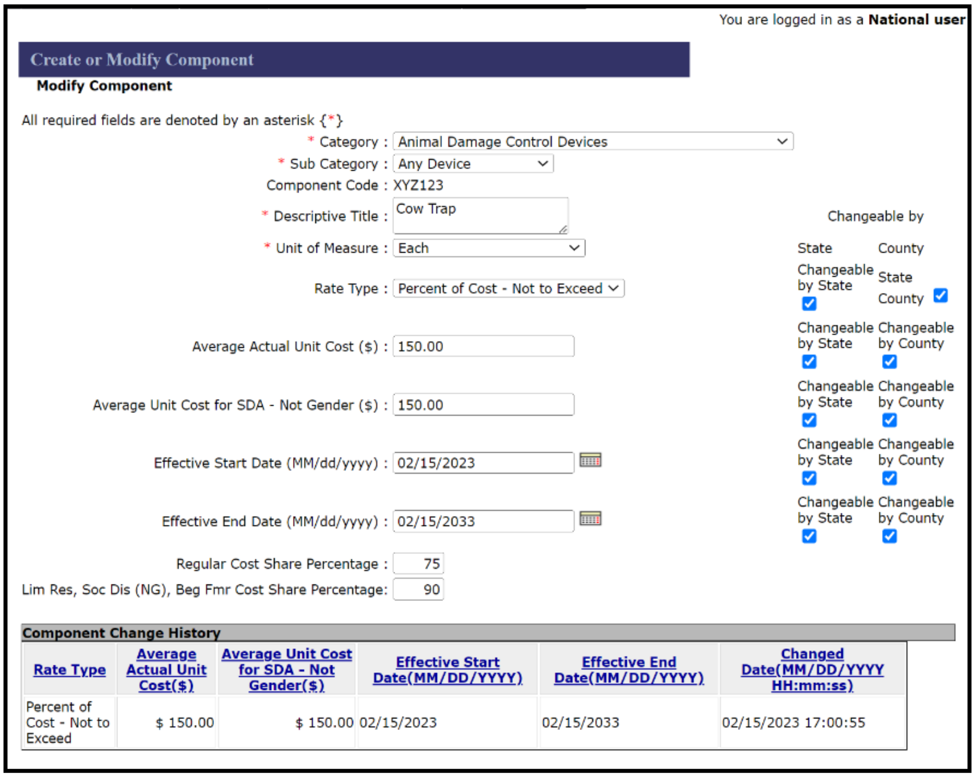
- County creation of the component is reflected in the State change history because even though the county created the record, the State representation of the component was simultaneously created in the State level database. Future changes to the component at the State level will only reflect changes made by a State user.

**Exhibit 8**
**(Text, Ex. 20)**

## 19 Multi-Level Component Representations (Continued)

### B Upward Replication of Components Created at the County Level (Continued)

### iv Replicated Representation of the Component at the National Level



You are logged in as a **National user**

**Create or Modify Component**

**Modify Component**

All required fields are denoted by an asterisk {*}

| | | | |
|---|---|---|---|
| * Category : | Animal Damage Control Devices | | |
| * Sub Category : | Any Device | | |
| Component Code : | XYZ123 | | |
| * Descriptive Title : | Cow Trap | Changeable by | |
| * Unit of Measure : | Each | State | County |
| Rate Type : | Percent of Cost - Not to Exceed | Changeable by State ☑ | State<br>County ☑ |
| Average Actual Unit Cost ($) : | 150.00 | Changeable by State ☑ | Changeable by County ☑ |
| Average Unit Cost for SDA - Not Gender ($) : | 150.00 | Changeable by State ☑ | Changeable by County ☑ |
| Effective Start Date (MM/dd/yyyy) : | 02/15/2023 | Changeable by State ☑ | Changeable by County ☑ |
| Effective End Date (MM/dd/yyyy) : | 02/15/2033 | Changeable by State ☑ | Changeable by County ☑ |
| Regular Cost Share Percentage : | 75 | | |
| Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage: | 90 | | |

**Component Change History**

| Rate Type | Average Actual Unit Cost($) | Average Unit Cost for SDA - Not Gender($) | Effective Start Date(MM/DD/YYYY) | Effective End Date(MM/DD/YYYY) | Changed Date(MM/DD/YYYY HH:mm:ss) |
|---|---|---|---|---|---|
| Percent of Cost - Not to Exceed | $ 150.00 | $ 150.00 | 02/15/2023 | 02/15/2033 | 02/15/2023 17:00:55 |

Key Points for Replicated Version of the Component at the National Level.

- Exactly the same representation of the component created at the county level, but this representation is housed in the national level dataset.

- Unlike the county and State level representations of the component Category, Sub Category, Descriptive Title, and Unit of measure are editable by the national user. Edits made to these data elements by the national user replicate down to State and county versions of the component, but no record of the change is populated in the county and State versions of the change history.

## 19 Multi-Level Component Representations (Continued)

### B Upward Replication of Components Created at the County Level (Continued)

- Component Code is not editable by the State user. Once created a component code can never be deleted and that same component code can never be reused.

- State and county users will be able to search and find the component code in the national dataset.

- Replicates with all 5 "Changeable by County" and all 5 "Changeable by State" data elements checked. If the national user changes its representation of these permissions the changes will apply to other States or counties that attempt to copy the component from the national level, but they will not apply to the county that created the component.

- County creation of the component is reflected in the national level change history because even though the county created the record, the national representation of the component was simultaneously created in the national level database. Future changes to the component history at the national level will only reflect changes made by a national user.

### C Downward Replication of Components Created at the State and National Level

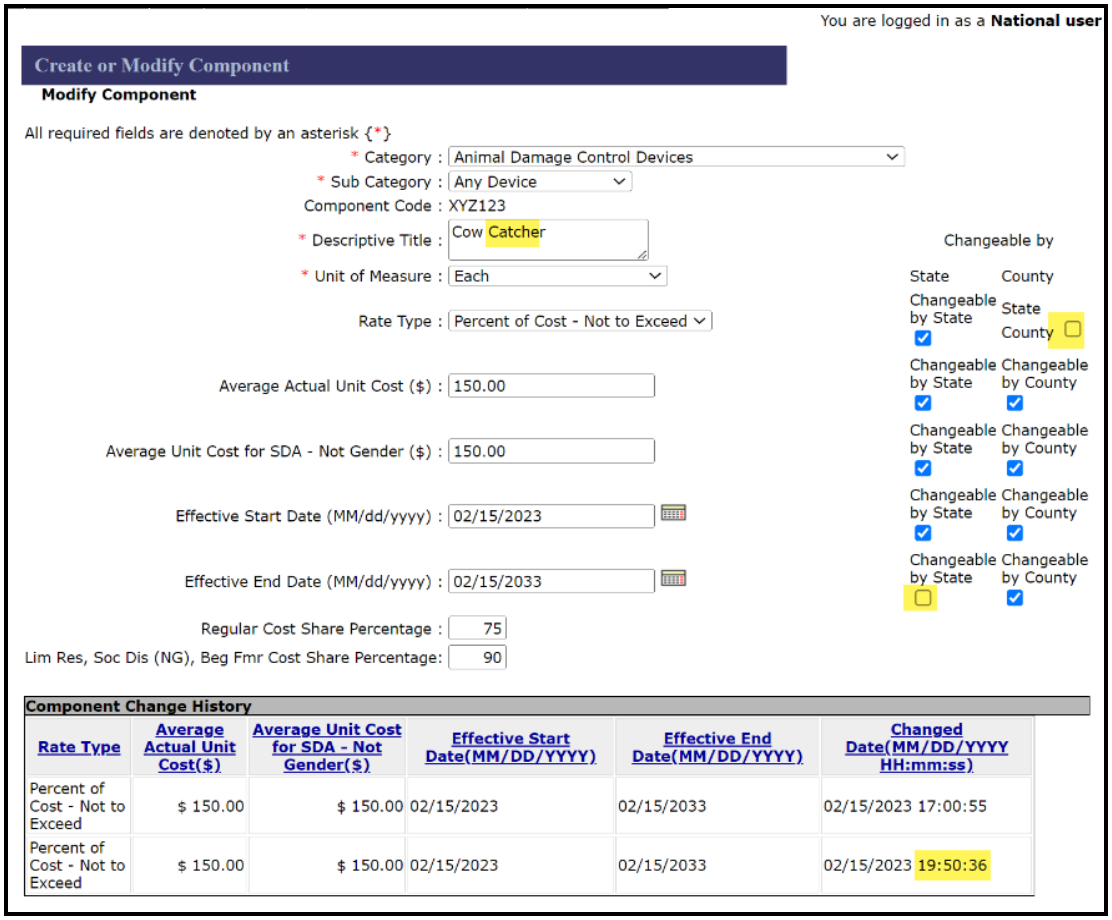
When a component is created at a higher level of the hierarchy (either State or national level) the component does not automatically replicate downward to lower levels. Components created at the State level replicate up to the national level, but county users can only get access to the newly State-created component by using the copy process to establish the component in their database. Components created at the national level do not replicate down to either State or county levels. State and county users can access national-created components by using the copy process to establish the national-created component in their database at their respective level (State or county).

**Exhibit 8**
**(Text, Ex. 20)**

## 19 Multi-Level Component Representations (Continued)

### D Downward Replication of Edits to Components

Certain edits made to a component at a higher-level replicate down to lower-level versions of the component while others do not. The determining factor of whether edits to a component replicate down to lower levels is if the lower level has been designated as being able to edit the data element. If the lower-level user (county or State) can edit a data element, changes made to the component at a higher level do not overwrite the data element at the lower level. This prevents unknown and unexpected changes from occurring to the lower-level representation of the component. If the lower-level user cannot edit a data element, edits to that data element made at a higher level are replicated to the lower-level representation of the component. This provides a means for edits and corrections to be made on behalf of the lower level and keeps the data element in synch between the various levels.



You are logged in as a **National user**

**Create or Modify Component**

**Modify Component**

All required fields are denoted by an asterisk {*}

| | | Changeable by State | Changeable by County |
|---|---|---|---|
| * Category : | Animal Damage Control Devices | | |
| * Sub Category : | Any Device | | |
| Component Code : | XYZ123 | | |
| * Descriptive Title : | Cow Catcher | | |
| * Unit of Measure : | Each | | |
| Rate Type : | Percent of Cost - Not to Exceed | ☑ | ☐ |
| Average Actual Unit Cost ($) : | 150.00 | ☑ | ☑ |
| Average Unit Cost for SDA - Not Gender ($) : | 150.00 | ☑ | ☑ |
| Effective Start Date (MM/dd/yyyy) : | 02/15/2023 | ☑ | ☑ |
| Effective End Date (MM/dd/yyyy) : | 02/15/2033 | ☐ | ☑ |
| Regular Cost Share Percentage : | 75 | | |
| Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage: | 90 | | |

**Component Change History**

| Rate Type | Average Actual Unit Cost($) | Average Unit Cost for SDA - Not Gender($) | Effective Start Date(MM/DD/YYYY) | Effective End Date(MM/DD/YYYY) | Changed Date(MM/DD/YYYY HH:mm:ss) |
|---|---|---|---|---|---|
| Percent of Cost - Not to Exceed | $ 150.00 | $ 150.00 | 02/15/2023 | 02/15/2033 | 02/15/2023 17:00:55 |
| Percent of Cost - Not to Exceed | $ 150.00 | $ 150.00 | 02/15/2023 | 02/15/2033 | 02/15/2023 19:50:36 |

## 19 Multi-Level Component Representations (Continued)

### D Downward Replication of Edits to Components (Continued)

#### i Example of Downward Replication of Edits

- National user changed the descriptive title of component “XYZ123” originally created by the county office from “Cow Trap” to “Cow Catcher” in the national version of the component. Since Descriptive Title is a data element that cannot be edited by county or State users, changes made at the national level will replicate down to the county and State versions of the component.

- National user changed the “Changeable by” data element to restrict changes to Rate Type by county users and Effective End Date by State users.

- Component Change History is updated in the national representation of the component since the changes were made by the national user. The component history only displays 5 data elements. Since the changes made for this example didn’t affect any of the 5 data elements that are displayed none of the changes made by the national user are reflected in the change history. The only noticeable change that can be derived from the component history at the national level is that one or more data elements were updated by a national user at 19:50:36 (7:50 PM) on the same day that the component was originally established in the database.

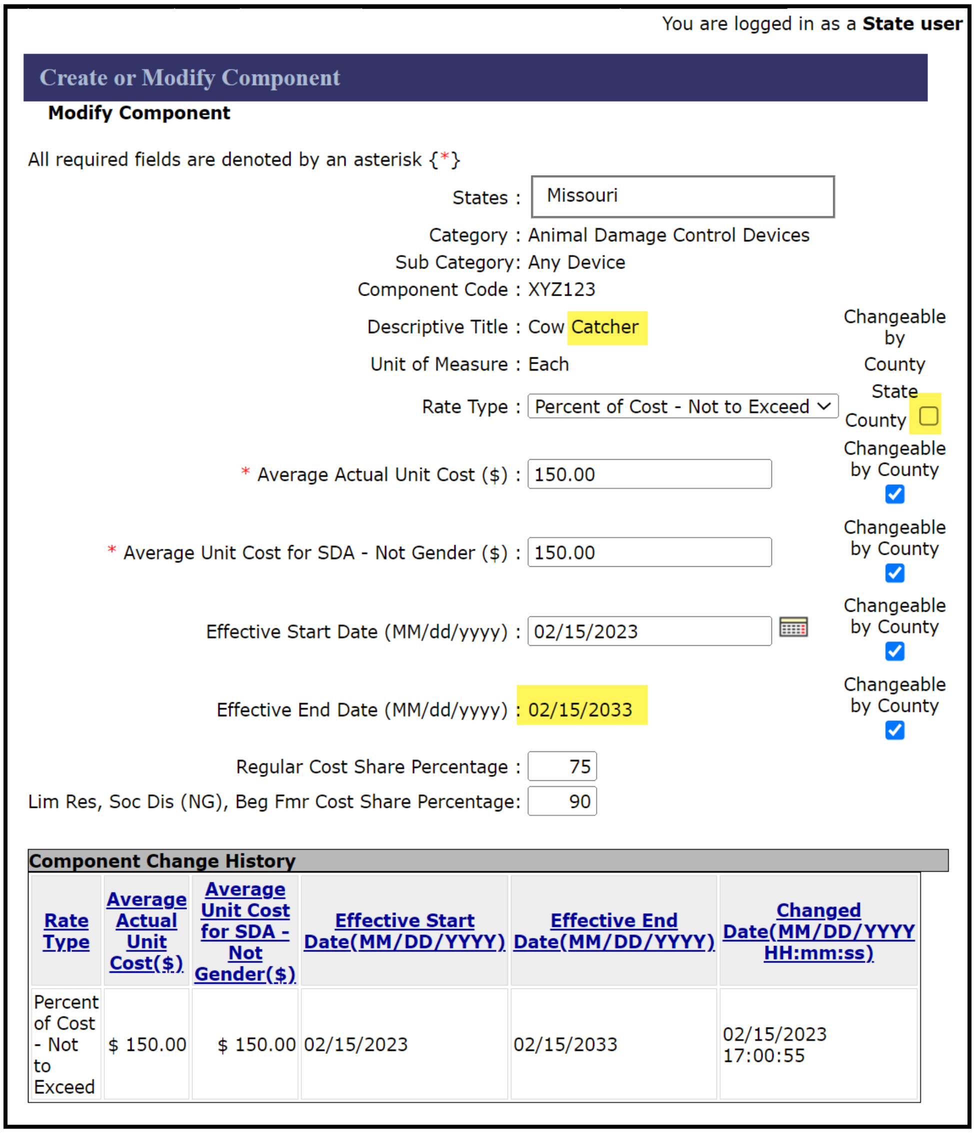
**Exhibit 8**
**(Text, Ex. 20)**

## 19 Multi-Level Component Representations (Continued)

### D Downward Replication of Edits to Components (Continued)

### ii State Representation of National User Changes Replicated Down

The following screen shot represents component XYZ123 at the State level after the county-created component was edited by a national level user.



