

**FSA**  
**HANDBOOK**

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Emergency Conservation Program Software for  
2024 and Subsequent Years

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For State and County Offices

SHORT REFERENCE

3-ECP

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



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**Emergency Conservation Program Software for  
2024 and Subsequent Years  
3-ECP**

**Amendment 1**

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



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**Amendment Transmittal**

**A Reason for Issuance**

This handbook has been issued to provide automation instructions and procedures for administering the ECP program beginning with the 2024 program year.



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**Part 1 General Information**

**1 Basic Provisions**

**A Purpose**

This handbook provides automation procedure for administering ECP for 2024 and subsequent years.

**Note:** See 2-ECP for 2023 and prior years.

**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 outlined in the related handbooks.

**C Related Handbooks**

The following handbooks are related to ECP.

<b>IF the area of concern is about...</b>	<b>THEN see...</b>
audits and investigations	9-AO.
program appeals	1-APP.
document retention period	32-AS.
approved abbreviations, signatures, and authorizations	1-CM.
acreage compliance	2-CP.
conservation compliance	6-CP.
ECP policy and procedure	1-ECP.
interest rates	50-FI.
establishing claims	58-FI.
prompt payment provisions	61-FI.
reporting to IRS	62-FI.
receipts, payments, and deposits	64-FI.
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foreign persons provisions	6-PL.
payment eligibility determinations	6-PL.
receipt for service	1-RFS.

**2 Responsibilities**

**A Background**

The responsibilities for ECP functions described in this paragraph are in addition to the responsibilities in 1-ECP.

**B Office Responsibilities**

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

<b>Office</b>	<b>Responsibilities</b>
PDD	Implements automated processes to support ECP functions in State and County Offices.  Provides procedural assistance to State Offices on data entry requirements and software operations.
CD	Provides ECP policies for administering and delivering conservation cost share programs.
State Offices	Provide: <ul style="list-style-type: none"> <li>• application training to County Offices</li> <li>• procedural assistance to County Offices on data entry requirements and software operations.</li> </ul>
FPAC Business Center, ISD	Develops software and provides technical assistance to PDD.

### 3 Submitting Software Issues

#### A Overview

County Offices are to report issues to their State Office specialist. If the specialist is unable to resolve the issue, then the specialist will submit the issue to the FSA Farm Programs Software Issues SharePoint site at [PDD Software Issues SharePoint Site](#).

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

#### B Providing State Office Access to the PDD Software Issue Site:

State Office specialists who do not have access to the PDD SharePoint website can request access through the SharePoint site.

4-20 (Reserved)



**Part 2 Common Functions****21 Accessing ECP System****A Overview**

ECP functions:

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

**B Security Roles**

The following are security roles.

- FSA County Office employees with authorized access will be able to administer applications nationwide; however, determinations for applications outside of their assigned counties will be made by the administrative State and county.
- FSA State Office employees with authorization will have full access to all applications within their State. Although designated State Office users have the capability to edit applications, this access does not constitute authority to create, edit, or inactivate applications. State Office users must use discretion within the software as State Office users have full County Office functionality.
- FSA National Office employees with authorized access will have full access to all applications nationwide.
- NRCS Service Center employees with authorized access will have full access to applicable steps within the application and certification process when designated as TSP. Otherwise, users will have read-only access. Users needing access should submit an FSA-13-A for role app.fsa.ecp.nrcstsp in item 20 of the form.
- Users requiring read-only access for purposes other than roles listed above should submit an FSA-13-A for role app.fsa.ecp.viewonly in item 20 of the form.

21 Accessing ECP (Continued)

C Accessing ECP Software

Access the ECP application according to the following table.

Step	Action
1	Access the FSA Applications Intranet page at <a href="https://intranet.fsa.usda.gov/fsa/applications.asp">https://intranet.fsa.usda.gov/fsa/applications.asp</a> .
2	Under “FSA Applications”, “Applications Directory”, CLICK “A-C”.
3	CLICK “Conservation ECP – Emergency Conservation Program”.

22 Top Navigation Bar

A ECP System Primary Function Links

The top navigation bar displays on all screens within the ECP system. The following table provides an explanation of the links in the top navigation bar.

Option	Explanation
Home	Allows users to navigate to the ECP Home Screen.
Tools	Allows users to select a link for other functions.  Follow paragraph 23 for further instructions.
Admin	Allows all users to open and view requests to implement, signups, and disaster events. Only authorized users can create and submit requests to implement, approve signups, and create disaster events.  Follow paragraph 24 for further instructions.
Summary Reports	Allows users to create application reports and letters.  Follow paragraph 25 for further instructions.

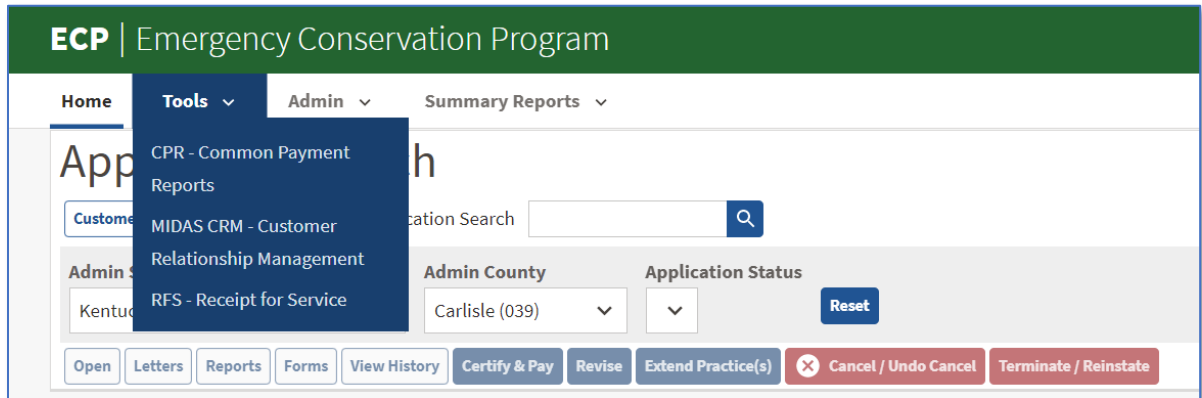
23 **Tools Header**

**A Overview**

The Tools header provides links to allow users to perform a variety of functions.

**B Example of Options from Tools Header**

The following is an example of the options from the Tools header for the ECP program.



**C Available Links and Descriptions**

The following table provides the available links from the Tools header.

Link	Description
CPR-Common Payment Reports	Clicking this link will navigate to the CPR Home Screen. Follow 11-CM for further instructions.
MIDAS CRM-Customer Relationship Management	Clicking this link will navigate to the MIDAS CRM Home Screen. Follow 10-CM for further instructions.
RFS-Receipt for Service	Clicking this link will navigate to the Receipt for Service website for a user to create a receipt for service. Follow 1-RFS for further instructions.

24 Admin Header

A Overview

The Admin header from the top navigation allows users to request ECP, approve signups, and record disaster events. Follow Part 3 for further instructions.

County Office users will be able to:

- request to implement a signup
- manage approved signups
- view existing disaster events.

State Office users will be able to:

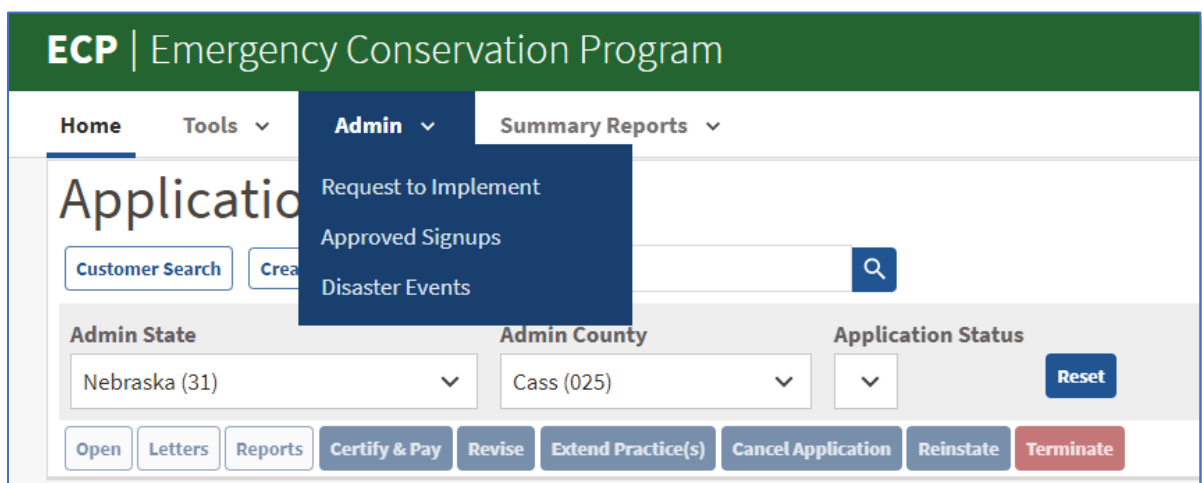
- view signups
- view disaster events
- forward RTI to National Office for approval
- return RTI to County Offices for more information.

National Office users will be able to:

- approve or disapprove signups
- create disaster events.

B Example of Options from Admin Header

The following is an example of the options from the Admin header.





## 25 Summary Reports Header

### A Overview

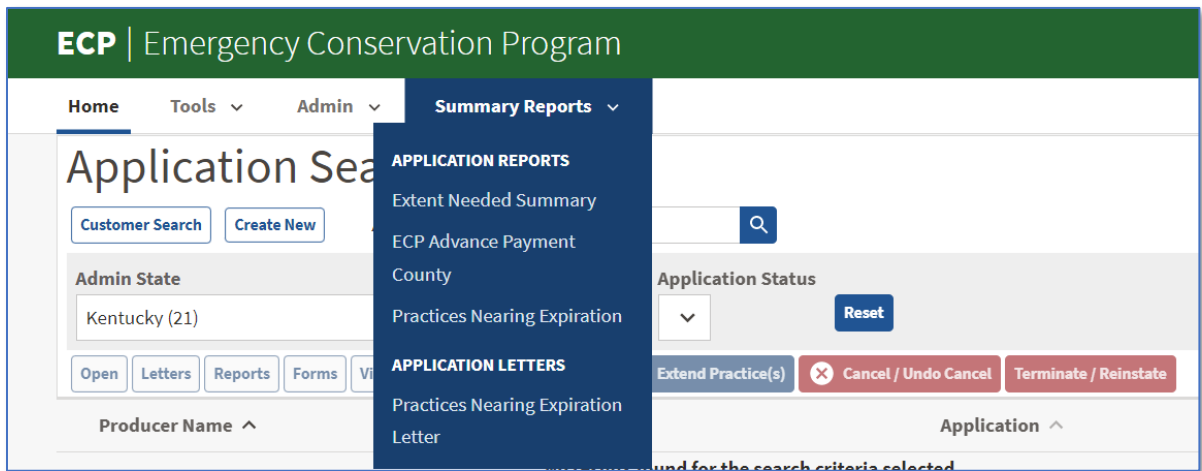
The Summary Reports on the top navigation allows users to generate application reports.

Follow Part 9 for further instructions on generating reports.

**Note:** Reports are specific to the user's role.

### B Example of Available Reports for a County or State Office User

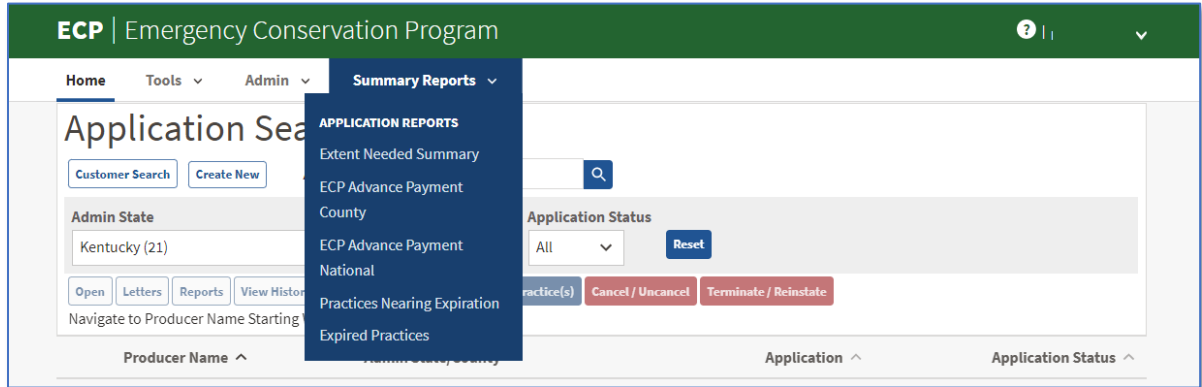
The following is an example of the list of reports available for a county or State Office user.



## 25 Summary Reports Header

### C Example of Available Reports for a National User

The following is an example of the list of reports available for a national user.



## 26 Application Search Screen

### A Overview

After a user has logged into the ECP system, the Application Search Screen is displayed. This is referred to as the ECP Home Screen or the starting point for the ECP Program.

**Note:** ECP policy limits producers to one application per administrative county per disaster event.

When accessing an application, users have the ability to select the radio button or anywhere within the specific row before selecting the action.

## 26 Application Search Screen (Continued)

### B Example of Application Search Screen

The following is an example of the Application Search Screen.

The screenshot displays the ECP (Emergency Conservation Program) Application Search interface. At the top, there is a navigation bar with 'ECP | Emergency Conservation Program' and a dropdown arrow. Below this is a secondary navigation bar with 'Home', 'Tools', 'Admin', and 'Summary Reports'. The main heading is 'Application Search'. There are two buttons: 'Customer Search' and 'Create New'. An 'Application Search' input field with a search icon is present. Below the search field are three dropdown menus: 'Admin State' (Nebraska (31)), 'Admin County' (Cass (025)), and 'Application Status' (All). A 'Reset' button is to the right of the 'Application Status' dropdown. Below these filters is a row of action buttons: 'Open', 'Generate Documents', 'View History', 'Certify & Pay', 'Revise', 'Extend Practice(s)', 'Cancel Practice / (Undo)', and 'Terminate / Reinstate'. Below the buttons is a text field 'Navigate to Producer Name Starting With:' followed by a list of letters: B, E, F, I, K, M, S, T, W. The main content is a table with the following data:

Producer Name ^	Admin State/County ^	Application ^	Application Status ^
<input type="radio"/> ABC INC	Nebraska (31), Cass (025)	2246	Needs Determination
<input type="radio"/> DEF FARMS	Nebraska (31), Cass (025)	1933B	Revise-Initiated
<input type="radio"/> IMA FARMER	Nebraska (31), Cass (025)	2241	Paid
<input type="radio"/> JPW LLP	Nebraska (31), Cass (025)	1933A	Active Revise
<input type="radio"/> JPW LLP	Nebraska (31), Cass (025)	1933	Revise Ended (No Payments)
<input type="radio"/> XYZ LLC	Nebraska (31), Cass (025)	1856	Paid
<input type="radio"/> ZZZ PARTNERSHIP	Nebraska (31), Cass (025)	2251	Initiated

26 Application Search Screen (Continued)

C Field Descriptions and Actions

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

Field	Description/Action
Customer Search	<p>Users can select this option to search for a specific producer. Choosing this option will initiate a SCIMS search.</p> <p>The user will select the producer from the SCIMS Search Screen and if an application is found, it will be displayed on the Application Search Screen.</p> <p><b>Note:</b> Nationwide customer service is available for the ECP program. Follow paragraphs 203 and 301 for a description of edits permitted as part of nationwide customer service.</p>
Create New	<p>CLICK “Create New” to create a new application.</p> <p>The user will select the producer from the SCIMS Search Screen.</p> <p>Follow Part 4 for completing the ECP application.</p>
Application Search	<p>Allows users to search for specific application number.</p>
Admin State	<p>Displays the user’s administrative State.</p> <p>System allows for nationwide customer service and users can select another State.</p>
Admin County	<p>Displays the user’s assigned administrative county.</p> <p>System allows for nationwide customer service and users can select another county.</p> <p><b>Note:</b> Multi-county users will have their assigned county in bold font.</p>

26 Application Search Screen (Continued)

C Field Descriptions and Actions (Continued)

Field	Description/Action
Application Status	<p>Allows users to filter to a specific status.</p> <p><b>Note:</b> Users can only filter when multiple statuses exist.</p>
Reset	<p>CLICK “Reset” to reset to the values based on the user’s role and assigned county.</p>
Open	<p>Allows users to access an existing application.</p> <p>After selecting an application, CLICK “Open”.</p>
Generate Documents	<p>Allows user to generate forms, letters, and reports for an application.</p> <p>After selecting an application, CLICK “Generate Documents”.</p> <p>A pop-up screen is displayed allowing users to generate applicable document(s).</p> <p>The system defaults to “Forms”. Click “Letters” or “Reports” to navigate to available documents.</p>
View History	<p>Allows users to view the history of existing applications.</p> <p>After selecting the application using the applicable radio button, CLICK “View History”.</p> <p>Users will be able to view the entire history or filter to a specific:</p> <ul style="list-style-type: none"> <li>• date range</li> <li>• page (land, needs determination, etc.). Each page is represented by a chevron in the header.</li> </ul>

26 Application Search Screen (Continued)

C Field Descriptions and Actions (Continued)

Field	Description/Action
Certify and Pay	<p>Allows users to certify and pay approved applications.</p> <p>After selecting the application using the applicable radio button CLICK “Certify and Pay”. The Certification and Payments Screen is displayed.</p> <p>Follow Part 5 for further instructions.</p>
Revise	<p>Allows user to revise an approved application.</p> <p>After selecting the application using the applicable radio button CLICK “Revise”. The Revise Application Screen is displayed.</p> <p>User must select one or more reasons for the revision. Software navigates to the appropriate starting point for the revision based upon the reason(s) selected.</p>
Extend Practice(s)	<p>Allows users to record determinations for producers’ requests to extend the approved practice end date for one or more practices.</p> <p>CLICK “Extend Practices” after selecting an application with approved practices. The Extend Practice(s) Screen is displayed.</p> <p>Follow paragraph 214 and paragraph 215 for further details.</p>
Cancel Practice/(Undo)	<p>Allows users to cancel one or more practices or an application prior to approval.</p> <p>Follow paragraph 302 for further instructions.</p>

26 Application Search Screen (Continued)

C Field Descriptions and Actions (Continued)

Field	Description/Action
Terminate/Reinstate	<p>Allows users to terminate one or more approved practices.</p> <p>If all practices are terminated, the application is also terminated.</p> <p>Follow paragraph 305 and paragraph 306 for further instructions.</p>
Navigate to Producer Name Starting With:	<p>Allows users to navigate to applications based on the first letter of the producer’s last name or business name.</p> <p>Click on the desired letter. The list of applications jumps to the first producer with a last name or entity name that begins with the selected letter.</p>
Producer Name	<p>Displays the producer’s name.</p> <p>To sort alphabetically, click the ▲ to the right of “Producer Name”.</p>
Admin/State/County	<p>Displays the selected administrative State and County.</p> <p>To sort alphabetically, click the ▲ to the right of “Admin/State/County”.</p>
Application	<p>Displays the system generated application number.</p> <p>To sort numerically, click the ▲ to the right of “Application”.</p>
Application Status	<p>Displays the status of the application. See Exhibit 4 for a complete list of application statuses and their descriptions.</p> <p>To sort alphabetically, click the ▲ to the right of “Application Status”.</p>

## 27 Subscribing to ECP Notifications

### A Overview

The ECP software uses Business Notification Admin to send event-based notifications to county, State, and national users.

Users should only subscribe based on their county, State, or national role.

### B Accessing Business Notification Admin

Access Business Notification Admin according to the following table.

Step	Action
1	Access the FSA Applications Intranet page at <a href="https://intranet.fsa.usda.gov/fsa/applications.asp">https://intranet.fsa.usda.gov/fsa/applications.asp</a> .
2	Under “FSA Applications”, “Applications Directory”, CLICK “A-C”.
3	CLICK “Business Notification Admin”.

### C Action

Instructions for subscribing are located on the Business Notification Admin Home Screen under Program Information.

To subscribe:

- CLICK “Event”
- CLICK “Event List”
- scroll to event name.

Users should subscribe to ECP Events using the following events.

User Role	Event Name	State	County
FSA County	ECPFSACOUNTY	Admin State(s)	Admin County(s)
FSA State	ECPFSASTATE	Admin State(s)	All Counties
FSA National	ECPFSANATIONAL	National Users Only	National Users Only
NRCS	ECPTSPNRCS	Admin State(s)	Admin County(s)

**Note:** Notifications are limited to one email of the same type of action on the same application per day. See Exhibit 5 for a complete list of notifications and the recipient(s) of each type of notification.



## 28 Reprocessing Notifications

### A Overview

In the event that an automated notification does not process such as system outage or lack of funding, users have the ability to reprocess notifications.

Within an ECP application the “Reprocess Process Notification” button is located at the bottom of the screen and allows users to resend or reprocess notifications such as resending emails to the original recipient, reprocessing obligation or reprocessing failed payments.

### B Example of the Process Notifications Screen

The following is an example of the Process Notifications Screen.

