

FSA
HANDBOOK

Grassland Reserve Program Software

For State and County Offices

SHORT REFERENCE

1-GRP

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

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**Grassland Reserve Program Software
1-GRP**

Amendment 1

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Issuance

This handbook has been issued to provide instructions and procedures for administering GRP.

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Part 1 General Information

1 Basic Provisions

A Purpose

This handbook provides automation procedure for administering GRP.

B Authority and Responsibility

PDD has the authority and responsibility for the automation instructions in this handbook.

CD has the authority and responsibility for policy in related handbooks.

C Related Handbooks

The following handbooks are related to GRP.

IF the area of concern is about...	THEN see...
audits and investigations	9-AO.
program appeals	1-APP.
records management	32-AS and 32-AS Supplement.
approved abbreviations, signatures, and authorizations	1-CM.
acreage compliance	2-CP.
conservation compliance	6-CP.
interest rates	50-FI.
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receipts, payments, and deposits	64-FI.
web-based eligibility records	3-PL.
actively engaged determinations	6-PL.
foreign persons provisions	6-PL.
payment eligibility determinations	6-PL.

2 Responsibilities

A Background

The responsibilities for GRP functions in this paragraph follow provisions in this handbook.

B Office Responsibilities

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

Office	Responsibilities
PDD	Implements automated processes to support GRP functions in State and County Offices. Provides procedural assistance to State Offices on data entry requirements and software operations.
CD	Provides GRP policies for administering and delivering price support programs.
State Offices	Provides application training to County Offices. Provides procedural assistance to County Offices on data entry requirements and software operations.
Information Solutions Division	Develops software and provides technical assistance to PDD.

3 RFS

A Overview

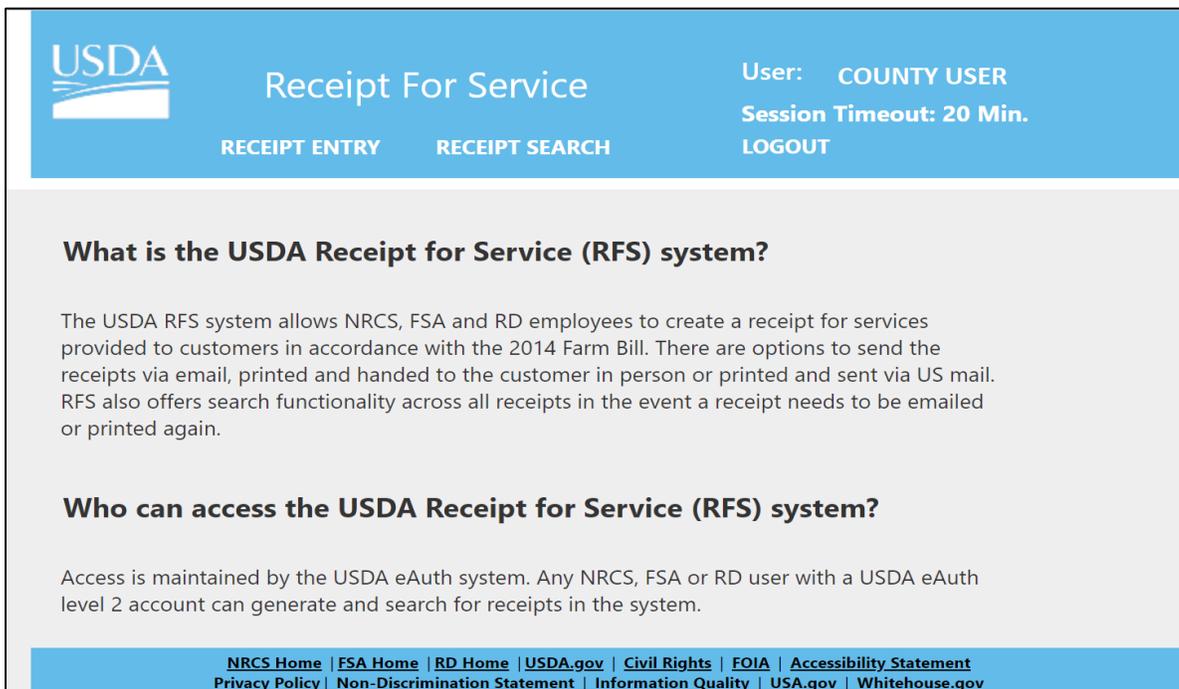
1-RFS provides policy for RFS and all GRP activity should be documented using RFS-Receipt for Service.

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

3 RFS (Continued)

B Example of RFS Screen

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



C Action

Access the Receipt for Service application according to the following table.

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

4-19 (Reserved)

Part 2 GRP Application System

20 General Information

A Overview

GRP is web-based software that allows FSA State and County Office users to perform maintenance activities for GRP easements and contracts.

B Functionality

Within GRP, users can perform the following functions:

- revise easements, practices, producers
- cancel easement
- view and print easements and contracts
- update tract numbers
- revise contracts
- divide contracts
- terminate contracts
- reinstate cancelled contracts
- transfer contracts
- generate reports.

21 Accessing GRP System

A Overview

All GRP functions:

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

B GRP System Access

Access the GRP application according to the following table.

Step	Action
1	Access the FSA Applications Intranet page at https://intranet.fsa.usda.gov/fsa/applications.asp .
2	Under “FSA Applications”, “Applications Directory”, CLICK “G-O”.
3	CLICK “GRP-Grassland Reserve Program”.
4	The GRP Login Screen is displayed. CLICK “GRP Login”.

22 Welcome to GRP Application Screen

A Overview

County Office users have access to all phases of contracts and easements.

B Example of Welcome to GRP Application

The following is an example of the Welcome to GRP Application Screen.



C Field Descriptions and Actions

The following table provides field descriptions and actions for the Welcome to GRP Screen.

Field/Button	Description/Action
Create New Easement	Allows authorized users to create a new easement. Note GRP is no longer creating new easements and program is in maintenance mode only.
Create New Contract	Allows authorized users to create a new GRP Contract. Note GRP is no longer creating new contracts and program is in maintenance mode only.
Role	Displays the role of the user.
Search Easement/Contract	Allows users to select existing easements and contracts.

22 Welcome to GRP Application Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Easement Maintenance	Allows users to perform maintenance activities for easements.
Contract Maintenance	Allows users to perform maintenance activities on contracts.
Reports	Clicking will display the Reports Screen. See paragraph 25 for further information.
Receipt for Service	Navigates users to the Receipt for Service website.

23 Admin State and County Selection Screen

A Overview

The Admin State and County Selection Screen is displayed for multi-county users. Users will need to select applicable State and county.

B Example of Admin State and County Selection Screen

Following is an example of the Admin State and County Selection Screen.



24 Search Easement/Contract

A Overview

To access an easement or contract, the user will need to click one of the following from the left navigation bar on the Welcome to GRP Application Screen:

- Search Easement/Contract
- Easement Maintenance
- Contract Maintenance.

B Example of the Search Application Screen

The following is an example of the Search Application Screen.

GRP Home About GRP Help Contact Us Exit GRP Logout of eAuth

Search Application

State: Nebraska County: Lancaster

ID Number	Type	Length (years)	Producer Name	Fund Code	Status
201201002	Contract	15	IMA PRODUCER	5001	Application Approved
201201001A	Contract	10	ABC LLC	5001	Application Approved
201101003B	Easement	0	FARMER JO	5002	Expired
200400004B	Contract	20	IMA PRODUCER	5001	Application Approved
200400004	Contract	20	XYC CORP	5001	Revise Ended
200400003	Contract	10	IMA PRODUCER	5001	Expired

Type: --- Select ---
 Status: --- Select ---
 Fiscal Year: --- Select ---
 Easement / Contract Number:
 Search

24 Search Easement/Contract (Continued)

C Field Descriptions and Actions

The following table provides field descriptions and actions for the Search Application Screen.

Field	Descriptions
State	Displays the State of the application.
County	Displays the county of the application.
Application Number	<p>Displays a system-generated number based on the first 4 digits of the current fiscal year that the application is started followed by 4-digit sequential number.</p> <p>Note: On the main Search Application Screen, this field will be blank.</p>
Application Type	<p>Displays either:</p> <ul style="list-style-type: none"> • Contract • Easement. <p>Note: On the main Search Application Screen, this field will be blank.</p>
ID Number	<p>A hyperlink of a system-generated number based on the first 4 digits of the current fiscal year that the application is started followed by 4-digit sequential number.</p> <p>Click the hyperlink to access the specific easement/contract.</p>
Type	<p>Displays one of the following:</p> <ul style="list-style-type: none"> • Contract • Easement.
Length (years)	Displays the number of years for the contract/easement.
Producer Name	Displays the producer’s name.
Fund Code	Displays the fund code for the contract/easement.
Status	Displays the status of the contract/easement.
Filter Options	
Type	Using the drop-down menu, select the applicable application type.
Status	Using the drop-down menu, select one of the available statuses.
Fiscal Year	Using the drop-down menu, select applicable fiscal year.
Easement/Contract Number	Enter the specific easement/contract to filter to a specific contract/easement.
Search	CLICK “Search” to narrow the search.

25 Reports

A Overview

GRP allows users to generate a variety of GRP reports.

Note: See Exhibit 5 of the list of available reports.

B Example of GRP Reports Screen

The following is an example of the Reports Screen.

The screenshot shows a web application interface for GRP reports. At the top, there is a navigation bar with links: GRP Home, About GRP, Help, Contact Us, Exit GRP, and Logout of eAuth. On the left side, there is a vertical menu titled "GRP Menu" with the following items: Welcome:, Role: County User, Main Menu, Search Easement/Contract, Easement Maintenance, Contract Maintenance, Reports, and Receipt for Service. The main content area is titled "Reports" and features a table with columns: State, County, Application Number, and Application Type. Below the table, there are three sections of report options, each with radio buttons:

State	County	Application Number	Application Type
Nebraska	Lancaster		

GRP Reports

- AD-1153 Applications Received
- AD-1153 Status Report
- AD-1153 Technical Practice Status Report
- AD-1153 Summary Expenses Report
- CCC-920 Status Report
- CCC-920 Technical Practice Status Report
- CCC-920 Summary Expenses Report
- CCC-920 Annual Payments Due This Month Report

GRP Expired/Expiring Contracts Reports

- Active Contracts Due to Expire
- List of Contracts Expired
- Active Contracts Due to Expire Summary
- List of Contracts Expired Summary

Exit Create Report

GRP Forms

- AD-1153 Form
- CCC-920 Form
- CCC-1245 Form

25 Reports (Continued)

C Action

From the GRP left navigation menu,

- CLICK “Reports”
- CLICK the radio button of the applicable report or form
- CLICK “Create Report”.

The reports will be displayed as an Excel document. Filtering for specific details will be done in Excel.

26-49 (Reserved)

Part 3 Easements

50 Easement Maintenance Actions

A Overview

The easement maintenance actions are used for revising easements after approval.

From the left navigation bar,

- CLICK “Easement Maintenance”; the Search Application Screen will be displayed
- Click the applicable ID Number hyperlink. The Search Application Screen is updated with information related to the selected easement.

B Example of the Updated Search Application Screen

The following is an example of the updated Search Application Screen after the user selected the applicable ID number.

The screenshot shows a web application interface with a blue header and a left navigation menu. The main content area is titled "Search Application" and displays details for a specific application. A dropdown menu is open, showing various actions that can be performed on the application.