You are logged in as a **State user**

**Create or Modify Component**

**Modify Component**

All required fields are denoted by an asterisk {*}

States : Missouri

Category : Animal Damage Control Devices

Sub Category: Any Device

Component Code : XYZ123

Descriptive Title : Cow Catcher — Changeable by County

Unit of Measure : Each

Rate Type : Percent of Cost - Not to Exceed — State County ☐

* Average Actual Unit Cost ($) : 150.00 — Changeable by County ☑

* Average Unit Cost for SDA - Not Gender ($) : 150.00 — Changeable by County ☑

Effective Start Date (MM/dd/yyyy) : 02/15/2023 — Changeable by County ☑

Effective End Date (MM/dd/yyyy) : 02/15/2033 — Changeable by County ☑

Regular Cost Share Percentage : 75

Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage: 90

**Component Change History**

| Rate Type | Average Actual Unit Cost($) | Average Unit Cost for SDA - Not Gender($) | Effective Start Date(MM/DD/YYYY) | Effective End Date(MM/DD/YYYY) | Changed Date(MM/DD/YYYY HH:mm:ss) |
|---|---|---|---|---|---|
| Percent of Cost - Not to Exceed | $ 150.00 | $ 150.00 | 02/15/2023 | 02/15/2033 | 02/15/2023 17:00:55 |

**Exhibit 8**
**(Text, Ex. 20)**

## 19 Multi-Level Component Representations (Continued)

### D Downward Replication of Edits to Components (Continued)

Key Points for Downward Replicated National Edits in the State Version of the Component.

- Descriptive Title reflects edits by the national user and now shows as “Cow Catcher”.

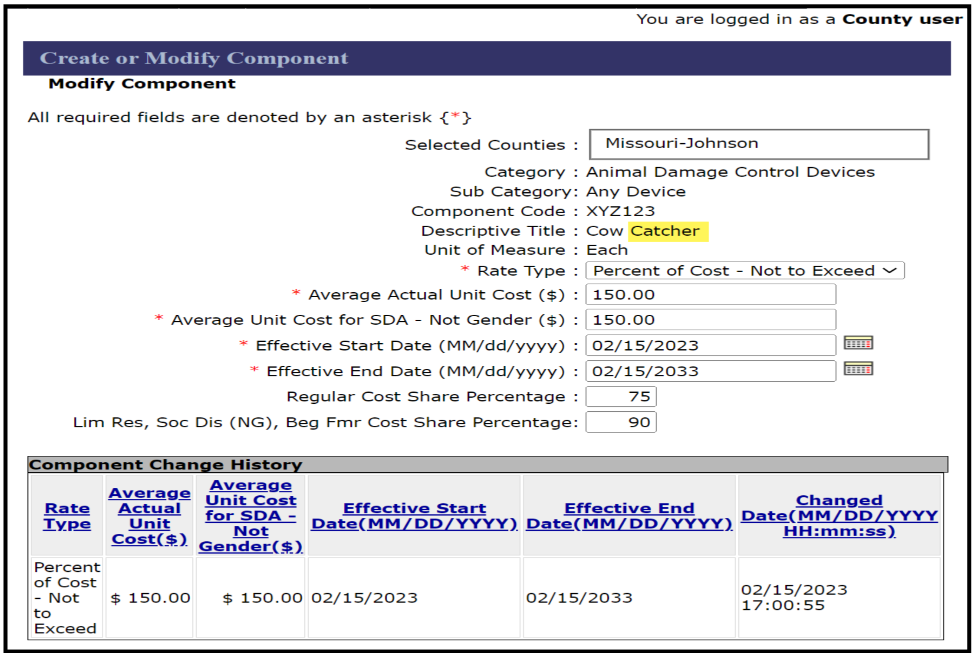
- Changeable by County for the Rate Type data element is now unchecked based upon the edits by the national. If a county user copies this State version of the component, they will be unable to edit the rate type. Note that because the national version of the component still has the “Changeable by State” checked, the State user can change the rate type and can also re-check the changeable by county box if they choose to do so.

- State user can no longer edit the effective end date because the national user un-checked the “Changeable by State” box for this data element and that change replicated down to the State version of the component.

- Even though changes occurred to the State version of component XYZ123 as a result of the national user edits, no row is added to change history of the State version of the component since no changes were made by the State user.

### iii County Representation of National User Changes Replicated Down

The following screen shot represents component XYZ123 at the county level after the county-created component was edited by a national level user.



You are logged in as a **County user**

**Create or Modify Component**

**Modify Component**

All required fields are denoted by an asterisk {*}

Selected Counties : Missouri-Johnson
Category : Animal Damage Control Devices
Sub Category: Any Device
Component Code : XYZ123
Descriptive Title : Cow Catcher
Unit of Measure : Each
* Rate Type : Percent of Cost - Not to Exceed
* Average Actual Unit Cost ($) : 150.00
* Average Unit Cost for SDA - Not Gender ($) : 150.00
* Effective Start Date (MM/dd/yyyy) : 02/15/2023
* Effective End Date (MM/dd/yyyy) : 02/15/2033
Regular Cost Share Percentage : 75
Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage: 90

**Component Change History**

| Rate Type | Average Actual Unit Cost($) | Average Unit Cost for SDA - Not Gender($) | Effective Start Date(MM/DD/YYYY) | Effective End Date(MM/DD/YYYY) | Changed Date(MM/DD/YYYY HH:mm:ss) |
|---|---|---|---|---|---|
| Percent of Cost - Not to Exceed | $ 150.00 | $ 150.00 | 02/15/2023 | 02/15/2033 | 02/15/2023 17:00:55 |

## 19 Multi-Level Component Representations (Continued)

### D Downward Replication of Edits to Components (Continued)

Key Points for Downward Replicated National Edits in the County Version of the Component.

- Descriptive Title reflects edits by the national user and now shows as “Cow Catcher”.
- Even though the national user un-checked the “Changeable by County” box that change did not apply to this county’s version of the component since this is the county that originally created the component.
- Even though changes occurred to the county version of component XYZ123 as a result of the national user edits, no row is added to change history of the county version of the component since no changes were made by the county user.

## 20 Component Change History

### A Overview

Every component has a change history at every level (county, State, or national). To properly interpret the change history users must understand the limitations of change history in program provisioning. These limitations include the following:

- Limited data elements are displayed in the change history.
- Entries in the change history only represent changes made by users at the specific level of the component. Users at higher levels are unable to view the true representation of a component at a lower level.
- Ghost edits may be logged in the change history.
- Lack of insight from one level to another.

**Exhibit 8**
**(Text, Ex. 20)**

## 20 Component Change History (Continued)

### B Limited Data Elements Displayed in Change History

The 5 main data elements of a component are displayed in the change history of a component. These 5 data elements include:

- Rate Type
- Average Actual Unit Cost
- Average Unit Cost for SDA – Not Gender
- Effective Start Date
- Effective End Date.

In addition to these five data elements the date and time a change is made to the component is also captured. Other changes such as changes to Regular Cost Share Percentage and Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage are not captured in change history, but will create a row in the change history if the user changes one of those data elements and clicks “Save” on the Modify Component Screen.

At the State level components contain “Changeable by County” flags and at the national level components contain both “Changeable by County” and Changeable by State” settings. Edits to “Changeable by …” settings are not reflected in change history but will cause an additional row to be entered in the change history when a change to these settings is saved.

Finally, Category, Sub Category, Descriptive Title, and Unit of Measure are not editable by State or county users but can be changed by a national user. Changes to these four data elements by a national user create a row in the change history at the national level, but this row does not provide any insight into what was changed. Edits to these four data elements by a national user result in updated information in State and county versions of the component, but do not insert a row into the change history of the State and county versions of the component.

### C Change History and Component View are User-level Specific

Except for upward replication that occurs when a component is initially created at the county level or State level, edits made at one level of a component only result in an entry in the change history for that level of the component. National and State users are unable to see entries in the change history for levels below their specific user level.

## 20 Component Change History (Continued)

### D Ghost Edits Cause an Entry in the Change History

Because there is no "View" option in program provisioning users must search for components using the Modify/Copy option. If after viewing a component using this option, the user exits the page by clicking save without changing any data elements a row is added to the change history. This ghost edit row will look identical to the row above since none of the five editable data elements was changed, except the "Changed Date" data element will have a different date and time than the row above. The same results occur if the user changes either of the cost share percentage data elements. For this reason, it is impossible to distinguish which actions were taken to create the ghost edit row.

### E Lack of Insight Between Component Levels

State and national users must be aware that even if the State or national user includes the specific county and State in their search criteria when searching for a component, the component that is returned and that the State or national user is able to view is the representation of the component as it exists at the user's respective level. Because the representation of the component is unique at the State, county, and national level and edits made at the various levels can result in the representations for each level being out of synch with other levels, State and national users need to understand that the only way a State or national user can be sure they are seeing the county-level representation of a component is to either have the county user send them a screen shot of the component as it exists in the county's database, or to conduct a screenshare session with the county user to look directly into the county database.

Including the specific State and county in a search for a component can be useful in determining if the component exists in the county database. If the State or county user searches for a component and includes the specific State and county in their search criteria and the search returns no results, that is an indication that the county has not yet copied that component into their database.

**Exhibit 8**
**(Text, Ex. 20)**

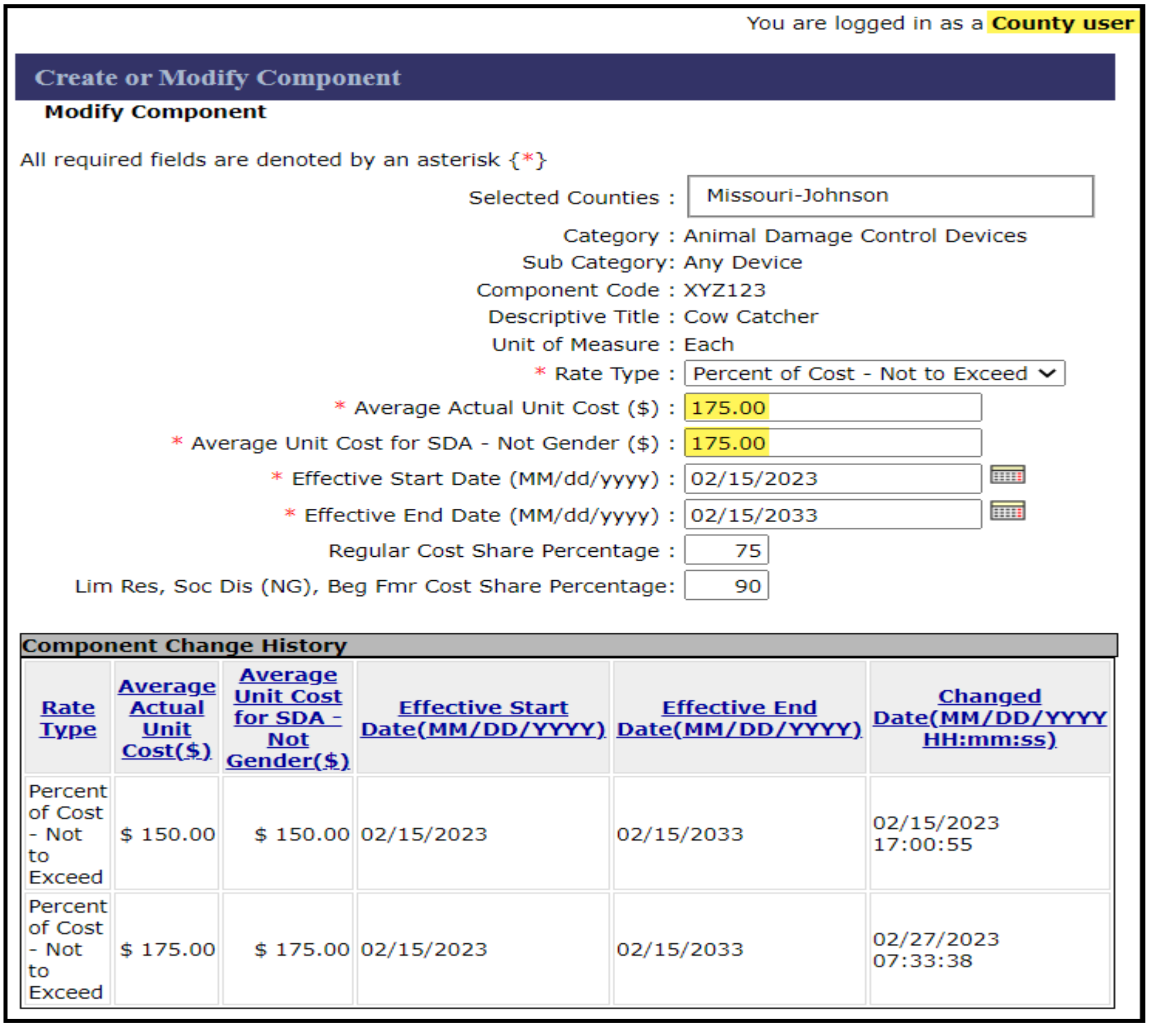
## 20 Component Change History (Continued)

### E Lack of Insight Between Component Levels (Continued)

The following screens demonstrate the lack of insight that a State user has into county edits of the county version of a component.

### i County User Updates Component

This screen continues from previous examples using component XYZ123. The county user has updated the average actual cost values from $150.00 to $175.00.



You are logged in as a **County user**

**Create or Modify Component**

**Modify Component**

All required fields are denoted by an asterisk {*}

Selected Counties : Missouri-Johnson
Category : Animal Damage Control Devices
Sub Category: Any Device
Component Code : XYZ123
Descriptive Title : Cow Catcher
Unit of Measure : Each
* Rate Type : Percent of Cost - Not to Exceed
* Average Actual Unit Cost ($) : 175.00
* Average Unit Cost for SDA - Not Gender ($) : 175.00
* Effective Start Date (MM/dd/yyyy) : 02/15/2023
* Effective End Date (MM/dd/yyyy) : 02/15/2033
Regular Cost Share Percentage : 75
Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage: 90

**Component Change History**

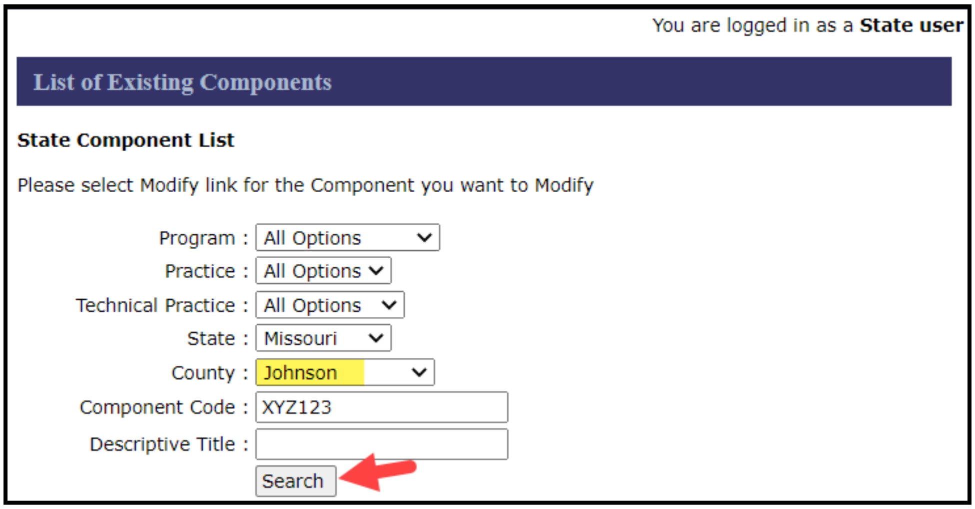
| Rate Type | Average Actual Unit Cost($) | Average Unit Cost for SDA - Not Gender($) | Effective Start Date(MM/DD/YYYY) | Effective End Date(MM/DD/YYYY) | Changed Date(MM/DD/YYYY HH:mm:ss) |
|---|---|---|---|---|---|
| Percent of Cost - Not to Exceed | $ 150.00 | $ 150.00 | 02/15/2023 | 02/15/2033 | 02/15/2023 17:00:55 |
| Percent of Cost - Not to Exceed | $ 175.00 | $ 175.00 | 02/15/2023 | 02/15/2033 | 02/27/2023 07:33:38 |

## 20 Component Change History (Continued)

### E Lack of Insight Between Component Levels (Continued)

### ii State User Searches for Component in Selected County

The State specialist searches for component XYZ123 limiting the search criteria to only Johnson County.