Select All	Type	Control Number	Process Type	Processing Date (CST)	Status	Additional Information	Note Text
<input type="checkbox"/>	Application Family	1837	Payment	11/01/2023 03:15:48 PM	FAILED	Latest Proposed Payment: \$0.00 Latest Confirmed Payment: \$0.00	Payment Request Validation Failure: Client Commodity; Obligation confirmation number is not the same as previous request. Existing obligation confirmation number is 254848087 and new obligation confirmation number is 254862124, Payment request failed
<input type="checkbox"/>	Application Family	1837	Obligation	11/01/2023 03:13:05 PM	COMPLETED	Requested Obligation: \$2,058.33 Remaining Obligation: \$2,058.33	Success.
<input type="checkbox"/>	Application Family	1837	Application Status	05/15/2023 09:21:04 AM	COMPLETED		Success - No Change
<input type="checkbox"/>	Application	1837	Email	03/08/2023 05:51:42 PM	COMPLETED	Extension Request Determination - State	Success
<input type="checkbox"/>	Application	1837	Email	03/08/2023 04:51:44 PM	COMPLETED	Extension Request Determination - State	Success

Buttons: **Reprocess Selected** **Refresh** **Cancel**

## 28 Reprocessing Notifications (Continued)

## C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Process Notifications Screen.

Field/Button	Description/Action
Select All	Allows user to select one or more process notifications.
Type	<p data-bbox="581 470 1003 504">Displays the type of notification.</p> <p data-bbox="581 541 1386 615">Application notifications apply to activities specific to a single version of the application.</p> <p data-bbox="581 653 1365 758">Application Family notifications apply to activities that are common to multiple versions of the same application such as obligation ID.</p>
Control Number	Displays the application control number and suffix. Suffixes are only applicable to applications that have been revised.
Process Type	Displays the specific type of process notification.
Processing Date (CST)	Displays the month, day, year, hour, minute and second that the process notification was last attempted. Times are based upon central standard time.
Status	Indicates if the process notification was successful (Completed) or failed (Failed).
Additional Information	<p data-bbox="581 1066 1425 1171">Provides additional information such as the type of email notification, requested and remaining obligation amounts, and the latest proposed and confirmed payment amounts.</p> <p data-bbox="581 1209 1446 1314"><b>Note:</b> An email notification is created for each practice that is certified, requested for extension, etc., however, the system limits the emails sent to one email per activity type per day.</p>
Note Text	Provides details on the success or failure of the process notification.
Reprocess Selected	Reattempts the process notifications where the check box at the left end of the row has been checked.
Refresh	Refreshes the screen. If a failed process succeeds after reprocessing the change in status from Failed to Completed.
Cancel	Closes the Process Notifications pop-up screen and returns the user to the previous page.

## 29 View History

### A Overview

The system allows users to view a history of specific information that has been entered or edited. The View History is an excellent tool for troubleshooting issues and determining prior actions.

### B Example of View History Screen

The following is an example of the View History Screen

The screenshot shows a 'History' window for Application: 2271A. The window title is 'History' and it has a close button (X) in the top right corner. Below the title bar, there are filters for 'Page' (set to 'COC Determination'), 'Start Date' (mm/dd/yyyy, Today), and 'End Date' (12/19/2023, Today). The main content is a table with the following columns: Date, Page, Field, Prior Value, New Value, and User. The table contains six rows of data, all from 06/07/2023. The 'User' column for all entries is 'COUNTY USER NAME'. At the bottom of the window, there is a 'Close' button. Below the window, the main application interface shows a navigation bar with buttons for 'Summary', 'Generate Documents', 'Upload Documents', 'Process Notifications', 'Exit', 'Cancel Practice / (Undo)', 'Revise', and 'Continue'.

Date	Page	Field	Prior Value	New Value	User
06/07/2023 02:23:10 pm	COC Determination	Application Status	Revise-Conditionally Approved	Approved	COUNTY USER NAME
06/07/2023 02:23:10 pm	COC Determination	Date Received and Producer Signature Type		06/07/2023 - IN PERSON	COUNTY USER NAME
06/07/2023 02:23:10 pm	COC Determination	Payment Availability Start Date - EC1Advance Payment approved		06/07/2023	COUNTY USER NAME
06/07/2023 02:22:46 pm	COC Determination	Application Status	Revise-Pending COC Determination	Revise-Conditionally Approved (Pending Obligation)	COUNTY USER NAME
06/07/2023 02:22:46 pm	COC Determination	Cost Share Maximum Allowed Amount		100000.00	COUNTY USER NAME
06/07/2023	COC Determination	Assistance Request	N	Y	

## 29 View History (Continued)

## C Field Descriptions and Actions

The following table provides the field descriptions and actions for the View History Screen.

<b>Field</b>	<b>Description/Action</b>
Application	Displays the application number.
Page	Allows users to navigate to different screens to view the history.  Also displays the screen where the information is entered.
Start Date	Allows users to filter to a specific start date.  Clicking the “Today” icon will populate the current date.
End Date	Allows users to filter to a specific end date.  Clicking the “Today” icon will populate the current date.
Date	Displays the date and time of the action.
Page	Provides a drop-down menu of pages where information has been edited (for example Land, Disaster, Map, etc.). User may select the history for a single page or select “All” to see a chronological history of all edits to the application. It is recommended that a single page be selected as the entire history of edits to the application can be quite long. The history displayed defaults to the history for the page the user was on at the time “View History” was clicked.
Field	Displays the field name where the information was entered.
Prior Value	Displays the prior value entered. A blank value indicates this is the first-time information has been entered in the field.
New Value	Displays the current value entered.
User	Displays the name of the employee who made the entry.
Close	Closes the History pop-up screen and returns the user to the previous page.

## 30 Generate Documents

### A Overview

The system provides the ability to print forms, letters, reports, or generate a receipt for service.

The “Generate Documents” button is:

- displayed on every screen allowing a user to quickly generate applicable forms, letters, and reports
- allows forms to be generated based on the status of the application.

**Note:** The system provides limited letters to generate. See 1-ECP for a list of all letters that must be sent to the producer.

### B Action

After clicking “Generate Documents”, a pop-up screen, is displayed allowing the user to navigate between forms, letters, and reports.

**Note:** Forms is the default pop-up selection.

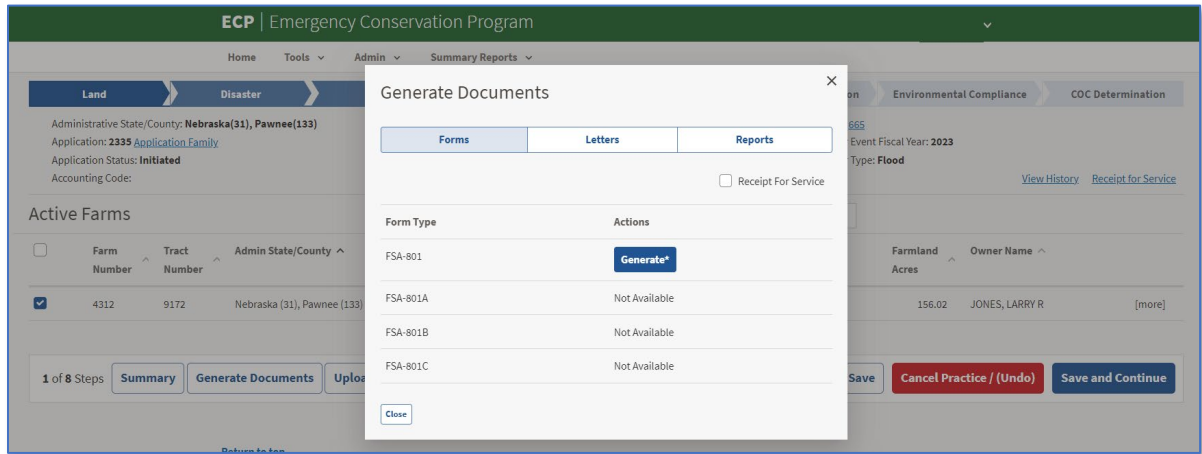
CLICK “Generate” to select and print the desired form, letter, or report.

**Note:** If the document cannot be generated based on the application status, Not Available is displayed next to the applicable document.

### 30 Generate Documents (Continued)

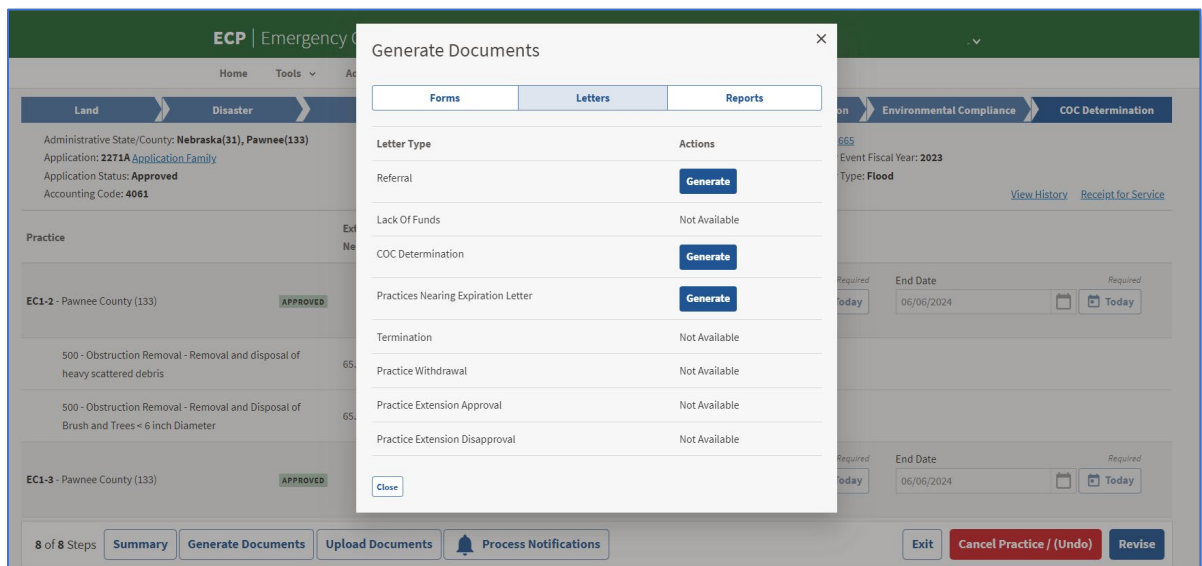
#### C Example of Forms Selection Screen

The following is an example of the available forms that can be generated.



#### D Example of Letters Selection Screen

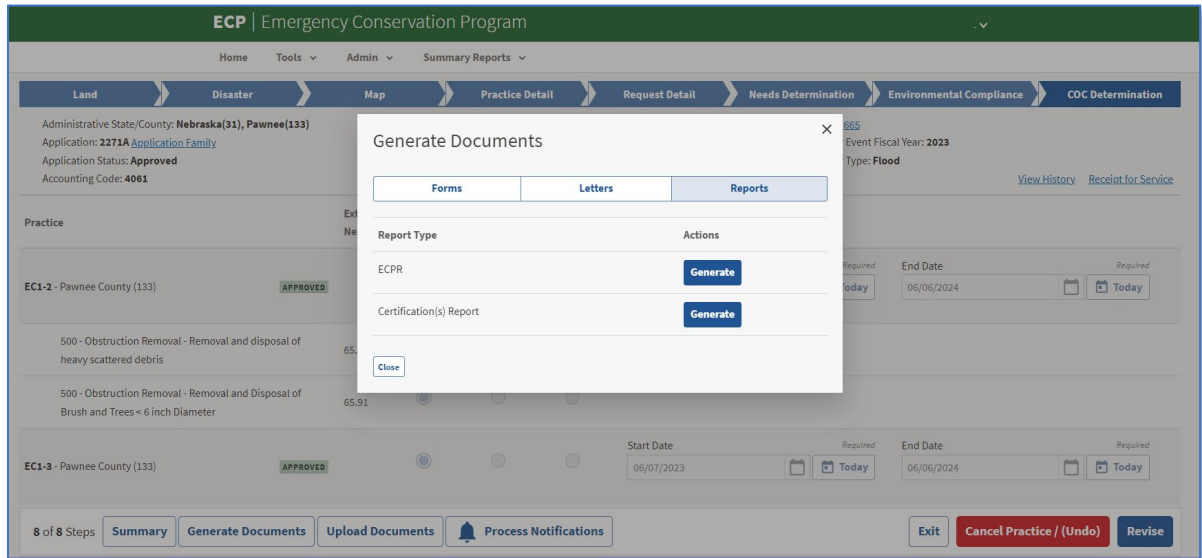
The following is an example of the available letters that can be generated.



### 30 Generate Documents (Continued)

#### E Example of Reports Selection Screen

The following is an example of the available reports that can be generated.



### 31 Special Functionality for Generating FSA-801A and FSA-801C

#### A Overview

FSA-801A and FSA-801C allow users to include or exclude practices on the form according to the current actions that will be completed.

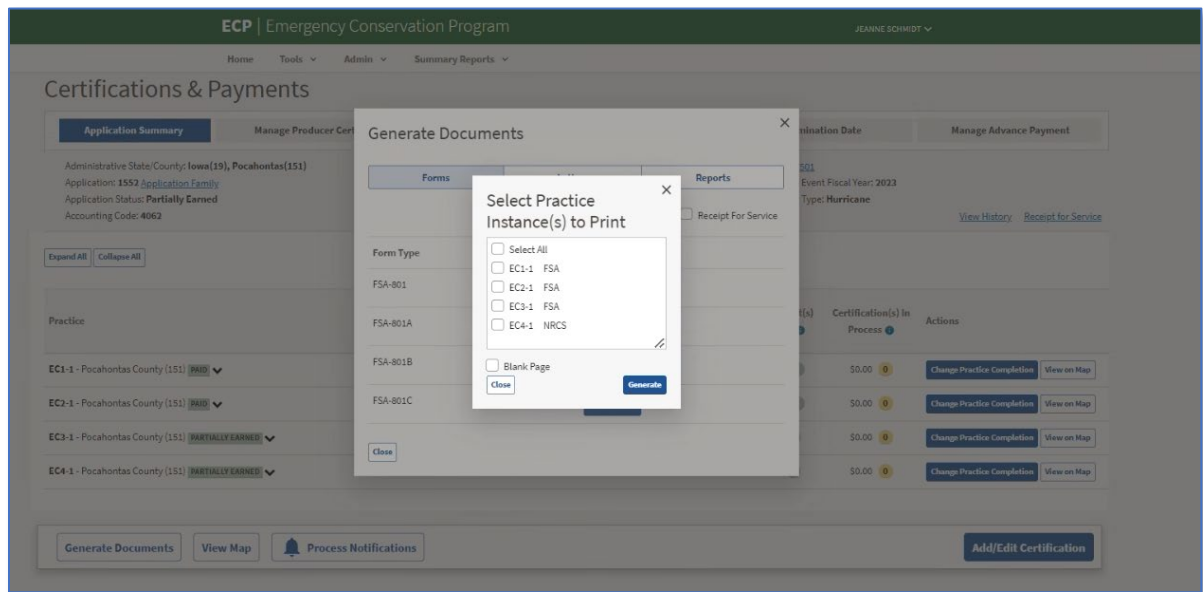
**Note:** Clicking “Blank Page” will include a blank page with the FSA-801A and FSA-801C to add any additional practices if necessary for TSP’s doing field visits.

#### B Example of Practice Instance(s) for FSA-801A

The following is an example of the practice instance(s) available to print on the FSA-801A.

When printing the FSA-801A for the TSP signature, the user is able to generate an agency specific form by selecting only those practices assigned to a specific agency to be included on the FSA-801A.

**Note:** If determinations are not being made for all practices, only include those practices for which needs determinations are being completed.



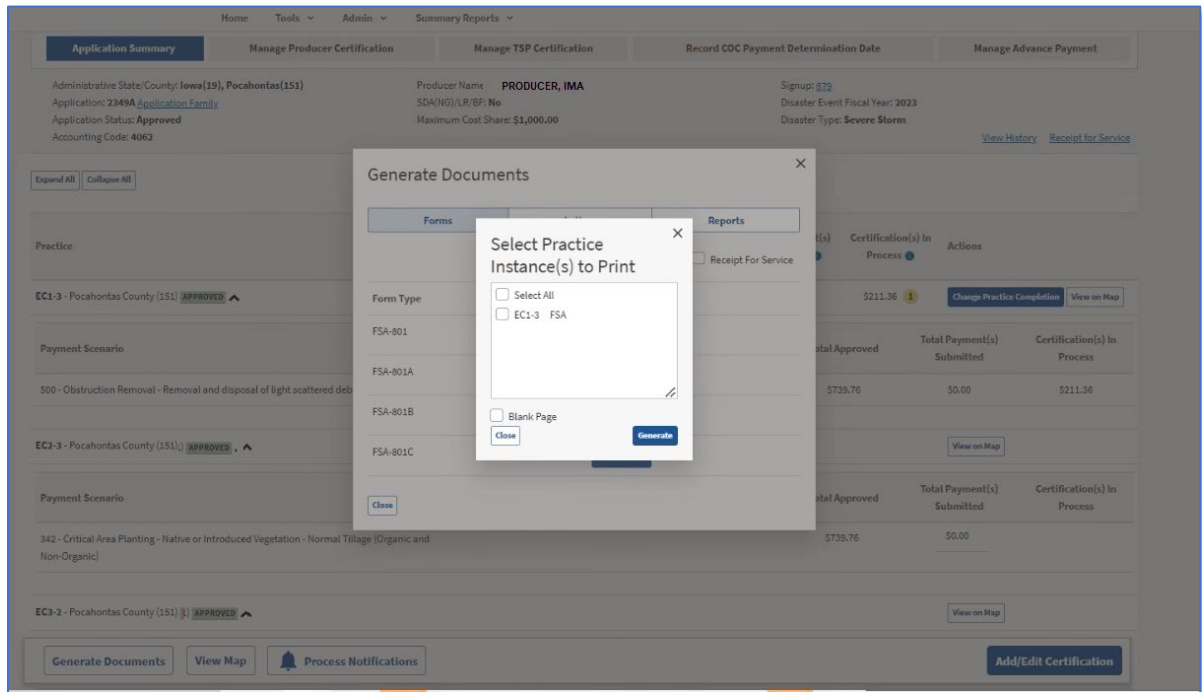


### 31 Special Functionality for Generating FSA-801A and FSA-801C (Continued)

#### C Example of Practice Instance(s) for FSA-801C

The following is an example of the practice instance(s) available to generate on the FSA-801C.

Even though there are multiple practices included on the application, there is only one practice available to print on the FSA-801C because the producer has only certified performance for one practice.



32-50 (Reserved)



**Part 3 Requesting ECP**

**Section 1 Request to Implement**

**51 General Information**

**A Overview**

County Office users will initiate the request to implement ECP from the “Admin” section on the ECP Header navigation bar.

State Office specialists will review the request, and the National Office users will approve the request.

**B Action**

Using the drop-down menu from the ECP Home Screen:

- CLICK “Admin”
- CLICK “Request to Implement” and the Request to Implement Search Screen will be displayed.

## 52 Request to Implement Search Screen

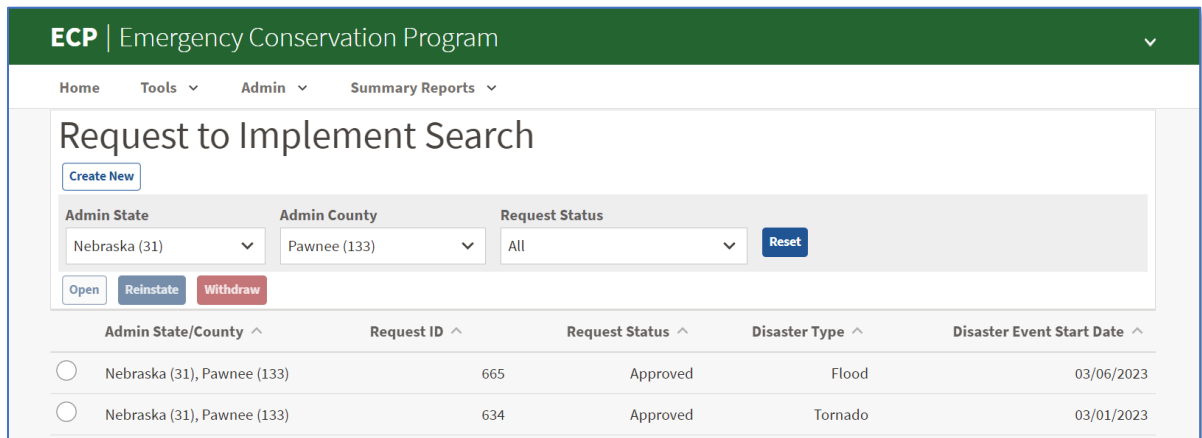
### A Overview

The Request to Implement Search Screen is the starting point for requesting authorization to conduct an ECP signup. The Request to Implement Screen:

- defaults to the user’s administrative State and county for county users
- defaults to the user’s administrative State and all counties for State Office users
- is sorted alphabetically by administrative county for State and county users
- displays all requests to implement according to search criteria chosen by the user.

### B Example of Request to Implement Search Screen

The following is an example of the Request to Implement Search Screen.



52 Request to Implement Search Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Request to Implement Search Screen.

<b>Field/Button</b>	<b>Description/Action</b>
Create New	Allows authorized users to create a new request to implement.  CLICK “Create New” to create a new request.
Admin State	Defaults to the user’s administrative State.  Using the drop-down menu, select the applicable administrative State.  <b>Note:</b> A user’s assigned State(s) and County(s) are in bold font.
Admin County	Defaults to the user’s administrative county.  Using the drop-down menu, select the applicable administrative county.
Request Status	Allows users to filter requests previously entered in the system by status.  Using the drop-down menu, select the applicable status.
Reset	CLICK “Reset” to return to the original search values.
Open	Allows users to open an existing request.  Users will need to first select an existing request before clicking “Open”.
Reinstate	Allows users to reinstate a request that has been withdrawn or disapproved. Users will need to first select an existing withdrawn request before clicking “Reinstate”.
Withdraw	Allows users to withdraw a request.  Users will need to first select an existing request before clicking “Withdraw”.