State	County	Application Number	Application Type
Nebraska	Lancaster	201100025I	Easement

Physical State: Nebraska Physical County: Lancaster
 Easement Type: Permanent Easement Length: N/A
 Easement Amount: \$100 Acres Enrolled: 20.00
 Submitted Date: 09/12/2017 Approval Date: N/A
 Status: Easement Revise in Process Migrated Contract: No

(*) indicates required fields

* --- Select --- Go

- Select ---
- Revise Create Easement
- Revise Easement Practices
- Revise Easement Producers
- Cancel Revise Easement Application

Screen ID: GRP-WEB00
 Last Modified: 02/26/20

Back to Top ^

50 Easement Maintenance Actions (Continued)

C Actions

Using the drop-down menu, select 1 of the following actions:

- Revise Create Easement
- Revise Easement Practices
- Revise Easement Producers
- Cancel Revise Easement Application.

51 Revising Easements

A Overview

After selecting the applicable easement, select “Revise Create Easement” from the list of available options. The Revise Easement Application Screen will be displayed.

Note: Contracts that were migrated into GRP from System 36 were only those with remaining balances and additional payments. These contracts will display “Yes” or “No” in the “Migrated Contract” field on the Revise Easement Application Screen.

51 Revising Easements (Continued)

B Example of Revise Easement Application Screen

The following is an example of the Revise Easement Application Screen.

GRP Home About GRP Help Contact Us Exit GRP Logout of eAuth				
GRP Menu Welcome: Role: County User Main Menu Search Easement/Contract Easement Maintenance Contract Maintenance Reports Receipt for Service	Revise Easement Application			
	State	County	Application Number	Application Type
	Nebraska	Lancaster	201100025I	Easement
	(*) indicates required fields			
	NRCS Office:	LANCASTER COUNTY <small>Max 28 chars (This information may also be found on the hard copy of the AD-1153 form.)</small>		
	* Physical State:	Nebraska		
	* Physical County:	Lancaster		
	* Type:	Permanent		
	* Acres Enrolled:	20.00		
	* Easement Amount:	100		
* Owned by Applicant:	<input checked="" type="radio"/> Yes <input type="radio"/> No			
* Description:	4-11-5 <small>Max 300 chars (Include Physical State & County if different from Admin State & County)</small>			
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>				

51 Revising Easements (Continued)

C Field Descriptions and Actions

The following table provides the field, descriptions, and actions for the Revise Create Easement Screen.

Field	Description/Action
NRCS Office	Free form field to enter the NRCS county where the offer is being made.
Physical State	Displays the physical State location of the tract associated with the easement.
Physical County	Displays the physical county location of the tract associated with this easement.
Type	Displays the type of application.
Acres Enrolled	Enter the number of acres to be revised rounded to the nearest hundredth.
Easement Amount	Enter total dollar amount of the easement. Dollar amount must be in whole dollars.
Owned by Applicant	Indicator to allow the user to select if the land is owned by the applicant. CLICK either “Yes” or “No.
Description	A free form field that the user to enter the description based on revision. Note: Do not enter PII information in this field.
Continue	CLICK “Continue” to proceed to the Farm Tract Assignment Screen.
Cancel	CLICK “Cancel” and return the user to the Search Application Screen. Note: Data will not be saved.

52 Revising Producers on Easements

A Overview

To revise producers on the easement, from the Search Application Screen,

- using the drop-down menu, select “Revise Easement Producers”
- CLICK “Go”.

The Add Producers Screen will be displayed with information for all owners and other producers associated with the tract and all operators associated with the farm from FRS for the program year that corresponds to the revision effective date set in CCMS. If a producer is not displayed in GRP, they must first be added to the farm record.

Policy requires all owners of a tract to be on the contract, even if they are not receiving any shares.

B Example of Add Producer Screen

The following is an example of the Add Producer Screen.

GRP Home About GRP Help Contact Us Exit GRP Logout of eAuth

GRP Menu
Welcome:
Role: County User
Main Menu
Search
Easement/Contract
Easement Maintenance
Contract Maintenance
Reports
Receipt for Service

Add Producer

State	County	Application Number	Application Type
Nebraska	Lancaster	201100025C	Easement

(*) indicates required fields

Select	Producer Name	Share(%)	Primary
* <input checked="" type="checkbox"/>	IMA PRODUCER	* 100.0	<input type="radio"/>
Total		100.0	

Delete Producer Add Additional Producer

Previous Continue Cancel

52 Revising Producers on Easements (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Add Producer Screen.

Field	Description
Select	Radio button to select producer.
Producer Name	Displays the name of the producer associated with the farm/tract in farm records for the program year that corresponds to the revision effective date and assigned to the contract.
Share (%)	Enter the percent share interest the producer has in AD-1153 or CCC-920.
Primary	Indicator that identifies the primary producer.
Delete Producer	CLICK “Delete Producer” to remove the producer from the list of assigned producers and producer will not display on AD-1153.
Add Additional Producer	CLICK “Add Producer”. The user will be taken to SCIMS Customer Search and search for additional producer.
Previous	CLICK “Previous” to return to the New Payment Details Screen and no data will be saved.
Continue	CLICK “Continue” and proceed to the Revise COC Approval Screen.
Cancel	The Search Application Screen will be displayed. Note: Data is not saved.

53 Submitting Revised Easements for COC Approval

A Overview

After the details of the easement revisions have been updated, the easement will be submitted for approval.

B Example of Submit Application Screen

The following is an example of the Submit Application Screen.

GRP Menu
 Welcome:
 Role: County User
 Main Menu
 Search
 Easement/Contract
 Easement
 Maintenance
 Contract Maintenance
 Reports
 Receipt for Service

Submit Application

State	County	Application Number	Application Type
Nebraska	Lancaster	2011000251	Easement

(* indicates required fields)

Physical State: Nebraska
Physical County: Lancaster
Easement Type: Permanent
Acres Enrolled: 20.00
***Expiring CRP Acres:**
Easement payment: \$100

Farm(s) and Tract(s)		
Farm Number	Tract Number	GRP Acres
846	1129	20.00

Assigned Producers		
Producer Name	Owner Percentage(%)	Primary Producer
IMA PRODUCER	100.0	Y

Assigned Technical Practices			
Practice Code	Fund Code/PY/BFY	Practice Extent	Practice Approved
314	5002/2011/2011	40.00	80
484	5002/2011/2011	60.00	120
Total			200

***NRCS-LTP-50 Date of Approval:** 
 (mm/dd/yyyy)
*** Verify Management Plan**

Previous Submit for Approval Cancel

C Action

On the Submit Application Screen,

- enter any applicable expiring CRP acres
- enter the date of the NRCS-LTP-50 Date of Approval
- CLICK “Verify Management Plan”
- CLICK “Submit for Approval”
- CLICK “Previous” to return to Revise Easement Application Screen
- CLICK “Cancel” to cancel the process and return to the Search Application Screen.

54 Approving Revised Easements

A Overview

After the contract has been submitted for approval, the next step is to approve the revised easement application.

The status on the Search Application Screen will display that the easement has been revised and submitted for approval.

B Example of Search Application Screen for Approval

The following is an example of the Search Application Screen after contract has been submitted for approval.

The screenshot shows a web application interface with a blue header and a sidebar menu. The main content area is titled "Search Application" and displays the following information:

State	County	Application Number	Application Type
Nebraska	Lancaster	201100025I	Easement

Physical State: Nebraska Physical County: Lancaster
 Easement Type: Permanent Easement Length: N/A
 Easement Amount: \$100 Acres Enrolled: 20.00
 Submitted Date: 02/01/2012 Approval Date: N/A
 Status: Easement Revise Submitted for Approval Migrated Contract: No

(*) indicates required fields

* Approve Revised Easement Application [Go] [Cancel]

C Action

On the Search Application Screen:

- using the drop-down menu, select “Approve Revised Easement Application”
- CLICK “Go”. The Select Dates Screen will be displayed.

Note: If an error was made, select “Cancel Revised Easement Application”.

54 Approving Revised Easements (Continued)

D Example of Select Dates Screen

The following is an example of the Select Dates Screen.

E Field Descriptions and Actions for Select Dates Screen

The following table provides the field descriptions and actions for the Select Dates Screen.

Field	Description
COC Approval Date	Allows the user to enter the date COC approved the contract. The date cannot be greater than the current date and cannot be less than the date the contract was submitted. Enter the date in the mm/dd/yyyy format or select the date from the calendar icon.
Contract Start Date	Enter the date in the mm/dd/yyyy format or select the date from the calendar icon.
Submit	CLICK "Submit" to complete the process and return to the "Revise Easement COC Approval Date Screen".
Cancel	CLICK "Cancel" and return the user to the Search Application Screen. Note: Data will not be saved.

54 Approving Revised Easements (Continued)

F Revised Easement COC Approval Screen

The Revise Easement COC Approval Screen will be displayed with information for all owners and producers associated with the easement revisions.

Users can revise the number and dollar amounts of easement payments. Easement payments may be changed on a yearly payment on a 10-year payment schedule.

Note: Only whole dollar amounts may be entered as an easement payment.

G Revise Easement COC Approval

The following is an example of the Revise Easement COC Approval Screen.

GRP Menu
Welcome:

Role: County User

Main Menu

Search

Easement/Contract

Easement Maintenance

Contract Maintenance

Reports

Receipt for Service

Revise Easement COC Approval			
State	County	Application Number	Application Type
Nebraska	Lancaster	201100025I	Easement

(*) indicates required fields

Assigned Fund Codes			
Fund Code/PY	Fund Balance	Description	Primary
5002/2011/2011	0	CON-GRP-EA	Y

Assigned Producers		
Producer Name	Owner Percentage(%)	Primary Producer
IMA PRODUCER	100.0	Y

Easement Payment Funds		
Fund Code/PY	Practice Obligated Amount	Easement Obligation Amount
5002/2011/2011	200	100

Easement Payments		
01-January	2012:	\$ 100
01-January	2013:	\$ 0.0
01-January	2014:	\$ 0.0
01-January	2015:	\$ 0.0
01-January	2016:	\$ 0.0
01-January	2017:	\$ 0.0
01-January	2018:	\$ 0.0
01-January	2019:	\$ 0.0
01-January	2020:	\$ 0.0
01-January	2021:	\$ 0.0
Total		100

* COC Approval Date:

* Contract Start Date:

54 Approving Revised Easements (Continued)

H Field and Descriptions and Action for Revise Easement COC Approval Screen

The following table provides the field, descriptions, and actions for the Revise Easement COC Approval Screen.

Field	Description/Action
Assigned Fund Codes	
Fund Code/PY/FY	Displays the fund code, program year for the easement.
Fund Balance	Displays the available ledger funds in county to obligate.
Description	Displays the easement description entered in the easement process.
Primary	Indicates if the producer is the primary and has the largest owner percentage.
Assigned Producers	
Producer Name	Displays the producer assigned to this easement.
Owner Percentages (%)	Displays the producer(s) percentages
Primary Producer	Indicates if the producer is the primary and has the largest owner percentage.
Easement Payment Funds	
Fund Code/PY/FY	Displays the fund code, program year and the budget fiscal year for the easement.
Practice Obligated Amount	Displays the current practice obligated amount.
Easement Obligation Amount	Displays the total easement obligated amount.
Easement Payments	
Easement Payments	Allows user to make payment up to 10 equal or unequal payments; only one per calendar year. Using the drop-down menu, select the applicable month and year.
Year	Displays the year for the payment.
Payment Amount	Allows user to allocate the payments through the 10-year period.
COC Approval Date	Displays the COC approval date entered on Select Dates Screen.
Contract Start Date	Displays the contract start date entered on the Select Dates Screen.
Action Buttons	
Previous	CLICK "Previous" to return to the Select Dates Screen.
Approve	CLICK "Approve" to approve the easement payments. Easement is approved and the user will return to the Search Application Screen.
Cancel	CLICK "Cancel" and return the user to the Search Application Screen. Note: Data will not be saved.