You are logged in as a **State user**

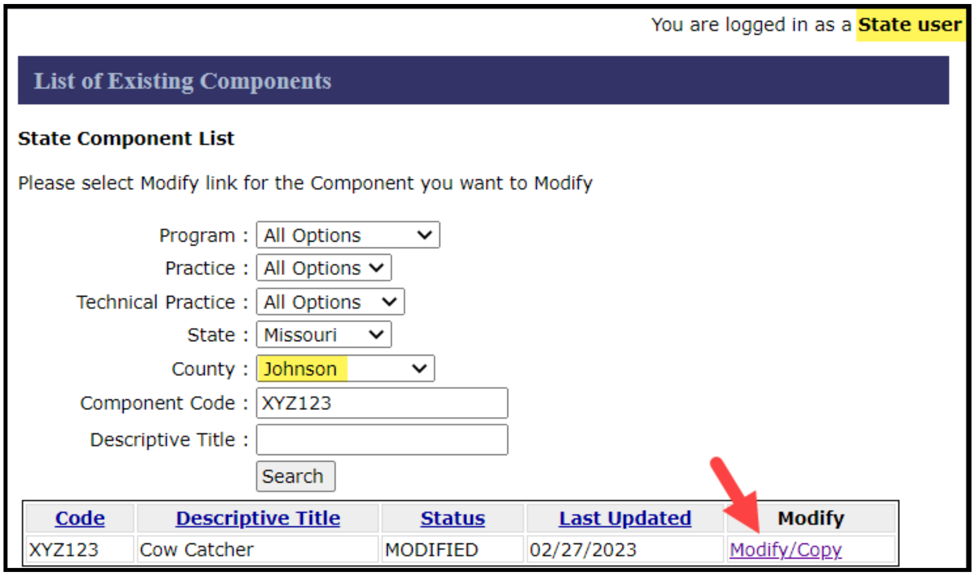
**List of Existing Components**

**State Component List**

Please select Modify link for the Component you want to Modify

Program : All Options
Practice : All Options
Technical Practice : All Options
State : Missouri
County : Johnson
Component Code : XYZ123
Descriptive Title :

The State specialist selects “Modify/Copy” to view the component returned from the search results.



You are logged in as a **State user**

**List of Existing Components**

**State Component List**

Please select Modify link for the Component you want to Modify

Program : All Options
Practice : All Options
Technical Practice : All Options
State : Missouri
County : Johnson
Component Code : XYZ123
Descriptive Title :

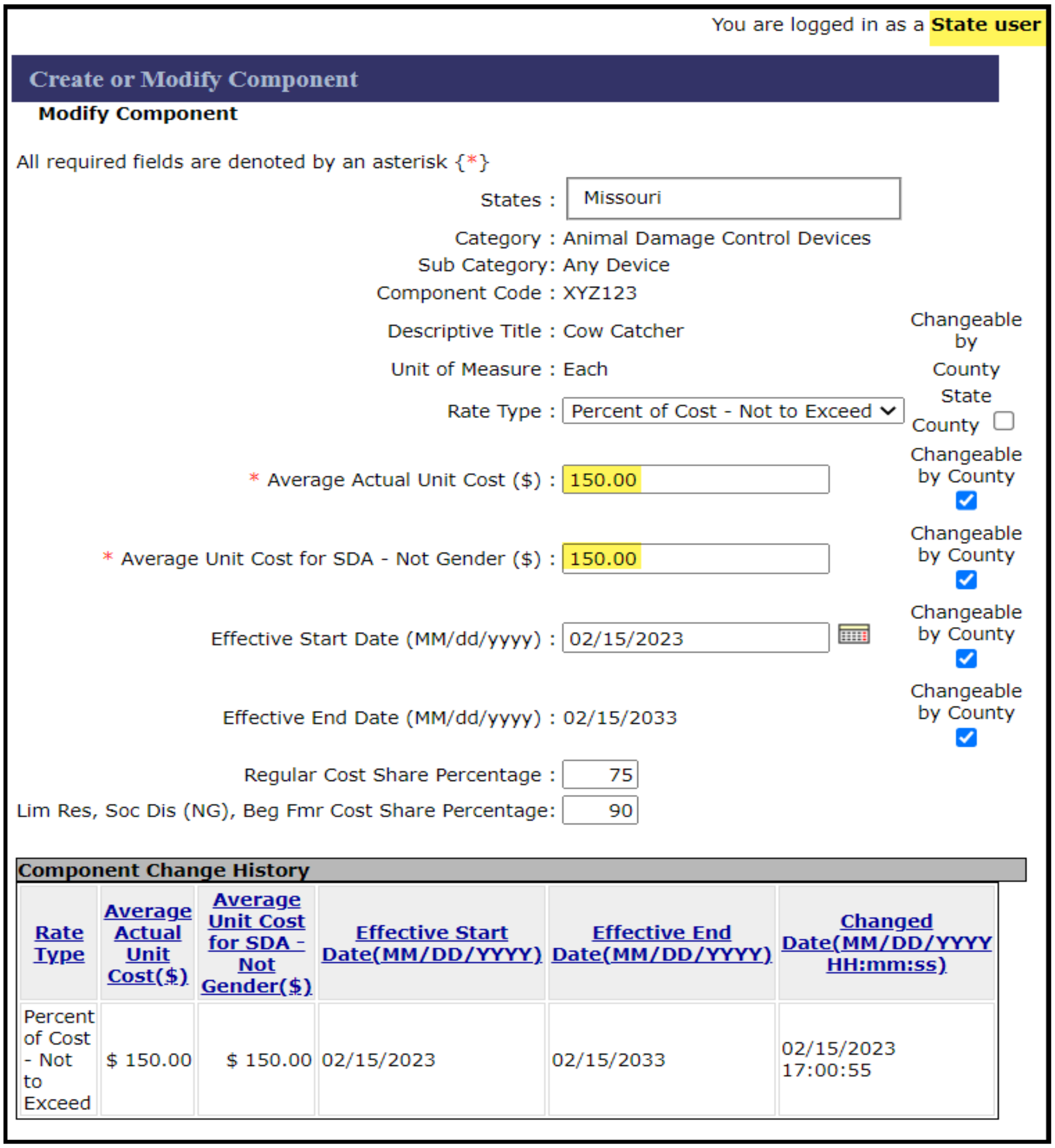
| Code | Descriptive Title | Status | Last Updated | Modify |
|---|---|---|---|---|
| XYZ123 | Cow Catcher | MODIFIED | 02/27/2023 | Modify/Copy |

## 20 Component Change History (Continued)

### E Lack of Insight Between Component Levels (Continued)

### iii State User View Remains Limited to State Version of the Component

Even though the State specialist specifically limited the search criteria to Johnson County, the version of the component that the State specialist sees is the State-level version of the component. Edits made by the county user are not reflected in this view. Neither is the county change history.



You are logged in as a **State user**

**Create or Modify Component**

**Modify Component**

All required fields are denoted by an asterisk {*}

States : Missouri
Category : Animal Damage Control Devices
Sub Category: Any Device
Component Code : XYZ123
Descriptive Title : Cow Catcher
Unit of Measure : Each
Rate Type : Percent of Cost - Not to Exceed
Changeable by County State County ☐
* Average Actual Unit Cost ($) : 150.00 — Changeable by County ☑
* Average Unit Cost for SDA - Not Gender ($) : 150.00 — Changeable by County ☑
Effective Start Date (MM/dd/yyyy) : 02/15/2023 — Changeable by County ☑
Effective End Date (MM/dd/yyyy) : 02/15/2033 — Changeable by County ☑
Regular Cost Share Percentage : 75
Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage: 90

**Component Change History**

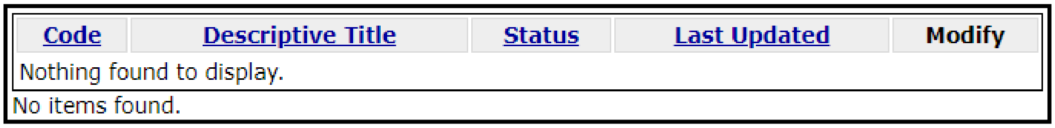
| Rate Type | Average Actual Unit Cost($) | Average Unit Cost for SDA - Not Gender($) | Effective Start Date(MM/DD/YYYY) | Effective End Date(MM/DD/YYYY) | Changed Date(MM/DD/YYYY HH:mm:ss) |
|---|---|---|---|---|---|
| Percent of Cost - Not to Exceed | $ 150.00 | $ 150.00 | 02/15/2023 | 02/15/2033 | 02/15/2023 17:00:55 |

**Exhibit 8**
**(Text, Ex. 20)**

## 20 Component Change History (Continued)

### E Lack of Insight Between Component Levels (Continued)

The only insight the State specialist can gain from a county-specific search is to determine if the component exists in the county database. The fact that a component was returned in the search results indicates that the component exists in the specified county database. If the component did not exist in the specified county database, the State specialist would have received the following "No items found" search results.



| Code | Descriptive Title | Status | Last Updated | Modify |
|---|---|---|---|---|
| Nothing found to display. | | | | |

No items found.

## 21 Troubleshooting Missing Components During Application Creation

### A Overview

When creating new CRP cost share agreements users sometimes report that the component, they intend to add to the cost share agreement isn't available in the CSS drop-down listing of components. When this scenario occurs, it is almost always the result of one or the other of the following conditions.

- The land included on the CRP contract is physically located in a county other than the administrative county and the physical location county has not copied the component into their dataset. CSS uses physical location when determining the representation of the component that will be added to the agreement.

- The component was created using a category that is not associated to the CRP practice that is on the agreement.

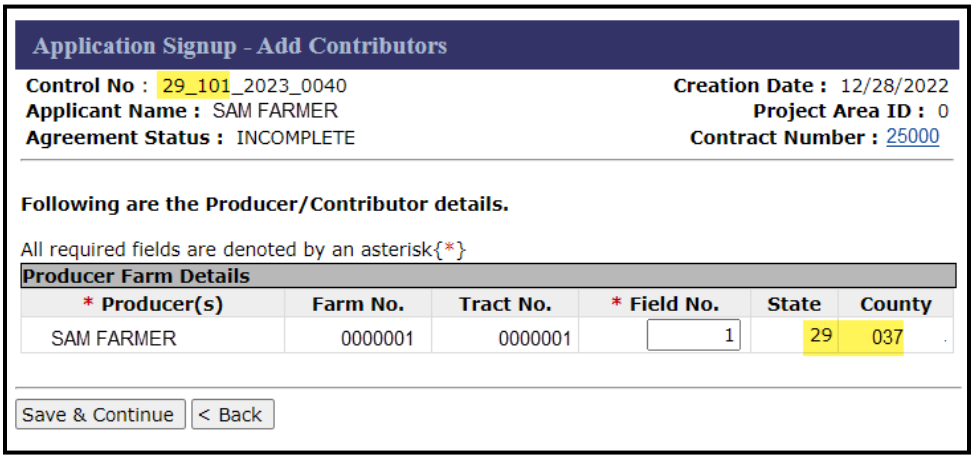
### B Determining the Cause of the Missing Component

#### i Verify the Physical Location of the Land

When a component is unavailable for use during creation of a CRP cost share agreement the first step that should be taken to troubleshoot the issue is to identify the physical location of the land. Within CSS on the "Application Signup – Add Contributors" page compare the administrative county listed in the application control number to the physical State and county shown for the tract containing the land associated with the cost share application. In the screen shot below the administrative county is Johnson County Missouri (29-101) but the physical location county for the tract is Cass County Missouri (29-037).

## 21 Troubleshooting Missing Components During Application Creation (Continued)

### B Determining the Cause of the Missing Component (Continued)


Application Signup - Add Contributors

**Control No :** 29_101_2023_0040
**Applicant Name :** SAM FARMER
**Agreement Status :** INCOMPLETE
**Creation Date :** 12/28/2022
**Project Area ID :** 0
**Contract Number :** 25000

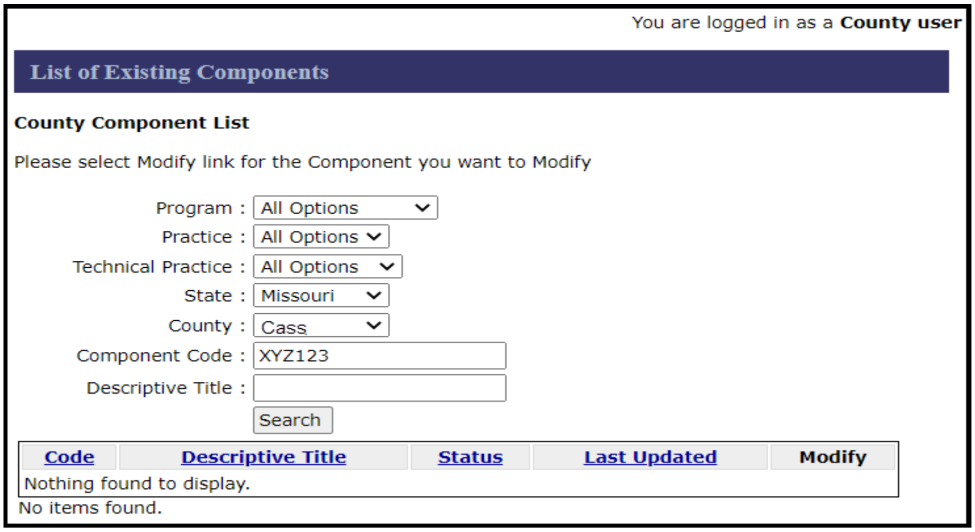
**Following are the Producer/Contributor details.**

All required fields are denoted by an asterisk{*}

**Producer Farm Details**

| * Producer(s) | Farm No. | Tract No. | * Field No. | State | County |
|---|---|---|---|---|---|
| SAM FARMER | 0000001 | 0000001 | 1 | 29 | 037 |

Search for the component in the physical location county in program provisioning. Note that since program provisioning is not set up to accommodate nationwide customer service, if the county user is not associated as an employee of the physical county location the county user will need to request assistance from an employee associated to the physical location county or from the State office to search for the component in that county dataset. In this example the search results indicate that Cass County Missouri has not copied component XYZ123 into the Cass County dataset.


You are logged in as a **County user**

List of Existing Components

**County Component List**

Please select Modify link for the Component you want to Modify

Program : All Options
Practice : All Options
Technical Practice : All Options
State : Missouri
County : Cass
Component Code : XYZ123
Descriptive Title :

| Code | Descriptive Title | Status | Last Updated | Modify |
|---|---|---|---|---|
| Nothing found to display. | | | | |

No items found.

For this component to be available in the cost share agreement being created for Sam Farmer’s Jackson County CRP contract 25000 the component must first be copied into the Cass County dataset. Once the component is copied into the Cass County dataset, refresh the page in CSS and component XYZ123 should be displayed as a component available for selection. If the desired component still is not shown in the drop-down list for the practice, go to step 2.