52 Request to Implement Search Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Admin State/County	<p>Displays the administrative State and county for the request to implement.</p> <p>To sort alphabetically, click the ▲ to the right of “Admin/State/County”.</p>
Request ID	<p>Displays the system-generated requested identification number.</p> <p>To sort numerically, click the ▲ to the right of “Request ID”.</p>
Request Status	<p>Displays the status of the request to implement.</p> <p>To sort alphabetically, click the ▲ to the right of “Request Status”.</p>
Disaster Type	<p>Displays the disaster type.</p> <p>To sort alphabetically, click the ▲ to the right of “Disaster Type”.</p>
Disaster Event Start Date	<p>Displays the start date of the disaster event.</p> <p>To sort numerically, click the ▲ to the right of “Disaster Event Start Date”.</p>

## 53 County Request

### A Overview

The request to implement:

- is submitted for a physical location on behalf of the COC responsible for administering FSA programs in that physical location
- covers all farms in that physical location.

**Note:** Farms physically located in a disaster-affected county that are administered by a county that was not impacted by the disaster are covered by the approved signup for the physical location.

The additional administrative county:

- does not need to submit a separate request to implement a signup
- can create applications for producers on farms physically located in an approved county, associate the applications with the approved signup, and then request funding to cover the applications for the farms they administer in the disaster-affected physical location.

**Note:** Requests to implement ECP can also be performed by a State Office user, however the State Office user will be prompted to enter a reason why the county was unable to submit the request.

53 County Request (Continued)

B Example of County Request Screen

The following is an example of the County Request Screen for a county user.

**ECP | Emergency Conservation Program**

Home Tools Admin Summary Reports

**County Request** State Review National Authorization

Request: Request Status: **Not Created** Admin State/County: Submitted to State: Submitted to National: Approval/Disapproval Date: County Contact: State Contact:

**Request to Implement** [View History](#)

Program Name *Required* Admin State *Required* Admin County *Required* Required Documentation  
ECP Nebraska (31) Pawnee (133) 0 of 4 Required Documents Uploaded [Upload Documents](#)

Select the Program for the request Select the Administrative State Select the Administrative County

**Disaster Details**

Disaster Type *Required*  
Please Choose A Disaster  
Select the type of disaster

Disaster Sub-Type(s)  
Select sub-types for this disaster

Disaster Event Start Date mm/dd/yyyy   
Date the disaster started

Disaster Event End Date mm/dd/yyyy   
Date the disaster ended

Presidential Designation  Yes  No

**Signup Details**

Estimated Signup Start Date mm/dd/yyyy   
Date the Signup could start

Estimated Signup End Date mm/dd/yyyy   
Date the Signup could end

Estimated Funds Needed  
Estimate of funds needed for this disaster

ECP Practices Requested Select at least one Practice

ECP Practices Approved Select at least one Practice

Authorized Signup Duration  
Enter the length of the Signup, 30 to 60 days

Disaster Event Please Choose A Disaster  
Select the Disaster Event  
[Create New Disaster Event](#) Disasters to display Current Events

**Comments and Approvals** [Manage Comments](#)

1 of 3 Steps [Exit](#) [Save](#) [Submit for State Review](#)



53 County Request (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for County Request Screen.

Field/Button	Description/Action
<b>Header Information</b>	
Request	Displays the system generated Identification Number.  <b>Note:</b> The number is generated after the request has been saved.
Request Status	Displays the status of the request.
Admin State/County	Displays the administrative State and county for the request.
Submitted to State	Displays the date the county submitted to the State Office for review.
Submitted to National	Displays the date the State submitted the request to the National Office for approval.
Approval/Disapproval Date	Displays the date the request was either approved or disapproved.
County Contact	A hyperlink of the contact name of the County Office employee who entered the request.  <b>Note:</b> Clicking the hyperlink will allow the user to email the County Office contact.
State Contact	A hyperlink of the contact name of the State Office specialist who reviewed the request.  <b>Note:</b> Clicking the hyperlink will allow the user to email the State Office contact.

53 County Request (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
<b>Request to Implement</b>	
View History	CLICK “View History” to see a history of the ECP Request to Implement.
Program Name	Displays the name of the program. Currently the only available program is “ECP” and is a view only field.
Admin State	Using the drop-down menu, select the applicable administrative State.
Admin County	Using the drop-down menu, select the applicable administrative county.
Required Documentation	<p>Displays the number of required documents that have been uploaded. The number of required documents to be added using the “Upload Documents” button varies according to the level of the request to implement being edited or viewed. Four documents are required to be uploaded to the request at the county level.</p> <p><b>Note:</b> The Request to Implement must be created before documents can be added.</p>
Upload Documents	<p>CLICK “Upload Documents” to upload applicable required documentation or to view documents that have been uploaded. Documents can only be loaded after the disaster type has been selected and the request has been initially saved.</p> <p>Uploaded documents can be replaced or removed.</p> <p><b>Note:</b> Documents must be in a PDF.</p>

53 County Request (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
<b>Disaster Details</b>	
Disaster Type	Using the drop-down menu select the applicable disaster type.  <b>Example:</b> "Tornado".
Disaster Sub-Type(s)	Select the applicable disaster sub-type after selecting the Disaster Type. Available sub-types vary according to the disaster type that is selected.  <b>Example:</b> "High winds, including micro-bursts".
Disaster Event Start Date	Users can manually enter the date or use the available calendar widget to populate the date the disaster event started in the affected county.
Disaster Event End Date	Users can manually enter the date or use the available calendar widget to populate the date the disaster event ended in the affected county.  <b>Note:</b> For an ongoing disaster event, such as drought, the end date is not required.
Presidential Designation	Identifies if there is a Presidential Designation.  Click applicable Yes/No response.  If the response is "Yes" the user will also be asked to enter the 4 to 10-character presidential designation number, if known.  <b>Note:</b> If the number is not known, it can be entered later by a State or national user.

53 County Request (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
<b>Signup Details</b>	
Estimated Signup Start Date	<p>Users can manually enter the date or use the available calendar widget to populate the estimated signup start date. This is only an estimate, and the actual signup start date will be entered after approval.</p> <p><b>Note:</b> The system will prevent a user from saving a date that falls on a weekend or holiday.</p>
Estimated Signup End Date	<p>Users can manually enter the date or use the available calendar widget to populate the estimated signup end date.</p> <p><b>Notes:</b> Estimated Signup End Date cannot be greater than 60 calendar days after Estimated Signup Start Date.</p> <p>The system will prevent a user from saving a date that falls on a weekend or holiday.</p>
Estimated Funds Needed	<p>User must enter the estimated cost share funds that are expected to be needed to cover all potential ECP applications. This is a very rough estimate. Actual funds requested will be based upon the scenario extents determined as needed after the signup has been approved and applications have been received.</p>
ECP Practices Requested	<p>Click the ECP practice(s) that are expected to be used for the signup.</p> <p><b>Note:</b> Practices available for selection will vary according to the selected disaster type.</p>
ECP Practices Approved	<p>Displays the practices approved</p>
Authorized Signup Duration	<p>Displays the authorized signup duration as entered by the national program manager.</p>
Disaster Event	<p>Displays the disaster event after the national program manager creates the event.</p> <p>Each individual disaster event is assigned a unique identifying number.</p> <p>A single disaster event may impact multiple counties.</p> <p>The disaster event is created based upon the first request to implement processed by the national program manager.</p>
Comments and Approvals	<p>A free form text field to add additional comments.</p> <p><b>Note:</b> The request must be saved before comments can be added.</p> <p><b>Warning:</b> Do not add any information that contains PII.</p>

53 County Request (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
<b>Footer Actions</b>	
Exit	CLICK “Exit” to exit the application. Data will not be saved unless previously saved.
Save	CLICK “Save” to save the information entered.
Submit for State Review	<p>CLICK “Submit” for State Review to submit the ECP request to the State Office.</p> <p><b>Note:</b> The request must be saved and all required documents must be attached <b>before</b> the request can be submitted for State Review.</p>

**54 State Review**

**A Overview**

The State Office reviews all requests to implement ECP. The State Office must upload the SED Memo by clicking “Upload Documents” on the State Review Screen before submitting to the National Office for approval.

54 State Review

B Example of State Review Screen

The following is an example of the State Review Screen.

The screenshot displays the 'State Review' screen for the Emergency Conservation Program (ECP). The interface includes a navigation bar with 'Home', 'Tools', 'Admin', and 'Summary Reports'. The main header shows 'ECP | Emergency Conservation Program'. Below this, there are three tabs: 'County Request', 'State Review' (active), and 'National Authorization'. The 'State Review' tab contains the following information:

- Request: 767
- Request Status: **Approved**
- Admin State/County: Nebraska (31), Pawnee (133)
- Submitted to State: 07/12/2023
- Submitted to National: 07/12/2023
- Approval/Disapproval Date: 07/12/2023
- County Contact: CED, IMA
- State Contact: SPECIALIST, IMA

The 'Review County Request' section includes a 'View History' link and a summary of required documentation: '1 of 1 Required Documents Uploaded' with an 'Upload Documents' button. The 'Disaster Details' section contains the following fields:

- Program Name: ECP
- Admin State: Nebraska (31)
- Admin County: Pawnee (133)
- Disaster Type: Flood
- Disaster Sub-Type(s):  High Water,  Explosion,  Flood,  Landslide,  Mudslide,  Other natural phenomena
- Disaster Event Start Date: 06/12/2023
- Disaster Event End Date: 06/14/2023
- Presidential Designation:  Yes,  No

The 'Signup Details' section includes:

- Estimated Signup Start Date: 07/12/2023
- Estimated Signup End Date: 08/31/2023
- Estimated Funds Needed: \$500,000
- ECP Practices Requested:  EC1 - Removing Debris From Farmland,  EC2 - Grading, Shaping, Releveling, or Similar Measures,  EC3 - Replacing or Restoring Permanent Fences,  EC4 - Restoring Conservation Structures and Other Installations,  EC7 - Other Emergency Conservation Measures
- ECP Practices Approved:  EC1 - Removing Debris From Farmland,  EC2 - Grading, Shaping, Releveling, or Similar Measures,  EC3 - Replacing or Restoring Permanent Fences,  EC4 - Restoring Conservation Structures and Other Installations,  EC7 - Other Emergency Conservation Measures
- Authorized Signup Duration: 60
- Disaster Event: Flood, Nebraska (31), Cass (025), 06/03/2023, Storm ABC

The 'Comments and Approvals' section has a 'Manage Comments' button. At the bottom, a progress indicator shows '2 of 3 Steps' and a navigation bar with buttons for 'Exit', 'Save', 'Return to County Office', 'Disapprove', and 'Submit for National Review'.

54 State Review (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the State Review Screen.

Field/Button	Description/Action
<b>Header Information</b>	
Request	Displays the system generated request identification number.
Request Status	Displays the status of the request.
Admin State/County	Displays the administrative State and county for the request.
Submitted to State	Displays the date the request was submitted to the State Office for review.
Submitted to National	Displays the date the State submitted the request to the National Office for approval.
Approval/Disapproval Date	Displays the date the request was either approved or disapproved.
County Contact	<p>A hyperlink of the contact name of the County Office employee who entered the request.</p> <p><b>Note:</b> Clicking the hyperlink will allow the user to email the County Office contact.</p>
State Contact	<p>A hyperlink of the contact name of the State Office specialist who reviewed the request.</p> <p><b>Note:</b> Clicking the hyperlink will allow the user to email the state office contact.</p>



54 State Review (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
<b>Review County Request</b>	
View History	CLICK “View History” to see a history of the ECP Request to Implement.
Program Name	Displays the name of the program. Currently the only program available is “ECP” and is a view only field.
Admin State	Displays the administrative State.
Admin County	Displays the administrative County.
Required Documentation	<p>Displays the number of required documents that have been uploaded. The number of required documents to be added using the “Upload Documents” button varies according to the level of the request to implement being edited or viewed.</p> <p><b>Note:</b> The SED memo is required to be uploaded to the request at the State level.</p>
Upload Documents	<p>CLICK “Upload Documents” to upload applicable required documentation or to view documents that have been uploaded.</p> <p><b>Note:</b> Documents must be in a PDF.</p>

54 State Review (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
<b>Disaster Details</b>	
Displays the information entered by the County Office. The State Office user is unable to edit this information except for the Presidential Designation data element. If the State Office user changes the Presidential Designation answer from “No” to “Yes” the 4-to-10-character presidential designation number will be required to be entered before approval.	
<b>Signup Details</b>	
Displays the information entered by the County Office.	
<b>Comments and Approvals</b>	
Manage Comments	A free form text field to add additional comments. <b>Important:</b> Do not enter any PII information.
<b>Footer Actions</b>	
Exit	CLICK “Exit” to exit the application. Data will not be saved unless previously saved.
Recall	Requests can be recalled back to the State Office for a variety of reasons. This button will only be displayed when both of the following conditions have been met: <ul style="list-style-type: none"> <li>• the request has been submitted to the National Office for review</li> <li>• State Office user has navigated back to the State Review Screen.</li> </ul> CLICK “Recall” when a request is to be recalled to the State Office level.
Save	CLICK “Save” to save the information entered.
Return to County Office	CLICK “Return to County Office” when more information is needed before the State Office can submit to National Office for Review.  A Return Confirmation pop-up screen is displayed. Comments must be entered before returning request to the county.
Disapprove	CLICK “Disapprove” when the request will be disapproved.  A pop-up screen will display prompting the user to enter disapproval reason.
Submit for National Review	CLICK “Submit for National Review” to submit the ECP request to the National Office.
Exit	CLICK “Exit” to exit the RTI being reviewed and return to the Request to Implement Search screen.

**55 National Authorization**

**A Overview**

The National Office will review all Requests to Implement and provide an approval or disapproval.

If the request to implement is approved, a signup is created with a status of Authorized.

**Note:** The identifying number assigned to the Request to Implement becomes the signup number.

55 National Authorization (Continued)

B Example of National Authorization Screen

The following is an example of the National Authorization Screen.

**ECP | Emergency Conservation Program**

Home National Home Tools Admin Summary Reports

**County Request** **State Review** **National Authorization**

Request: 577 Request Status: **Pending National Authorization** Submitted to State: 11/24/2023 Submitted to National: 11/24/2023 County Contact: CED, IMA  
Admin State/County: Nebraska (31), Pawnee (133) Approval/Disapproval Date: 03/03/2023 State Contact: SPECIALIST, IMA

**National Authorization** [View History](#)

Program Name  Admin State  Admin County  Required Documentation

Disaster Details

Disaster Type  Required  
Select the type of disaster

Disaster Sub-Type(s)  Explosion  Flood  High Water  Landslide  Mudslide  Other natural phenomena  
Select sub-types for this disaster

Disaster Event Start Date    
Date the disaster started

Disaster Event End Date    
Date the disaster ended

Presidential Designation  Yes  No

Signup Details

Estimated Signup Start Date    
Date the Signup could start

Estimated Signup End Date    
Date the Signup could end

Estimated Funds Needed   
Estimate of funds needed for this disaster

ECP Practices Requested  EC1 - Removing Debris From Farmland  EC2 - Grading, Shaping, Releveling, or Similar Measures  EC3 - Replacing or Restoring Permanent Fences  EC4 - Restoring Conservation Structures and Other Installations  EC7 - Other Emergency Conservation Measures  
Select at least one Practice

ECP Practices Approved  EC1 - Removing Debris From Farmland  EC2 - Grading, Shaping, Releveling, or Similar Measures  EC3 - Replacing or Restoring Permanent Fences  EC4 - Restoring Conservation Structures and Other Installations  EC7 - Other Emergency Conservation Measures  
Select at least one Practice

Authorized Signup Duration   
Enter the length of the Signup, 30 to 60 days

Disaster Event   Disasters to display

Comments and Approvals

3 of 3 Steps

55 National Authorization (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the National Authorization Screen.

Field/Button	Description/Action
<b>Header Information</b>	
Request	Displays the system generated request identification number.
Request Status	Displays the status of the request.
Admin State/County	Displays the administrative State and county for the request.
Submitted to State	Displays the date the request was submitted to the State Office for review.
Submitted to National	Displays the date the State submitted the request to the National Office for approval.
Approval/ Disapproval Date	Displays the date the request was either approved or disapproved.
County Contact	<p>A hyperlink of the contact name of the County Office employee who entered the request.</p> <p><b>Note:</b> Clicking the hyperlink will allow the user to email the county contact.</p>
State Contact	<p>A hyperlink of the contact name of the State Office specialist who reviewed the request.</p> <p><b>Note:</b> Clicking the hyperlink will allow the user to email the State Office contact.</p>

55 National Authorization (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
<b>National Authorization</b>	
View History	CLICK "View History" to see a history of the ECP Request to Implement.
Program Name	Displays the name of the program. Currently the only program is "ECP" and is a view only field.
Admin State	Displays the administrative State.
Admin County	Displays the administrative county.
Required Documentation	Displays the number of required documents that have been uploaded. Documents are not required to be added at the national level.
Upload Documents	CLICK "Upload Documents" to view existing uploaded documents.  <b>Note:</b> The document must be in a PDF.
<b>Disaster Details</b>	
<p>Displays the information entered by the County Office.</p> <p><b>Note:</b> If County or State Office user did not enter a Disaster Event End Date, the National Office will enter the current date as the end date in order to approve the Request to Implement. The National Office will not revise the end date after the Request to Implement is approved as the end date will not prevent the County Office from accepting applications.</p>	

55 National Authorization (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
<b>Signup Details</b>	
Estimated Signup Start Date	Displays the estimated signup start date.
Estimated Signup End Date	Displays the estimated signup end date.
Estimated Funds Needed	Displays the estimated funds needed to implement ECP for the applicable disaster.
ECP Practices Requested	Displays the applicable ECP practice(s) requested by the county.
ECP Practices Approved	Click the applicable ECP practice(s) that will be approved.
Authorized Signup Duration	Enter the length of the signup.  <b>Note:</b> Signups are authorized between 30 and 60 days.
Disaster Event	Using the drop-down menu, select the applicable disaster.  If the disaster is not an available option, CLICK “Create New Disaster Event” to create the new disaster.  Follow paragraph 72 for further instructions.
Disasters to display	Using the drop-down menu, select one of the following: <ul style="list-style-type: none"> <li>• “Current Events”</li> <li>• “Previous 12 months”</li> <li>• “All Events”.</li> </ul>
<b>Comments and Approvals</b>	
Manage Comments	A free form text field to add additional comments.  <b>Important:</b> Do not enter any PII information.

55 National Authorization (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
<b>Footer Actions</b>	
Exit	CLICK “Exit” to exit the application. Data will not be saved unless previously saved.
Save	CLICK “Save” to save the information entered.
Return to County Office	<p>CLICK “Return to County Office” when more information is needed before approval by the National Office.</p> <p>A Return Confirmation pop-up screen is displayed. Comments must be entered before returning request to the county.</p>
Disapprove	<p>CLICK “Disapprove” when the request will be disapproved.</p> <p>A Disapprove Confirmation pop-up screen is displayed Comments must be entered before returning the request to the county.</p> <p>The status is updated to Disapproved on the Request to Implement Screen.</p>
Approve	<p>CLICK “Approve” to approve the Request to Implement a signup.</p> <p>The status is updated to Approved on the Request to Implement Screen.</p> <p><b>Note:</b> The signup is now authorized, however the signup is not activated. Follow paragraph 103 for activating a signup.</p>

56-70 (Reserved)



## Section 2 Disaster Events

### 71 General Information

#### A Overview

Disasters associated with the user's State and county:

- are displayed at the top of the list
- include disasters affecting multiple counties.

#### B County and State Office Action

County and State Office users can open and review attributes of a disaster, however they do not have the ability to edit any disaster information. Disaster events are created and managed by the national program manager.

## 72 Disaster Events Search Screen

### A Overview

The Disaster Events Search Screen allows users to view existing disaster events.

### B Example of Disaster Events Search Screen

The following is an example of the Disaster Events Search Screen.

The screenshot shows the 'ECP | Emergency Conservation Program' interface. At the top, there is a navigation bar with 'Home', 'Tools', 'Admin', and 'Summary Reports'. The main heading is 'Disaster Events Search'. Below this, there are three search filters: 'Admin State' (Nebraska (31)), 'Admin County' (Pawnee (133)), and 'Disaster Type' (All). There are 'Open' and 'Reset' buttons. Below the filters is a table of search results.

<input type="radio"/>	Initial Admin State/County ^	<a href="#">[More Info]</a>	Disaster Event ID ^	Disaster Type ^	Disaster Event Start Date ^
<input type="radio"/>	Nebraska (31), Pawnee (133)	<a href="#">[More Info]</a>	767	Wildfire	02/21/2023
<input type="radio"/>	Nebraska (31), Pawnee (133)	<a href="#">[More Info]</a>	777	Tornado	03/01/2023
<input type="radio"/>	Nebraska (31), Pawnee (133)	<a href="#">[More Info]</a>	831	Flood	03/06/2023
<input type="radio"/>	Nebraska (31), Gage (067)	<a href="#">[More Info]</a>	1051	Flood	06/03/2023

72 Disaster Events Search Screen (Continued)

C Field Descriptions and Actions

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

Field/Button	Description/Action
Admin State	<p>Defaults to the user’s administrative State.</p> <p>Using the drop-down menu, select the applicable administrative State.</p>
Admin County	<p>Defaults to the user’s administrative county.</p> <p>Using the drop-down menu select the applicable administrative county.</p>
Disaster Type	<p>Defaults to “All”.</p> <p>Using the drop-down menu select the applicable disaster type to see a single specific disaster type.</p>
Reset	<p>CLICK “Reset” to return to the original search values.</p>
Open	<p>Allows users to open an existing disaster event to view the details of the disaster event and the affected counties.</p> <p>Users will need to first select an existing disaster event before clicking “Open”.</p>
Initial Admin State/County	<p>Displays the initial administrative county.</p> <p>To sort alphabetically, click the ▲ to the right of “Admin/State/County”.</p>
[More Info]	<p>A hyperlink to that displays all counties impacted by the disaster event.</p> <p>CLICK [More Info].</p>
Disaster Event ID	<p>Displays the system assigned Disaster Event ID.</p> <p>To sort numerically, click the ▲ to the right of “Disaster Event ID”.</p>
Disaster Type	<p>Displays the type of disaster.</p> <p>To sort alphabetically, click the ▲ to the right of “Disaster Type”.</p>
Disaster Event Start Date	<p>Displays the start date of the disaster event.</p> <p>To sort by date, click the ▲ to the right of “Disaster Event Start Date”.</p>

### 73 Disaster Event Screen

#### A Overview

The Disaster Event Screen allows users to view disaster event details.