55 Cancel Easement Application Screen

A Overview

If at any time prior to COC approval of a revision the user determines the started revision in error, the revision can be cancelled and return the parent easement to an approved status.

To cancel a revision, on the Search Application Screen:

- using the drop-down menu, select “Cancel Revise Easement Application”
- CLICK “Go”. The Cancel Easement Application Screen will be displayed.

B Example of Cancel Easement Application Screen

The following is example of the Cancel Easement Application Screen.

GRP Menu

Welcome:

Role: County User

Main Menu

Search Easement/Contract

Easement Maintenance

Contract Maintenance

Reports

Receipt for Service

Cancel Easement Application

State	County	Application Number	Application Type
Nebraska	Lancaster	201100025I	Easement

(*) indicates required fields

Easement Type: Permanent

Acres Enrolled: 20.00

Expiring CRP Acres: 0.00

Easement payment: \$100

Farm(s) and Tract(s):

Farm Number	Tract Number	GRP Acres
846	1129	20.00

Assigned Producers

Producer Name	Owner Percentage(%)	Primary Producer
IMA PRODUCER	100.0	Y

Assigned Technical Practices

Practice Code	Fund Code/PY/BFY	Fund Balance	Practice Extent	Practice Approved
484	5002/2011/2011	0	60.00	120
314	5002/2011/2011	0	40.00	80
Total				200

***Cancel Application Date:** (mm/dd/yyyy)

55 Cancel Easement Application Screen (Continued)

C Actions

On the Cancel Easement Application Screen,

- enter the date that the application is to be canceled
- CLICK “Cancel Easement Revise”; the revision will be canceled
- CLICK “Previous” to return to the previous screen
- CLICK “Cancel” to cancel the process and return to the Search Application Screen.

56-79 (Reserved)

Part 4 Contracts

Section 1 Contract Revisions

80 General Information

A Overview

The contract maintenance actions are used for revising contracts after approval.

From the left navigation bar:

- CLICK “Contract Maintenance”; the Search Application Screen will be displayed
- CLICK the applicable ID Number hyperlink; the Search Application Screen will be updated with information related to the contract.

B Example of the Updated Search Application Screen

The following is an example of the updated Search Application Screen after the user selected the applicable ID number.

The screenshot displays the 'Search Application' screen. At the top, there is a navigation bar with links: GRP Home, About GRP, Help, Contact Us, Exit GRP, and Logout of eAuth. On the left, a blue sidebar contains a 'GRP Menu' with options: Welcome, Role: National Admin, Main Menu, Search, Easement/Contract, Easement Maintenance, Contract Maintenance, UnExpire/Expire Contracts and Easements, Reports, and Receipt for Service. The main content area is titled 'Search Application' and contains a table with the following data:

State	County	Application Number	Application Type
Virginia	Augusta	201201002	Contract

Below the table, contract details are listed:

- Physical State:** Virginia
- Physical County:** Augusta
- Contract Type:** N/A
- Contract Length:** 15 year(s)
- Contract Amount:** \$6000
- Acres Enrolled:** 40.00
- Submitted Date:** 09/24/2012
- Approval Date:** 09/24/2012
- Status:** Application Approved
- Migrated Contract:** No

A red note states: (*) indicates required fields. Below this, there is a dropdown menu with a 'Go' button. The dropdown menu is open, showing options: --- Select ---, --- Select ---, -----, **Revise Contract**, Divide Contract, Terminate Contract, Transfer Contract, Application Summary, -----, and Modify Application Effective Date. A 'Back to Top ^' link is also visible.

At the bottom of the screen, there is a footer with the following text: Screen ID: GRP-WEB005, Last Modified: 02/26/2014, and a navigation bar with links: GRP Home | FSA Internet | FSA Intranet | USDA.gov, Site Map | Policies and Links | FOIA | Accessibility Statement | Privacy | Non-Discrimination | Information Quality | USA.gov | White House.

80 General Information (Continued)**C Actions**

Using the drop-down menu, select 1 of the following actions,

- Revise Contract
- Divide Contract
- Terminate Contract
- Transfer Contract
- Application Summary.

81 Revising Contracts**A Overview**

The contract revise actions are used for changing any of the following:

- acreage
- farm and tract numbers
- producers
- practices.

Users only need to perform actions for which the contract is being changed. These actions may be performed in any order; however, if there has been a reconstitution and new farm and/or tract numbers are needed, the “Revise Farms/Tracts” action should be accessed first so that the acreage validations will be applied to the appropriate information in FRS.

Note: After the user clicks “Go”, the parent contract status will be changed from “Application Approved” to “Revise Active”. The contract number for the child contract will be the same as the parent with the next available alphabetic suffix added. The child contracts will be set to “Revise in Process” status.

81 Revising Contracts (Continued)

B Example of Revise Contract Application Screen

The following is an example of the Revise Contract Application Screen.

The screenshot shows a web application interface for revising a contract. At the top, there is a navigation bar with links: GRP Home, About GRP, Help, Contact Us, Exit GRP, and Logout of eAuth. On the left, a 'GRP Menu' sidebar lists options like 'Role: County User', 'Main Menu', 'Search Easement/Contract', 'Easement Maintenance', 'Contract Maintenance', 'Reports', and 'Receipt for Service'. The main content area is titled 'Revise Contract Application' and features a table with the following data:

State	County	Application Number	Application Type
Nebraska	Lancaster	200700023A	Contract

Below the table, a red note states: '(*) indicates required fields'. The form contains several input fields:

- NRCS Office:** Nebraska
- Physical State:** Nebraska
- Physical County:** Lancaster
- Contract Period:** 15
- Rental Rate Per Acre:** 16.00
- * Acres Enrolled:** 265.20
- * Owned by Applicant:** Yes No
- * Description:** 15-34-4 2007 IN TRANSFER FROM COUNTY

A note below the description field reads: 'Max 300 chars (Include Physical State & County if different from Admin State & County)'. At the bottom right, there are 'Continue' and 'Cancel' buttons.

C Field Descriptions and Actions

The following table provides the field, descriptions, and actions for the Revise Create Easement Screen.

Field	Description
NRCS Office	Displays the NRCS administrative office for the State and county.
Physical State	Displays the State of physical location of the tract associated with the contract.
Physical County	Displays the county of the physical location of the tract associated with this contract.
Contract Period	Displays the length of the contract.
Rental Rate Per Acre	Displays the rental rate per acre.
Acres Enrolled	Enter the number of acres to be enrolled for the easement (rounded to the nearest hundredth).

81 Revising Contracts (Continued)

C Field Descriptions and Actions (Continued)

Field	Description
Owned by Applicant	Indicator to allow the user to select if the land is owned by the applicant. Select either "Yes" or "No."
Description	Enter the contract description.
Continue	CLICK "Continue" to proceed to the Farm Tract Assignment.
Cancel	CLICK "Cancel" and return to the Search Application Screen Note: Data is not saved.

82 Revising Producers

A Overview

The Revise Producer Screen allows user to revise producers and owner associated with the tract and all operators associated with farm.

Note: If a producer is not displayed in GRP, they must first be added to the farm record.

Policy in DM 9500-012 requires all owners of a tract to be on the contract, even if they are not receiving any shares.

B Example of Revise Producer Screen

The following is an example of the Revise Producer Screen.



82 Revising Producers (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Revise Producer Screen.

Field	Description
Select	Radio button to select the producer.
Producer Name	Displays the name of the producer associated with the farm/tract in farm records for the program year that corresponds to the revision effective date and assigned to the contract.
Share (%)	Enter the percent share interest the producer has in AD-1153 or CCC-920.
Primary	Designates the primary point of contact for the GRP contract. Enter a check (✓) in the box of the producer that is the primary point of contact
Delete Producer	CLICK “Delete Producer” to remove the producer from the list of assigned producers and the producer will not be displayed on the revised CCC-920.
Add Additional Producer	CLICK “Add Additional Producer” to add from the list of available producers to the list of assigned producers and the producer will be displayed on the revised CCC-920.
Previous	CLICK “Previous” to return the user to the Search Application Screen. Note: Data will not be saved.
Continue	CLICK “Continue” and proceed to the Submit Application Screen.
Cancel	CLICK “Cancel” to return the user to the Search Application Screen. Note: Data will not be saved.

83 Revising Farms Tracts

A Overview

To revise the farm and/or tract number on the contract, users must select the action for Add Farm, Delete Farm and CLICK “Go” after the revision has been started.

The farm, tract, and producer name will be returned for the program year in FRS based on the revision effective date recorded.

Note: Contracts not being modified will remain in 10ths until a modification is required at which time the contract acres will be converted to 100ths.

83 Revising Farms Tracts (Continued)

B Example of Farm Tract Assignment Screen

The following is an example of the Farm Tract Screen.



C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Farm Tract Assignment Screen.

Field/Button	Description/Action
Delete	Radio button to delete farm and tract number.
Farm Number	Displays the farm number currently associated with the contract.
Tract Number	Displays the tract number currently associated with the contract.
Farmland	Displays the farmland acres for the corresponding farm/tract number that matched the search criteria.
Cropland	Displays the cropland acres for the corresponding farm/tract number that matched the search criteria.
GRP Cropland	Enter GRP cropland amount. GRP cropland acres should not exceed farmland acres. Total GRP cropland acres for all farm/tract numbers added to the application should be equal to the acres enrolled in easement application.
DCP Acres	The number of DCP acres in hundredths for the contract.
Add Farm	CLICK “Add Farm” to add the farm to the revised contract. The Add Farm Tract Screen will be displayed.

83 Revising Farms Tracts (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Delete Farm	CLICK “Delete Farm” to remove the farm from the contract.
Previous	CLICK “Previous” to return the user to the Search Application Screen. Note: Data will not be saved.
Continue	CLICK “Continue” and proceed to the Submit Application Screen
Cancel	CLICK “Cancel” to return the user to the Search Application Screen. Note: Data will not be saved.

84 Revising Practices

A Overview

To revise practices on the contract, on the Search Application Screen:

- using the drop-down menu select “Revise Practices”
- CLICK “Go.

The Technical Practices Assignment Screen will be displayed with practices assigned by CCC-1245 with associated practice code, funds code, practice extent, practice approved start and end date.

Note: The system will allow an unlimited number of technical practices to be assigned to a CCC-920.

84 Revising Practices (Continued)

B Example of Technical Practices Assignment

The following is an example of a Technical Practices Assignment Screen.



C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Technical Practices Assignment Screen.