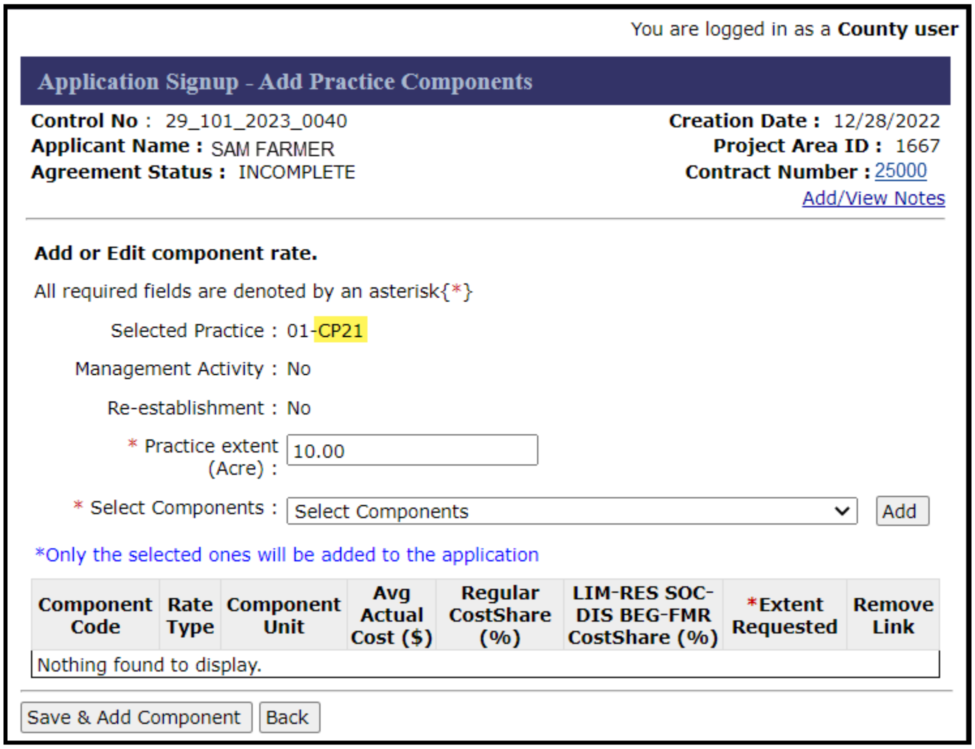
## 21 Troubleshooting Missing Components During Application Creation (Continued)

### B Determining the Cause of the Missing Component (Continued)

### ii Verify the Component Category Maps to the CRP Practice

Sometimes the reason for missing components is that the component was not created using a category that maps to the CRP practice.

Looking within CSS the user can determine that the practice where the component will be added is practice CP21.



You are logged in as a **County user**

**Application Signup - Add Practice Components**

**Control No :** 29_101_2023_0040
**Applicant Name :** SAM FARMER
**Agreement Status :** INCOMPLETE

**Creation Date :** 12/28/2022
**Project Area ID :** 1667
**Contract Number :** 25000

**Add or Edit component rate.**

All required fields are denoted by an asterisk{*}

Selected Practice : 01-CP21
Management Activity : No
Re-establishment : No
* Practice extent (Acre) : 10.00
* Select Components : Select Components

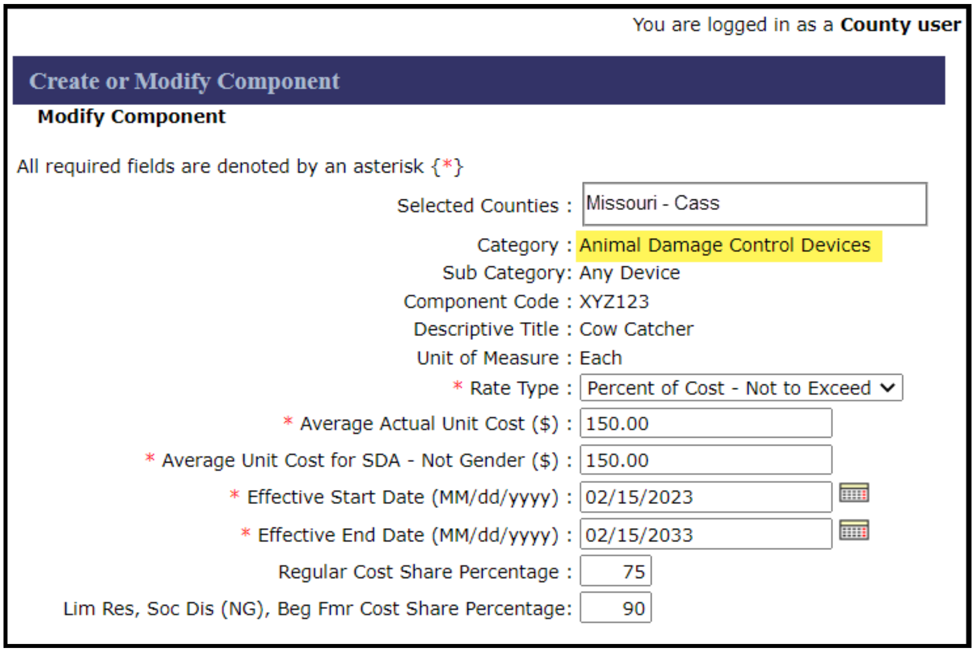
*Only the selected ones will be added to the application

| Component Code | Rate Type | Component Unit | Avg Actual Cost ($) | Regular CostShare (%) | LIM-RES SOC-DIS BEG-FMR CostShare (%) | *Extent Requested | Remove Link |
|---|---|---|---|---|---|---|---|
| Nothing found to display. | | | | | | | |

## 21 Troubleshooting Missing Components During Application Creation (Continued)

### B Determining the Cause of the Missing Component (Continued)

Exhibit 9 contains component categories associated to Practice CP21. Program provisioning shows that component XYZ123 is associated to component category "Animal Damage Control Devices".



You are logged in as a **County user**

**Modify Component**

All required fields are denoted by an asterisk {*}

Selected Counties : Missouri - Cass
Category : Animal Damage Control Devices
Sub Category: Any Device
Component Code : XYZ123
Descriptive Title : Cow Catcher
Unit of Measure : Each
* Rate Type : Percent of Cost - Not to Exceed
* Average Actual Unit Cost ($) : 150.00
* Average Unit Cost for SDA - Not Gender ($) : 150.00
* Effective Start Date (MM/dd/yyyy) : 02/15/2023
* Effective End Date (MM/dd/yyyy) : 02/15/2033
Regular Cost Share Percentage : 75
Lim Res, Soc Dis (NG), Beg Fmr Cost Share Percentage: 90

This category is not associated to practice CP21 according to Exhibit 9 and is therefore not authorized for use with practice CP21. As such, CSS does not display the component in the list of available components for practice CP21. If the county user and/or State specialist believe a specific component that is not currently available for use with a specific practice should be available, contact Conservation Division to determine if Exhibit 9 should be updated, or if the component should be modified to associate it to a different category that is associated to the desired practice.

**Exhibit 9**
**(34, Ex. 20)**

## Component Categories-Subcategories

### 1 Component Categories and Category Codes

| Category Code | Component Category |
|---|---|
| 01 | Site Preparation |
| 02 | Fertilizer |
| 03 | Seed/Seedlings |
| 04 | Planting |
| 05 | Insect/Weed Control |
| 06 | Livestock or Wildlife Exclusion/Inclusion |
| 07 | Earthwork/Structural Work |
| 08 | Hauling Water |
| 09 | Silt Removal |
| 10 | Debris Removal |
| 11 | Irrigation |
| 12 | Emergency Water Supply for Livestock |
| 13 | Water Facilities |
| 14 | Required Management |
| 15 | Firebreaks, Fuelbreaks, Firelanes |
| 16 | Animal Damage Control Devices |
| 17 | Customary Forestry Practices |
| 18 | Boundary Marker |
| 19 | Permanent Water Source for Wildlife |
| 20 | Maple Sap Taps and Tubing (Restoration or Replacement) |
| 21 | No C/S - Required Management |
| 22 | Forest Management |

**Component Categories-Subcategories (Continued)**

**2 Practices and Applicable Component Categories**

| Practice | Applicable Component Codes |
|---|---|
| **CP1, Establishment of Permanent Introduced Grasses and Legumes** | 01,02,03,04,05,10,14,19,21 |
| **CP2, Establishment of Permanent Native Grass** | 01,02,03,04,05,10,14,15,19,21 |
| **CP3, Tree Planting** | 01,02,03,04,05,10,14,15,17,21,22 |
| **CP3A, Hardwood Tree Planting** | 01,02,03,04,05,10,14,15,16,17,21,22 |
| **CP4B, Permanent Wildlife Habitat Corridors - Noneasement** | 01,02,03,04,05,10,14,21 |
| **CP4D, Permanent Wildlife Habitat -Noneasement** | 01,02,03,04,05,10,14,19,21,22 |
| **CP5A, Field Windbreak Establishment - Noneasement** | 01,02,03,04,05,11,14,16,21 |
| **CP8A, Grass Waterway - Noneasement** | 01,02,03,04,05,07,10,14,21 |
| **CP9, Shallow Water Areas for Wildlife** | 01,02,03,04,05,07,14,15,21 |
| **CP10, Vegetative Cover, Grass Already Established** | 01,02,03,04,05,10,14,21 |
| **CP11, Vegetative Cover, Trees Already Established** | 01,02,03,04,05,10,14,17,21,22 |
| **CP12, Wildlife Food Plot** | 01,02,03,04,05,14,21 |
| **CP15A, Establishment of Permanent Vegetative Cover - Contour Grass Strip** | 01,02,03,04,05,07,10,14,21 |
| **CP15B, Establishment of Permanent Vegetative Cover - Contour Grass Strip on Terraces** | 01,02,03,04,05,07,10,14,21 |
| **CP16A, Shelterbelt Establishment-Noneasement** | 01,02,03,04,05,10,11,14,16,21 |
| **CP17A, Living Snow Fences - Noneasement** | 01,02,03,04,05,10,11,14,21 |

**Component Categories-Subcategories (Continued)**

**2 Practices and Applicable Component Categories (Continued)**

| Practice | Applicable Component Codes |
|---|---|
| **CP18B, Establishment of Permanent Vegetation to Reduce Salinity -Noneasement** | 01,02,03,04,05,10,14,21 |
| **CP18C, Establishment of Permanent Salt Tolerant Vegetative Cover - Noneasement** | 01,02,03,04,05,10,14,21 |
| **CP21, Filter Strips** | 01,02,03,04,05,06,07,10,13,14,21 |
| **CP21B, Denitrifying Bioreactor on Filter Strips** | 01,02,03,04,05,06,07,11,13,14,16,17,21 |
| **CP21S, Saturated Filter Strips** | 01,02,03,04,05,06,07,11,13,14,16,17,21 |
| **CP22, Riparian Buffer** | 01,02,03,04,05,06,07,10,11,13,14,15,16,17,21,22 |
| **CP22B, Denitrifying Bioreactor on Riparian Buffers** | 01,02,03,04,05,06,07,11,13,14,16,17,21,22 |
| **CP22S, Saturated Riparian Buffers** | 01,02,03,04,05,06,07,11,13,14,16,17,21,22 |
| **CP23, Wetland Restoration** | 01,02,03,04,05,07,10,14,15,16,17,21 |
| **CP23A, Wetland Restoration, Non-Floodplain** | 01,02,03,04,05,07,10,14,15,16,17,21 |
| **CP24, Establishment of Permanent Vegetative Cover as Cross Wind Trap Strips** | 01,02,03,04,05,10,14,21 |
| **CP25, Rare and Declining Habitat** | 01,02,03,04,05,07,10,14,16,21 |
| **CP26 Sediment Control Structure (Michigan CREP only)** | 14,21 |
| **CP27, Farmable Wetlands Pilot Wetland** | 01,02,03,04,05,07,14,16,21 |
| **CP28, Farmable Wetlands Pilot Buffer** | 01,02,03,04,05,07,14,16,21 |
| **CP29, Marginal Pastureland Wildlife Habitat Buffer** | 01,02,03,04,05,06,07,10,13,14,21 |
| **CP30, Marginal Pastureland Wetland Buffer** | 01,02,03,04,05,06,07,10,13,14,16,21 |
| **CP31, Bottomland Timber Establishment on Wetlands** | 01,02,03,04,05,07,10,14,15,16,17,21,22 |

**Component Categories-Subcategories (Continued)**

**2 Practices and Applicable Component Categories (Continued)**

| Practice | Applicable Component Codes |
|---|---|
| **CP33, Habitat Buffers for Upland Birds** | 01,02,03,04,05,07,10,14,15,18,21 |
| **CP34 Minnesota CREP Flood Control System** | |
| **CP35A, Emergency Forestry - Longleaf Pine- New** | 01,02,03,04,05,10,14,15 |
| **CP35B, Emergency Forestry - Longleaf Pine-Existing** | 01,02,03,04,05,10,14,15 |
| **CP35C, Emergency Forestry - Bottomland Hardwood - New** | 01,02,03,04,05,10,14,15,16 |
| **CP35D, Emergency Forestry - Bottomland Hardwood - Existing** | 01,02,03,04,05,10,14,15 |
| **CP35E, Emergency Forestry - Softwood - New** | 01,02,03,04,05,10,14,15,16 |
| **CP35F, Emergency Forestry - Softwood - Existing** | 01,02,03,04,05,10,14,15 |
| **35G, Emergency Forestry - Upland Hardwood -New** | 01,02,03,04,05,10,14,15,16 |
| **35H, Emergency Forestry - Upland Hardwood -Existing** | 01,02,03,04,05,10,14,15 |
| **35I, Emergency Forestry - Mixed Trees - Existing** | 01,02,03,04,05,10,14,15 |
| **CP36, Longleaf Pine - Establishment** | 01,02,03,04,05,10,14,15,16,17,21,22 |
| **CP37, Duck Nesting Habitat** | 01,02,03,04,05,07,14,15,21 |
| **CP38A, SAFE - Buffers** | 01,02,03,04,05,10,14,21 |
| **CP38A-8A, SAFE - Grassed Waterway, noneasement** | 01,02,03,04,05,07,10,14,21 |
| **CP38A-15A, SAFE - Establishment of Permanent Vegetative Cover - Contour Grass Strip** | 01,02,03,04,05,07,10,14,21 |
| **CP38A-15B, SAFE - Establishment of Permanent Vegetative Cover - Contour Grass Strip on Terraces** | 01,02,03,04,0507,10,14,21 |

**Exhibit 9**
**(34, Ex. 20)**

## Component Categories-Subcategories (Continued)

### 2 Practices and Applicable Component Categories (Continued)

| Practice | Applicable Component Codes |
|---|---|
| **CP38A-21, SAFE - Filter Strip** | 01,02,03,04,05,06,07,10,13,14,21 |
| **CP38A-22, SAFE - Riparian Buffer** | 01,02,03,04,05,06,07,10,11,13,14,15,16,17,21,22 |
| **CP38A-33, SAFE - Habitat Buffers for Upland Birds** | 01,02,03,04,05,07,10,14,15,18,21 |
| **CP38A-43, SAFE - Prairie Strips** | 01,02,03,04,05,18,21 |
| **CP38B, SAFE - Wetlands** | 01,02,03,04,05,06,07,10,14,21 |
| **CP38B-9, Shallow Water Areas for Wildlife** | 01,02,03,04,05,07,14,15,21 |
| **CP38B-23, SAFE - Wetland Restoration** | 01,02,03,04,05,07,10,14,15,16,21 |
| **CP38B-23A, SAFE - Wetland Restoration on Non-Floodplain** | 01,02,03,04,05,07,10,14,15,16,21 |
| **CP38B-25, SAFE - Rare and Declining Habitat** | 01,02,03,04,05,07,10,14,16,21 |
| **CP38B-27, SAFE - Farmable Wetlands Pilot Wetland** | 01,02,03,04,05,07,10,14,16,21 |
| **CP38B- 28, SAFE - Farmable Wetlands Pilot Buffer** | 01,02,03,04,05,07,14,15,21 |
| **CP38B-33, SAFE - Habitat Buffers for Upland Birds** | 01,02,03,04,05,07,10,14,15,18,21 |
| **CP38B-37, SAFE - Duck Nesting Habitat** | 01,02,03,04,05,07,10,14,15,21 |
| **CP38C, SAFE - Trees** | 01,02,03,04,05,10,14,15,16,17,21 |
| **CP38C-3, SAFE -Tree Planting** | 01,02,03,04,05,10,14,15,17,21,22 |
| **CP38C-3A, SAFE - Hardwood Tree Planting** | 01,02,03,04,05,10,14,15,16,17,21,22 |
| **CP38C-25, SAFE - Rare and Declining Habitat Restoration** | 01,02,03,04,05,07,10,14,16,21 |
| **CP38C-31, SAFE - Bottomland Timber Establishment on Wetlands** | 01,02,03,04,05,07,10,14,15,16,17,21,22 |
| **CP38C-37, SAFE - Duck Nesting Habitat** | 01,02,03,04,05,07,14,15,21 |
| **CP38D, SAFE - Longleaf Pine** | 01,02,03,04,05,10,14,15,21 |
| **CP38D-36, SAFE - Longleaf Pine - Establishment** | 01,02,03,04,05,10,14,15,16,17,21,22 |