#### B Example of Disaster Event Screen

The following is an example of the Disaster Event Screen.

The screenshot shows the 'Disaster Event' screen in the ECP system. The header includes 'ECP | Emergency Conservation Program' and navigation links for Home, Tools, Admin, and Summary Reports. The main content area is titled 'Disaster Event' with a 'View History' link. The form contains the following fields and data:

- Disaster Event Name:** Wildfire, Missouri (29), Caldwell (025), 10/23/2023
- Disaster Type:** Wildfire (Required)
- Disaster Sub-Type(s):** Explosion, Other natural phenomena, Wildfire by lightning or when exacerbated by natural conditions (checked)
- Disaster Event Start Date:** 10/23/2023 (Required)
- Disaster Event End Date:** 10/23/2023
- Initial Requesting Admin State / County:** Missouri (29), Caldwell (025)
- Affected State(s) / County(ies):**

State	County	RTI ID	RTI Status
Missouri (29)	Caldwell (025)	860	Approved
Missouri (29)	Clinton (049)	862	Approved
- Storm Name:** (Empty field)
- Presidential Designation:** Yes (radio), No (radio)

An 'Exit' button is located at the bottom right of the form.

73 Disaster Event Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Disaster Event Screen.

Field/Button	Description/Action
View History	A hyperlink that allows a user to view the history of the actions taken for the disaster event.  CLICK "View History".
Disaster Event Name	Displays the disaster event name that consists of the disaster type, administrative State and county of the first county to report the disaster event, and the disaster event start date.
Disaster Type	Displays the type of disaster event.
Disaster Sub-Type(s)	Displays the sub-type(s) associated to the disaster event with check marks in the box on the left. Unchecked disaster sub-types are not associated to the disaster event.
Disaster Event Start Date	Displays the date the disaster event began.
Disaster Event End Date	Displays the date the disaster event ended.
Initial Requesting Admin State/County	Displays the administrative State and county first submitting a RTI ECP for the specific disaster event.
Affected State(s)/County(ies)	Displays the: <ul style="list-style-type: none"> <li>• State and all physical location counties impacted by the disaster that have submitted an RTI</li> <li>• county specific RTI ID</li> <li>• RTI statuses.</li> </ul>
Storm Name	Displays the storm name for named storms or wildfires.  Storm names are typically applicable only to such storms as hurricanes, wildfires, and storms with Presidential Disaster designations.
Presidential Designation	Displays <ul style="list-style-type: none"> <li>• "Yes" for Presidentially designated disasters</li> <li>• "No" for storms without a Presidential Disaster designation.</li> </ul>
Exit	CLICK "Exit" to return to Disaster Events Search Screen.

74-100 (Reserved)



### Section 3 Signups

#### 101 General Information

##### A Overview

Once a Request to Implement is approved, a signup is automatically created using the same control number that was used for the request.

Approved signup statuses include the following:

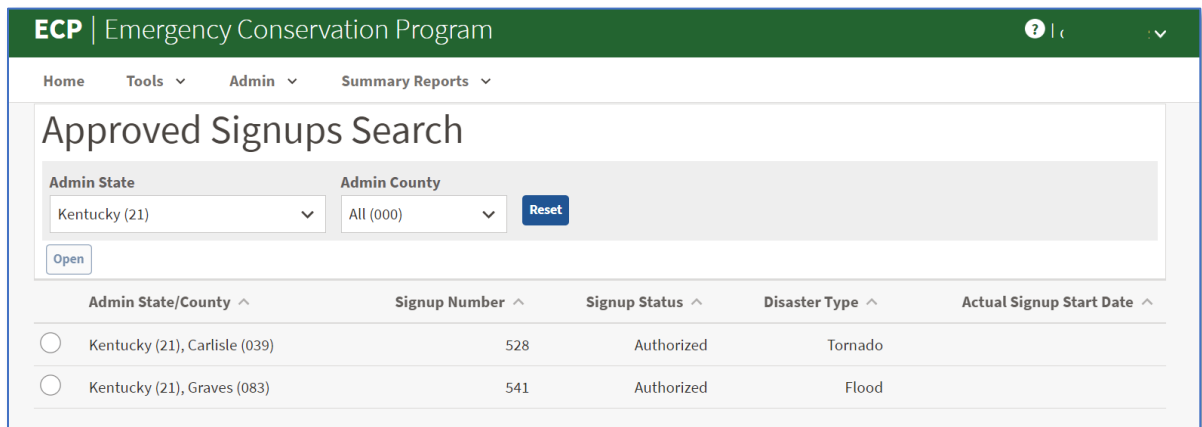
- authorized
- active
- closed.

Signups can be authorized for between 30 and 60 days. A signup extension can be requested for up to an additional 60 days, if necessary.

**Note:** Applications can always be entered for producers but cannot be approved until it is associated to an approved signup. See paragraph 204 for further instructions.

##### B Example of Approved Signups Search Screen

The following is an example of the Approved Signups Search Screen.



101 General Information (Continued)

C Field Descriptions and Actions

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

<b>Field/Button</b>	<b>Description/Action</b>
Admin State	Defaults to the user’s administrative State.  Using the drop-down menu, select the applicable administrative State.
Admin County	Defaults to the user’s administrative county.  Using the drop-down menu select the applicable administrative county.
Reset	CLICK “Reset” to return to the original search values.
Open	Allows users to open an existing signup.  Users will need to first select an existing signup before clicking “Open”.
Admin State/County	Displays the administrative State and county for the applicable signup.  To sort alphabetically, click the ▲ to the right of “Admin/State/County”.
Signup Number	Displays the signup number.  To sort numerically, click the ▲ to the right of “Signup Number”.
Signup Status	Displays the signup status.  To sort alphabetically, click the ▲ to the right of “Signup Status”.
Disaster Type	Displays the disaster type.  To sort alphabetically, click the ▲ to the right of “Disaster Type”.
Disaster Signup Start Date	Displays the disaster signup start date.  To sort numerically, click the ▲ to the right of “Disaster Signup Start Date”.



## 102 Signup Screen

### A Overview

The Signup Screen allows users to

- activate an authorized signup
- close an active signup early
- request a signup extension
- submit requests for funding
- manage the program accounting code for the signup (national users only).

102 Signup Screen (Continued)

B Example of Signup Screen

The following is an example of the Signup Screen for an active signup.

**ECP | Emergency Conservation Program**

Home Tools Admin Summary Reports

### Signup [View History](#)

Signup: **615** Actual Signup Start Date: **08/16/2023**  
 Signup Status: **Active** Actual Signup End Date: **10/13/2023** **MODIFIED**  
 Signup Disaster Type: **Flood** Original Signup End Date: **09/15/2023**

#### Signup Information

Authorized State / County: Missouri (29), Caldwell (025)

Practice	Programmatic 850 Date
<input checked="" type="checkbox"/> EC1	
<input type="checkbox"/> EC2	
<input type="checkbox"/> EC3	
<input type="checkbox"/> EC4	
<input type="checkbox"/> EC7	

Accounting Code	Restricted Funds
4061 <b>PRIMARY</b>	UNRESTRICTED

[Expand All](#) [Collapse All](#)

#### Signup Extension Requests

Requested Date	Signup Extension ID	Documents	Request Reason	Status	Actions
10/13/2023	631	<a href="#">Upload Documents</a>	<a href="#">View Comment</a>	Approved	

#### Disaster Event Information

Disaster Event: **Flood, Missouri (29), Caldwell (025), 11/01/2022**  
 County-Specific Disaster Event Start Date: **11/01/2022**  
 County-Specific Disaster Event End Date: **01/14/2023**  
 Disaster Type: **Flood**  
 Disaster Sub-Types: **Flood**

#### Signup Request Information

Estimated Signup Start Date: **03/20/2023**  
 Estimated Signup End Date: **04/28/2023**  
 Approved Signup Duration: **30 days**

#### Requests for Funds Allocation - Approved Total: \$500,000.00

**Missouri (29), Caldwell (025) - Approved Total: \$500,000.00**

Allocation Request Identifier	Extent Needed Date	Funds Requested	Funds Approved	Comments	Status	Actions	Documents
831	09/13/2023	\$500,000.00	\$0.00		Cancelled	<a href="#">Upload Documents</a>	
832	09/13/2023	\$500,000.00	\$500,000.00		Approved	<a href="#">Upload Documents</a>	
841	09/13/2023	\$500,000.00			Initiated	<a href="#">Upload Documents</a>	

[Request Funds](#) [Exit](#)

102 Signup Screen (Continued)

C Field Descriptions and Actions

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

Field/Button	Description/Action
View History	A hyperlink that allows users to view this historical transaction for the signup.  CLICK "View History".
Signup	Displays the signup number.
Signup Status	Displays the status of the signup.
Signup Disaster Type	Displays the disaster type.
Actual Signup Start Date	Displays the date the signup starts.
Actual Signup End Date	Displays the date the signup ends. Will be flagged as "Modified" if an extension of the signup has been approved.
Original Signup End Date	Displays the original signup end date when actual signup end date has been changed due to an approved extension request. Only displays when an extension has been approved.
<b>Signup Information</b>	
Authorized State/County	Displays the State and county for the signup.
ECP Practices Approved	Displays all ECP practices and programmatic FSA-850 date (if applicable).  A checkmark indicates the practice is approved.
Accounting Codes	Displays the accounting code and if the funds have any restrictions.  <b>Note:</b> In extremely rare circumstances the National Office may authorize the use of more than one accounting code for a signup. If this occurs, multiple accounting codes will be displayed with the first accounting code approved designated as the primary code. Regardless an application will only have one accounting code.

102 Signup Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
<b>Signup Extension Requests</b>	
Requested Date	Displays the new ending date requested for an extension.
Signup Extension ID	Displays the extension ID.  <b>Note:</b> Signup Extension ID will be different than the original signup ID.
Documents	CLICK “Upload Documents” to upload documents associated with the sign-up extension.
Request Reason	CLICK “View Comment” to view comments associated with the extension request.
Status	Displays the status of the extension requested.
Action	Provides available actions according to the user’s office assignment and the status of the extension request. See paragraph 104.
<b>Disaster Event Information</b>	
Disaster Event	Displays the system assigned identifier of the signup consisting of the disaster type, admin State and county first reporting the disaster event, and the disaster event start date.
County-Specific Disaster Event Start Date	Displays the start date of the disaster event for the county associated with this specific signup.  Start date for the specific county may vary from the start date of the disaster event.
County-Specific Disaster Event End Date	Displays the end date of the disaster event for the county associated with this specific signup.  End date for the specific county may vary from the end date of the disaster event.
Disaster Type	Displays the type of disaster event.
Disaster Sub-Types	Displays the sub-type(s) of the disaster event.

102 Signup Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
<b>Signup Request Information</b>	
Estimated Signup Start Date	<p>Displays the signup start date included on the request to implement ECP.</p> <p>Actual start date may be different.</p>
Estimated Signup End Date	<p>Displays signup end date on the request to implement ECP.</p> <p>Actual end date may be different.</p>
Approved Signup Duration	<p>Displays the approved number of days for the signup.</p> <p>The approval duration is between 30 and 60 days and does not reflect any approved signup extensions.</p>
<b>Requests for Funds Allocation</b>	
Allocation Request Identifier	Displays the system assigned ID associated with the signup.
Extent Needed Date	Displays the date the Extent Needed Summary Report was generated.
Funds Requested	Displays the amount of the request.
Funds Approved	Displays the amount of the funds approved.
Comments	Displays any comments that were entered.
Status	Displays the status of the request.
Actions	<p>Provides the ability for a State Office user to edit or submit to the National Office.</p> <p>National users have the ability to approve, disapprove, or edit a funds request.</p>
Documents	CLICK "Upload Documents" to upload documents associated with the request or to view previous documents submitted.
Exit	CLICK "Exit" to navigate to the Signup Search Screen.
Request Funds	<p>CLICK "Request Funds" to request funds for ECP Applications for land physically located in the approved county affected by the disaster event.</p> <p>The Request Funds option allows other administrative counties with land physically located in the approved county to accept and pay applications using the approved signup.</p> <p>Follow paragraphs 106 and 107 for further instructions.</p>

## 103 Activate Signup Screen

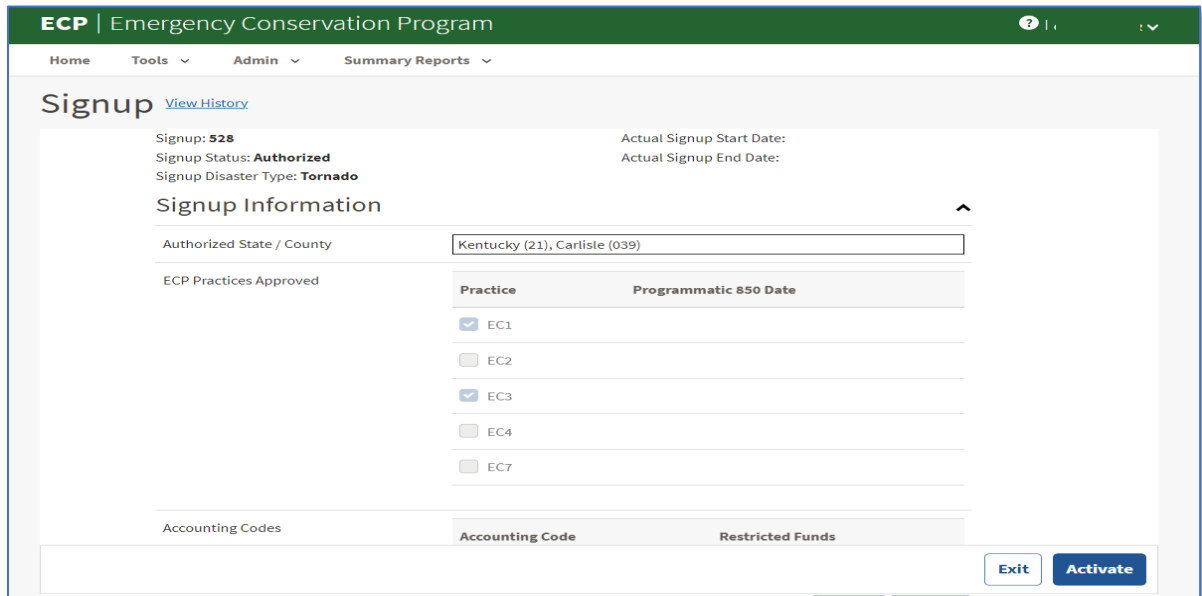
### A Overview

Activating a signup that has been authorized through a RTI approval allows counties to begin processing and approving applications.

**Note:** The accounting code will not be included on the Activate Signup Screen when first activating the signup. The accounting code is assigned when funds are requested and approved.

### B Example of Activate Signup Screen

The following is an example of the Activate Signup Screen for an authorized signup that has not yet been activated.



The screenshot shows the 'ECP | Emergency Conservation Program' interface. The main heading is 'Signup' with a 'View History' link. The page displays the following information:

- Signup: 528
- Signup Status: **Authorized**
- Signup Disaster Type: **Tornado**
- Actual Signup Start Date:
- Actual Signup End Date:

The 'Signup Information' section includes:

- Authorized State / County: Kentucky (21), Carlisle (039)
- ECP Practices Approved table:

Practice	Programmatic 850 Date
<input checked="" type="checkbox"/> EC1	
<input type="checkbox"/> EC2	
<input checked="" type="checkbox"/> EC3	
<input type="checkbox"/> EC4	
<input type="checkbox"/> EC7	

The 'Accounting Codes' section includes:

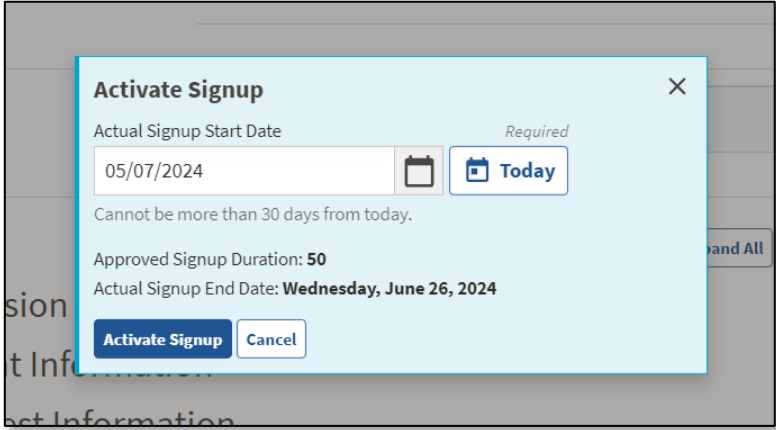
Accounting Code	Restricted Funds

At the bottom right, there are 'Exit' and 'Activate' buttons.

103 Activate Signup (Continued)

C Action

Activate a signup according to the following table.

Step	Action
1	Review the practices approved by the National Office and the number of days authorized by the National Office for the signup.
2	CLICK “Activate”.  <b>Note:</b> The “Activate” option is only displayed for users associated with the approved county.
3	Enter the signup start date on the pop-up screen.    <b>Notes:</b> Signup start date may be the current date or a future date.  To exit the pop-up window without activating the signup CLICK “Cancel”.
4	CLICK “Activate Signup”. The Signup Screen is re-displayed. If the signup start date was entered as the current date the status of the signup is updated to Active.

104 Extending a Signup


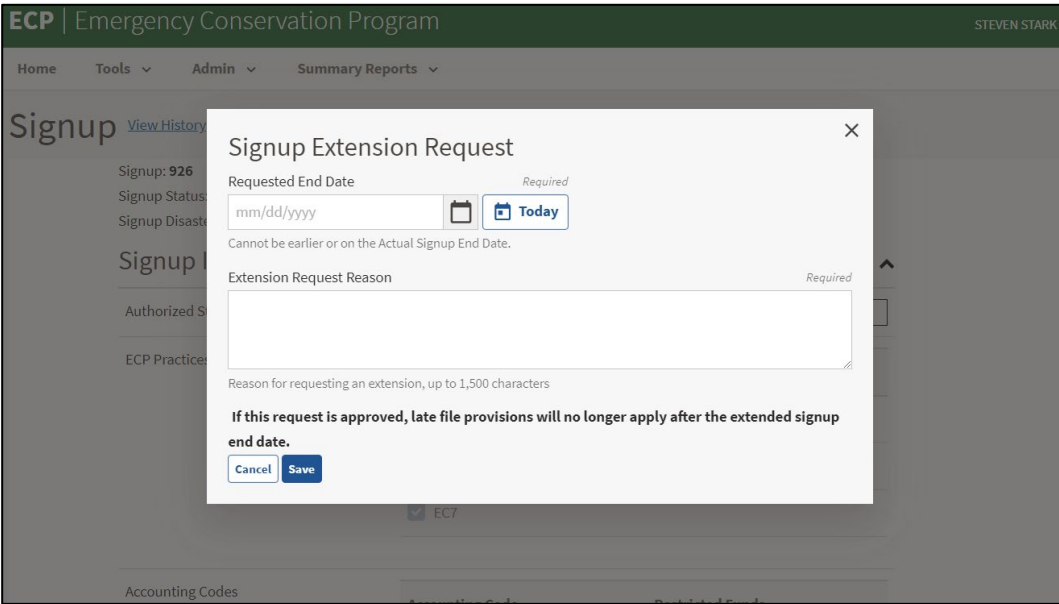
A Overview

When the approved signup period is not sufficient to accommodate all potential applications, extension of the signup may be requested. If approved by the National Office, the signup will remain active until the revised signup end date.

**Note:** Late file provisions no longer apply after the extended signup end date.

B County Request for Extension


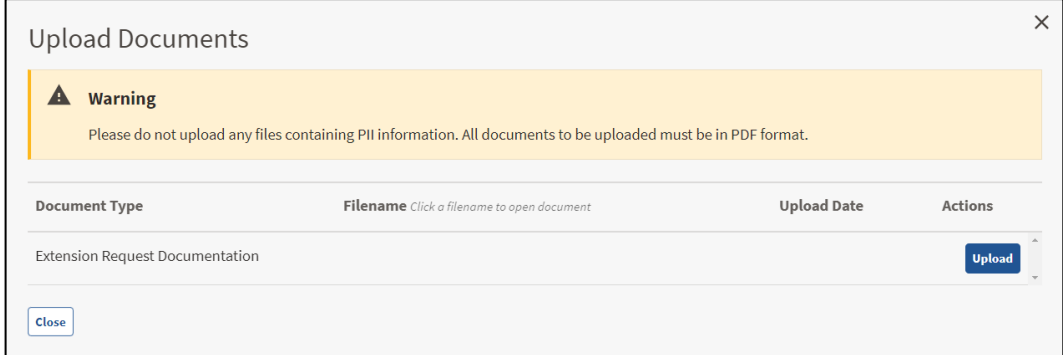

The following table provides the instructions for requesting a signup extension

Step	Action
1	<p>In the Signup Extension Requests section of the Signup Screen, CLICK “Request Extension”.</p> 
2	<p>On the Signup Extension Request Screen:</p> <ul style="list-style-type: none"> <li>enter the Requested End Date</li> <li>enter an explanation of the reason the extension is needed</li> <li>CLICK “Save”.</li> </ul> 



104 Extending a Signup (Continued)


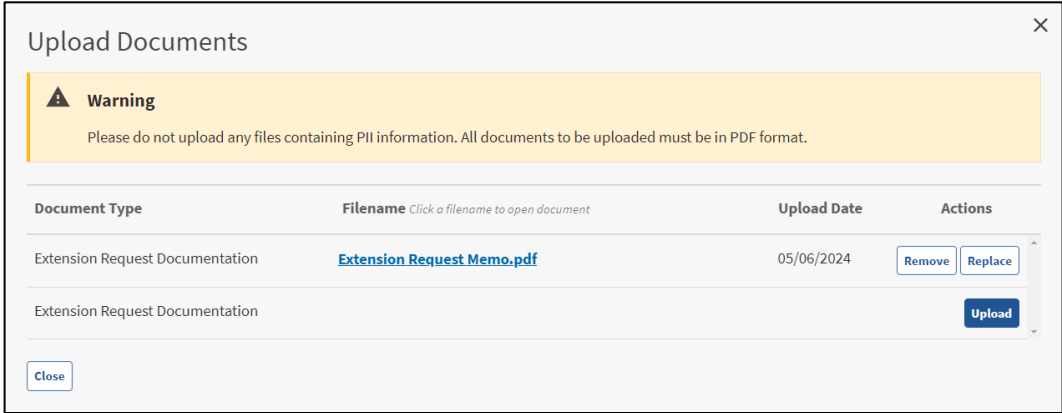
B County Request for Extension (Continued)

Step	Action
3	<p>CLICK “Upload Documents”.</p>  <p><b>Note:</b> ECP policy requires a COC memo requesting the extension to be attached to the extension request. Additional supporting documentation may also be attached.</p>
4	<p>On the Upload Documents Screen:</p> <ul style="list-style-type: none"> <li>• CLICK “Upload”</li> <li>• search for and attach the document</li> <li>• repeat the upload process if more than one document will be attached</li> <li>• after all documents are uploaded, CLICK “Close”.</li> </ul> <p><b>Note:</b> Attachments must be PDF.</p> 
5	<p>CLICK “Submit to State” to submit the extension request for State Office Review.</p> <p>The status of the signup extension request is updated to State Review.</p>  <p><b>Note:</b> “CLICK View Comment” to view the previously entered comment. CLICK “Edit” to edit the previously entered comment or the requested end date.</p>

104 Extending a Signup (Continued)

C State Review of Extension Request

The following table provides instructions for the State Office to review and approve or disapprove a signup extension request.