Field/Button	Description/Action
Select	Radio button to select the producer.
CCC-1245 Number	Displays the system generated CCC-1245 number.
Practice Code	Displays the practice code from the Select Technical Practice Screen.
Fund Code	Displays the contract fund code and the program year of the application.
Practice Extent	The amount of the extent entered by the user. Example: 10.00
Practice Approved	Displays the approved practice.
Start Date	Displays the start date of the practice.
End Date	Displays the last day of the practice.
Delete Practice	CLICK “Delete Practice” to remove the current practice.
Add Practice	CLICK “Add Practice” to add practice from the select technical practice screen.
Modify Practice	CLICK “Modify Practice” to modify the practice that needs to be added.

84 Revising Practices (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Previous	CLICK "Previous" to return the user to the Search Application Screen. Note: Data will not be saved.
Continue	CLICK "Continue" and proceed to the Submit Application Screen
Cancel	CLICK "Cancel" to return the user to the Search Application Screen. Note: Data will not be saved.

85 Modifying Application Effective Date

A Overview

The effective start date of a GRP contract revision is crucial when properly dividing payments between participants on original and revised GRP contracts. Payments from contracts that have been revised will be date-based.

Only State and National Offices are authorized to change an application effective date due to a revision.

Note: The effective date can be changed prior to approval, and if it does not have any child contracts associated with it.

85 Modifying Application Effective Date (Continued)

B Example of Modify Effective Date Screen

The following is an example of the Modify Effective Date Screen.

GRP Home About GRP Help Contact Us Exit GRP Logout of eAuth

Modify Effective Date Approval

State	County	Application Number	Application Type
Nebraska	Lancaster	200600024	Contract

(*) indicates required fields

Assigned Fund Codes			
Fund Code/PY	Fund Balance	Description	Primary
5001/2006/2006	0	CON-GRP-AN	Y

Assigned Producers		
Producer Name	Owner Percentage(%)	Primary Producer
IMA PRODUCER	100.0	Y

Contract Payment Funds		
Fund Code/PY	Practice Obligated Amount	Contract Obligation Amount
5001/2006/2006	0	6450

COC Approval Date: 09/18/2006
 Original Contract Start Date: 09/18/2006

* Contract Start Date: (mm/dd/yyyy)

Approve Cancel

C Action

From the Search Application Screen:

- using the drop-down menu, select “Modify Application Effective Date”
- CLICK “Go”
- enter the correct start date
- CLICK “Approve”. The Search Application Screen will be displayed.

86 Correcting Contract Start and End Dates

A Overview

Corrections for start and end dates are available for contracts with a status of “Application Approved”.

Note: Start and end dates for contracts that were not migrated from System 36 will be corrected by using the “Modified Effective Date” feature.

B Example of Correct Start/End Dates Screen

The following is an example of the Correct Start/End Dates Screen.

C Action

From the Search Application Screen:

- using the drop-down menu, select “Modify Application Effective Date”
- CLICK “Go”
- enter the correct start date
- CLICK “Submit”. The Correct Start/End Dates Screen will be updated.

86 Correcting Contract Start and End Dates (Continued)

D Example of Updated Corrected Contract Start and End Dates Screen

The following is an example of a contract with Correct Contract Start/End Dates Screen after approval has been entered.

Correct Contract Start/End Dates

State	County	Application Number	Application Type
Nebraska	Lancaster	200700023M	Contract

• This proposed change in start and end dates will result in an decrease in the obligation amount. The contract 200700023 from state will decrease by \$1,859. On approval \$1,859 will be released to CFLS and EFMS.

Contract Number: 200700023	Before	After
Contract Start Date	07/31/2011	09/20/2011
Contract End Date	09/30/2022	09/19/2021
Amount Obligated	33887	32028

Contract Annual Payment	4243
Contract Duration	15
Amount paid on web	21215.00
Amount to be paid on web	10813.00
Amount to be de-obligated	1859

Previous Continue Cancel

E Actions

On the updated Correct Contract Start/End Dates Screen:

- CLICK “Continue” to complete the correction
- CLICK “Previous” to return to the previous screen to change dates
- CLICK “Cancel” to cancel the correction and return to the Search Application Screen.

87 Submitting Revised Contracts for COC Approval

A Overview

After the details of the contract revisions have been updated, the contract will be submitted for approval.

B Example of Submit Application Screen

The following is an example of the Submit Application Screen.

GRP Home About GRP Help Contact Us Exit GRP Logout of eAuth

Submit Application

State	County	Application Number	Application Type
Nebraska	Lancaster	200600025A	Contract

(*) indicates required fields

Contract Period: 20 Years
 Acres Enrolled: 150.00
 * Expiring CRP Acres: 0
 Rental Rate Per Acre: \$16.00
 Annual Payment: \$2400
 Contract Amount: \$48000

Farm(s) and Tract(s)		
Farm Number	Tract Number	GRP Acres
4160	2346	150.00

Assigned Producers		
Producer Name	Owner Percentage (%)	Primary Producer
IMA PRODUCER	100.0	Y

No Technical Practice Associated

* Date Producer Signed CCC-920: 09/12/2019 (mm/dd/yyyy)
 * Verify Management Plan

Previous Submit for Approval Cancel

C Action

On the Submit Application Screen:

- enter the date the producer signed CCC-920
- CLICK the verify management plan
- CLICK “Submit for Approval”.

88 Approving Revised Contracts

A Overview

GRP requires a step after the details of revision have been updated to prepare the contract for COC approval.

B Example of COC Approval Screen

The following is an example of the COC Approval Screen.

GRP Home About GRP Help Contact Us Exit GRP Logout of eAuth

GRP Menu
 Welcome:
 Role: County User
 Main Menu
 Search
 Easement/Contract
 Easement Maintenance
 Contract Maintenance
 Reports
 Receipt for Service

COC Approval

State	County	Application Number	Application Type
Nebraska	Lancaster	200700023J	Contract

(*) indicates required fields

Parent				
Contract Number	Primary Producer	Acres Enrolled	Contract Period	Contract Start Date
200700023G	IMA PRODUCER	100.00	15	09/14/2013

Result				
Contract Number	Primary Producer	Acres Enrolled	Contract Period	Contract Start Date
200700023J	IMA PRODUCER	90.00	15	

* COC Approval Date: (mm/dd/yyyy)

* Contract Start Date: (mm/dd/yyyy)

Previous Approve Terminate Approve Process

88 Approving Revised Contracts (Continued)

C Field Descriptions and Actions

The following table provides the field, descriptions, and actions for the COC Approval Screen.

Field	Description
COC Approval Date	Enter the date the COC approved the contract. Note: The date cannot be greater than the current date and cannot be less than the date the contract was submitted.
Contract Start Date	Enter the contract start date. Note: The date should be equal to or greater than the start date of the original (parent) contract but less than the end date of the current fiscal year.
Previous	CLICK “Previous” to return to the Search Application Screen. Note: Data will not be saved.
Approve	CLICK “Approve” to complete the process and return to the Search Application Screen
Terminate Approve Process	CLICK “Terminate Approve Process” to terminate the contract. Note: Data will not be saved.

89 Cancelling Contract Revisions

A Overview

If at any time prior to COC approval of a revision the user determines the started revision is in error, the revision can be cancelled, and the parent easement will be returned to an approved status.

89 Cancelling Contract Revisions (Continued)

B Example of Cancel Application Screen

The following is example of the Cancel Contract Application Screen.

The screenshot displays the 'Cancel Application' screen. At the top, there is a navigation bar with links: GRP Home, About GRP, Help, Contact Us, Exit GRP, and Logout of eAuth. On the left, a 'GRP Menu' sidebar lists options like 'Welcome:', 'Role: County User', 'Main Menu', 'Search Easement/Contract', 'Easement Maintenance', 'Contract Maintenance', 'Reports', and 'Receipt for Service'. The main content area is titled 'Cancel Application' and contains the following information:

State	County	Application Number	Application Type
Nebraska	Lancaster	200700023I	Contract

(*) indicates required fields

Contract Period: 15 Years
 Acres Enrolled: 90.00
 Expiring CRP Acres: 0.00
 Rental Rate Per Acre: 16.00
 Annual Payment: \$1440
 Farm(s) and Tract(s):

Farm Number	Tract Number	GRP Acres
8915	13406	90.00

Assigned Producers

Producer Name	Owner Percentage(%)	Primary Producer
IMA PRODUCER	100.0	Y

No Technical Practice Associated

* Cancel Application Date: (mm/dd/yyyy)

Buttons: Previous, Cancel Application, Cancel

C Action

From the Search Application Screen,

- using the drop-down menu, select “Cancel Application”
- on the Cancel Application Screen, enter the cancellation date
- CLICK “Cancel Application”.

90-119 (Reserved)

Section 2 Dividing Contracts

120 General Information

A Overview

If land under the GRP contract is sold, there may be a division of shares agreement among the owners. When there is a division of shares, all involved producers must agree to the distribution.

After selecting the contract from the Search Application Screen:

- using the drop-down menu, select “Divide Contract”
- CLICK “Go”. The Divide Contract Screen will be displayed.

B Example of Divide Contract Screen

The following is an example of the Divide Contract Screen.

GRP Home About GRP Help Contact Us Exit GRP Logout of eAuth

Divide Contract

State	County	Application Number	Application Type
Nebraska	Lancaster	201301598A	Contract

Physical State: Nebraska **Physical County:** Lancaster
Contract Type: N/A **Contract Length:** 15 year(s)
Contract Amount: \$21600 **Acres Enrolled:** 90.00
Submitted Date: 09/12/2017 **Approval Date:** 09/12/2017
Status: Application Approved **Migrated Contract:** Yes

(*) indicates required fields

***Number of Divisions:**

Divide Cancel

120 General Information (Continued)

C Actions

On the Divide Contract Screen:

- enter the number of divisions

Note: System will create appropriate number of child contracts based on number entered.

- CLICK “Divide”. The Divide Contract Screen will be updated with details for the 1st child contract.

D Example of Divide Contract Screen-Resulting Contract List

The following is an example of the Divide Contract Screen for the 1st child contract after the user has selected to divide the contract.

GRP Home About GRP Help Contact Us Exit GRP Logout of eAuth

Divide Contract

State	County	Application Number	Application Type
Nebraska	Lancaster	200700023J	Contract

Physical State: Nebraska Physical County: Lancaster
 Contract Type: N/A Contract Length: 15 year(s)
 Contract Amount: \$21600 Acres Enrolled: 90.00
 Submitted Date: 09/12/2017 Approval Date: 09/12/2017
 Status: Active Divide Migrated Contract: Yes

(*) Indicates required fields
Resulting Contract List:
 200700023M 200700023N

NRCS Office:
 Contract Period: 15 Years
 Rental Rate Per Acre: \$16.00
 *Acres Enrolled:
 *Owned by Applicant: Yes No
 *Ownership Description:
*Max 300 chars
 *(Enter Ownership explanation if land not owned by applicant)
 *Contract Land Description:
*Max 300 chars
 *(Include Physical State & County if different from Admin State & County)
 *Divide Reason:

120 General Information (Continued)

E Field Descriptions and Actions for Divide Contract Screen

The following table provides the field, descriptions, and actions for the updated Divide Contract Screen.