**Component Categories-Subcategories (Continued)**

**2 Practices and Applicable Component Categories (Continued)**

| Practice | Applicable Component Codes |
|---|---|
| **CP38E, SAFE – Grass** | 01,02,03,04,05,10,14,15,18,21 |
| **CP38E-1, SAFE - Introduced Grasses and Legumes** | 01,02,03,04,05,10,14,19,21 |
| **CP38E-2, SAFE - Establishment of Permanent Native Grass** | 01,02,03,04,05,10,14,19,21 |
| **CP38E-4D, SAFE - Permanent Wildlife Habitat - Noneasement** | 01,02,03,04,05,10,14,19,21,22 |
| **CP38E-8A, SAFE - Grass Waterway - Noneasement** | 01,02,03,04,05,07,10,14,21 |
| **CP38E-12, SAFE - Wildlife Food Plot** | 01,02,03,04,05,14,21 |
| **CP38E-15A, SAFE - Establishment of Permanent Vegetative Cover - Contour Grass Strip** | 01,02,03,04,05,07,10,14,21 |
| **CP38E-15B, SAFE - Establishment of Permanent Vegetative Cover Contour Grass Strip on Terraces** | 01,02,03,04,05,07,10,14,21 |
| **CP38E-18B, SAFE - Establishment of Permanent Vegetation to Reduce Salinity - Noneasement** | 01,02,03,04,05,10,14,21 |
| **CP38E-18C, SAFE - Establishment of Permanent Salt Tolerant Vegetative Cover - Noneasement** | 01,02,03,04,05,10,14,21 |
| **CP38E-24, SAFE - Establishment of Permanent Vegetative Cover as Cross Wind Trap Strips** | 01,02,03,04,05,10,14,21 |
| **CP38E-25, SAFE - Rare and Declining Habitat** | 01,02,03,04,05,07,10,14,16,21 |
| **CP38E-33, SAFE - Habitat Buffers for Upland Birds** | 01,02,03,04,05,07,10,14,15,18,21 |
| **CP38E-42, SAFE - Pollinator Habitat** | 01,02,03,04,05,10,14,15,18,21 |

## Component Categories-Subcategories (Continued)

### 2 Practices and Applicable Component Categories (Continued)

| Practice | Applicable Component Codes |
|---|---|
| **CP39, FWP Constructed Wetland** | 01,02,03,04,05,07,14,15,16,21 |
| **CP40, FWP Aquaculture Wetland Restoration** | 01,02,03,04,05,07,14,15,16,21 |
| **CP41, FWP Flooded Prairie Wetlands** | 01,02,03,04,05,07,14,16,21 |
| **CP42, Pollinator Habitat** | 01,02,03,04,05,10,14,15,18,21 |
| **CP43, Prairie Strips** | 01,02,03,04,05,18,21 |
| **CP87, Permanent Introduced Grasses and Legumes** | 06,13,15,21 |
| **CP87A, Permanent Introduced Grasses and Legumes** | 06,13,15,21 |
| **CP88, Permanent Native Grasses, Forbes, or Legumes** | 01,06,13,15,21 |
| **CP88A, Permanent Native Grasses, Forbes, or Legumes** | 06,13,15,21 |
| **CP90, Soil Health Perennial Conservation Cover** | 01,02,03,04,05 |

## Component Categories-Subcategories (Continued)

### 3 Component Categories and Applicable Subcategories

| Category Code | Category | Subcategory Code | Subcategory |
|---|---|---|---|
| 01 | Site Preparation | A | Mechanical |
| 01 | Site Preparation | B | Chemical |
| 01 | Site Preparation | C | Burning |
| 02 | Fertilizer, Chemicals, Minerals, Nutrients | A | Nitrogen (N) |
| 02 | Fertilizer, Chemicals, Minerals, Nutrients | B | Phosphorous (P) |
| 02 | Fertilizer, Chemicals, Minerals, Nutrients | C | Potassium (K) |
| 02 | Fertilizer, Chemicals, Minerals, Nutrients | D | Limestone |
| 02 | Fertilizer, Chemicals, Minerals, Nutrients | E | Blanket Application |
| 03 | Seed/Seedlings | A | Introduced grasses and/or legumes |
| 03 | Seed/Seedlings | B | Native grass and/or forbs |
| 03 | Seed/Seedlings | C | Shrubs |
| 03 | Seed/Seedlings | D | Hardwood |
| 03 | Seed/Seedlings | E | Softwood |
| 03 | Seed/Seedlings | F | Longleaf |
| 03 | Seed/Seedlings | G | Temporary Cover |
| 03 | Seed/Seedlings | H | Wildlife Food Plot - Annual |
| 03 | Seed/Seedlings | I | Wildlife Food Plot - Perennial |
|  |  | J |  |
| 04 | Planting | A | Conventional |
| 04 | Planting | B | No-Till |
| 04 | Planting | C | Aerial |
| 04 | Planting | D | Existing Cover Verification |
| 05 | Weed/Insect Control | A | Mechanical |
| 05 | Weed/Insect Control | B | Chemical |
| 05 | Weed/Insect Control | C | Biological |
| 06 | Livestock Exclusion/Inclusion | A | Fencing |
| 06 | Livestock Exclusion/Inclusion | B | Water Development |

## Component Categories-Subcategories (Continued)

### 3 Component Categories and Applicable Subcategories (Continued)

| Category Code | Category | Subcategory Code | Subcategory |
|---|---|---|---|
| 06 | Livestock Exclusion/Inclusion | C | Livestock Crossing |
| 07 | Earthwork/Structural Work | A | Earthwork |
| 07 | Earthwork/Structural Work | B | Structures |
| 13 | Watering Facilities | | |
| 14 | Required Management | A | Mechanical |
| 14 | Required Management | B | Chemical |
| 14 | Required Management | C | Burning |
| 14 | Required Management | D | Interseeding |
| 15 | Firebreaks, Fuelbreaks, Firelanes | A | All Installation Components |
| 16 | Animal Damage Control Devices | A | Any Device |
| 17 | Customary Forestry Practices | A | Thinning |
| 17 | Customary Forestry Practices | B | Pruning |
| 18 | Boundary Marker | A | Boundary Marker |
| 19 | Permanent Water Source For Wildlife | | |
| 21 | No C/S - Required Management | A | Mechanical |
| 21 | No C/S - Required Management | B | Chemical |
| 21 | No C/S - Required Management | C | Burning |
| 21 | No C/S - Required Management | D | Interseeding |
| 21 | No C/S - Required Management | E | Haying or Grazing |
| 21 | No C/S - Required Management | F | Any Other Method or Combination of Methods |
| 22 | Forest Management | A | Brush Management |
| 22 | Forest Management | B | Herbaceous Weed Treatment |
| 22 | Forest Management | C | Conservation Cover |
| 22 | Forest Management | D | Prescribed Burning |
| 22 | Forest Management | E | Firebreak |
| 22 | Forest Management | F | Upland Wildlife Habitat Management |
| 22 | Forest Management | G | Early Successional Habitat Development - Mgt |
| 22 | Forest Management | H | Tree/Shrub Pruning |
| 22 | Forest Management | I | Forest Stand Improvement |

**Exhibit 9**
**(34, Ex. 20)**

## Component Categories-Subcategories (Continued)

### 4 Link to Component Categories-Subcategories Excel Workbook

The list of Component Categories and Subcategories may change and will not be updated to the handbook immediately. The following link is provided where any updates will be available in an Excel workbook sooner than through a handbook amendment.

| User | Link |
|---|---|
| Employee | CRP Component Categories-Subcategories.xlsx |

**Exhibit 17**
**(331)**

## Full Termination with a Prorated Refund

Following is an example of a Full Termination with a Prorated Refund.

In this example a full termination of CRP-1 takes place at the start of the 7th year of the CRP contract. COC determines that since the CRP cover has provided conservation benefits for the previous 6 years of the CRP contract (60% of the contract lifespan) a prorated refund of only 40% of the CRP cost share will be required. Even though the CRP contract will be completely terminated, the cost share agreement must not be terminated. Termination of the cost share agreement would result in a receivable being created for the full amount of previously paid cost share.

To create a receivable for 40% of the cost share the user must enter negative producer actual costs and negative extents performed equal to 40% of the total previously reported amounts.

**Important:** This must be done in CSS before to terminating CRP-1 in CCMS.

Following is an example of calculations for creating the 40% prorated refund in this scenario.

CRP-1 contains 20 acres of Practice CP2. Cost share was paid for two components; 20 acres of grassland drill with a CS rate of 50% of actual cost not to exceed $60 per acre, and 75 pounds of grass/legume/forbs seed mixture with a CS rate of 50% of actual cost not to exceed $20 per pound. The producer’s costs for the grassland drill were less than the average actual cost so the producer received cost share equal to 50% of his cost. The producer’s cost for the seed was greater than the average actual cost so payment was limited to the “not to exceed” rate.

| **Component** | **Actual Cost** | **Extent Performed** | **Cost Share Earned** | **% of Acres Terminated x Prorated Refund %** | **40% of Actual Cost** | **40% of Extent Performed** |
|---|---|---|---|---|---|---|
| Grassland Drill | $2,200 | 20 Acres | $1,100 | 100% x 40% = 40% | $880 | 8 Acres |
| Grass/Legume/ Forbs Seed Mixture | $3,200 | 75 Pounds | $1,500 | | $1,280 | 30 Pounds |

To create the 40% receivable the user must enter a new certification with:

- actual costs of -$880 for the drill and -$1,280 for the seed mixture
- extent performed of -8 acres for the drill and -30 pounds for the seed mixture.

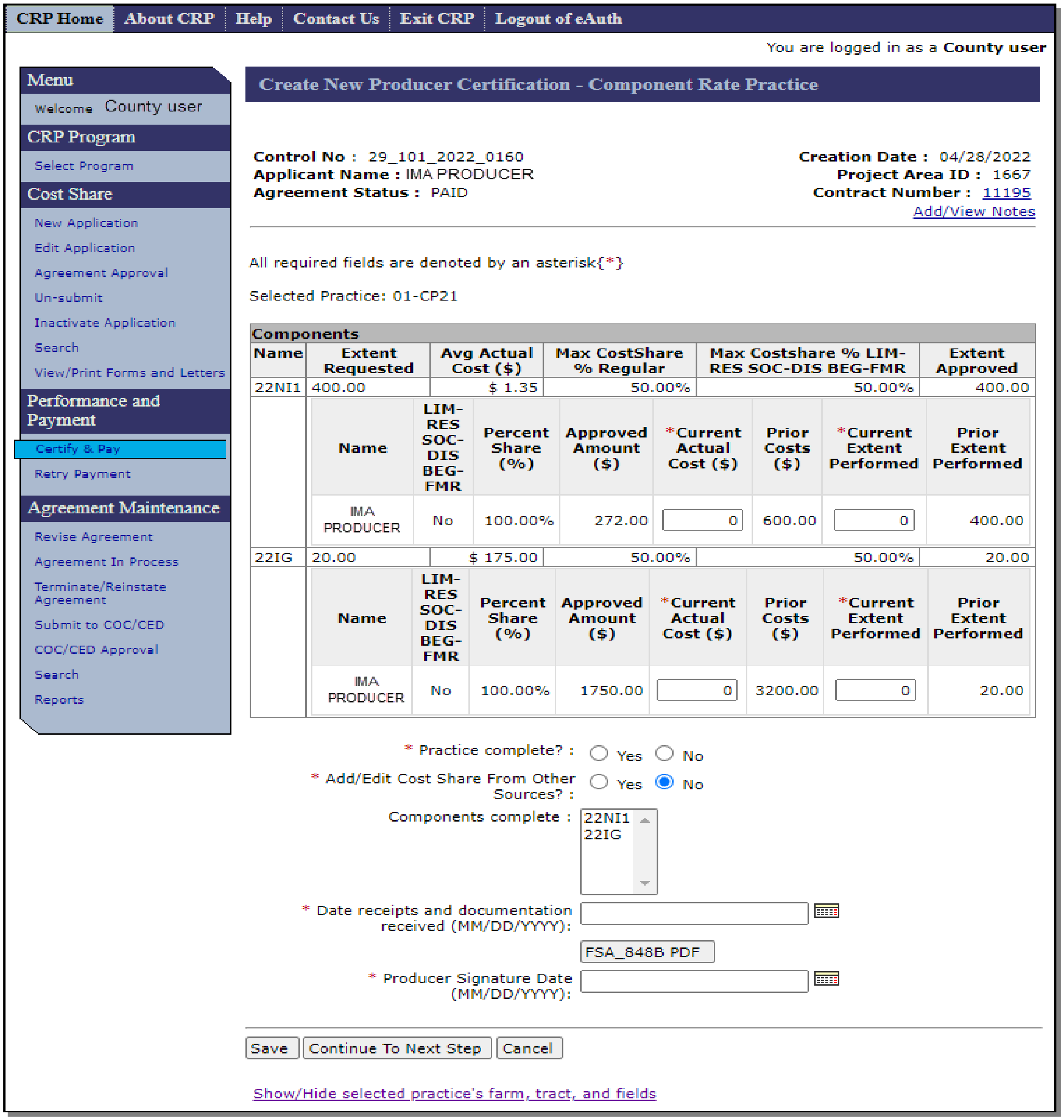
The resulting overpayments by component will be $440 for the drill and $600 for the seed mixture, totaling $1,040 which is equal to 40% of the total $2,600 cost share that was originally paid.

Following these actions, CSS and CCMS will be out of sync because the cost share agreement will still show the remaining 60% of the contract acres as having been performed and having received cost share while CCMS will have no remaining acres. This should not cause any issues because no additional payments or refunds would be expected to occur for the terminated CRP-1.

**Exhibit 18**
**(332)**

## Example of Partial Termination

In this example the producer will be voluntarily terminating 6.9 of the 20 acres on which cost share was received.


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Save
Continue To Next Step
Cancel
Show/Hide selected practice's farm, tract, and fields

You are logged in as a **County user**

**Create New Producer Certification - Component Rate Practice**

**Control No :** 29_101_2022_0160
**Applicant Name :** IMA PRODUCER
**Agreement Status :** PAID

**Creation Date :** 04/28/2022
**Project Area ID :** 1667
**Contract Number :** 11195
Add/View Notes

All required fields are denoted by an asterisk{*}

Selected Practice: 01-CP21

**Components**

| Name | Extent Requested | Avg Actual Cost ($) | Max CostShare % Regular | Max Costshare % LIM-RES SOC-DIS BEG-FMR | Extent Approved |
|---|---|---|---|---|---|
| 22NI1 | 400.00 | $ 1.35 | 50.00% | 50.00% | 400.00 |

| Name | LIM-RES SOC-DIS BEG-FMR | Percent Share (%) | Approved Amount ($) | *Current Actual Cost ($) | Prior Costs ($) | *Current Extent Performed | Prior Extent Performed |
|---|---|---|---|---|---|---|---|
| IMA PRODUCER | No | 100.00% | 272.00 | 0 | 600.00 | 0 | 400.00 |

| Name | Extent Requested | Avg Actual Cost ($) | Max CostShare % Regular | Max Costshare % LIM-RES SOC-DIS BEG-FMR | Extent Approved |
|---|---|---|---|---|---|
| 22IG | 20.00 | $ 175.00 | 50.00% | 50.00% | 20.00 |

| Name | LIM-RES SOC-DIS BEG-FMR | Percent Share (%) | Approved Amount ($) | *Current Actual Cost ($) | Prior Costs ($) | *Current Extent Performed | Prior Extent Performed |
|---|---|---|---|---|---|---|---|
| IMA PRODUCER | No | 100.00% | 1750.00 | 0 | 3200.00 | 0 | 20.00 |

* Practice complete? : ○ Yes ○ No

* Add/Edit Cost Share From Other Sources? : ○ Yes ● No

Components complete : 22NI1 22IG

* Date receipts and documentation received (MM/DD/YYYY):

FSA_848B PDF

* Producer Signature Date (MM/DD/YYYY):

Step 1: The percentage of acres being terminated for the practice is 6.9/20 = 0.345 or 34.5%.