Step	Action
1	<p>In the Signup Extension Requests section of the Signup Screen, CLICK “Upload Documents” to view supporting documentation submitted by the County Office.</p> 
2	<p>On the Upload Documents Screen, click on the filename to open and view a document.</p> <p>After completing all actions on the Upload Documents pop-up, CLICK “Close” to return to the Signup Screen.</p>  <p><b>Note:</b> There is not an option to return the extension request to the county. If the County Office failed to attach an extension request memo the State specialist will need to either:</p> <ul style="list-style-type: none"> <li>• obtain a copy of the memo from the county and upload it</li> <li>• disapprove the request for extension and have the county submit a new request with the document attached.</li> </ul>

104 Extending a Signup (Continued)

C State Review of Extension Request (Continued)

Step	Action												
3	<p>The following actions can be taken upon closing the Upload Documents pop-up Screen. State Office users can CLICK:</p> <ul style="list-style-type: none"> <li>• “View Comment” to view the comment added when the request was created</li> <li>• “Edit” to change the requested end date of the extension request</li> <li>• “Disapprove” to update the status of the request to “Disapproved”</li> <li>• “Submit to National” to update the status to “Pending National Authorization”.</li> </ul> <div data-bbox="402 625 1458 940" style="border: 1px solid black; padding: 10px;"> <p>Signup Extension Requests <span style="float: right;">^</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Requested Date</th> <th style="width: 15%;">Signup Extension ID</th> <th style="width: 15%;">Documents</th> <th style="width: 15%;">Request Reason</th> <th style="width: 15%;">Status</th> <th style="width: 20%;">Actions</th> </tr> </thead> <tbody> <tr> <td>05/30/2024</td> <td>771</td> <td style="text-align: center;"><a href="#">Upload Documents</a></td> <td style="text-align: center;"><a href="#">View Comment</a></td> <td>State Review</td> <td style="text-align: right;"> <a href="#">Edit</a> <a href="#">Disapprove</a>  <a href="#">Submit to National</a> </td> </tr> </tbody> </table> </div>	Requested Date	Signup Extension ID	Documents	Request Reason	Status	Actions	05/30/2024	771	<a href="#">Upload Documents</a>	<a href="#">View Comment</a>	State Review	<a href="#">Edit</a> <a href="#">Disapprove</a> <a href="#">Submit to National</a>
Requested Date	Signup Extension ID	Documents	Request Reason	Status	Actions								
05/30/2024	771	<a href="#">Upload Documents</a>	<a href="#">View Comment</a>	State Review	<a href="#">Edit</a> <a href="#">Disapprove</a> <a href="#">Submit to National</a>								

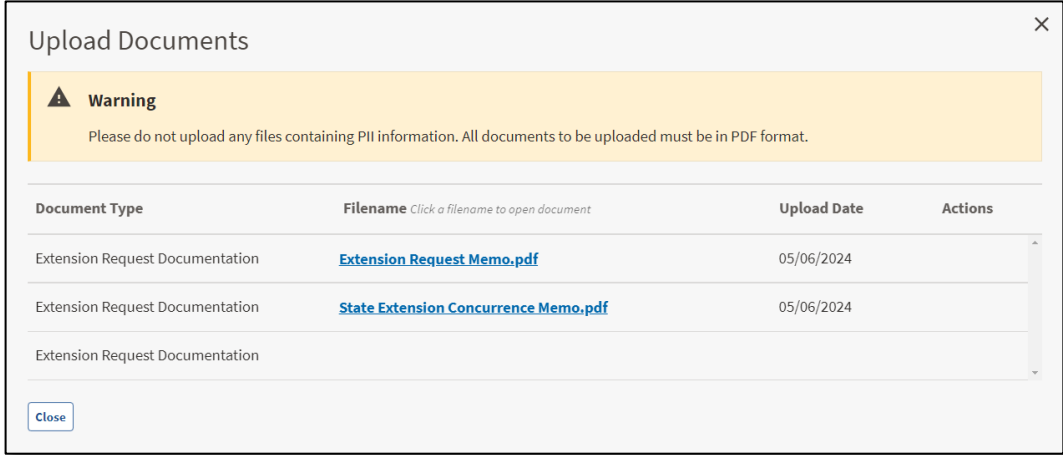
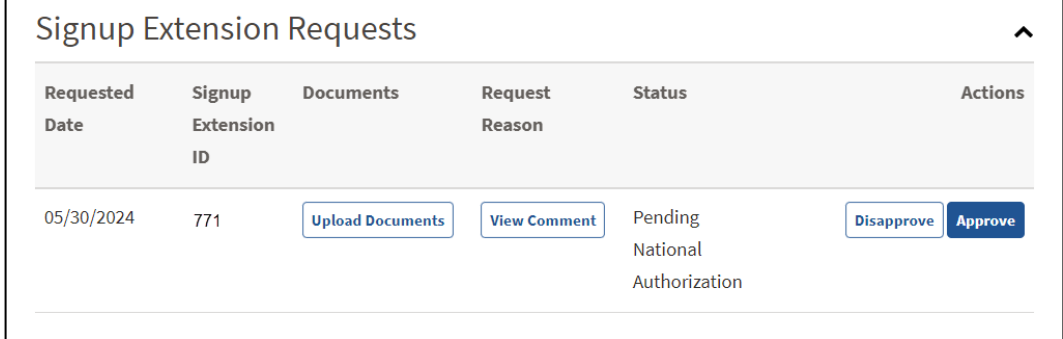
D National Review of Extension Request

The following table provides instructions for the National Office review of the sign-up extension request.

Step	Action												
1	<p>In the Signup Extension Requests section of the Signup Screen, CLICK “Upload Documents” to view supporting documentation submitted by the County and State Offices.</p> <div data-bbox="402 1375 1458 1717" style="border: 1px solid black; padding: 10px;"> <p>Signup Extension Requests <span style="float: right;">^</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Requested Date</th> <th style="width: 15%;">Signup Extension ID</th> <th style="width: 15%;">Documents</th> <th style="width: 15%;">Request Reason</th> <th style="width: 15%;">Status</th> <th style="width: 20%;">Actions</th> </tr> </thead> <tbody> <tr> <td>05/30/2024</td> <td>771</td> <td style="text-align: center;"><a href="#">Upload Documents</a></td> <td style="text-align: center;"><a href="#">View Comment</a></td> <td>Pending National Authorization</td> <td style="text-align: right;"> <a href="#">Disapprove</a> <a href="#">Approve</a> </td> </tr> </tbody> </table> </div>	Requested Date	Signup Extension ID	Documents	Request Reason	Status	Actions	05/30/2024	771	<a href="#">Upload Documents</a>	<a href="#">View Comment</a>	Pending National Authorization	<a href="#">Disapprove</a> <a href="#">Approve</a>
Requested Date	Signup Extension ID	Documents	Request Reason	Status	Actions								
05/30/2024	771	<a href="#">Upload Documents</a>	<a href="#">View Comment</a>	Pending National Authorization	<a href="#">Disapprove</a> <a href="#">Approve</a>								

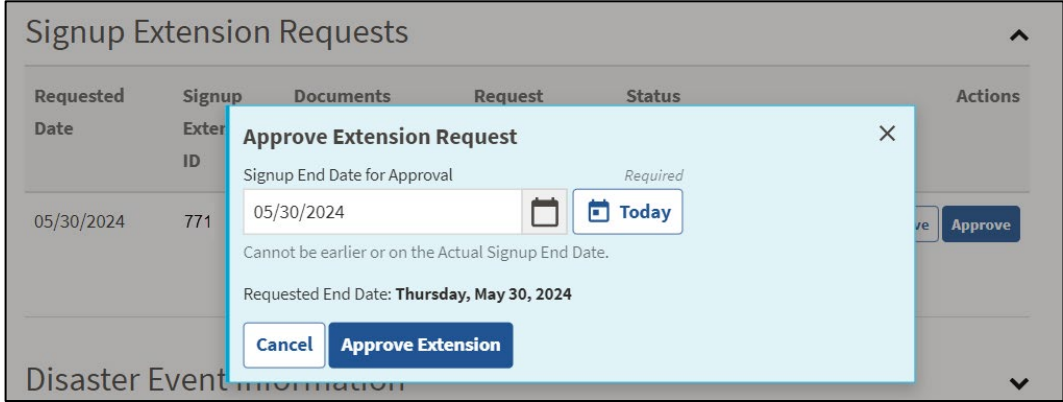
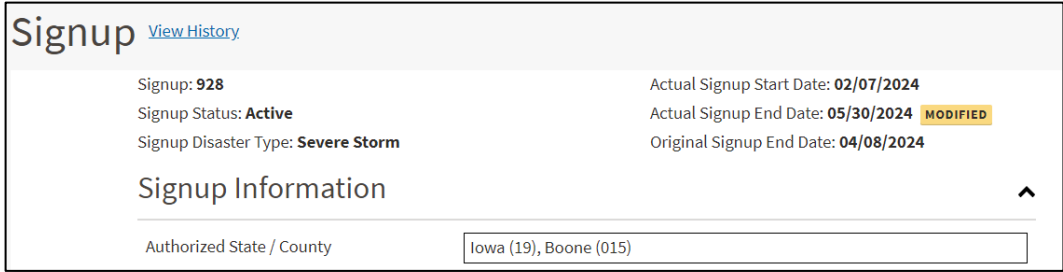
104 Extending a Signup (Continued)

D National Review of Extension Request (Continued)

Step	Action
2	<p>On the Upload Documents pop-up Screen, click on the filename to open and view a document.</p> <p>After reviewing documents CLICK “Close” to return to the Signup Screen.</p>  <p><b>Note:</b> There is not an option to return the extension request to the State or County Office. The national user does not have the ability to upload documents. If required information is missing the national user will disapprove the request and a new extension request containing the required documents will need to be created.</p>
3	<p>The following actions can be taken upon closing the Upload Documents pop-up Screen. National Office users can CLICK:</p> <ul style="list-style-type: none"> <li>• “View Comment” to see the comment added when the request was created</li> <li>• “Disapprove” to enter a reason for disapproval and update the status of the request to “Disapproved”</li> <li>• “Approve” to display the Approve Extension Request pop-up.</li> </ul> 

104 Extending a Signup (Continued)

D National Review of Extension Request (Continued)

Step	Action
4	<p>On the Approve Extension Request pop-up the national program manager can:</p> <ul style="list-style-type: none"> <li>edit the requested Signup End Date or leave the existing value</li> <li>CLICK “Approve Extension” to update the status of the extension request to “Approved” and update the signup status to “Active”</li> <li>CLICK “Cancel” to return to the Signup Screen without acting on the extension request.</li> </ul> 
5	<p>The Actual Signup End Date is updated to reflect the approved extension and is flagged as “Modified”.</p> <p>The Original Signup End Date is displayed under the new Actual Signup End Date.</p> 

## 105 Closing Signups Early

### A Overview

It is not necessary to close a signup. Once the actual signup end date is reached, the signup status will automatically change to Closed at midnight. If the user wants to close the signup before the scheduled end date, they can do so by taking the steps outlined in subparagraph C.

**Example:** Drought conditions change and the county decides to close the signup early.

The actual signup end date will display the last day applications would be considered timely filed. A “modified” indicator will display next to the date to alert users that the signup was closed early.

**Warning:** Once a signup has been closed it cannot be reopened.

### B Example of Signup Screen to Close Signup

The following is an example of the Signup Screen allowing users to close a signup early.

The screenshot shows the 'ECP | Emergency Conservation Program' interface. The main content area is titled 'Signup' with a 'View History' link. It displays the following information:

- Signup: 845
- Signup Status: **Active**
- Signup Disaster Type: **Flood**
- Actual Signup Start Date: 09/27/2023
- Actual Signup End Date: 11/27/2023

Below this is the 'Signup Information' section, which includes:

- A text input field for 'Authorized State / County' containing 'Nebraska (31), Cass (025)'. There is an upward arrow icon to the right of the field.
- An 'ECP Practices Approved' section with an 'Edit' button.
- A table of approved practices:

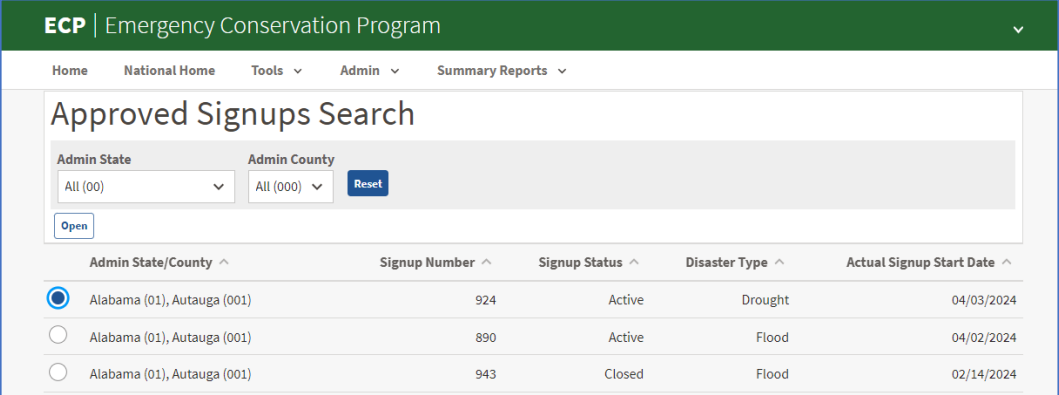
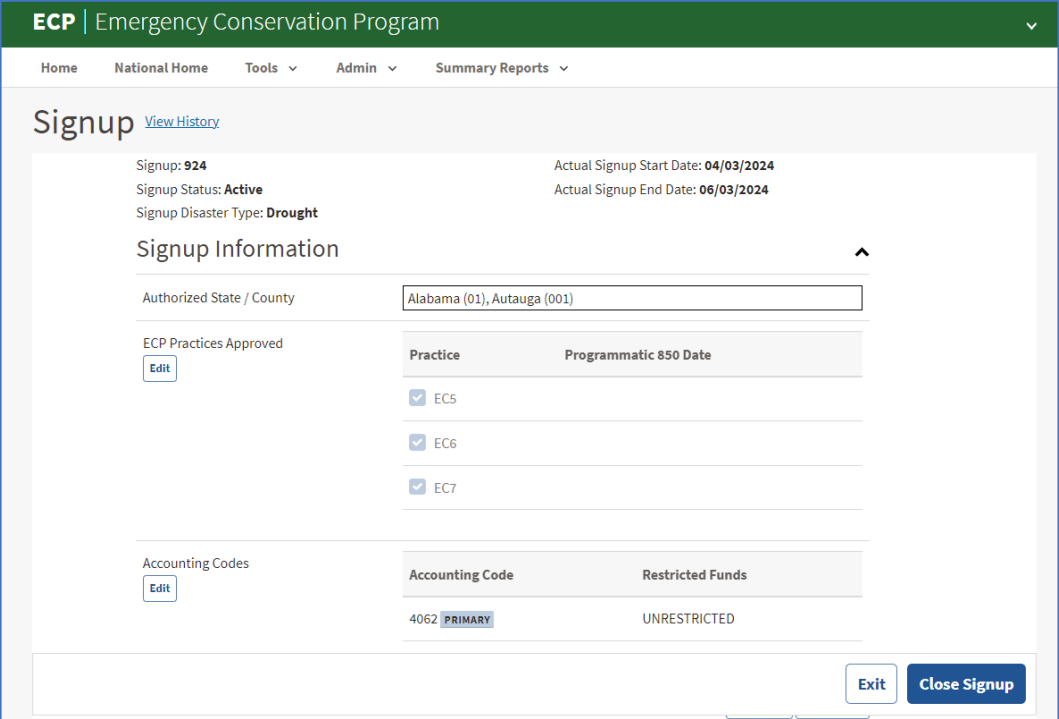
Practice	Programmatic 850 Date
<input checked="" type="checkbox"/> EC1	
<input checked="" type="checkbox"/> EC2	
<input checked="" type="checkbox"/> EC3	

At the bottom right of the form, there are two buttons: 'Exit' and 'Close Signup'.

105 Closing Signups Early (Continued)

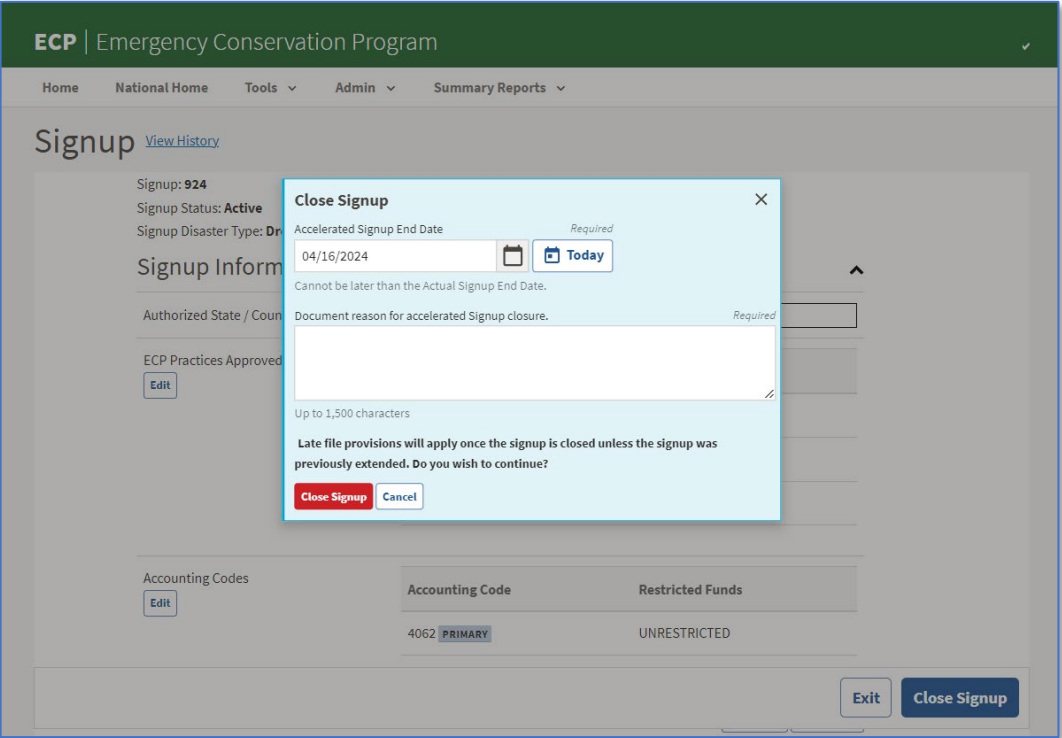
C Action for Closing Signup Early

The following table provides the steps to close a signup early.