Field	Description
Physical State	Displays the physical State for this contract.
Physical County	Displays the physical county location associated with this contract.
Contract Type	Displays the contract type.
Contract Length	The applicable enrollment term for this contract.
Contract Amount	The amount approved for the contract and can be increased or decreased. Amount can't be more than the program balance.
Acres Enrolled	Number of acres enrolled for the contract (rounded to the nearest tenth).
Submitted Date	Displays the date producer submitted the contract.
Approval Date	Displays the date the contract was approved by COC.
Status	Displays the current status of the contract.
Migrated Contract	Indicates migrated from System 36.
Resulting Contract List	Displays the child contracts based on the number of divisions requested. Note: The resulting contract numbers will be generated by the GRP software. Example: "201201007A" was generated from "201201007".
NRCS Office	Displays the NRCS county where the offer is being made.
Contract Period	Displays the length of the contract.
Rental Rate Per Acre	Displays the current rental rate for the contract.
Acres Enrolled	Enter the total acres for resulting child contracts. Note: Acres must be equal to or less than the acres enrolled on the parent contract
Owned by Applicant	A Yes/No indicator that allows users to identify if land is owned by applicant.
Ownership Description	Enter an explanation if land not owned by applicant.
Contract Land Description	Enter the land description.
Divide Reason	Using the drop-down menu select the reason.
Edit Contract	CLICK "Edit" to edit child contract information like farm/tract(s), fund codes, and practice(s).
Cancel	CLICK "Cancel" to return to the Search Application Screen. Note: Data is not saved.

120 General Information (Continued)

E Field Descriptions and Actions for Divide Contract Screen (Continued)

Field	Description
Start Over Divide Process	CLICK “Start Over Divide Process” to delete all child contracts that have been created in the division process and return the parent contract to its prior state.
Complete Contract Division	CLICK “Complete Contract Division” after all child contracts have been updated and return to the Search Application Screen to approve the division. Note: This button is only enabled after all child contracts have been updated.

121 Approving Divided Contracts

A Overview

After completing the division the divided contracts will need to be approved. The Search Application Screen will be displayed. The status is “Divide Active for Approval”.

B Example of Search Application Screen

The following is an example of the Search Application Screen after a division has been processed.

The screenshot shows a web application interface with a blue header and a sidebar menu. The main content area is titled "Search Application" and displays the following details:

State	County	Application Number	Application Type
Nebraska	Lancaster	200700023J	Contract

Additional details displayed:

- Physical State: Nebraska
- Physical County: Lancaster
- Contract Type: N/A
- Contract Length: 15 year(s)
- Contract Amount: \$21600
- Acres Enrolled: 90.00
- Submitted Date: 09/12/2017
- Approval Date: 09/12/2017
- Status: Divide Active for Approval
- Migrated Contract: Yes

At the bottom, there is a red note: "(*) indicates required fields". Below this, there is a dropdown menu with the text "Approve Divided Application" and a "Go" button. A "Cancel" button is also present at the bottom center.

121 Approving Divided Contracts (Continued)

C Action

From the Search Application Screen:

- using the drop-down menu, select “Approve Divided Application”
- CLICK “GO” to complete the division.

122-129 (Reserved)

Section 3 Terminating Contracts

130 General Information

A Overview

GRP provides users the option to terminate an approved contract. The termination type will be stored in the application database and all remaining funds set aside for that contract will be de-obligated.

From the Search Application Screen:

- using the drop-down menu, select “Terminate Contract”
- CLICK “Go”. The Terminate Application Screen will be displayed.

B Example of Terminate Application Screen

The following is an example of the Terminate Application Screen.

The screenshot displays the 'Terminate Application' screen. On the left is a 'GRP Menu' sidebar with options like 'Welcome:', 'Role: County User', 'Main Menu', 'Search Easement/Contract', 'Easement Maintenance', 'Contract Maintenance', 'Reports', and 'Receipt for Service'. The top navigation bar includes 'GRP Home', 'About GRP', 'Help', 'Contact Us', 'Exit GRP', and 'Logout of eAuth'. The main content area is titled 'Terminate Application' and shows the following details:

State	County	Application Number	Application Type
Nebraska	Lancaster	200700023N	Contract

Contract Period: 15 Years
 Acres Enrolled: 45.00
 Expiring CRP Acres: 0.00
 Rental Rate Per Acre: 16.00
 Annual Payment: \$720
 Farm(s) and Tract(s):

Farm Number	Tract Number	GRP Acres
8915	13406	45.00

Assigned Producers

Producer Name	Owner Percentage(%)	Primary Producer
IMA PRODUCER	100.0	Y

No Technical Practice Associated

Submitted For Terminate Approval Date:

Buttons: Previous, Submit For Terminate Approval, Cancel

130 General Information (Continued)

C Actions

From the Terminate Application Screen:

- enter the date the contract was submitted to be terminated

Note: Date must be equal to or greater than the submit for ranking date and cannot be a future date.

- CLICK “Submit for Terminate Approval”. The Search Application Screen will be displayed, and the status will be changed to “Submitted for Termination”.

131 Approving Terminations

A Overview

After the user records the termination date on the Terminate Contract Screen, the final step is to approve the termination.

B Example of Search Application Screen

The following is an example of the Search Application Screen after a termination has been initiated.

State	County	Application Number	Application Type
Nebraska	Lancaster	200700023N	Contract

Physical State: Nebraska **Physical County:** Lancaster
Contract Type: N/A **Contract Length:** 15 year(s)
Contract Amount: \$10800 **Acres Enrolled:** 45.00
Submitted Date: 10/01/2017 **Approval Date:** 09/12/2017
Status: Submitted for Termination **Migrated Contract:** Yes

(*) indicates required fields

* Approve Terminate [Go] [Cancel]

131 Approving Terminations (Continued)

C Actions

From the Search Application Screen:

- using the drop-down menu, select “Approve Terminate”
- CLICK “GO”. The Terminate Contract Application Screen will be displayed.

132 Updating Terminated Contract Information

A Overview

After the contract is approved for termination, users will need to record termination data.

B Example of Terminate Contract Application

The following is an example of the Terminate Contract Application Screen the contract will continue the termination process.

The screenshot displays the 'Terminate Contract Application' screen. On the left is a 'GRP Menu' sidebar with options like 'Welcome:', 'Role: County User', 'Main Menu', 'Search Easement/Contract', 'Easement Maintenance', 'Contract Maintenance', 'Reports', and 'Receipt for Service'. The main content area includes a header with navigation links (GRP Home, About GRP, Help, Contact Us, Exit GRP, Logout of eAuth) and a title bar 'Terminate Contract Application'. Below this is a table with contract details: State (Nebraska), County (Lancaster), Application Number (200700023N), and Application Type (Contract). Further down, contract specifics are listed: Contract Period (15 Years), Acres Enrolled (45.00), Rental Rate Per Acre (16.00), and Annual Payment (\$720). A 'Contract Land Description' field contains the text 'Test'. An 'Assigned Producers' table lists 'IMA PRODUCER' with an Owner Percentage of 100.0% and Primary Producer status 'Y'. Below this, it states 'Assigned Technical Practices: No Technical Practice Associated'. The 'Reason for Terminating Contract' dropdown is set to 'Terminate: Loss of control'. There are also dropdowns for 'Termination Type', 'COC Approval Date' (09/12/2017), and 'Contract End Date' (09/12/2018). At the bottom are 'Previous', 'Continue', and 'Cancel' buttons.

132 Updating Terminated Contract Information (Continued)

C Fields Descriptions and Actions

The following table provides the field, descriptions, and actions for the Terminate Contract Application Screen.

Field	Description
Contract Period	Displays the contract length in years.
Acres Enrolled	Displays the number of acres enrolled on the terminated contract.
Rental Rate Per Acre	Displays the rental rate on the terminated contract.
Annual Payment	Displays the annual payment amount of the contract.
Contract Land Description	Allows user to enter description of the land to be terminated.
Producer Name	Displays the producer(s) to be assigned to the administrative and/or physical county.
Owner Percentage	Displays the producer shares on the application.
Primary Producer	Indicates if the producer is the primary producer assigned to the application.
Reason for terminating contract	Using the drop-down menu, select the reason for termination.
Termination Type	<p>Using the drop-down menu, select 1 of the following.</p> <ul style="list-style-type: none"> • No Receivable, no additional payments will be made to the producer, no funds will be collected back from the producer, and any remaining funds will be de-obligated. • Prorated, producer(s) will receive payment for the current year from the anniversary date to the approved termination date. The producer(s) will receive the prorated payment on their normally scheduled anniversary date. Any remaining funds (with the exception of the amount outlined above) will be de-obligated in the Conservation Payments system. • With Receivable, producers will not be paid any additional funds and the government is owed money.

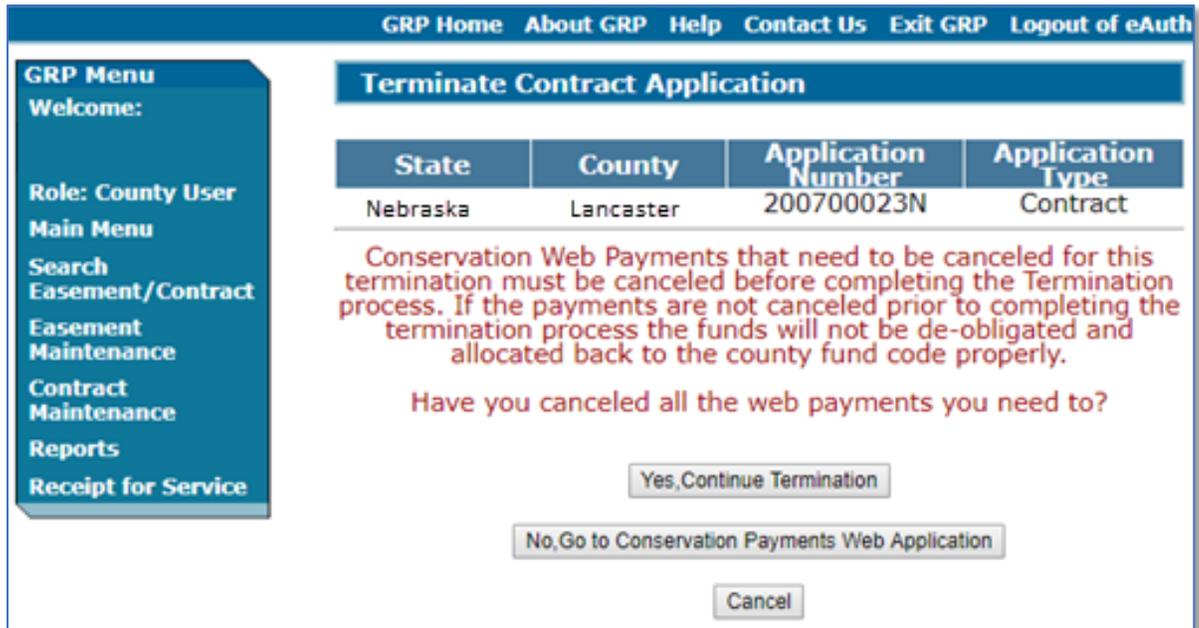
132 Updating Terminated Contract Information (Continued)

C Fields Descriptions and Actions (Continued)

Field	Description
COC Approval Date	Enter the COC approval date. Note: Date must be equal to or greater than the original COC approval date and cannot be a future date.
Contract End Date	Enter the last date the contract will be active.
Previous	CLICK "Previous" to return to the Search Application Screen.
Continue	CLICK "Continue" to continue to with the termination process.
Cancel	CLICK "Cancel" to cancel and return to the Search Application Screen. Note: Data is not saved.

D Example of Final Terminate Contract Screen

The following is an example of the Terminate Contract Screen after all applicable termination information has been entered.