**Exhibit 18**
**(332)**

## Example of Partial Termination (Continued)

Step 2: The cost reduction for each component is:

- Component 22NI1 is 600x.345 = $207
- Component 22IG is 3200x.345 = $1104.

Step 3: For current actual cost enter -207 for component 22NI1 and -1104 for component 22IG.

Step 4: The negative extent to be entered for component 22IG measured in acres is easily determined as the 6.9 acres that will be terminated.

Step 5: The negative extent to be entered for component 22NI1 measured in pounds is 400x.345 = 138.

Step:6: For the current extent performed enter -138 for component 22NI1 and -6.9 for component 22IG.

Step 7: Select "Yes" that practice is complete.

Step 8: Select "No" since there was no cost share from other sources.

Step 9: Total Installation cost to enter is $2489 determined as follows:

- Total actual cost of practice components is $3800 (22NI1=$600, 22IG=$3200)
- Total reduction of terminated portion of components is $1311(22NI1=$207, 22IG=$1104
- $3800-$1311=$2489.

Step 10: Acres served to enter is 13.1 determined as follows:

- Acres served initially by the practice was 20
- Acres being terminated is 6.9
- 20-6.9= 13.1.

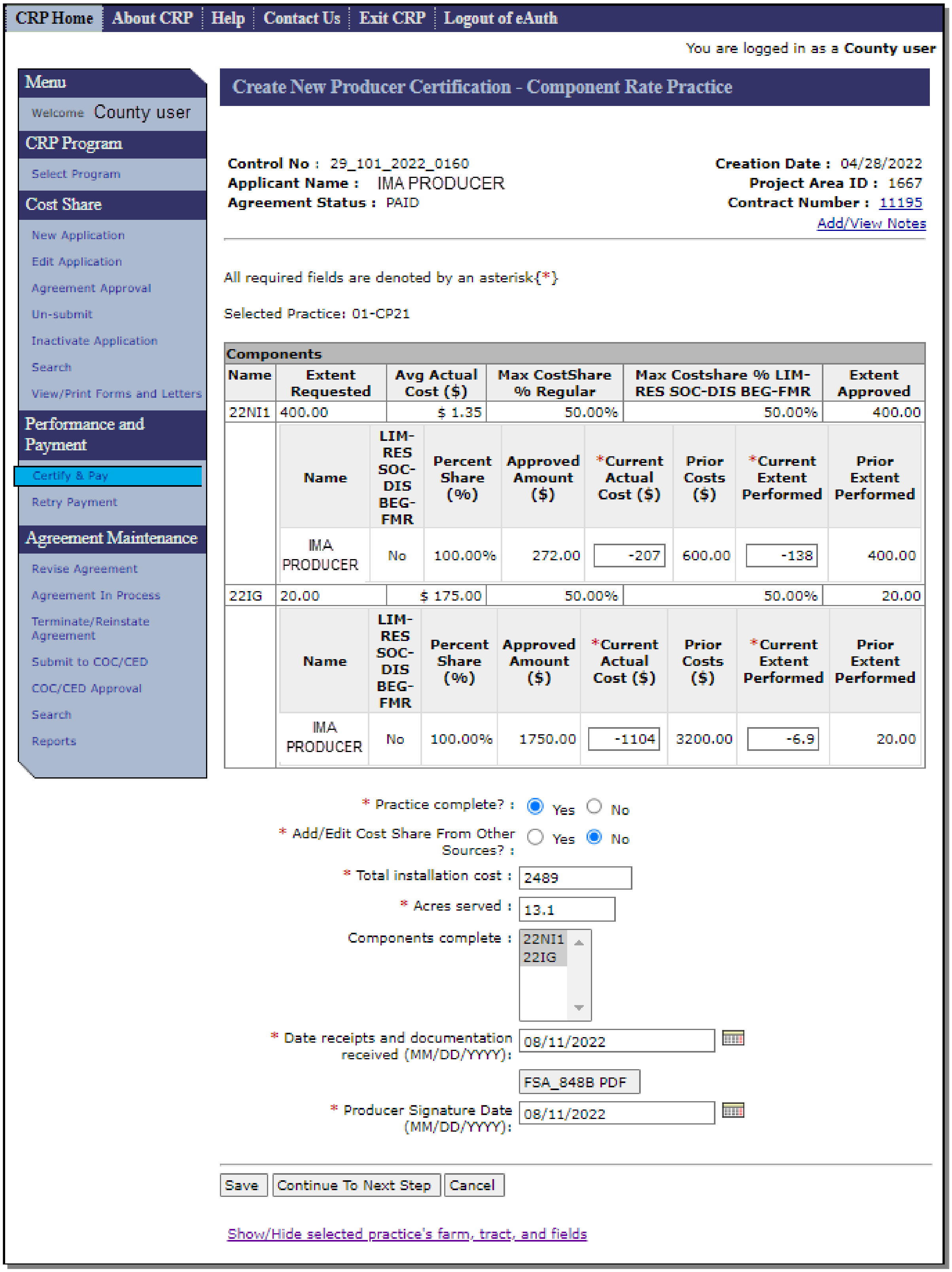
Step 11: Select both components as complete.

Step 12: Enter current date in for date documentation received.

Step 13: Enter producer signature date.

**Exhibit 18**
**(332)**

## Example of Partial Termination (Continued)


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Save
Continue To Next Step
Cancel
Show/Hide selected practice's farm, tract, and fields

You are logged in as a **County user**

### Create New Producer Certification - Component Rate Practice

**Control No :** 29_101_2022_0160
**Applicant Name :** IMA PRODUCER
**Agreement Status :** PAID

**Creation Date :** 04/28/2022
**Project Area ID :** 1667
**Contract Number :** 11195
Add/View Notes

All required fields are denoted by an asterisk{*}

Selected Practice: 01-CP21

**Components**

| Name | Extent Requested | Avg Actual Cost ($) | Max CostShare % Regular | Max Costshare % LIM-RES SOC-DIS BEG-FMR | Extent Approved |
|---|---|---|---|---|---|
| 22NI1 | 400.00 | $ 1.35 | 50.00% | 50.00% | 400.00 |

| Name | LIM-RES SOC-DIS BEG-FMR | Percent Share (%) | Approved Amount ($) | *Current Actual Cost ($) | Prior Costs ($) | *Current Extent Performed | Prior Extent Performed |
|---|---|---|---|---|---|---|---|
| IMA PRODUCER | No | 100.00% | 272.00 | -207 | 600.00 | -138 | 400.00 |

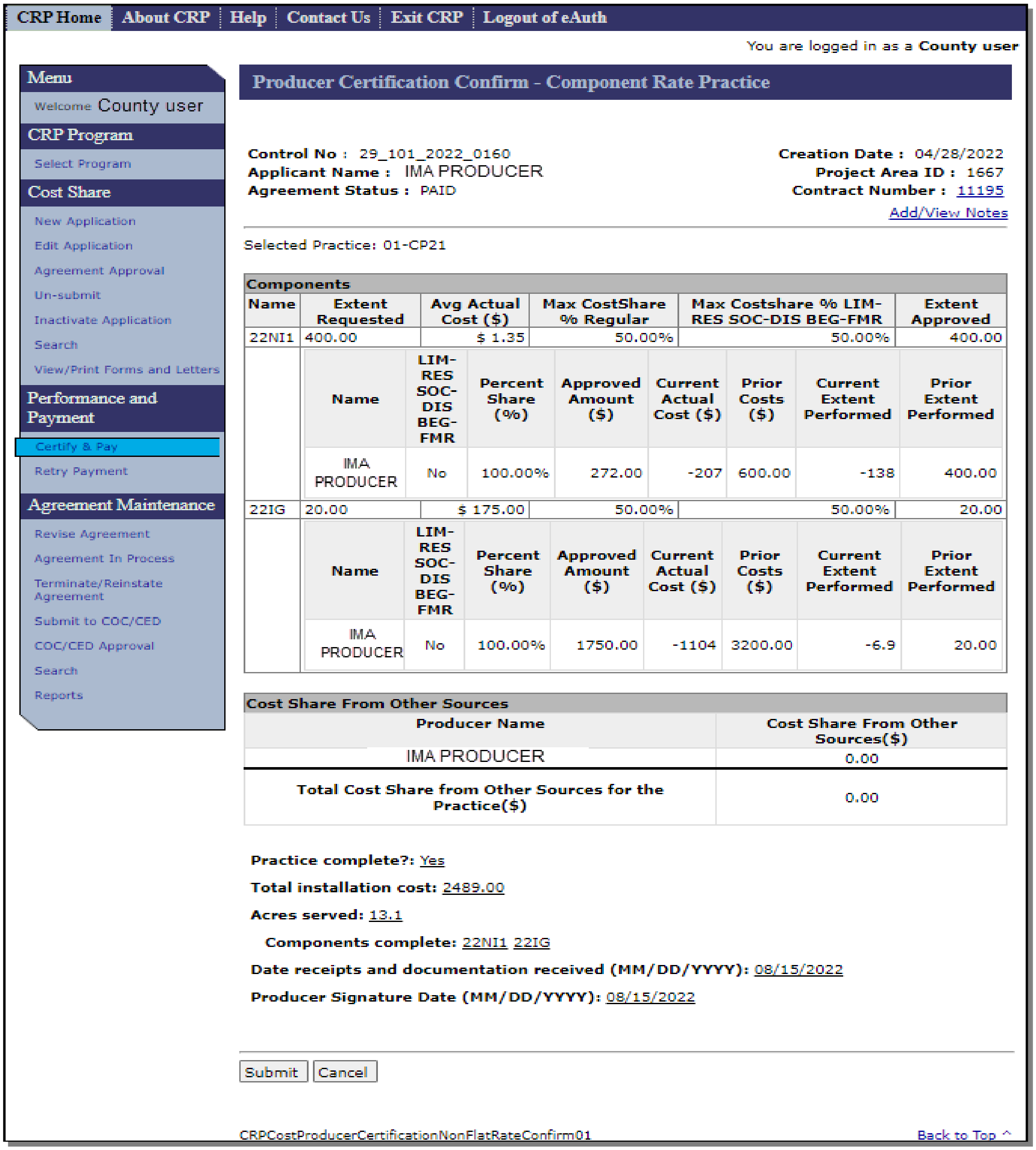
| Name | Extent Requested | Avg Actual Cost ($) | Max CostShare % Regular | Max Costshare % LIM-RES SOC-DIS BEG-FMR | Extent Approved |
|---|---|---|---|---|---|
| 22IG | 20.00 | $ 175.00 | 50.00% | 50.00% | 20.00 |

| Name | LIM-RES SOC-DIS BEG-FMR | Percent Share (%) | Approved Amount ($) | *Current Actual Cost ($) | Prior Costs ($) | *Current Extent Performed | Prior Extent Performed |
|---|---|---|---|---|---|---|---|
| IMA PRODUCER | No | 100.00% | 1750.00 | -1104 | 3200.00 | -6.9 | 20.00 |

* Practice complete? : ● Yes ○ No
* Add/Edit Cost Share From Other Sources? : ○ Yes ● No
* Total installation cost : 2489
* Acres served : 13.1
Components complete : 22NI1 22IG
* Date receipts and documentation received (MM/DD/YYYY): 08/11/2022
FSA_848B PDF
* Producer Signature Date (MM/DD/YYYY): 08/11/2022

Step 14: CLICK "Continue to Next Step".

## Example of Partial Termination (Continued)


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a **County user**
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports

**Producer Certification Confirm - Component Rate Practice**

**Control No :** 29_101_2022_0160
**Applicant Name :** IMA PRODUCER
**Agreement Status :** PAID

**Creation Date :** 04/28/2022
**Project Area ID :** 1667
**Contract Number :** 11195

Add/View Notes

Selected Practice: 01-CP21

**Components**

| Name | Extent Requested | Avg Actual Cost ($) | Max CostShare % Regular | Max Costshare % LIM-RES SOC-DIS BEG-FMR | Extent Approved |
|---|---|---|---|---|---|
| 22NI1 | 400.00 | $ 1.35 | 50.00% | 50.00% | 400.00 |

| Name | LIM-RES SOC-DIS BEG-FMR | Percent Share (%) | Approved Amount ($) | Current Actual Cost ($) | Prior Costs ($) | Current Extent Performed | Prior Extent Performed |
|---|---|---|---|---|---|---|---|
| IMA PRODUCER | No | 100.00% | 272.00 | -207 | 600.00 | -138 | 400.00 |

| Name | Extent Requested | Avg Actual Cost ($) | Max CostShare % Regular | Max Costshare % LIM-RES SOC-DIS BEG-FMR | Extent Approved |
|---|---|---|---|---|---|
| 22IG | 20.00 | $ 175.00 | 50.00% | 50.00% | 20.00 |

| Name | LIM-RES SOC-DIS BEG-FMR | Percent Share (%) | Approved Amount ($) | Current Actual Cost ($) | Prior Costs ($) | Current Extent Performed | Prior Extent Performed |
|---|---|---|---|---|---|---|---|
| IMA PRODUCER | No | 100.00% | 1750.00 | -1104 | 3200.00 | -6.9 | 20.00 |

**Cost Share From Other Sources**

| Producer Name | Cost Share From Other Sources($) |
|---|---|
| IMA PRODUCER | 0.00 |
| **Total Cost Share from Other Sources for the Practice($)** | 0.00 |

**Practice complete?:** Yes
**Total installation cost:** 2489.00
**Acres served:** 13.1
**Components complete:** 22NI1 22IG
**Date receipts and documentation received (MM/DD/YYYY):** 08/15/2022
**Producer Signature Date (MM/DD/YYYY):** 08/15/2022

Submit
Cancel
CRPCostProducerCertificationNonFlatRateConfirm01
Back to Top ^

Step 15: CLICK "Submit".

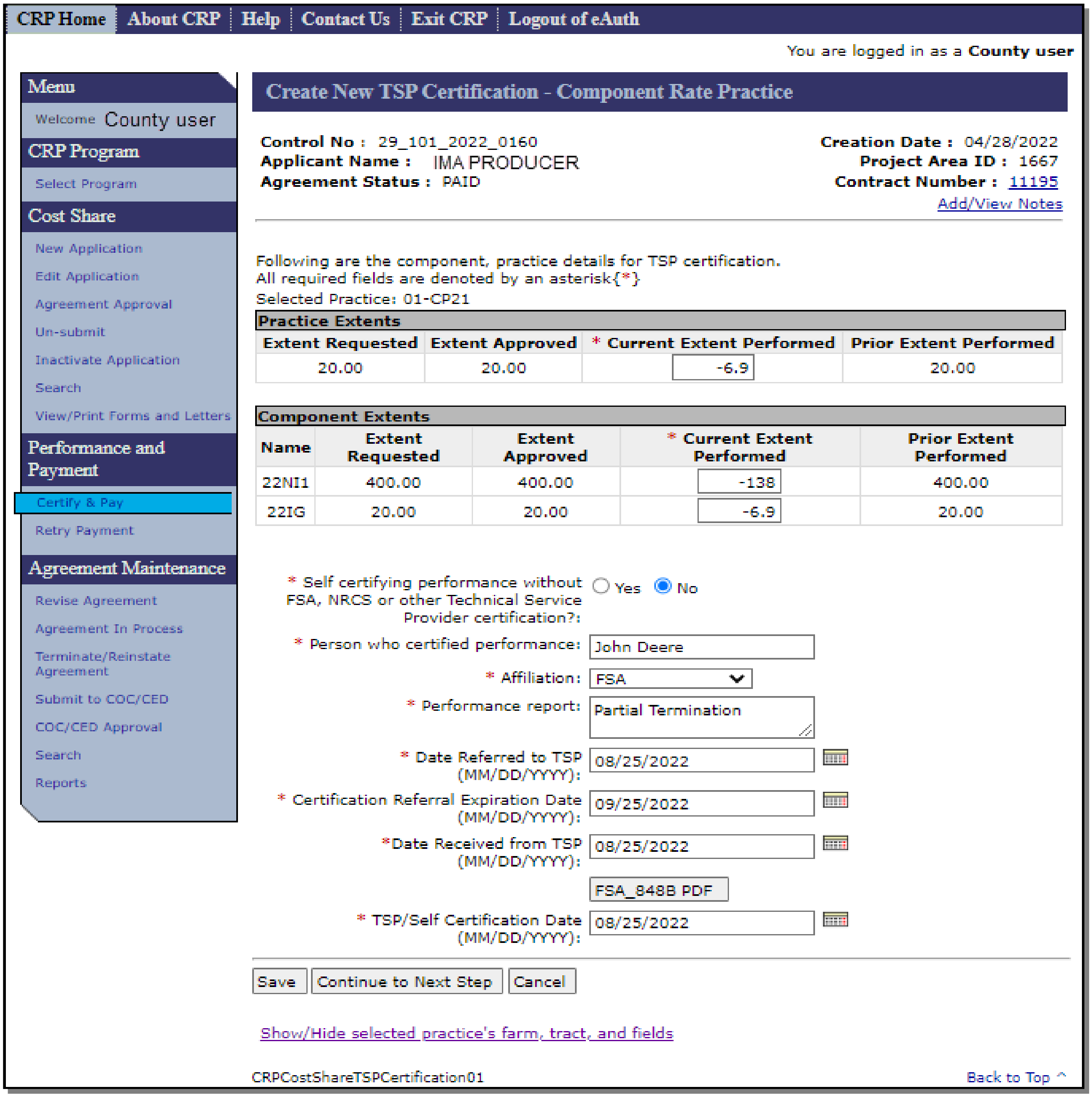
Step 16: Complete a new TSP certification. Enter negative extents and other required data then CLICK "Continue to Next Step". Verify information entered and CLICK "Submit" to confirm TSP certification.