Step	Action																				
<p>1</p>	<p>On the Approved Signup Search Screen:</p> <ul style="list-style-type: none"> <li>• select applicable signup with an Active status.</li> <li>• CLICK “Open”. The Signup Screen is displayed.</li> </ul>  <table border="1" data-bbox="467 814 1430 961"> <thead> <tr> <th>Admin State/County ^</th> <th>Signup Number ^</th> <th>Signup Status ^</th> <th>Disaster Type ^</th> <th>Actual Signup Start Date ^</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/> Alabama (01), Autauga (001)</td> <td>924</td> <td>Active</td> <td>Drought</td> <td>04/03/2024</td> </tr> <tr> <td><input type="radio"/> Alabama (01), Autauga (001)</td> <td>890</td> <td>Active</td> <td>Flood</td> <td>04/02/2024</td> </tr> <tr> <td><input type="radio"/> Alabama (01), Autauga (001)</td> <td>943</td> <td>Closed</td> <td>Flood</td> <td>02/14/2024</td> </tr> </tbody> </table>	Admin State/County ^	Signup Number ^	Signup Status ^	Disaster Type ^	Actual Signup Start Date ^	<input checked="" type="radio"/> Alabama (01), Autauga (001)	924	Active	Drought	04/03/2024	<input type="radio"/> Alabama (01), Autauga (001)	890	Active	Flood	04/02/2024	<input type="radio"/> Alabama (01), Autauga (001)	943	Closed	Flood	02/14/2024
Admin State/County ^	Signup Number ^	Signup Status ^	Disaster Type ^	Actual Signup Start Date ^																	
<input checked="" type="radio"/> Alabama (01), Autauga (001)	924	Active	Drought	04/03/2024																	
<input type="radio"/> Alabama (01), Autauga (001)	890	Active	Flood	04/02/2024																	
<input type="radio"/> Alabama (01), Autauga (001)	943	Closed	Flood	02/14/2024																	
<p>2</p>	<p>On the Signup Screen, CLICK “Close Signup”.</p> <p><b>Note:</b> The “Close Signup” option is only displayed for users associated with the approved county.</p> 																				

105 Closing Signups Early (Continued)

C Action for Closing Signup Early (Continued)

Step	Action
3	<p>On the pop-up screen:</p> <ul style="list-style-type: none"> <li>• enter the signup end date</li> <li>• document the reason for accelerated signup closure</li> <li>• CLICK “Close Signup”. The Signup Screen is re-displayed.</li> </ul>  <p><b>Note:</b> Signup closes at midnight to allow producers to file applications for the entire business day.</p>



## 106 Request for Funds Allocation

### A Overview

After needs determinations have been made:

- run and upload the Extent Needed Summary Report using the “Upload Documents” button
- initiate a Request for Funds Allocation.

**Note:** Follow paragraph 902 for running the “Extent Needed Summary Report”. When the user CLICKS “Submit to State”, the request status will be updated to Pending State Review and email notifications will be sent to the State Office user.

### B Example of Signup Funding Request Screen

The following is an example of the Signup Funding Request Screen that is displayed when the user clicks “Request Funds”. See paragraph 102.

The screenshot shows a window titled "Signup Funding Request" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Admin State:** A dropdown menu showing "Iowa ( 19 )" with a downward arrow.
- Admin County:** A dropdown menu showing "Boone ( 015 )" with a downward arrow.
- Funds Requested:** A text input field containing "\$50,000.00". The label "Funds Requested" is on the left, and "Required" is on the right.
- Extent Needed Cost Share Summary Report Date:** A text input field containing "11/20/2023". To its right is a calendar icon and a button labeled "Today". The label "Extent Needed Cost Share Summary Report" is on the left, and "Required" is on the right.
- Date the Extent Needed Cost Share Summary Report was run:** A label positioned below the date field.
- Buttons:** A blue "Save" button and a white "Cancel" button are located at the bottom of the form.

## 106 Request for Funds Allocation (Continued)

### C Action

On the Signup pop-up Screen:

- enter the requested amount of funds needed
- CLICK “Save” and the Request for Funds Allocation Screen is displayed
- CLICK “Submit to State”
- CLICK “Request Funds”.

### D Example of Requests for Funds Allocation Screen

The following is an example of the Requests for Funds Allocation Screen.

Requests for Funds Allocation - Approved Total: \$0.00

Iowa (19), Boone (015) - Approved Total: \$0.00

Allocation Request Identifier	Extent Needed Date	Funds Requested	Funds Approved	Comments	Status	Actions	Documents
916	11/20/2023	\$50,000.00			Initiated	<a href="#">Submit to State</a> <a href="#">Edit</a> <a href="#">Cancel</a>	<a href="#">Upload Documents</a>

[Request Funds](#)

**106 Request for Funds Allocation (Continued)**

**E State Office Action**

When the State Office receives a request for funds, State office will:

- review the Extent Needed Summary Report
- submit to the National Office.

**Note:** The request status is updated to Pending National Authorization after submission to the National Office. The user can also cancel the request and if canceled, the status will be updated to Cancelled.

**F National Office Action**

The National Office will approve, disapprove, or cancel the request. If approved, funds will be allocated in Common Obligation Framework and the status of the request will be updated to Approved.

The National Office will assign a program accounting code for the signup. Once the allocation is received, the user will be able to successfully approve applications in the system.

107 Requesting Funds for Land Administered by Another County

A Overview

When administering land located in another county that is disaster affected, it is not necessary to request a new signup to be able to approve an ECP application for that land.

Use the already approved signup for the approved physical county when creating the application.

**Example:** Caldwell County was affected by a disaster, requested to implement ECP, and was approved to conduct a signup.

Clinton County:

- administers a small number of farms physically located in Caldwell County affected by the disaster
- was not affected by the disaster
- did not request to implement ECP.

Clinton County will request funds under Caldwell County’s signup. Once funds have been allocated, applications for land that is physically located in Caldwell County but administered by Clinton County may be approved by Clinton County.

107 Requesting Funds for Land Administered by Another County (Continued)

B Example of Funds Request Section on Signup Screen

The following is an example of the Funds Request section on the Signup Screen based on the example in subparagraph A.

The screenshot displays the 'ECP | Emergency Conservation Program' interface. At the top, there are navigation tabs: Home, Tools, Admin, and Summary Reports. The main heading is 'Signup' with a 'View History' link. Below this, key information is shown: Signup: 615, Signup Status: Active, Signup Disaster Type: Flood, Actual Signup Start Date: 08/16/2023, Actual Signup End Date: 09/13/2024 (MODIFIED), and Original Signup End Date: 09/15/2023.

The 'Signup Information' section includes a dropdown for 'Authorized State / County' set to 'Missouri (29), Caldwell (025)'. Below this is a section for 'Accounting Codes' with a table:

Accounting Code	Restricted Funds
4061 PRIMARY	UNRESTRICTED

The 'Requests for Funds Allocation - Approved Total: \$1,000,000.00' section contains two tables. The first table is for 'Missouri (29), Caldwell (025) - Approved Total: \$900,000.00' and the second is for 'Missouri (29), Clinton (049) - Approved Total: \$100,000.00'. Both tables have columns for Allocation Request Identifier, Extent Needed Date, Funds Requested, Funds Approved, Comments, Status, Actions, and Documents.

Allocation Request Identifier	Extent Needed Date	Funds Requested	Funds Approved	Comments	Status	Actions	Documents
832	09/13/2023	\$900,000.00	\$900,000.00		Approved	Upload Documents	

Allocation Request Identifier	Extent Needed Date	Funds Requested	Funds Approved	Comments	Status	Actions	Documents
884	10/26/2023	\$100,000.00	\$100,000.00		Approved	Upload Documents	

At the bottom of the screen, there is a 'Request Funds' button and a footer area with 'Exit' and 'Close Signup' buttons.

**107 Requesting Funds for Land Administered by Another County (Continued)**

**C Action**

Counties will request funds for the administrative county according to paragraph 106.

**Note:** When both counties have approved signups for the same disaster, use the administrative county's signup when creating the application and requesting funds.

**108-200 (Reserved)**

## Part 4 Application Software

### Section 1 Creating Applications

#### 201 ECP Software

##### A Overview

The ECP application software is designed to allow users to navigate between the following tabs for creating and approving applications:

- Land
- Disaster
- Map
- Practice Detail
- Request Detail
- Needs Determination
- Environmental Compliance
- COC Determination.

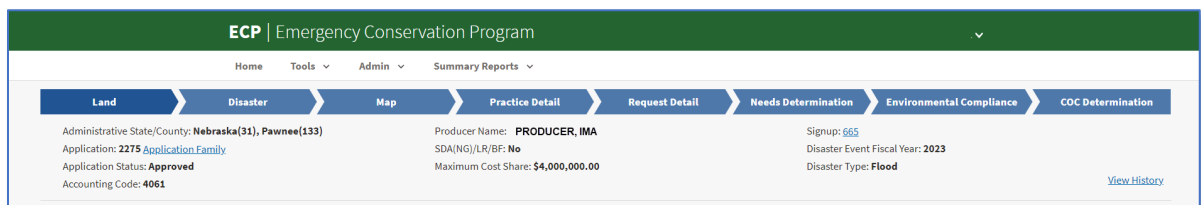
##### B Header

The same header will be displayed on each screen. When the application is created, some of the header information is blank. As the application progresses, header information will populate.

**Note:** Header tabs are enabled as the user completes each section. Once information has been saved, the user will be able to navigate between tabs by clicking on the specific tab.

##### C Example of Header

The following is an example of the header displayed on each screen.



## 201 ECP Software

**D Field Descriptions for Header**

The following table provides the field descriptions for the header.

<b>Field/Button</b>	<b>Description</b>
Administrative State/County	Displays the administrative State name, State code, county name, and county code for the application.
Application	Displays the system generated application number. Application numbers are assigned sequentially from a nationwide pool.
Application Status	Displays the application status.
Application Family	<p>The application family represents all versions of the cost share application including original and any revised versions.</p> <p>Clicking the hyperlink will display all versions of the application and allow the user to click a specific version for viewing or processing.</p> <p><b>Warning:</b> Clicking a version of the application will navigate the user away from the current application and any unsaved edits will be lost. User will need to save edits before selecting another application.</p>
Accounting Code	Displays the accounting code for the application associated with the approved signup once funding has been approved.
Producer Name	Displays the producer's name.
SDA(NG)/LR/BF	A Yes/No indicator to identify if the producer is a socially disadvantaged (not including gender), limited resource, or beginning farmer.
Maximum Cost Share	Displays the maximum cost share calculated according to the approved FSA-23. See 1-ECP, Exhibit 61 for instructions for completing the FSA-23. See paragraph 251 for loading the maximum cost share amount during approval.
Signup	<p>Displays the approved signup number as a hyperlink.</p> <p>Clicking the hyperlink, will navigate the user to Signup Screen. See Section 3 of this part for further instructions.</p>
Disaster Event Fiscal Year	Displays the FY of the disaster. ECP eligibility determinations are based upon the disaster event FY.
Disaster Type	Displays the disaster type associated with the application.
View History	A hyperlink to display the history of actions taken on the application.



201 ECP Software (Continued)

E Footers

Footers are displayed on each screen and the actual footers displayed vary depending on the status of the application.

F Example of Footer Section After Application Is Saved

The following is an example of the footer displayed for a saved application.

The screenshot shows the footer of the ECP software interface. At the top, there is a green header with 'ECP | Emergency Conservation Program'. Below it is a navigation bar with tabs: Land, Disaster, Map, Practice Detail, Request Detail, Needs Determination, Environmental Compliance, and COC Determination. The 'Request Detail' tab is active. Below the navigation bar, there is a summary section with fields for Administrative State/County (Nebraska(31), Pawnee(133)), Application (2293 Application Family), Application Status (Initiated), Accounting Code, Producer Name (PRODUCER, IMA), SDA(NG)/LR/BF, Maximum Cost Share, Signup, Disaster Event Fiscal Year, and Disaster Type. A 'View History' link is also present. Below this is a table titled 'Active Farms' with columns: Farm Number, Tract Number, Admin State/County, ANSI Physical Location, FSA Physical Location, Farmland Acres, and Owner Name. The table contains four rows of data. At the bottom, there is a footer bar with '1 of 8 Steps' and buttons for Summary, Generate Documents, Upload Documents, Process Notifications, Exit, Save, Cancel Practice / (Undo), and Save and Continue.

Farm Number	Tract Number	Admin State/County	ANSI Physical Location	FSA Physical Location	Farmland Acres	Owner Name
<input checked="" type="checkbox"/>	1674	444	Nebraska (31), Pawnee (133)	Nebraska (31), Pawnee (133)	158.64	PRODUCER, IMA
<input type="checkbox"/>	1674	445	Nebraska (31), Pawnee (133)	Nebraska (31), Pawnee (133)	82.17	PRODUCER, IMA
<input type="checkbox"/>	1674	7754	Nebraska (31), Pawnee (133)	Nebraska (31), Pawnee (133)	78.21	FARMER, JOHN
<input type="checkbox"/>	2436	232	Nebraska (31), Pawnee (133)	Nebraska (31), Pawnee (133)	216.91	ABC FARMS

201 ECP Software (Continued)

**G Field Descriptions and Actions for Footers**

The following table provides the field descriptions and actions in a footer for a saved application.

<b>Field/Button</b>	<b>Description/Action</b>
Summary	<p>After selecting an application, CLICK “Summary” for a snapshot view of information contained in the system.</p> <p>As the application progresses, the Summary Screen will expand allowing users to view all information.</p>
Generate Documents	<p>After selecting an application, CLICK “Generate Documents” to generate forms, letters, and reports for an application.</p> <p>A pop-up screen is displayed allowing users to generate applicable document(s). Documents will show as “Not Available” until the application has progressed to the point that the information needed to generate the document has been entered. For example, the “COC Determination” letter is not available until the COC has either approved or disapproved practices on the application.</p> <p>The system defaults to “Forms”. CLICK “Letters” or “Reports” to navigate to other types of available documents.</p>
Upload Documents	<p>After selecting an application, CLICK “Upload Documents, to upload documents.</p> <p>Examples of documents that can be uploaded include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Practice Extension Request</li> <li>• FSA-23</li> <li>• FSA-850.</li> </ul> <p><b>Important:</b> Do not upload any documents containing PII information.</p>

201 ECP Software (Continued)

G Footer Descriptions and Actions for Footer (Continued)

Field/Button	Description/Action
Process Notifications	<p>After selecting an application, CLICK “Process Notifications” to view and or reprocess emails, obligations, and requested payments.</p> <p>Follow paragraph 28 for further instructions.</p>
Exit	<p>A pop-up warning message that all selections (edits, etc.) will be lost is displayed and the user is asked if they wish to continue with the exit. Clicking:</p> <ul style="list-style-type: none"> <li>• “Yes” returns the user to the Application Search screen</li> <li>• “No” closes the pop-up and returns the user to the page.</li> </ul>
Save	<p>Saves any edits that were performed on the page without navigating away from the page.</p>
Cancel Practice/(Undo)	<p>After selecting an application, CLICK “Cancel Practice/(Undo)” to cancel, undo cancel, or delete a practice.</p> <p>If an application does not have any practices <b>and</b> the user clicks “Cancel Practice/(Undo)”, the application is deleted.</p> <p>If all practices are cancelled, application will be moved to Cancelled Status.</p> <p>Deleted practice(s) will be permanently removed from the application.</p> <p>Practices can be deleted until TSP review is completed.</p> <p>TSP Reviewed practices can only be cancelled. No further edits are allowed on a cancelled practice until Cancelled status is reverted.</p> <p>Before cancelling a practice, confirm that there are no other dependent practices and/or payment scenarios that require completion of the selected practice(s).</p> <p>COC Determination will be removed from cancelled practices.</p>
Save and Continue	<p>Saves any edits that were performed on the page and moves the user ahead to the next step in the application process.</p>

## 202 Creating a New Application

### A Overview

All ECP applications are created from the Application Screen.

### B Action

From the Application Selection Screen:

- CLICK “Create New”
- select producer from the SCIMS Search Screen. The Land Screen containing a list of all active farms and tracts associated with the producer are displayed.

203 Land Screen

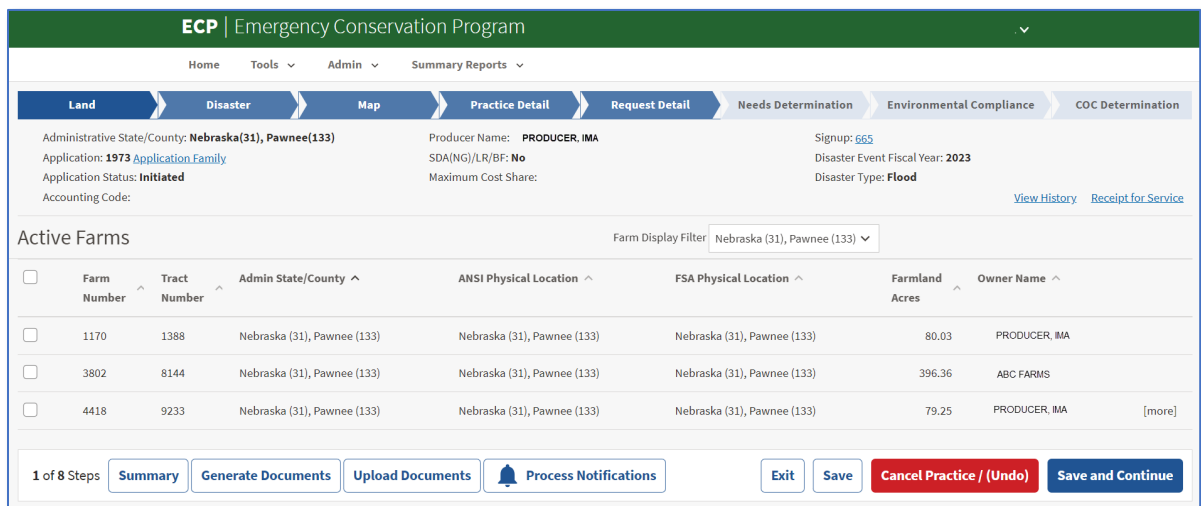
A Overview

The Land Screen allows users to select active farms and tracts owned or operated by the producer. To facilitate nationwide customer service users are allowed to create an application for any administrative county, but COC determination of eligibility and approval or disapproval can only be made by the administrative county.

**Note:** All active farms and tracts associated to the producer are displayed in a list. Users will need to select one or more farm(s) and tract(s) impacted by the disaster before continuing through the application process. All farms and tracts impacted by the disaster and administered by a single administrative county are to be included on a single application.

B Example of Land Screen When Application is First Initiated.

The following is an example of the Land Screen when an application is first initiated.



C Action

On the Land Screen:

- using the check box at the beginning of the row, CLICK the applicable box for the disaster-affected farm(s) and tract(s)

**Notes:** Clicking the check box in the header row selects all farms and tracts in the list.

Clicking the check box of a previously selected row un-selects the row.

- CLICK “Save and Continue.” The Disaster Screen is displayed.

203 Land Screen (Continued)

**D Field Descriptions and Actions**

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

Field/Button	Description/Action
View History	<p>A hyperlink to view the history of the application.</p> <p><b>Note:</b> The hyperlink becomes activated after at least one Farm/Tract has been selected and edits have been saved.</p>
Receipt for Service	<p>A hyperlink to generate a receipt for service prefilled with the following:</p> <ul style="list-style-type: none"> <li>• producer’s name</li> <li>• ECP as the program</li> <li>• Administrative State and county.</li> </ul> <p><b>Note:</b> The hyperlink becomes activated after at least one Farm/Tract has been selected and edits have been saved.</p>
Farm Display Filter	<p>Allows users to filter to farms by a specific administrative county. Filter defaults to the user’s administrative county. Click the drop-down menu to display other administrative counties. Select “All (00), All (000)” to display all farms in all administrative counties simultaneously.</p>
Farm Number	<p>Displays the farm number.</p> <p>To sort numerically, click the ▲ to the right of “Farm Number”.</p>
Tract Number	<p>Displays the tract number.</p> <p>To sort numerically, click the ▲ to the right of “Tract Number”.</p>

203 Land Screen (Continued)

D Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Admin State/County	<p>Displays the administrative State and county for the farm and tract.</p> <p>To sort alphabetically, click the ▲ to the right of “Admin State/County”.</p>
ANSI Physical Location	<p>Displays the ANSI physical State and county for the farm and tract.</p> <p>To sort alphabetically, click the ▲ to the right of “ANSI Physical Location”.</p>
FSA Physical Location	<p>Displays the FSA physical state and county for the farm and tract.</p> <p>To sort alphabetically, click the ▲ to the right of “FSA Physical Location”.</p>
Farmland Acres	<p>Displays the acres for the farm and tract.</p> <p>To sort numerically, click the ▲ to the right of “Farmland Acres”.</p>
Owner Name	<p>Displays the name of the owner(s) for the farm and tract.</p> <p>To sort alphabetically, click the ▲ to the right of “Owner Name”.</p>
[more]	<p>Allows users to view additional owners when there are multiple owners.</p> <p>Hover over [more] to see additional owners.</p>
Exit	<p>CLICK “Exit” to cancel the process and return to the Application Search Screen.</p> <p><b>Note:</b> Any data entered is not saved.</p>
Save	<p>CLICK “Save” to save data entered and remain on the Land Screen.</p>
Save and Continue	<p>CLICK “Save and Continue” to save data entered and proceed to the Disaster Screen.</p>

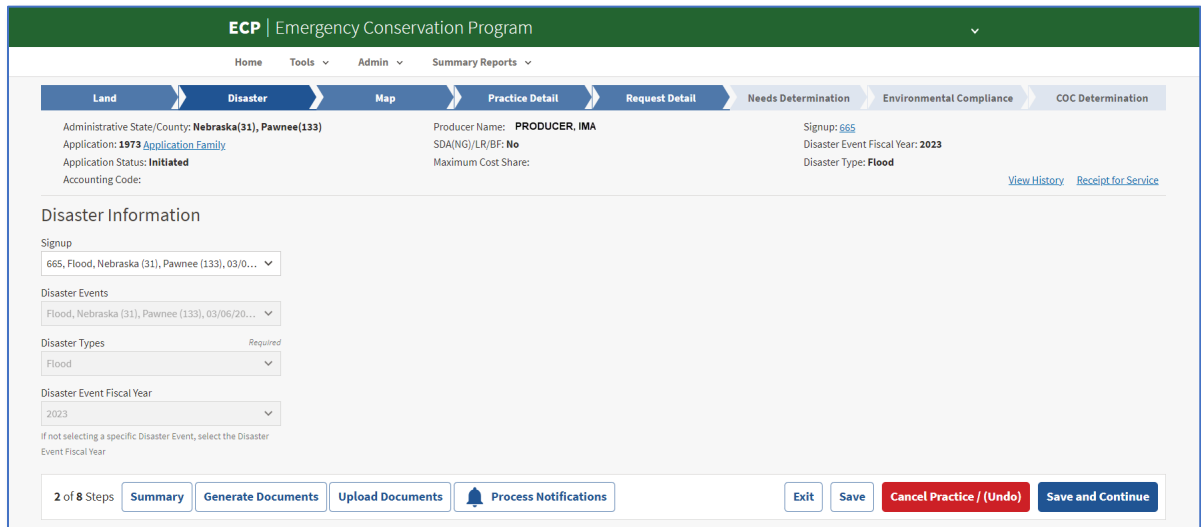
204 Disaster Screen

A Overview

The Disaster Screen allows users to select an approved signup for the specific disaster event and land.