132 Updating Terminated Contract Information (Continued)

E Field Descriptions and Actions for Final Termination Contract Screen

The following table provides fields, descriptions, and actions for completing the termination process.

Field	Description
State	The State selected on the Search Application Screen will be displayed.
County	The county selected on the Search Application Screen will be displayed.
Application Number	System generated number based on the first 4 digits of the current fiscal year that the application is started followed by 4-digit sequential number.
Application Type	Application selected by user when created.
Yes, Continue Termination	CLICK “Yes Continue Termination” to complete the termination. Note: Payments have been canceled in Conservation Payments prior to termination.
No, Go to Conservation Payments Web Application	CLICK “No, Go to the Conservation Payments Web Application”. Note: Payments have not been canceled prior to termination allows user to cancel payments.
Cancel	CLICK “Cancel” to return the user to the Search Application Screen. Note: Data will not be saved.

133 Updating Contract Payments

A Overview

GRP requires a step after the continuation of termination to prepare the contract for approval.

133 Updating Contract Payments (Continued)

B Contract Payments Screen

The following is an example of the Contracts Payments Screen.

The screenshot displays the 'Contract Payments' screen. At the top, there is a navigation bar with links: GRP Home, About GRP, Help, Contact Us, Exit GRP, and Logout of eAuth. On the left, a 'GRP Menu' sidebar contains options: Welcome, Role: County User, Main Menu, Search Easement/Contract, Easement Maintenance, and Contract Maintenance. The main content area features a table with the following data:

State	County	Application Number	Application Type
Nebraska	Lancaster	200700023N	Contract

Below the table, the message 'No Costshare Payments found.' is displayed. At the bottom of the screen, there are four buttons: Previous, Approve, Cancel, and Cancel Termination Process.

C Action

On the Contract Payments Screen,

- CLICK "Previous" to return to the previous screen
- CLICK "Approve" to approve the termination; GRP software will interface with the Conservation Payments software for obligation or de-obligation
- CLICK "Cancel" to cancel the action and return to the Search Application Screen
- CLICK "Cancel Termination Process" to cancel the termination.

134-139 (Reserved)

Section 4 Transferring Contracts

140 General Information

A Overview

The transfer option is used to transfer a GRP contract to another county and/or State. During a transfer:

- a new contract number will be automatically assigned using the next available number from the receiving county
- the producer assigned to the contract may change
- there can be a producer division of payment agreement if new producers are assigned.

The transferring county will start the transfer process, after they have communicated with the receiving county to identify the new farm and tract number.

The receiving county will establish the farm and tract in CRM Farm Records. It is important that the contract is **not** terminated as part of the farm record transfer. For the farm records transfer in CRM Farm Records, the user needs to remove the contract attributes from the fields enrolled in GRP and GRP cropland from the tract level data **before** GRP will allow the transfer of the farm.

When the receiving county farm and tract numbers have been established in CRM Farm Records, the transferring county user can begin the transfer. These are **required** fields and **must** be updated **before** the transferring county transfer steps can be completed.

Important: It is very important that the transfer in GRP happens in the same fiscal year as the transfer of the land in CRM Farm Records.

B Action

From the Search Application Screen:

- CLICK the hyperlink of the contract to transfer; the Search Application will be redisplayed
- using the drop-down menu, select “Transfer Contract”
- CLICK “Go”.

141 Transfer Contract – Transferring County

A Overview

Once the transferring county has completed the transfer process the receiving county will finish the transfer process. The easiest way to identify the new contract number is communication with the transferring county. However, if the transferring county failed to provide the new contract number the receiving county will search for the contract using the “Transfer in Process” status criteria.

B Example of the Transfer Contract Screen

The following is an example of the Transfer Contract Screen after a contract has been selected.

GRP Home About GRP Help Contact Us Exit GRP Logout of eAuth

GRP Menu
 Welcome
 Role: County User
 Main Menu
 Search
 Easement/Contract
 Easement Maintenance
 Contract Maintenance
 Reports
 Receipt for Service

Transfer Contract

State	County	Application Number	Application Type
Alabama	Autauga	201101457C	Contract

Physical State: Alabama Physical County: Autauga
 Fund Year: 2011 Acres Enrolled: 3.00
 Contract Balance: \$262 Cost-Share Balance: \$ 0
 Start Date: 04/01/2011 Approval Date: 05/01/2013

(*) indicates required fields
 Please select the target state and county

* Admin State: Alabama
 * Admin County: Cherokee
 * Reason :
 Physically located in Receiving County
 Change in operation of land
 Combination with other farms operated by same person
 Change has occurred to make a nother office more accessible
 County Office Closure
 Principle dwelling of operator changed
 Others
 Use Shift or Ctrl to make multiple selections

* Transfer Date: 01/14/2020

Continue Cancel

141 Transfer Contract – Transferring County (Continued)

C Fields and Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Transfer Contract Screen.

Field	Description
Physical State	Displays the physical State location of contract.
Physical County	Displays the physical county location of the contract.
Fund Year	Displays the applicable fund year of the contract.
Acres Enrolled	Displays the number of acres enrolled in the contract.
Contract Balance	Displays the available funds on the contract to obligate.
Cost-Share Balance	Displays the current cost-share obligation amount.
Start Date	Displays the start date of the original contract.
Approval Date	Displays the approval date of the original contract.
Admin State	Using the drop-down menu, select the administrative State of the contract.
Admin County	Using the drop-down menu, select the administrative county of the contract.
Reason	Using the drop-down, select the reason the contract is being transferred.
Transfer Date	Enter the transfer date.
Continue	CLICK “Continue” to proceed to the Target Farm Tract Assignment Screen. GRP will validate that the receiving county farm and tract numbers have been established in Web FRS. GRP will then create a child contract for the receiving county using the next available contract number for the receiving county. The child contract will be populated with the data from the transferring county contract.
Cancel	CLICK “Cancel” to cancel the process and return to the Search Application Screen. Note: Data is not saved.

142 Target Farm Tract Assignment – Transferring County

A Overview

The Target Farm Tract Assignment Screen allows users to enter the farm and tract acreage information in the receiving county.

142 Target Farm Tract Assignment – Transferring County (Continued)

B Example of the Target Farm Tract Assignment Screen

The following is an example of the Target Farm Tract Screen.

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Target Farm Tract Assignment Screen.

Field	Description
Farm Number	Displays the farm number currently associated with the contract.
Tract Number	Displays the tract number currently associated with the contract.
Farmland	Displays the farmland acres for the corresponding farm/tract number.
Cropland	Displays the cropland acres for the corresponding farm/tract number .
GRP Cropland	Displays the GRP cropland acres.
DCP Acres	Displays the DCP acres.

142 Target Farm Tract Assignment – Transferring County (Continued)

C Field Descriptions and Actions

Field	Description
Farm Number	Enter the new farm number in the State where the contract is being transferred. Note: The target farm must already be set up in the Farm Records database. The receiving county must be listed as the administrative county and the sending county must be listed as the physical location
Tract Number	Enter the new tract number in the State where the contract is being transferred. Note: The target tract must already be set up in the Farm Records database. The receiving county must be listed as the administrative county and the sending county must be listed as the physical location
GRP Cropland	Enter the GRP cropland acres to be transferred.
Previous	CLICK “Previous” to return to the Transfer Contract Screen. Note: Data is not saved.
Previous	CLICK “Continue” to proceed to the Transfer Summary Screen.
Cancel	CLICK “Cancel” the process and return to the Search Application Screen.

143 Transfer Contract – Receiving County

A Overview

The easiest way to identify the new contract number is communication with the transferring county. However, if the transferring county failed to provide the new contract number the receiving county will search for the contract using the “Active Transfer” status criteria.

If the receiving county needs to correct the producers on the contract, correct the producers on the contract according to paragraph 82.

143 Transfer Contract – Receiving County (Continued)

B Example of the Transfer Summary

The following is an example of the Transfer Summary Screen.

[GRP Home](#) [About GRP](#) [Help](#) [Contact Us](#) [Exit GRP](#) [Logout of eAuth](#)

GRP Menu
Welcome:

Role: County User

Main Menu

Search Easement/Contract

Easement Maintenance

Contract Maintenance

Reports

Receipt for Service

Transfer Summary

State	County	Application Number	Application Type
Nebraska	Lancaster	200700023M	Contract

Origin Admin State:	Nebraska	Origin Admin County:	Lancaster
Target Admin State:	Nebraska	Target Admin County:	Saunders
Origin Contract Number:	200700023M	Origin Status:	Active Transfer
Target Contract Number:	200601001	Status:	Transfer Submitted for Approval
Fund Year:	2006	Acres Enrolled:	45.00
Contract Balance:	\$3637	Cost-Share Balance:	\$0

Farm(s) and Tract(s)					
Farm Number	Tract Number	Farmland	Cropland	GRP Cropland	DCP Acres
9863	13944	310.50	203.00	45.00	203.00

Assigned Producers		
Producer Name	Owner Percentage(%)	Primary Producer
IMA PRODUCER	100.0	Y

143 Transfer Contract – Receiving County (Continued)**C Action**

On the Transfer Summary Screen,

- CLICK “Transfer Contract” to continue with the transfer

Note: The contract will be transferred to the target State and county with the target contract number. The status of the contract in the sending county location will become “Active Transfer”. The status of the contract in the receiving county location will become “Transfer in Process”.

- CLICK “Terminate Transfer” to terminate the transfer.

Note: The transfer process will be terminated and the status of the contract in the sending county will be returned to “Application Approved”.

144 De-Allocate Funds From Origin State and County**A Overview**

After the transferred contract is received in the receiving county the receiving county **must** allocate funds to the receiving county.

After the receiving county has allocated the funds, the original county will de-allocate funds on the contract.

144 De-Allocate Funds From Origin State and County (Continued)

B Example of De-Allocate Funds From Origin State and County

The following is an example of the Transfer Summary Screen for de-allocating funds.

Farm Service Agency
Grassland Reserve Program (GRP)

GRP Home
About GRP
Help
Contact Us
Exit GRP
Logout of eArth

GRP Menu
Welcome:

Role: County User

Main Menu

Search

Easement/Contract

Easement

Maintenance

Contract Maintenance

Reports

Receipt for Service

Transfer Summary

State	County	Application Number	Application Type
Nebraska	Saunders	200601001	Contract
Origin Admin State:	Nebraska	Origin Admin County:	Lancaster
Target Admin State:	Nebraska	Target Admin County:	Saunders
Origin Contract Number:	200700023M	Origin Status:	Active Transfer
Target Contract Number:	200601001	Status:	Transfer Submitted for Approval
Fund Year:	2006	Acres Enrolled:	45.00
Contract Balance:	\$3637	Cost-Share Balance:	\$0

Farm(s) and Tract(s)					
Farm Number	Tract Number	Farmland	Cropland	GRP Cropland	DCP Acres
9863	13944	310.50	203.00	45.00	203.00

Assigned Producers		
Producer Name	Owner Percentage(%)	Primary Producer
PRODUCER, IMA	100.0	Y

Transfer Date: 10/08/2019

Origin Contract Start Date: 09/12/2017

*** Transfer Contract Start Date:**

*Note: Clicking the 'De-Allocate Funds' button will de-allocate the funds from the sending state/county based on the contract start date entered in this page. Approve Transfer process will be available after de-allocate funds.