**Example of Partial Termination (Continued)**

| Data/Selection | Entry |
|---|---|
| **Practice Extents** | |
| Current Extent Performed | Enter the acres terminated= -6.9. |
| **Component Extents** | |
| Current Extent Performed | Enter the negative component extent determined during producer certification:<br>• component 22NI1= -138<br>• component 22IG= -6.9. |
| Self-certifying performance without FSA, NRCS or other Technical Service Provider certification? | CLICK the “No” radio button |
| Person(s) who certified performance | Enter the name of employee performing the partial termination. |
| Affiliation | Select “FSA” from drop down menu. |
| Performance Report | Enter that certification is being done due to “partial termination”. |
| Date Referred to TSP | Enter the current date. |
| Certification Referral Expiration Date | Auto-populated to a date 1 month after the date referred to TSP. Leave the default date. |
| Date received from TSP | Enter the current date. |
| FSA_848B PDF | CLICK “FSA_848B PDF” to print FSA-848B. A TSP signature is not required during a partial termination. |
| TSP/Self Certification Date | Enter the current date. |

**Exhibit 18**
**(332)**

## Example of Partial Termination (Continued)


CRP Home | About CRP | Help | Contact Us | Exit CRP | Logout of eAuth
You are logged in as a County user
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Save
Continue to Next Step
Cancel
Show/Hide selected practice's farm, tract, and fields
CRPCostShareTSPCertification01
Back to Top

**Create New TSP Certification - Component Rate Practice**

**Control No :** 29_101_2022_0160
**Applicant Name :** IMA PRODUCER
**Agreement Status :** PAID

**Creation Date :** 04/28/2022
**Project Area ID :** 1667
**Contract Number :** 11195
Add/View Notes

Following are the component, practice details for TSP certification.
All required fields are denoted by an asterisk{*}
Selected Practice: 01-CP21

**Practice Extents**

| Extent Requested | Extent Approved | * Current Extent Performed | Prior Extent Performed |
|---|---|---|---|
| 20.00 | 20.00 | -6.9 | 20.00 |

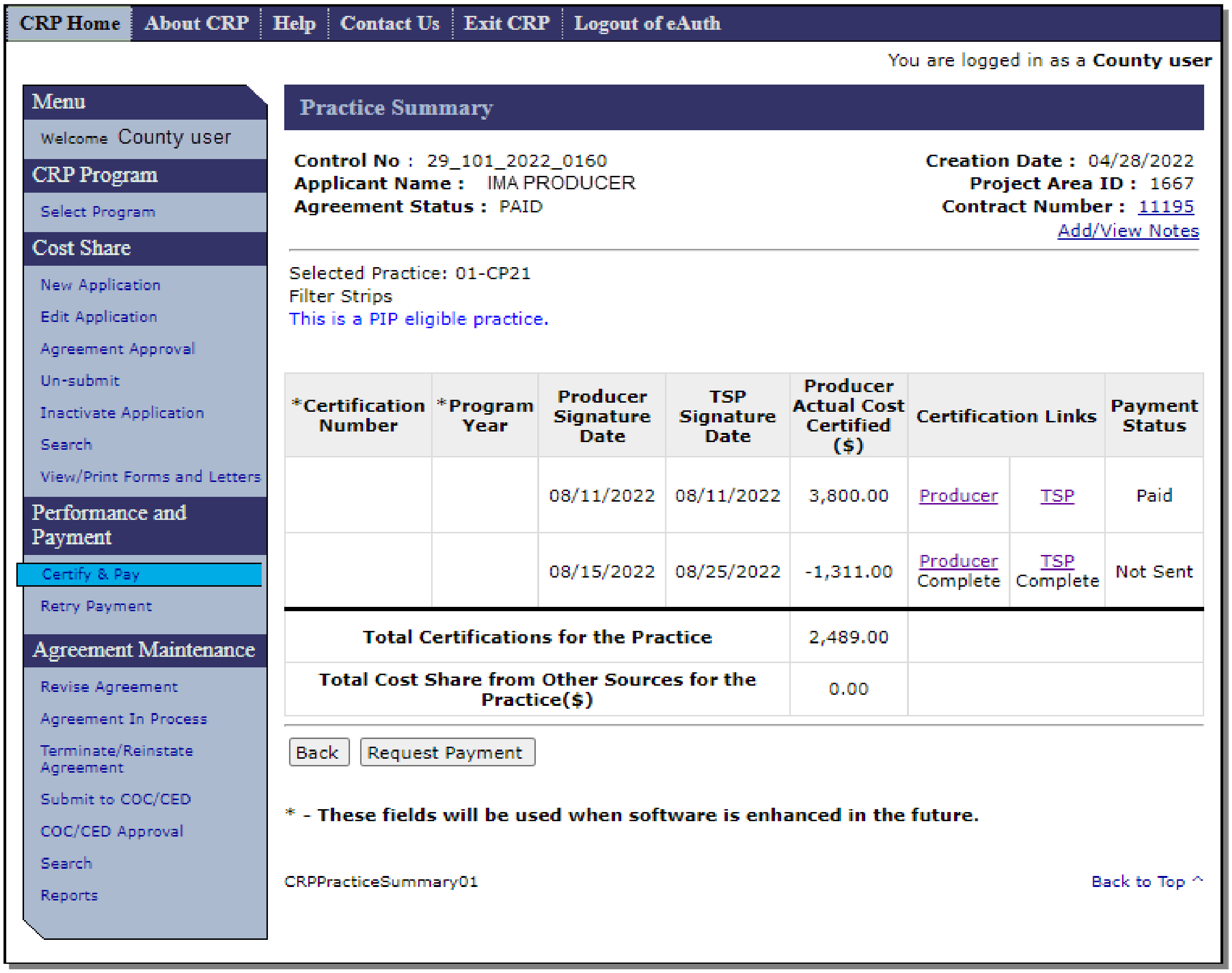
**Component Extents**

| Name | Extent Requested | Extent Approved | * Current Extent Performed | Prior Extent Performed |
|---|---|---|---|---|
| 22NI1 | 400.00 | 400.00 | -138 | 400.00 |
| 22IG | 20.00 | 20.00 | -6.9 | 20.00 |

* Self certifying performance without FSA, NRCS or other Technical Service Provider certification?: ○ Yes ● No
* Person who certified performance: John Deere
* Affiliation: FSA
* Performance report: Partial Termination
* Date Referred to TSP (MM/DD/YYYY): 08/25/2022
* Certification Referral Expiration Date (MM/DD/YYYY): 09/25/2022
*Date Received from TSP (MM/DD/YYYY): 08/25/2022
FSA_848B PDF
* TSP/Self Certification Date (MM/DD/YYYY): 08/25/2022

Step 17: Complete the certify and pay process by first clicking “Request Payment” on the Practice Summary Screen.

## Example of Partial Termination (Continued)


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
You are logged in as a **County user**
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Back
Request Payment
Back to Top ^

Practice Summary

**Control No :** 29_101_2022_0160
**Applicant Name :** IMA PRODUCER
**Agreement Status :** PAID

**Creation Date :** 04/28/2022
**Project Area ID :** 1667
**Contract Number :** 11195
Add/View Notes

Selected Practice: 01-CP21
Filter Strips
This is a PIP eligible practice.

| *Certification Number | *Program Year | Producer Signature Date | TSP Signature Date | Producer Actual Cost Certified ($) | Certification Links | | Payment Status |
|---|---|---|---|---|---|---|---|
| | | 08/11/2022 | 08/11/2022 | 3,800.00 | Producer | TSP | Paid |
| | | 08/15/2022 | 08/25/2022 | -1,311.00 | Producer<br>Complete | TSP<br>Complete | Not Sent |
| **Total Certifications for the Practice** | | | | 2,489.00 | | | |
| **Total Cost Share from Other Sources for the Practice($)** | | | | 0.00 | | | |

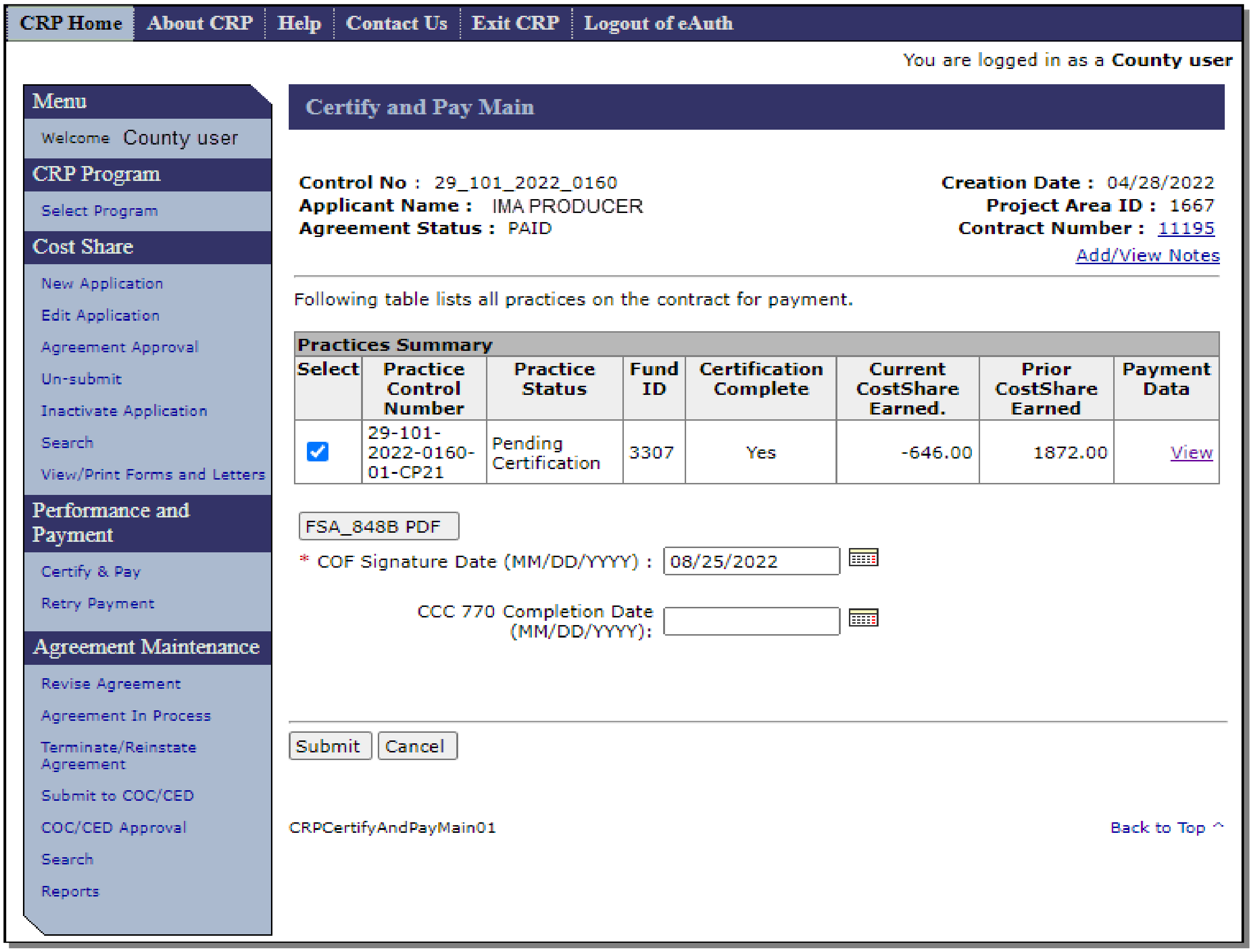
*** - These fields will be used when software is enhanced in the future.**

CRPPracticeSummary01

Next select the practice(s) and enter the COF signature date on the Certify and Pay Main Screen and CLICK "Submit".

**Exhibit 18**
**(332)**

## Example of Partial Termination (Continued)


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
FSA_848B PDF
Submit
Cancel
Back to Top ^

You are logged in as a **County user**

**Certify and Pay Main**

**Control No :** 29_101_2022_0160
**Applicant Name :** IMA PRODUCER
**Agreement Status :** PAID

**Creation Date :** 04/28/2022
**Project Area ID :** 1667
**Contract Number :** 11195
Add/View Notes

Following table lists all practices on the contract for payment.

**Practices Summary**

| Select | Practice Control Number | Practice Status | Fund ID | Certification Complete | Current CostShare Earned. | Prior CostShare Earned | Payment Data |
|---|---|---|---|---|---|---|---|
| ☑ | 29-101-2022-0160-01-CP21 | Pending Certification | 3307 | Yes | -646.00 | 1872.00 | View |

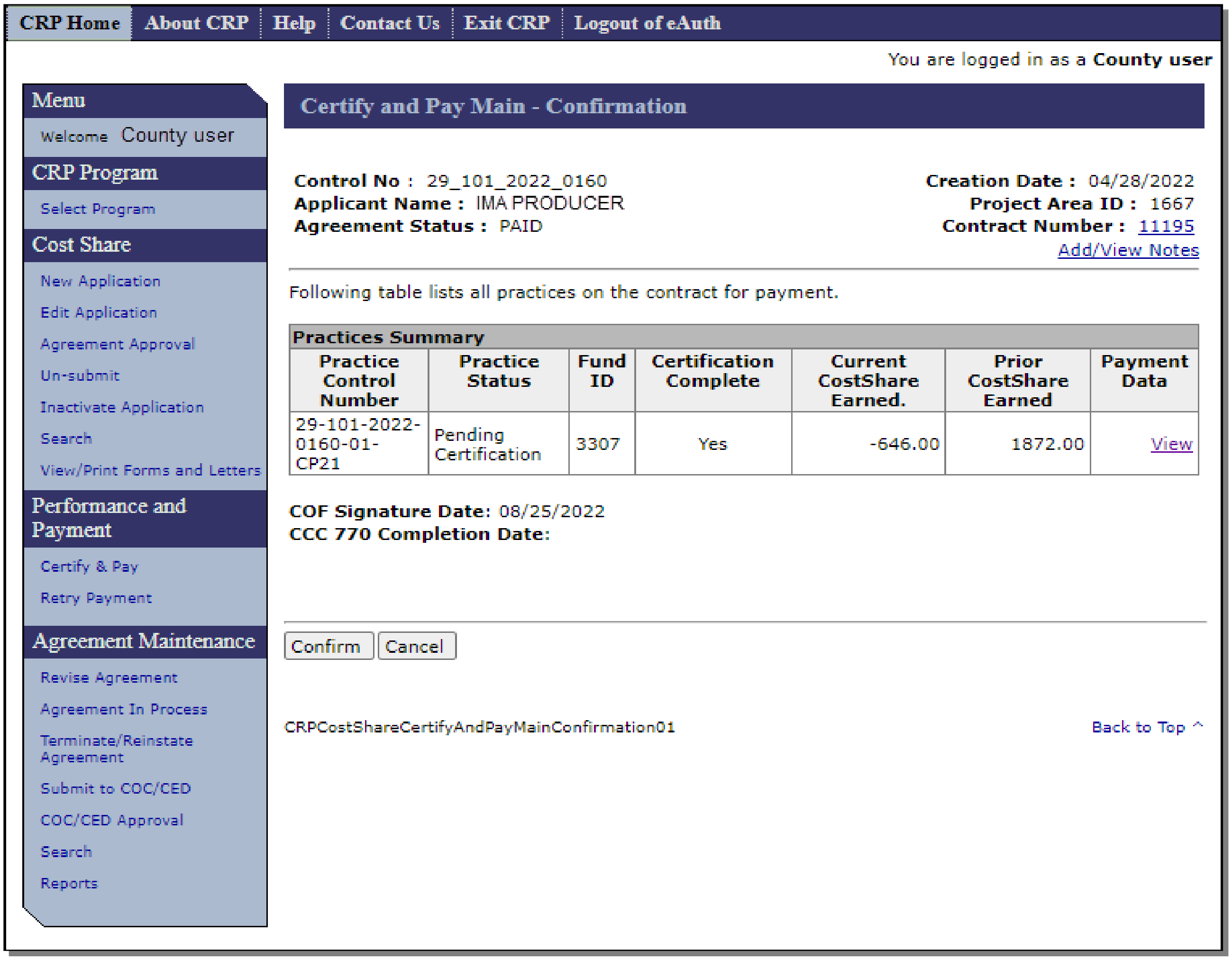
* COF Signature Date (MM/DD/YYYY) : 08/25/2022

CCC 770 Completion Date (MM/DD/YYYY):

CRPCertifyAndPayMain01

Then confirm the entries on the Certify and Pay Main – Confirmation Screen and CLICK "Confirm".