B Example of Disaster Screen

The following is an example of the Disaster Screen.



C Action

On the Disaster Screen:

- using the drop-down menu, select the applicable signup
- CLICK “Save and Continue”.

D Determining the Signup for the Application

If the administrative county of the application has been approved to conduct an ECP signup for the disaster event, use the approved signup for the administrative county regardless of the physical location of the land that was damaged by the disaster event.

If the administrative county was not impacted by the disaster event and has not been approved to conduct a signup for the disaster event, but there is land administered by the county that is located in a physical location impacted by the disaster event, use the signup for the administrative county that corresponds to the physical location of the land.

**Note:** If the producer requests to file an application before an ECP signup has been approved for the disaster event, an application can be created without designating a specific disaster and signup. The user must select a disaster type and disaster event fiscal year. Applications created without an associated disaster event and signup cannot be approved until a disaster event and signup are associated to the application.



204 Disaster Screen (Continued)

**E Examples of Signup Selection**

The following table provides examples of the signup to be selected for various scenarios. This table is intended to clarify scenarios when admin county and physical county are not the same for part or all of the land.

Land Location	Admin County	Disaster Location	Admin County Approved for Signup	Use Signup For
County A	County A	County A	Admin County A – Yes	County A
County A	County B	County A	Admin County A – Yes Admin County B – No	County A <u>1/</u>
County A County B	County A	County A County B	Admin County A – Yes Admin County B – Yes	County A <u>2/</u>
County B County C	County A	County B County C	Admin County A – No Admin County B – Yes Admin County C – Yes	Use either County B or County C
County B	County A	County A County B	Admin County A – Yes Admin County B – No	None <u>3/</u>

- 1/ The signup for County A is used for the application. County B will not request permission to conduct a signup because the physical location corresponding to County B was not impacted by the disaster event. However, when requesting funds according to Paragraph 107 funds will be allocated to, and payments will be issued by Admin County B.
- 2/ Although both physical locations were impacted by the disaster event and both admin counties have an approved signup, only one signup can be selected for the ECP application. The signup for the admin county is used in this scenario.
- 3/ If the physical location of all land on the application is different than the admin county and the physical location does not have an approved signup, select “None” for both the signup and disaster event. Software will not allow practices physically located in County B to be approved without an approved ECP signup for County B.

## 205 Map Screen

### A Overview

The Map Screen allows users to select and draw practices represented by GIS objects in the disaster-affected location(s) to assist in locating the practices during future activities such as needs determination and spot-checks.

The drawn objects are used to provide a rough estimate of the extent of the disaster impact. The actual extent of the impact will be determined as part of the needs determination process. Since the drawn objects are rough approximations of the impacted locations it is not expected that they will be updated to match the extents determined as needed after the needs determination process is completed.

Practices may consist of one or more:

- objects (polygon, line, point).
- instances.

**Example:** There are 5 areas of debris on a farm and the user is creating EC1 for debris removal. The user has the option to either draw:

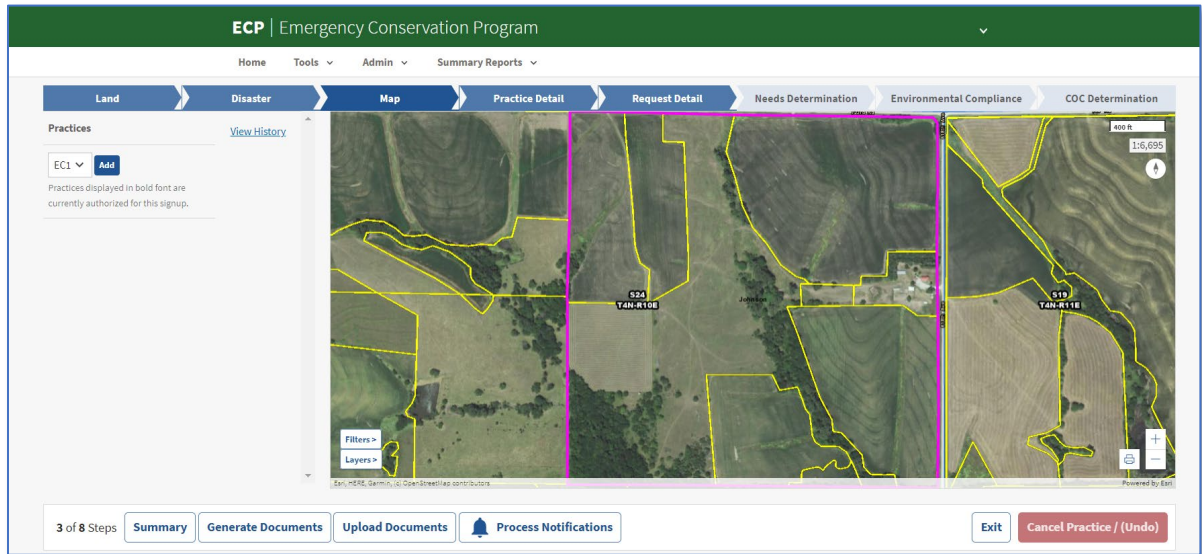
- all 5 polygons as a single instance of practice EC1(EC1-1)
- multiple instances of EC1 to represent the multiple areas (EC1-1, EC1-2, EC1-3, EC1-4, and EC1-5).

The GIS area of interest is determined by the farms and tracts selected on the Land Screen and is outlined in pink. All drawings must be made within the Area of Interest.

## 205 Map Screen (Continued)

### B Example of Map Screen

The following is an example of the Map Screen.



## 206 Determining Practice Representation

### A Overview

ECP software provides flexibility for users to decide how to best represent practices on the ECP application. Users may include an entire practice under a single practice instance, or they may use multiple instances of the same practice to represent different disaster-impacted areas. When determining how to best represent a practice the user should consider the impacts on management of the application throughout the cost share and spot check processes.

ECP applications are limited to one producer per application and one application per disaster per administrative county. When processing the application, every instance of a practice requires separate entries for subsequent processes such as needs determination, practice approval or disapproval, and certifications of performance by both the producer and TSP. For this reason, users will generally want to minimize the number of practice instances used to represent a specific practice. However, other factors may require the use of multiple practice instances.

The system will automatically create separate practice instances for the following conditions when:

- an object is drawn across a county line the system automatically creates multiple instances of the practice, one for each county
- two different types of objects are used to represent different scenarios on a practice.

**Note:** Only one drawing tool (one object type) may be used for a practice instance.

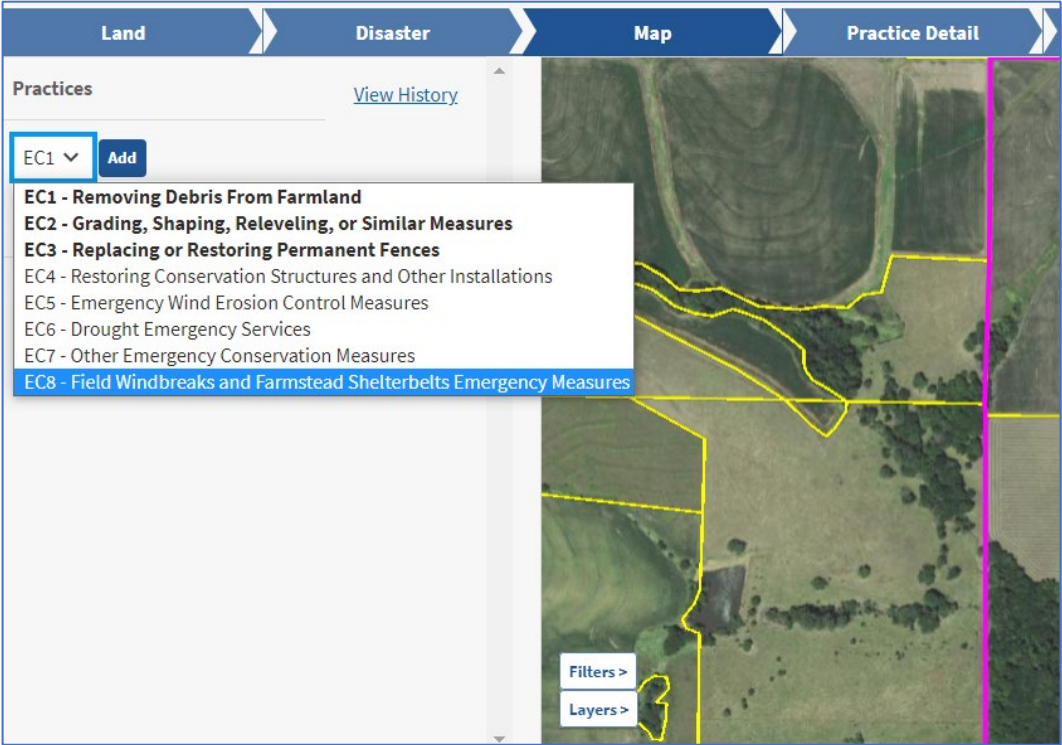
Users may choose to create multiple practice instances in the following scenarios:

- multiple tracts of land are impacted by the disaster, but the tracts are not located near one another
- the producer's share of the expenses incurred varies from one tract of land to another
- multiple scenarios will be used for the repair and those scenarios will be implemented on different timelines.

206 Determining Practice Representation (Continued)

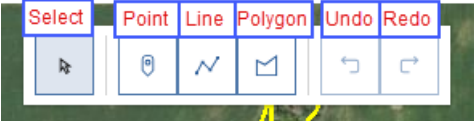
B Drawing Practices

The following table provides the steps to draw practices for the application.

Step	Description/Action
1	<p>To draw a practice:</p> <ul style="list-style-type: none"> <li>• using the drop-down menu, select the applicable practice</li> <li>• CLICK “Add”.</li> </ul> <p><b>Note:</b> Authorized practices for the signup are in bold font. Practices not in bold font may be added but cannot be approved until the practice is authorized for the signup according to Part 3.</p> 

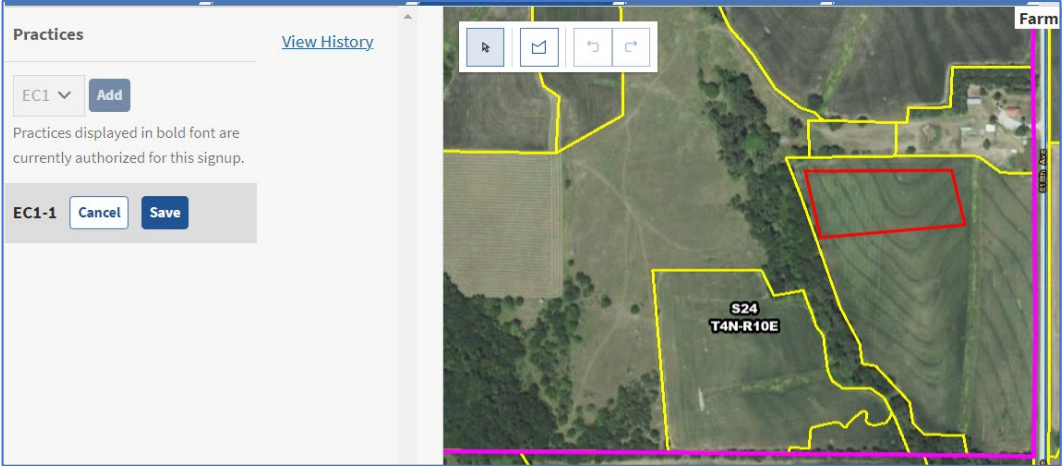
206 Determining Practice Representation (Continued)

B Drawing Practices (Continued)

Step	Description/Action																																							
2	<p>Once the practice is selected, the drawing toolbox is enabled at the top left of the map displaying the available tools. Different tools are used to draw different types of objects. Tools are enabled based on the practice selected and must be selected before drawing a practice.</p> <p>The polygon tool is used to draw practices containing scenarios represented by an area such as removal of scattered debris where the unit of measure is usually expressed in acres.</p> <p>The line tool is used to draw practices containing scenarios represented by a line such as fence replacement or pipelines where the unit of measure is usually expressed as feet or linear feet.</p> <p>The point tool is used to draw practices containing scenarios represented by a point because the area containing the scenario is too small to be delineated as an area such as replacement wells or watering facilities where the unit of measure is a number.</p> <p>The following table shows the available tools for each practice.</p> <table border="1" data-bbox="427 1020 1385 1451"> <thead> <tr> <th rowspan="2">Practice</th> <th colspan="3">Available Objects</th> </tr> <tr> <th>Point</th> <th>Line</th> <th>Polygon</th> </tr> </thead> <tbody> <tr> <td>EC1</td> <td></td> <td>✓</td> <td>✓</td> </tr> <tr> <td>EC2</td> <td></td> <td></td> <td>✓</td> </tr> <tr> <td>EC3</td> <td></td> <td>✓</td> <td></td> </tr> <tr> <td>EC4</td> <td></td> <td>✓</td> <td>✓</td> </tr> <tr> <td>EC5</td> <td></td> <td></td> <td>✓</td> </tr> <tr> <td>EC6</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>EC7</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>EC8</td> <td></td> <td>✓</td> <td>✓</td> </tr> </tbody> </table> <p><b>Hint:</b> Hover over the tool icon to identify the specific tool.</p> <p>The following is an example of the available icons.</p> 	Practice	Available Objects			Point	Line	Polygon	EC1		✓	✓	EC2			✓	EC3		✓		EC4		✓	✓	EC5			✓	EC6	✓	✓	✓	EC7	✓	✓	✓	EC8		✓	✓
Practice	Available Objects																																							
	Point	Line	Polygon																																					
EC1		✓	✓																																					
EC2			✓																																					
EC3		✓																																						
EC4		✓	✓																																					
EC5			✓																																					
EC6	✓	✓	✓																																					
EC7	✓	✓	✓																																					
EC8		✓	✓																																					

206 Determining Practice Representation (Continued)

B Drawing Practices (Continued)

Step	Description/Action
3	<p>To draw a <b>polygon or line</b>:</p> <ul style="list-style-type: none"> <li>• select the GIS tool to be used</li> <li>• right click to add the first vertex</li> <li>• continue clicking to add vertices throughout the area until the polygon or line has been drawn</li> <li>• double click the last vertex to complete the drawing.</li> </ul> <p>To draw a <b>point</b>, a single right click adds the point. The point tool is disabled after adding the point.</p> <p>If multiple objects will be included on a single practice instance, re-select the same tool, and follow the same steps to draw the subsequent object.</p> <p><b>Hint:</b> While drawing a polygon or line, the “Undo” button removes the last vertex added, and the “Redo” button replaces an undone vertex.</p> <p>A drawn polygon, line, or point will be displayed in red.</p> 

206 Determining Practice Representation (Continued)



B Drawing Practices (Continued)

Step	Description/Action
4	<p>To edit an object that has been drawn but has not yet been saved, the user can click on the object to select it.</p> <p><b>Note:</b> The GIS toolbar is redisplayed with a trash can icon that can be used to delete the selected object.</p> <p>The object will be displayed with:</p> <ul style="list-style-type: none"> <li>• existing vertices displayed in orange</li> <li>• shadow vertices displayed in white at the center point between existing vertices</li> <li>• lines displayed in red.</li> </ul> <div data-bbox="696 770 1219 1180" data-label="Image"> </div> <p>Users will be able to:</p> <ul style="list-style-type: none"> <li>• click and drag orange vertices to reposition them</li> <li>• click a white shadow vertex to add it as an additional permanent orange vertex and drag the added vertex to a new location</li> <li>• click on a red line of the object or within the object in the case of polygons to drag and reposition the entire object at once.</li> </ul> <p><b>Hint:</b> Click anywhere outside of the selected object to finish the edit after adding or repositioning vertices.</p>



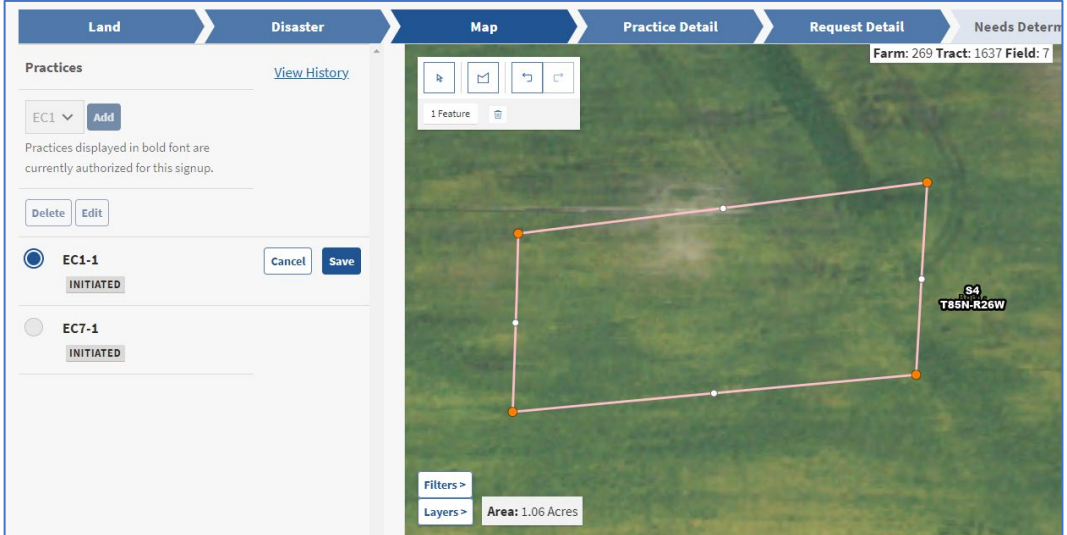
206 Determining Practice Representation (Continued)

B Drawing Practices (Continued)

Step	Description/Action
5	<p>To edit the GIS representation of a practice after it has been saved, select the practice in the hierarchy on the left side of the screen.</p> <p><b>Note:</b> Objects included as part of the practice instance are displayed with in blue font</p> 
6	<p>CLICK “Edit”.</p> <p>Objects included as part of the practice instance are displayed in pink with the selection tool in the GIS toolbar enabled.</p> 

206 Determining Practice Representation (Continued)

B Drawing Practices (Continued)

Step	Description/Action
7	<p>Double click the object to be edited.</p> 

**206 Determining Practice Representation (Continued)****C Drawing Multi-Part Practices in GIS**

To permit users to minimize the number of practice instances needed to represent a practice, GIS in ECP software allows the use of multi-part polygons and multiple lines to represent a single practice instance. Multiple points may also be used to represent a single instance of a practice. It is not necessary to create a new practice instance for **every** polygon, line, or point that is drawn.

To create a multi-part practice:

- finish the first polygon or line by double clicking the last vertex or after placing the first point for objects represented by a point
- begin drawing an additional polygon, line, or point for the same practice instance by re-selecting the same drawing tool from the GIS toolbar and drawing the next polygon, line, or point that will be a sub-part of the multi-part practice
- right click to place the starting vertex for the next polygon, line, or point and continuing drawing in the same manner as described in the table for subparagraph B
- CLICK “Save” to finish the practice instance.

**Note:** Users may create as many or as few instances of the same practice as deemed appropriate to best manage the ECP application, keeping in mind that each additional instance of a practice requires separate entries in later processes such as needs determination, producer certification, etc.

206 Determining Practice Representation (Continued)

D GIS Labels

A label is created for each practice instance. If a multi-part polygon or line, or multiple points are drawn to represent a practice, each subpart of the multi-part practice will be labeled with the same practice instance identifier (EC1-1 or EC4-1).

The label for the subpart will display the acreage or footage of that specific subpart. Clicking on the object generates a flyout label containing the acreage or footage of the subpart as well as the acreage or footage for the entire practice instance.

**Note:** Due to rounding the sum of the subparts may differ slightly from the quantity shown for the overall practice instance. Farm and tract numbers on which the object is located are also part of the flyout label. Examples of multi-part objects and their flyout labels are shown below.

E Example of a Flyout Label for Multi-Part Polygon

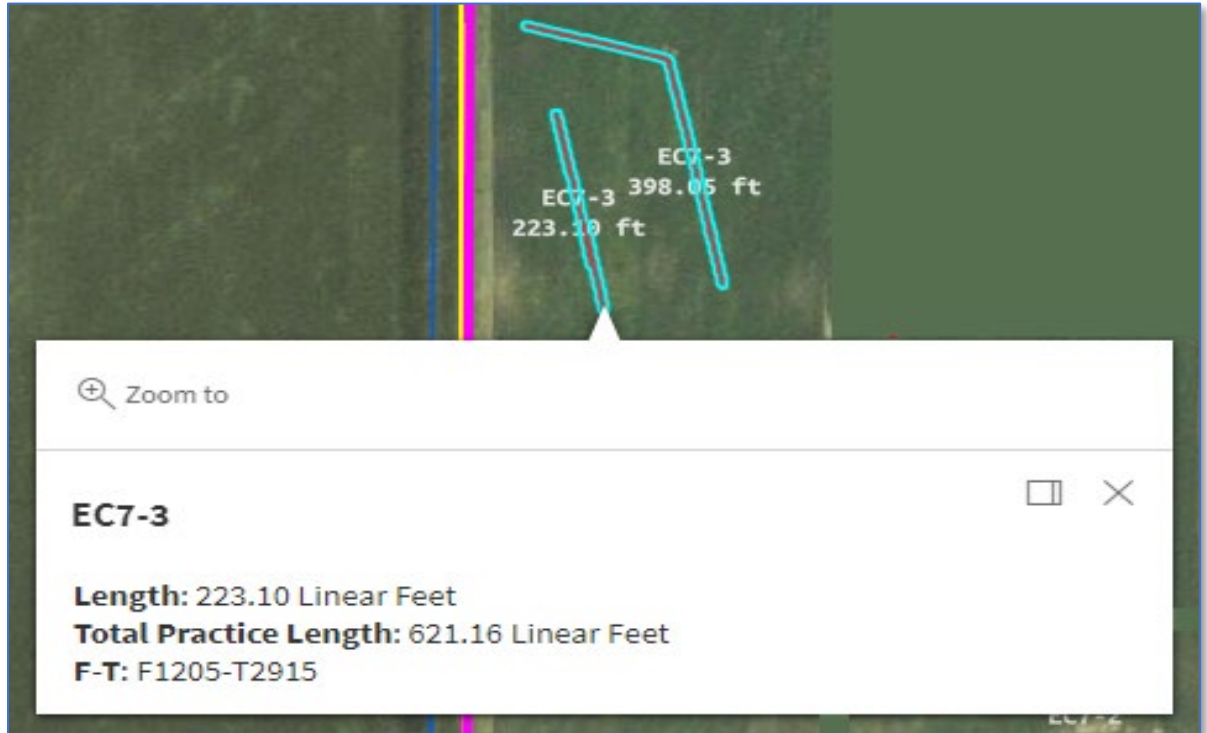
The following is an example of a flyout label for a multi-part polygon.