Screen ID: GRP-WE6073
Last Modified: 02/26/2014 Back to Top ^

144 De-Allocate Funds From Origin State and County (Continued)

C Action

On the Transfer Summary Screen:

- CLICK “Terminate Transfer”
- CLICK “De-Allocate Funds”
- CLICK “Cancel”.

Note: Funds will need to be in the Conservation Funds Ledger and eFunds in the new administrative State and county before the transfer is approved.

145 Transfer in Process - Submit for Approval

A Overview

After the transferred contract has de-allocated funds in the receiving county the next step is to submit the transfer for approval.

B Example of the Search Application Screen for Approving Transfer

The following is an example of the Search Application Screen.

GRP Home About GRP Help Contact Us Exit GRP Logout of eAuth

Search Application

State	County	Application Number	Application Type
Nebraska	Saunders	200601001	Contract

Physical State: Nebraska **Physical County:** Lancaster

Contract Type: N/A **Contract Length:** 15 year(s)

Contract Amount: \$10800 **Acres Enrolled:** 45.00

Submitted Date: 09/12/2017 **Approval Date:** N/A

Status: Transfer in Process **Migrated Contract:** Yes

(*) indicates required fields

* Submit for Approval of Transfer [Go]

Cancel

145 Transfer in Process - Submit for Approval (Continued)

C Actions

On the Search Application Screen:

- using the drop-down menu, select “Submit for Approval of Transfer”
- CLICK “Go”. The Submit Application Screen will be displayed.

146 Submit Application – Receiving County

A Overview

After the transferred contract is submitted for approval of transfer the user will record the date producer signed CCC-920 and verify management plan.

B Example of Submit Application Screen

The following is an example of the Submit Application Screen.

GRP Home About GRP Help Contact Us Exit GRP Logout of eAuth

Submit Application

State	County	Application Number	Application Type
Nebraska	Saunders	200601001	Contract

(*) indicates required fields

Physical State: Nebraska
 Physical County: Lancaster
 Contract Period: 15 Years
 Acres Enrolled: 45.00
 *Expiring CRP Acres:
 Rental Rate Per Acre: \$16.00
 Annual Payment: \$720
 Contract Amount: \$10800

Farm(s) and Tract(s)		
Farm Number	Tract Number	GRP Acres
9863	13944	45.00

Assigned Producers		
Producer Name	Owner Percentage(%)	Primary Producer
IMA PRODUCER	100.0	Y

No Technical Practice Associated

* Date Producer Signed CCC-920: (mm/dd/yyyy)

* Verify Management Plan

Previous Submit for Approval of Transfer Cancel

146 Submit Application – Receiving County (Continued)

C Action

On the “Submit Application” Screen:

- enter any applicable expiring CRP Acres
- enter date producer signed CCC-920
- CLICK “Submit for Approval of Transfer”.

147 Terminating Contract – Receiving County

A Search Application Screen – Terminate Transfer

If it is determined that the contract was transferred in error, the transfer can be canceled any time prior to approval.

147 Terminating Contract – Receiving County (Continued)

B Example of the Transfer Summary Screen

The following is an example of the Transfer Summary Screen.

The screenshot displays the GRP Transfer Summary screen. At the top, there is a navigation bar with links: GRP Home, About GRP, Help, Contact Us, Exit GRP, and Logout of eAuth. On the left, a blue sidebar menu contains the following items: GRP Menu, Welcome, Role: County User, Main Menu, Search Easement/Contract, Easement Maintenance, Contract Maintenance, Reports, and Receipt for Service. The main content area is titled 'Transfer Summary' and contains the following information:

State	County	Application Number	Application Type
Nebraska	Saunders	200601001	Contract
Origin Admin State:	Nebraska	Origin Admin County:	Lancaster
Target Admin State:	Nebraska	Target Admin County:	Saunders
Origin Contract Number:	200700023M	Origin Status:	Active Transfer
Target Contract Number:	200601001	Status:	Transfer in Process
Fund Year:	2006	Acres Enrolled:	45.00
Contract Balance:	\$3637	Cost-Share Balance:	\$0

Below the main data, there are two summary tables:

Farm(s) and Tract(s)					
Farm Number	Tract Number	Farmland	Cropland	GRP Cropland	DCP Acres
9863	13944	310.50	203.00	45.00	203.00

Assigned Producers		
Producer Name	Owner Percentage(%)	Primary Producer
	100.0	Y

At the bottom of the screen, there are two buttons: 'Terminate Transfer' and 'Cancel'.

C Action

On the Search Application Screen:

- using the drop-down menu, select “Terminate Transfer”
- CLICK “Go”
- on the Transfer Summary Screen, CLICK “Terminate Transfer”.

148 Application Summary Screen

A Overview

The Application Summary Screen allows user to view revisions on the contract.

B Example of the Application Summary

The following is an example of the Application Summary Screen.

GRP Home About GRP Help Contact Us Exit GRP Logout of eAuth			
Application Summary			
State	County	Application Number	Application Type
Missouri	Johnson	201000328	Contract
Overall Contract Value:			\$5,980.00
Program Balance:			\$0.00
Amount Approved:			\$5,980.00
Performance Amount Approved:			\$0.00
Performance Amount Earned:			\$0.00
Balance Available:			\$4,784.00
Unapproved Contract Balance(Amount approved not associated with an AD-1245):			\$0.00
Amount of AD-1245s issued:			\$0.00
Rental Rate Per Acre:			14.00
Annual Payment:			\$598
Contract Period:			10 Years
Acres Enrolled:			42.70
Assigned Fund Codes			
Fund Code/PY	Fund Balance	Description	Primary
5001/2010/2010	0	CON-GRP-AN	Y
Assigned Producers			
Producer Name	Owner Percentage(%)	Primary Producer	
PRODUCER, IMA	100.0	Y	
No Technical Practice Associated			
COC Approval Date: 08/31/2010			
Contract Start Date: 09/01/2012			
Contract End Date: 08/31/2020			

149 Reinstatement Contract**A Overview**

If it becomes necessary to reinstate a contract, the contract must be in “Application Terminated” status to use the “Reinstate” option.

Contracts reinstated will remain in an “Application Terminated” status until submitted for approval.

Reinstated contracts can be found by CLICKING “Search Easement/Contract” in “Submitted for Approval” status. Only the remaining unpaid amount that was de-obligated at the time of termination will be re-obligated.

Non-migrated contract end dates will be reset to the original start date plus the original term and program year will be used as the contract year for the re-obligation.

Migrated contract end dates will be reset to be the COC approval date plus the original contract term; original program year should be used as the contract year for the re-obligation.

B Action

From the Search Application Screen:

- using the drop-down menu, select “Reinstate Contract”
- CLICK “Go”. The contract will be reinstated.

150-159 (Reserved)

Part 5 Technical Payments

160 Modify Technical Practices Screen

A Overview

The Modify Technical Practice Screen allows users to modify the technical practices.

From the Technical Practices Assignment, click “Modify Practice. The “Modify Technical Practices” Screen will be displayed.

B Example of Modify Technical Practices Screen

The following is an example of the Modify Technical Practices Screen.

GRP Menu
Welcome:
Role: County User
Main Menu
Search Easement/Contract
Easement Maintenance
Contract Maintenance Reports
Receipt for Service

State	County	Application Number	Application Type
Nebraska	Lancaster	200900023B	Easement

(*) indicates required fields

Practice Code: 342 Practice Description: Critical Planting Area

* Fund Code: 5002/2009/2009 (\$0) v

* Practice Rate: \$ 4.00 * Practice Extent: 12.00

Practice Amount Approved: \$ 48 *Select Farm Tract: 8837/11650, 9508/11650

Practice Location: [] *Livestock Indicator: Non-Livestock v

*Start Date: 09/17/2017 (mm/dd/yyyy) *End Date: 10/17/2017 (mm/dd/yyyy)

Modify Practice
Previous Cancel

160 Modify Technical Practices Screen (Continued)

C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Modify Technical Practices Screen.

Field	Description
Practice Code	Displays the selected practice code from the Select Technical Practice Screen.
Practice Description	Displays the practice description.
Fund Code	Allows users to change the fund code Using the drop-down menu select the applicable fund code.
Practice Rate	Enter the practice rate in dollars and cents.
Practice Extent	Enter the acres of the practice.
Practice Amount Approved	Displays the dollar amount of the approved practice.
Select Farm Tract	Allows users to select from available farms and tracts.
Practice Location	Free form field to enter the practice location. Note: Do not enter PII information.
Livestock Indicator	Using the drop-down menu, select the applicable livestock type.
Start Date	Enter the start date of the practice.
End Date	Enter the end date of the practice.
Modify Practice	Once data has been updated, CLICK “Modify Practice” to update the changes. The user will be taken to the Technical Practices Assignment Screen.
Previous	CLICK “Previous” to return the user to the “Technical Practices Assignment” Screen.
Cancel	CLICK “Cancel” and return the user to the Search Application Screen. Note: Data will not be saved.

161 Technical Practice to be Paid Screen

A Overview

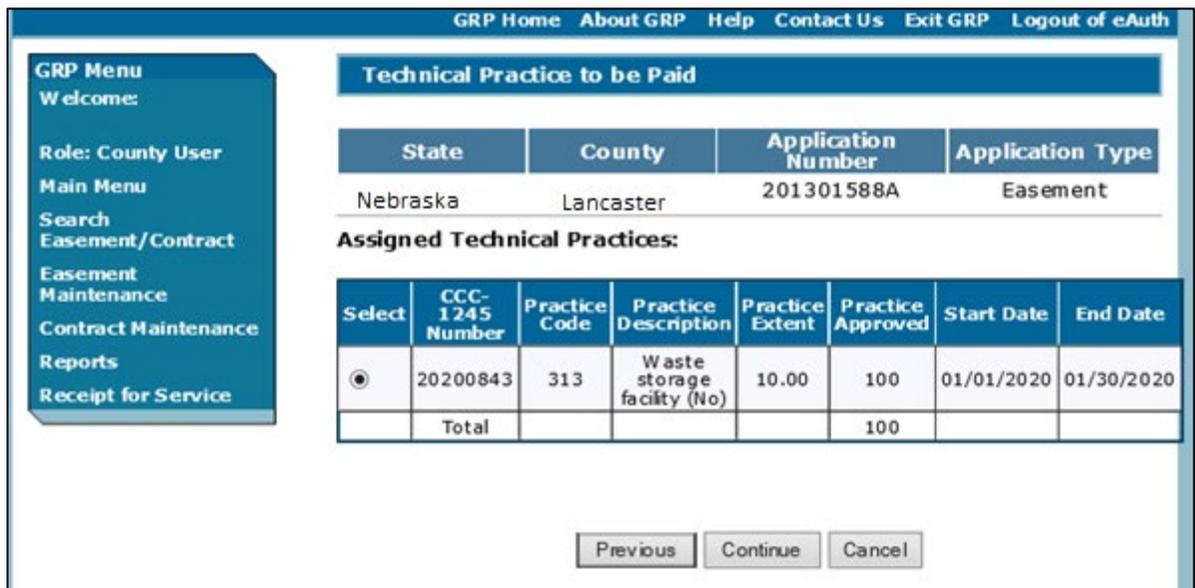
The Technical Practice to be Paid Screen will allow users to modify the practice payment amount.