## Example of Partial Termination (Continued)


CRP Home
About CRP
Help
Contact Us
Exit CRP
Logout of eAuth
Menu
Welcome County user
CRP Program
Select Program
Cost Share
New Application
Edit Application
Agreement Approval
Un-submit
Inactivate Application
Search
View/Print Forms and Letters
Performance and Payment
Certify & Pay
Retry Payment
Agreement Maintenance
Revise Agreement
Agreement In Process
Terminate/Reinstate Agreement
Submit to COC/CED
COC/CED Approval
Search
Reports
Confirm
Cancel
Back to Top ^

You are logged in as a **County user**

**Certify and Pay Main - Confirmation**

**Control No :** 29_101_2022_0160
**Applicant Name :** IMA PRODUCER
**Agreement Status :** PAID

**Creation Date :** 04/28/2022
**Project Area ID :** 1667
**Contract Number :** 11195
Add/View Notes

Following table lists all practices on the contract for payment.

**Practices Summary**

| Practice Control Number | Practice Status | Fund ID | Certification Complete | Current CostShare Earned. | Prior CostShare Earned | Payment Data |
|---|---|---|---|---|---|---|
| 29-101-2022-0160-01-CP21 | Pending Certification | 3307 | Yes | -646.00 | 1872.00 | View |

**COF Signature Date:** 08/25/2022
**CCC 770 Completion Date:**

CRPCostShareCertifyAndPayMainConfirmation01

Verify that the payment process completed, and the correct refund amount is either in Common Payment Reports to be transferred to NRRS on COF obligated agreements, or already in NRRS for eFMS obligated agreements. If eligibility fails during the payment process, the entire payment will show as the refund amount and not just the partial refund amount. See paragraph 333 for additional information on overpayments.

**Exhibit 19**
**(332)**

## Example of Partial Termination with a Prorated Refund

This scenario uses the same contract information as the full termination example in Exhibit 17, except instead of a full termination of the 20 acres under the CRP contract a partial termination of 5 acres (25% of the contract acres) is being processed with a prorated refund of 40% of the cost share on those 5 acres.

| Component | Actual Cost | Extent Performed | Cost Share Earned | % of Acres Terminated x Prorated Refund % | 40% of Actual Cost | 40% of Extent Performed |
|---|---|---|---|---|---|---|
| Grassland Drill | $2,200 | 20 Acres | $1,100 | 25% x 40% = 10% | $220 | 2 Acres |
| Grass/Legume/Forbs Seed Mixture | $3,200 | 75 Pounds | $1,500 | | $320 | 7.5 Pounds |

To create the 40% receivable for the 5 acres (25% of the contract acres) being terminated the user must enter a new certification with:

- actual costs of -$220 for the drill and -$320 for the seed mixture
- extent performed of -2 acres for the drill and -7.5 pounds for the seed mixture.

The resulting overpayments by component will be $110 for the drill and $150 for the seed mixture, totaling $260 which is equal to 10% of the total $2,600 cost share that was originally paid.

Following these actions, CSS and CCMS will be out of sync because the cost share agreement will still show the remaining 90% of the contract acres as having been performed and having received cost share and only 75% of the acres remain in CCMS. This will cause problems if additional payments need to be issued for the remaining acres or if additional partial terminations are needed.

If a prorated cost share refund for a partial termination has been processed and additional cost share payments or additional partial terminations are needed, the case should be submitted to the State specialist to be posted on the national SharePoint site for assistance in determining the actual costs and extents performed to be entered in CSS.

**Exhibit 20**
**(332)**

## CRP Cost Share Payment Calculation Examples

Beginning with the 2018 Farm Bill all CRP cost share calculations are to use "Percent of Cost Not to Exceed" component rate types. When multiple components exist on a practice cost share is calculated separately for each component with the "Percent of Cost Not to Exceed" determination being applied separately by component. The sum of the calculated cost share amounts for all components is the cost share payment for the practice.

The information shown in the following table is used for three different examples of CRP cost share calculations. All three examples assume a single producer receives 100% of the cost share payment(s). These examples assume the practice is not eligible for a practice incentive payment (PIP) and the producer receives no cost share from other sources.

| **Practice CP2 – 20 Acres** | | | | | |
|---|---|---|---|---|---|
| **Component** | **Average Cost** | **Unit of Measure** | **Cost Share Rate** | **Extent Approved** | **Approved Cost Share** |
| Native Grass Seed Mixture (NGSM) | $35.00 | Pound | 50% of Actual Cost Not to Exceed $17.50 | 60.00 | $1,050.00 |
| Seedbed Preparation (SdBedPrep) | $40.00 | Acre | 50% of Actual Cost Not to Exceed $20.00 | 20.00 | $400.00 |
| Seeding | $30.00 | Acre | 50% of Actual Cost Not to Exceed $15.00 | 20.00 | $300.00 |

**Example 1:** In this example the producer certifies completion of the full extent approved for all components in a single certification. The producer's costs for components "NGSM" and "Seeding" are higher than the average cost used to establish the cost share rates, so the cost share paid is limited to the cost share amount that was approved based on the "Not to Exceed (NTE)" rate. The producer's cost for component "SdBedPrep" was lower than the average cost used to establish the cost share rate, so the cost share paid is equal to 50% of the producer's actual cost for this component.

| **Producer's Costs** | | | |
|---|---|---|---|
| **Component** | **Cost per Unit** | **Units Performed** | **Total Producer Costs** |
| NGSM | $36.67 | 60.00 | $2,200.00 |
| SdBedPrep | $37.50 | 20.00 | $750.00 |
| Seeding | $34.00 | 20.00 | $680.00 |

**Exhibit 20**
**(332)**

## CRP Cost Share Payment Calculation Examples (Continued)

**Example 1 – Single Certification**

| Component | Current Actual Cost | Prior Costs | Current Extent Performed | Prior Extent Performed | 50% of Actual Cost | NTE Rate Times Extent Performed | Cost Share Amount |
|---|---|---|---|---|---|---|---|
| NGSM | $2,200.00 | $0.00 | 60.00 | 0.00 | $1,100.00 | $1,050.00 | $1,050.00 |
| SdBedPrep | $750.00 | $0.00 | 20.00 | 0.00 | $375.00 | $400.00 | $375.00 |
| Seeding | $680.00 | $0.00 | 20.00 | 0.00 | $340.00 | $300.00 | $300.00 |
| | | | | | Practice Total | | $1,725.00 |

**Example 2**: In this example the producer plants one of two fields contained on the CRP contract (36 out of 60 total acres) in the spring of the year as planned. However, before the producer is able to plant the second field of 24 acres prolonged heavy spring rains prevent the producer from planting the remaining grass. The producer is forced to wait until fall to plant the second field of grass. The producer requests cost share for the acres planted in the spring shortly after the acres are planted. Cost share will be requested for the remaining acres in the fall after those acres are planted. Just as in Example 1, the producer's costs for components "NGSM" and "Seeding" are higher than the average cost used to establish the cost share rates, so the cost share paid is limited to the cost share amount that was approved based on the "Not to Exceed (NTE)" rate. The producer's cost for component "SdBedPrep" was lower than the average cost used to establish the cost share rate, so the cost share paid is equal to 50% of the producer's actual cost for this component.

**Producer's Costs – Spring Planting**

| Component | Cost per Unit | Units Performed | Total Producer Costs |
|---|---|---|---|
| NGSM | $36.67 | 36.00 | $1,320.00 |
| SdBedPrep | $37.50 | 12.00 | $450.00 |
| Seeding | $34.00 | 12.00 | $408.00 |

**CRP Cost Share Payment Calculation Examples (Continued)**

| **Example 2 – Partial Certification – First Certification (1 of 2)** | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Component** | **Current Actual Cost** | **Prior Costs** | **Current Extent Performed** | **Prior Extent Performed** | **50% of Actual Cost** | **NTE Rate Times Extent Performed** | **Cost Share Amount** |
| NGSM | $1,320.00 | $0.00 | 36.00 | 0.00 | $660.00 | $630.00 | $630.00 |
| SdBedPrep | $450.00 | $0.00 | 12.00 | 0.00 | $225.00 | $240.00 | $225.00 |
| Seeding | $408.00 | $0.00 | 12.00 | 0.00 | $204.00 | $180.00 | $180.00 |
| | | | | | **Practice Total** | | **$1,035** |

When the producer plants the remaining 24 acres in the fall, his costs for seed bed preparation increase on these acres and his costs for seeding are less for these final 24 acres than they were for the 36 acres planted in the spring. The native grass seed mixture costs remain the same as they were in the spring.

When multiple certifications exist for a component CSS calculates payments based on the cumulative totals of the costs incurred and extents performed for each component on all certifications. It's important to understand that subsequent payment amounts use the cumulative totals because the resulting payments may be different than they would be if the subsequent certification stood on its own. The tables below illustrate this concept.

| **Producer's Costs – Fall Planting** | | | |
|---|---|---|---|
| **Component** | **Cost per Unit** | **Units Performed** | **Total Producer Costs** |
| NGSM | $36.67 | 24.00 | $880.00 |
| SdBedPrep | $42.00 | 8.00 | $336.00 |
| Seeding | $28.00 | 8.00 | $224.00 |

**CRP Cost Share Payment Calculation Examples (Continued)**

| **Example 2 – Partial Certification – Second Certification (2 of 2)** | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Component** | **Current Actual Cost** | **Prior Costs** | **Current Extent Performed** | **Prior Extent Performed** | **50% of Cumulative Actual Cost** | **NTE Rate Times Cumulative Extent Performed** | **Cost Share Amount** |
| NGSM | $880.00 | $1,320.00 | 24.00 | 36.00 | $1,100.00 | $1,050.00 | $1,050.00 |
| SdBedPrep | $336.00 | $450.00 | 8.00 | 12.00 | $393.00 | $400.00 | $393.00 |
| Seeding | $224.00 | $408.00 | 8.00 | 12.00 | $316.00 | $300.00 | $300.00 |
| | | | | | **Practice Total** | | **$1,743.00** |

After computing the total cost share amount according to the cumulative totals, CSS sends this cumulative total amount to the payment system where the newly calculated total payment amount is compared to the previous payment amounts to determine what the new (additional) payment amounts should be as outlined in the following table.

| **Example 2 – Partial Certification – Second Certification (2 of 2)** | | | |
|---|---|---|---|
| **Component** | **Cumulative Payment Amount** | **Prior Payment(s) Amount** | **Resulting Current Payment** |
| NGSM | $1,050.00 | $630.00 | $420.00 |
| SdBedPrep | $393.00 | $225.00 | $168.00 |
| Seeding | $300.00 | $180.00 | $120.00 |
| | | **Practice Total** | **$708.00** |

Note that these payment amounts are different for components “SdBedPrep” and “Seeding” than they would have been if the second certification stood on its own and did not consider cumulative costs and extents performed. If the second certification stood alone, we would expect the payment for “SdBedPrep” to be $160.00 (lesser of 50% of actual cost **or** NTE Rate Times Current Extent Performed). However, based on the cumulative expenses and cumulative extents performed the second payment for this component is $168.00. Likewise, if the second certification stood alone, we would expect the payment for “Seeding” to be $112.00 (lesser of 50% of actual cost **or** NTE Rate Times Current Extent Performed). However, based on the cumulative expenses and cumulative extents performed the second payment for this component is $120.00.

**Exhibit 20**
**(332)**

**CRP Cost Share Payment Calculation Examples (Continued)**

Anytime the producer's actual costs are less than the average cost for one certification and more than the average cost for another certification, accumulating the costs allows the costs for the more expensive units to be offset by the less expensive costs, meaning that the total payment based on the cumulative costs will be somewhat higher than the sum of the payments would be if every certification was treated as a stand-alone computation. The following table compares the differences.

**Example 2 – Partial Certification – Second Certification (2 of 2) when Incorrectly Computed as Stand-alone**

| Component | Current Actual Cost | Current Extent Performed | 50% of Current Actual Cost | NTE Rate Times Current Extent Performed | Correct (Additional) Payment Based on Cumulative Actual Cost | Difference |
|---|---|---|---|---|---|---|
| NGSM | $880.00 | 24.00 | $440.00 | $420.00 | $420.00 | $0.00 |
| SdBedPrep | $336.00 | 8.00 | $168.00 | $160.00 | $168.00 | +$8.00 |
| Seeding | $224.00 | 8.00 | $112.00 | $120.00 | $120.00 | +$8.00 |

**Example 3:** This example builds off example 2. After cost share payments have been issued based on the cumulative totals the producer requests to voluntarily terminate 2 of the total 20 acres. An additional certification using negative current actual costs and negative current extents performed will create the overpayment needed to create a receivable for the cost share to be refunded. The entry of this additional negative certification changes the cumulative total actual costs and total extents performed. Just as in Example 2, CSS calculates the total cost share payment based upon the new cumulative costs and extents and compares that calculated amount to previous payment amounts. An overpayment is created since the cumulative total producer costs and extents are reduced with the entry of the negative certification.

In this example the 2 acres being terminated represent 10% of the total practice acres. Negative amounts to be entered are determined by multiplying the previous cumulative actual costs and extents performed times 10%.

## CRP Cost Share Payment Calculation Examples (Continued)

| **Example 3 – Partial Certification – Negative Amounts for Partial Termination** | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Component** | **Current Actual Cost** | **Prior Costs** | **Current Extent Performed** | **Prior Extent Performed** | **50% of Cumulative Actual Cost** | **NTE Rate Times Cumulative Extent Performed** | **Cost Share Amount** |
| NGSM | -$220.00 | $2,200.00 | -6.00 | 60.00 | $990.00 | $945.00 | $945.00 |
| SdBedPrep | -$78.60 | $786.00 | -2.00 | 20.00 | $353.70 | $360.00 | $353.70 |
| Seeding | -$63.20 | $632.00 | -2.00 | 20.00 | $284.40 | $270.00 | $270.00 |
| | | | | | | Total | $1,568.70 |

The total calculated cost share for the practice using the cumulative total costs and extents performed after entry of the negative certification is $1,569.00 (CSS rounds $1568.70 to whole dollars). When this amount is compared to the previous cost share amount for the practice of $1743 a receivable is created for $174.00 ($1,743.00 - $1,569.00 = $174.00.