From the Search Application Screen:

- CLICK “Search Easement/Contract”
- select applicable easement
- using the drop-down menu, select “Make CCC-1245 Payment”
- CLICK “Go”.

B Example of Technical Practice to be Paid Screen

The following is an example of the Technical Practice to be Paid Screen.



C Actions

On Technical Practices to be Paid Screen:

- CLICK the applicable CCC-1245 using the radio button
- CLICK “Continue” to proceed to the Producer to be Paid Screen.

162 Processing Technical Payments

A Overview

The Technical Practice to be Paid Screen provides a summary of the assigned practice.

B Example of Search Application Screen

The following is an example of the Search Application Screen displaying the “Make CCC-1245 Payment” action.

The screenshot shows a web application interface for searching applications. At the top, there are navigation links: GIP Home, About GIP, Help, Contact Us, Exit GIP, and Logout of eAuth. On the left is a GIP Menu with options like Welcome, Role: County User, Main Menu, Search, Easement/Contract, Easement Maintenance, Contract Maintenance, Reports, and Receipt for Service. The main content area is titled 'Search Application' and displays details for a contract in Nebraska, Lancaster County, with application number 201301598A. It lists contract type as N/A, amount as \$3740, submitted date as 09/19/2013, and status as Application Approved. Below this is a dropdown menu set to 'Make CCC-1245 Payment' with a 'Go' button. At the bottom, there is a table titled 'Technical Practices with Payments' with one row of data.

State	County	Application Number	Application Type
Nebraska	Lancaster	201301598A	Contract

Physical State:		Physical County:	
Contract Type:	N/A	Contract Length:	20 year(s)
Contract Amount:	\$3740	Acres Enrolled:	22.00
Submitted Date:	09/19/2013	Approval Date:	09/19/2013
Status:	Application Approved	Migrated Contracts:	No

Select	CCC-1245 Number	Fund Code	Practice Code	Start Date	End Date	Approved Amount	Payment Amount
<input type="radio"/>	20200841	5001/2013	313	09/19/2013	09/19/2013	600	270

C Action

From the Search Application Screen:

- using the drop-down menu, select “Make CCC-1245 Payment”
- CLICK “Modify Payment”. The Technical Practice Payment Details Screen will be displayed.

162 Processing Technical Payments (Continued)

D Example of the Technical Practice Payment Details Screen

The following is an example of the Technical Practice Payment Details Screen.

GRP Home About GRP Help Contact Us Exit GRP Logout of eAuth

GRP Menu
Welcome:
Role: County User
Main Menu
Search
Easement/Contract
Easement Maintenance
Contract Maintenance
Reports
Receipt for Service

Technical Practice Payment Details

State	County	Application Number	Application Type
Nebraska	Lancaster	201301598A	Contract

Practice Code: 313 **Fund Code:** 5001
Livestock Indicator: N **CCC-1245 Number:** 20200841

Technical Practices with Payments

Select	Amount Earned	Extent Perform	Producer Name	Start Date	End Date
<input type="radio"/>	60	2.00	IMA PRODUCER	09/19/2013	09/19/2013
<input type="radio"/>	150	5.00	IMA PRODUCER	09/19/2013	09/19/2013

Record Performance
Delete Payment Print CCC-1245 Previous

C Action

From the Technical Practice Payment Details Screen:

- CLICK “Record Performance” to modify the current extent, bared expenses, received cost share, and record performance to partial or full payment
- CLICK “Delete Payment” to delete assigned to technical practice
- CLICK “Print CCC-1245” to print form
- CLICK “Previous” to cancel the action and return to the Search Application Screen.

163 Producer to be Paid Screen

A Overview

The Producer to be Paid Screen allows users to review the producers on the easement/contract before payment is issued.

163 **Producer to be Paid Screen (Continued)**

B Example of Producer to be Paid Screen

The following is an example of the Producer to be Paid Screen.

State	County	Application Number	Application Type
Nebraska	Lancaster	201301588A	Easement

Associated Producer

Select	Producer Name	Producers on Contract/Easement
<input checked="" type="radio"/>	IMA PRODUCER	Y

Previous Continue Cancel

C Action

From the Producer to be Paid Screen:

- CLICK "Previous" to return to the previous screen
- CLICK "Continue" to proceed to the New Payment Details Screen
- CLICK "Cancel" to cancel the action and return to the Search Application Screen.

164 **New Payment Details Screen**

A Overview

GRP requires a step on the payment to allow the technical practice assignment to be edited before payment.

164 New Payment Details Screen (Continued)

B New Payment Details Screen

The following is an example of the New Payment Details Screen.

GRP Home About GRP Help Contact Us Exit GRP Logout of eAuth

GRP Menu
Welcome
Role: County User
Main Menu
Search
Easement/Contract
Easement Maintenance
Contract Maintenance
Reports
Receipt for Service

New Payment Details

State	County	Application Number	Application Type	Producer Name
Nebraska	Lancaster	201301598A	Contract	IMA PRODUCER

(*) indicates required fields

Practice Code Desc: 313 Fund Code: 5001

Extent Approved: 20.00 Amount Approved:\$ 600

Extent Completed: 7.00 Amount Paid:\$ 210

Practice Rate:\$ 30.00

* Current Extent: * Current Amount:\$ 60

Extent Remaining: 11.00 Amount Remaining:\$ 330

* Bared Expenses: * Received Cost Share:

* Record Performance:

Practice to Begin Date: 09/19/2013 Complete Date: 09/19/2013

Offset:\$ Total Offset:\$ 0

Claims:\$ Total Claims:\$ 0

Payment Approver Initials: Check Number:

Previous Submit Payment Cancel

164 New Payment Details Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions for the New Payment Details Screen.

Field	Description/Action
Practice Code Desc	Displays the practice code assigned.
Fund Code	Displays the fund code associated with the application.
Extent Approved	Displays the acres for the approved practice.
Amount Approved	Displays the dollar amount of the approved practice.
Extent Completed	Displays the number of acres completed.
Amount Paid	Displays the dollar amount paid.
Practice Rate	Displays the practice rate.
Current Extent	Enter the acres to be paid. Note: Acres cannot exceed the extent approved.
Current Amount	Displays the result of multiplying the practice rate by the current extent.
Extent Remaining	Displays the acres remaining to be paid.
Amount Remaining	Displays the remaining approved amount.
Bared Expenses	Using the drop-down menu, select applicable answer as to whether the producer bore all expenses.
Received Cost-Share	Using the drop-down menu, select applicable answer if the producer requests to receive cost-share.
Practice to Begin Date	Displays the date the practice begins.
Complete Date	Displays the complete date of the practice.
Offset	Allows user to enter an amount that is to be offset. Note: Offset cannot be greater than current amount.
Total Offset	Displays the total amount offset.
Claim	Enter the claim amount. Note: Total Claim cannot exceed the Total Amount Paid + Current Amount) - (Total Offset for the Producer) - (Current Offset) - (Total Claim for the Producer).
Total Claim	Displays the total claim amount.
Payment Approver Initials	Enter the approver's initials.
Check Number	Enter the check number.
Previous	CLICK "Previous" to return to the Producer to be Paid Screen.
Submit Payment	CLICK "Submit" to complete the process and return to the Search Application Screen.
Cancel	CLICK "Cancel" to cancel the process and return to the Search Application Screen. Note: Data is not saved.

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None.

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1153	Application for Long-Term Contracted Assistance Through the Program		52, 82
CCC-920	Grassland Reserve Program Contract		52, 82, 84, 87, 146
CCC-1245	Practice Approval and Payment Application		84, 161, 162
NRCS-LTP50	Agreement for the Purchase of Conservation Easement		53

Abbreviations Not Listed in 1-CM

Approved Abbreviation	Term	Reference
CCMS	conservation contract maintenance system	52
CD	Conservation Division	1, 2
CRM	customer relationship management	140
FRS	farm records system	52, 81, 83, 141
PDD	Program Delivery Division	1,2
RFS	receipt for service	3

Redelegations of Authority

None

Menu and Screen Index

The following menus and screens are displayed in this handbook.

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Summarized Reports

Provide documented reports to be used by National Resources Conservation Service, FSA National Headquarters, and State offices to assure that any future changes in the property is consistent with the terms of the easement and contract.

The following table provides available reports, action required, and data elements on the report.

Report	Result
AD-1153 Application Received	The report will display the following data by fund code: <ul style="list-style-type: none"> • fund code • application number • producer name • primary producer • farm number • tract number • eligibility.
AD-1153 Status Report	The report will display the following data for the AD-1153 Status report. <ul style="list-style-type: none"> • application number • applicant name • farm number • tract number • status • application value • application balance • unapproved balance • CCC-1245's issued • contract period.
AD-1153 Technical Practice Status Report	The report will display the following data by fund code: <ul style="list-style-type: none"> • fund code • contract • producer name • contract status • technical practice code • technical practice description • CCC-1245 control number • amount approved • mount earned • year scheduled.

Summarized Reports (Continued)

Field	Result
AD-1153 Summary Expenses Report	<p>The report will display the following data by the State county code/fund code:</p> <ul style="list-style-type: none"> • State county code/fund code • amount approved • amount earned • annual rental amount approved • annual rental amount earned • easements approved • easements earned.
CCC-920 Status Report	<p>The report will display the following data by applicant number:</p> <ul style="list-style-type: none"> • applicant number • applicant name • farm number • tract number • status • application value • application balance • unapproved balance • CCC-1245's issued • contract period.
CCC-920 Technical Practice Status Report	<p>The report will display the following data by the fund code:</p> <ul style="list-style-type: none"> • fund code • contract • producer name • contract status • technical practice code • technical practice description • CCC-1245 control number • amount approved • amount earned • year scheduled.
CCC-920 Summary Expenses Report	<p>The report will display the following data State county/fund code:</p> <ul style="list-style-type: none"> • State county code/fund code • tech practice amount approved • tech practice amount earned • annual rental amount approved • annual rental amount earned.

Summarized Reports (Continued)

Field	Result
CCC-920 Annual Payments Due this Month Report	<p>The report will display the following data by the contract number:</p> <ul style="list-style-type: none"> • contract number • state county code/fund code • producer name • approval date.
CCC-920 Summary Expenses Report	<p>The report will display the following data State county/fund code:</p> <ul style="list-style-type: none"> • State county code/fund code • tech practice amount approved • tech practice amount earned • annual rental amount approved • annual rental amount earned.
Active Contracts due to Expire in 90 days.	<p>Report will display all contracts with a status of “Application Approved” and with a contract end date falling within the next 90 calendar days.</p> <p>The report will include:</p> <ul style="list-style-type: none"> • administrative State • administrative county • contract number • contract status • acres approved • farm number • tract number • allotted funds • remaining cost-share funds • primary producer • contract end date.

Summarized Reports (Continued)

Field	Result
Month	<p>Report will display all contracts with a status of “Application Approved” and with a contract end date falling within the next 30 calendar days.</p> <p>The report will include:</p> <ul style="list-style-type: none"> • administrative State • administrative county • contract number • contract status • acres approved • farm number • tract number • allotted funds • remaining cost-share funds • primary producer • contract end date.
Active contracts due to expire next week	<p>Report will display all contracts with a status of “Application Approved” and with a contract end date falling within the next 7 calendar days.</p> <ul style="list-style-type: none"> • administrative State • administrative county • contract number • contract status • acres approved • farm number • tract number • allotted funds • remaining cost-share funds • primary producer • contract end date