206 Determining Practice Representation (Continued)

F Example of a Label for Multi-Part Line

The following is an example of a label for a multi-part line.



206 Determining Practice Representation (Continued)

G Example of a Label for Multiple Points

The following is an example of a label for multiple points representing a single instance of the practice. The flyout label does not identify the number of points contained in the practice instance, but all points included in the instance are highlighted with teal rings.



## 207 Practices from Other Applications

### A Overview

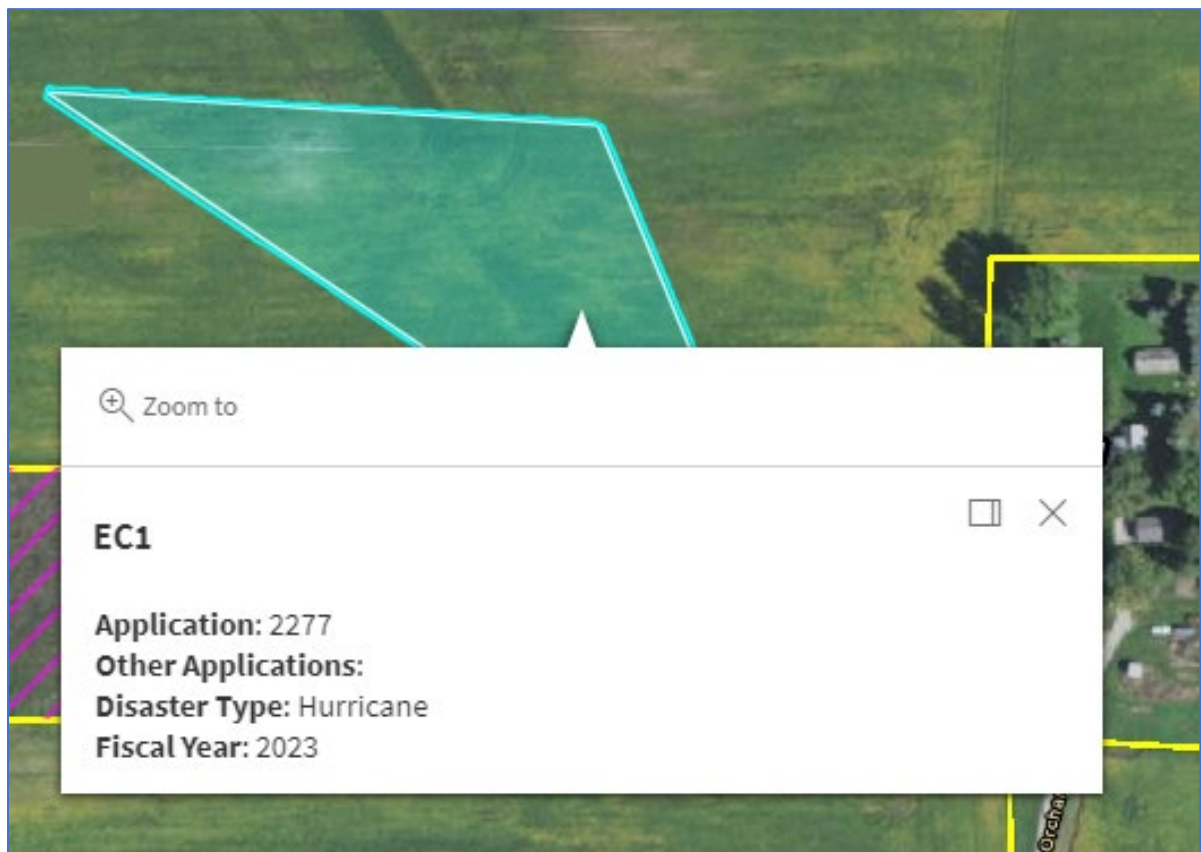
Practices from other applications including those from other fiscal years, those from other approved signups, and those from applications for other producers display on the map in white.

The purpose of displaying these practices is to alert the user to the existence of these practices that may represent potential duplicate requests for assistance or may represent areas that are subject to frequent damage and may exceed the 2 applications in 10 years limit on ECP benefits for the same type of disaster on the same land.

Labels for practices from other applications do not display until the user clicks on the object. Flyout labels for these other practices contain the ECP practice, the application number, the disaster type, and the fiscal year in which the disaster occurred. If the object was copied and used in multiple applications additional application numbers will display as “Other Applications”.

### B Example of Label for Practice from Another Application

The following is an example of a label for a practice from another application.



## 208 Limiting Practices to the Area of Interest

### A Overview

When part of a practice is drawn outside the Area of Interest boundary, the system will automatically discard (or clip) any area outside the Area of Interest.

**Note:** The line tool allows users to draw outside the area of interest without clipping the line. Since practices represented by a line are frequently located along the boundary of a tract, the system will provide a buffer to eliminate unwanted clipping if part of the line is unintentionally placed slightly outside the tract boundary.

### B Example of Practice Using Polygon Tool

The following is an example of a practice drawn using the polygon tool before and after the practice was clipped by the system.





**209 Drawing Practices Which Include Non-Cropland****A Overview**

When a practice is drawn that includes non-cropland, the system will prompt the user to accept or reject the non-cropland.

1-ECP states that nonagricultural land is ineligible for ECP benefits. Land classified as non-cropland in FSA farm records may or may not be considered nonagricultural land.

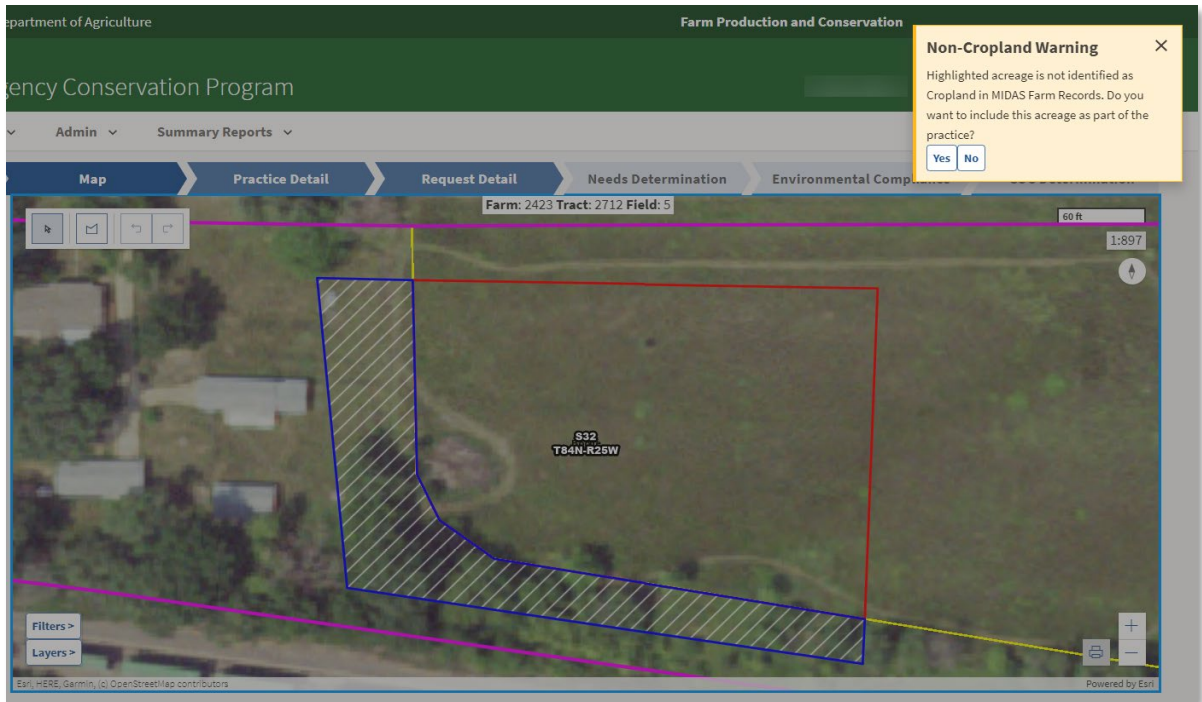
For example, pasture used to raise beef cattle may be considered non-cropland in FSA farm records, but it is considered agricultural land for ECP purposes. Pasture used for grazing horses kept for recreational use or land containing buildings are examples of areas that would typically be considered non-cropland for FSA farm records purposes and would also be considered nonagricultural land. Since non-cropland in farm records may not be the same as nonagricultural land the user must determine if the non-cropland should be included in the ECP practice or not.

**Note:** Land that does not meet the definition of productive agricultural use may be eligible for debris removal if the debris is interfering with normal farming operations, such as field roads and land surrounding farmsteads.

## 209 Drawing Practices Which Include Non-Cropland (Continued)

### B Example of Pop-Up Message

The following is an example of the pop-up message displayed when a practice is drawn and the drawing includes non-cropland. If the user answers “Yes”, to the pop-up question, the acreage will be included in the practice. If the user answers “No”, then the acreage will not be included.



## 210 Layers and Filters

### A Overview

The system allows users to display specific layers or filter to specific disaster types.

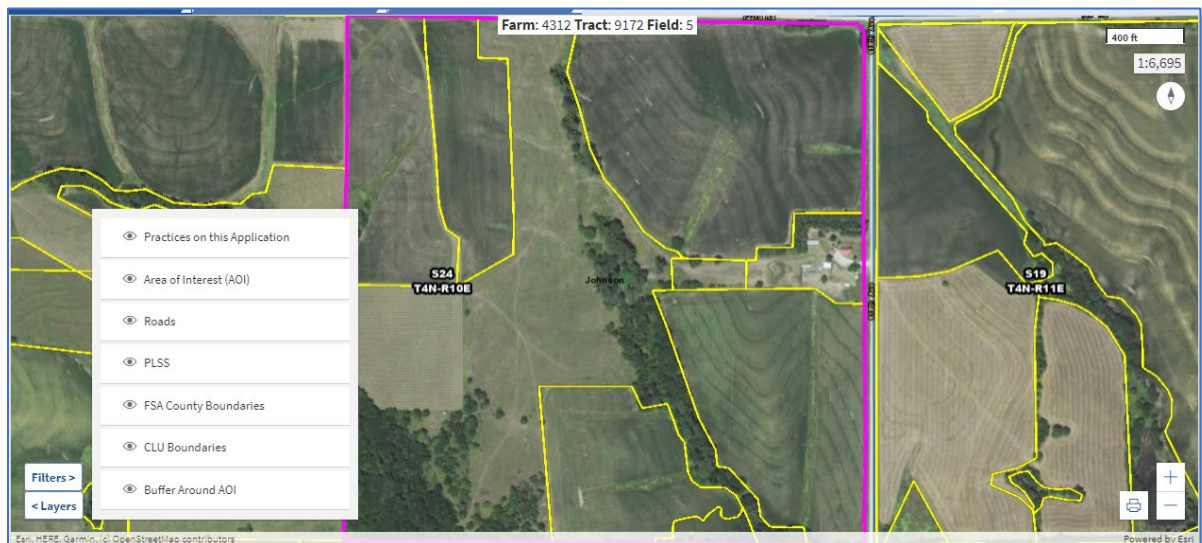
Layers are useful when drawing a practice and the user needs to select or deselect a layer to accurately draw the practice. Layers help declutter or enhance the process. All layers are defaulted to display.

**Example:** A user may find the “Roads” layer useful to locate the area where they want to draw the practice. However, the user may want to turn off the “Roads” layer off to prevent public road names from blocking specific landmarks.

Filters are useful for limiting the view of practices from other applications (such as past disasters) to a specific disaster type.

### B Example of the Default GIS View

The following is an example of the default view for the GIS view.



## 210 Layers and Filters (Continued)

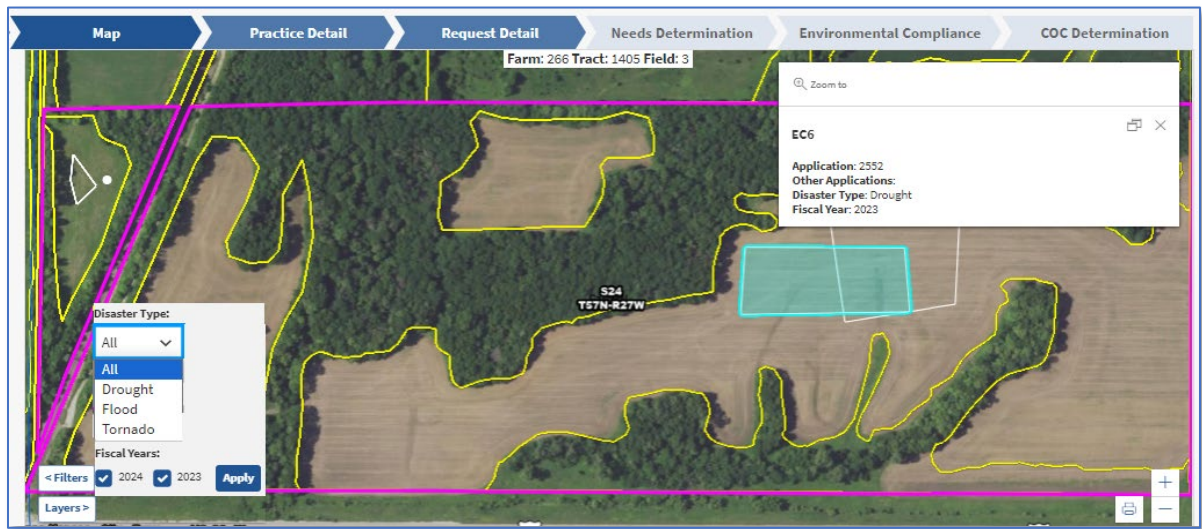
### C Filters

On the GIS map:

- CLICK “Filters” on the lower left side of the map to see available filters
- using the drop-down menu, select the applicable disaster type and year.

**Note:** When multiple disaster types and years exist, the user can filter to a specific disaster type.

The following is an example of available filters.



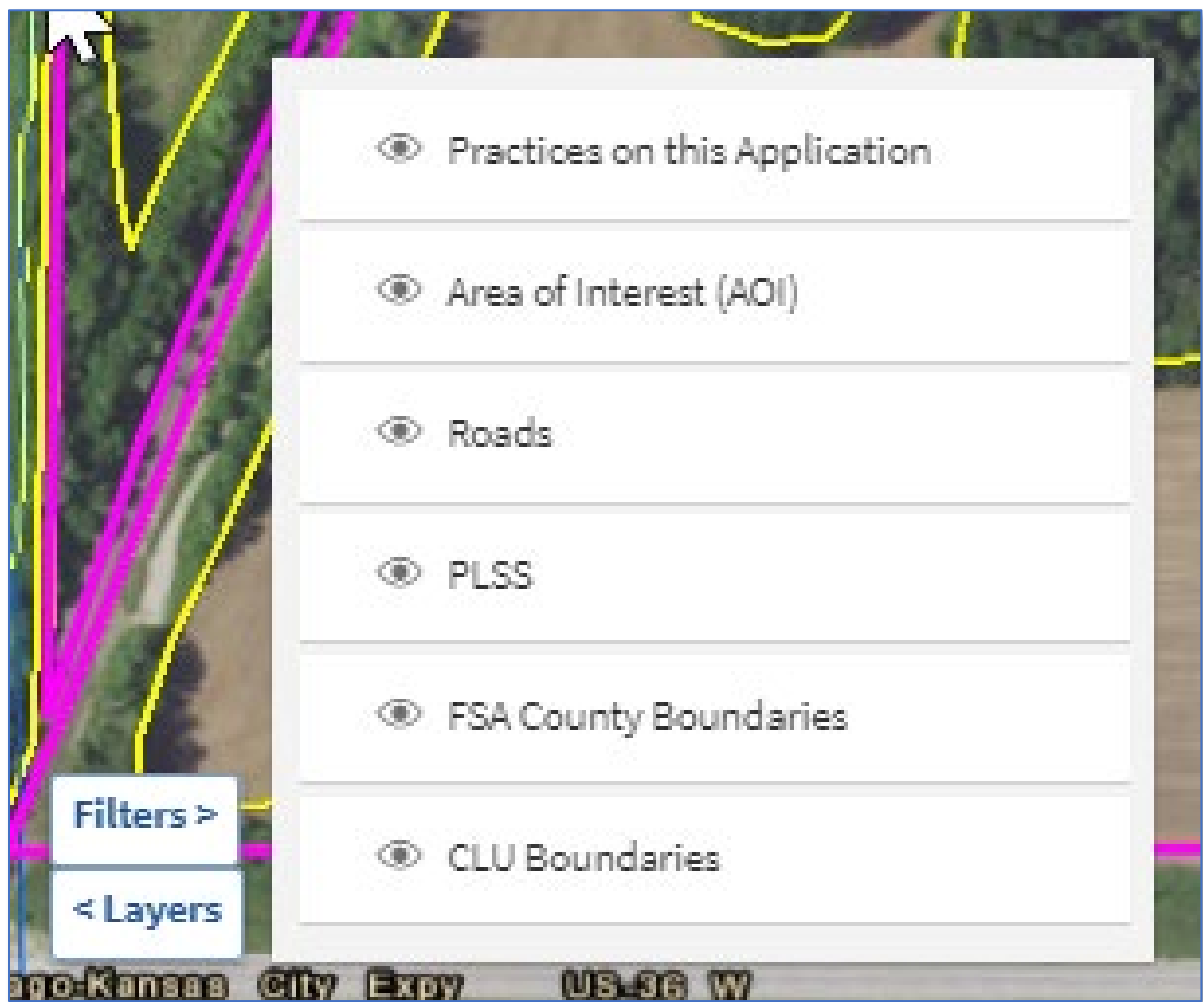
210 Layers and Filters (Continued)

**D Layers**

On the GIS map:

- CLICK “Layers” on the lower left side of the map to see available layers
- click on a layer to hide.
- Once layer is hidden, click the layer again to display.

The following is the list of available layers.



211 Map Print Preview Screen

A Overview

The Map Print Preview Screen allows users to print a map of practices to show the disaster-affected location that has been drawn.

**Note:** It is expected that maps will be maintained digitally, and County Offices should not be printing maps unless deemed necessary.

B Example of Map Print Preview Screen

The following is an example of the Map Print Preview Screen.

### Map Print Preview

ECP Application: <b>2334</b> Signup: <b>665</b> Producer Name: <b>IMA PRODUCER</b>	Admin State: <b>Nebraska</b> Admin County: <b>Pawnee</b> Disaster Type: <b>Flood</b> Disaster Year: <b>2023</b>
--	--

■ Area of Interest (AOI)  
 ■ CLU  
 ■ Practices on this Application  
  Other Practices in AOI  
 ■ CRP Land

Physical County	ECP Practice Instance	Estimated Quantity
Pawnee	EC1-1	443.11 ft
Pawnee	EC1-2	2.38 ac
Pawnee	EC3-1	799.14 ft

211 Map Print Preview Screen (Continued)

**C Navigation Tools**

Navigation tools allow users to access areas of the screen that are not presented in the initial view. Users may scroll up or down by using the sliding toggle bar on the right side of the screen.

To scroll to the bottom using the mouse wheel, select an area within the Map Print Preview Screen but outside of the map.

**D Map Selections and Actions**

Below the header is a map which displays drawn practices. Users can use a mouse or keyboard to pan horizontally or vertically and zoom in or out to adjust the scale and position of the practices to the desired presentation prior to printing.

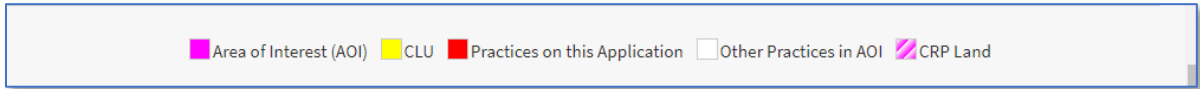
The following table provides

<b>Action</b>	<b>Mouse</b>	<b>Keyboard</b>
<b>Zoom</b>	Click on the map to use the scroll wheel or click on the + or - icons	Use the “Tab” key until either the + or – icons are selected at the bottom of the map, and then use the “Enter” button to zoom to the desired presentation.
<b>Pan</b>	Left click and hold to drag the map horizontally or vertically	Use the “Tab” key until the map is focused within the window and outlined in blue. Once focused, users can use the keyboard arrows to pan.

211 Map Print Preview Screen (Continued)

F Legend

A legend is displayed at the bottom of the first page indicating the colors for the Area of Interest (AOI), CLU, Practices on this Application, Other Practices in AOI (if selected on prior screen), and CRP Land. The following screenshot is an example of the Legend.



G Practice Information

Page 2 displays the physical county, ECP practice instance, the estimated quantity and the unit of measure for the practices in a table format.

ECP Application: 1729 - Disaster Year: 2023		
Physical County	ECP Practice Instance	Estimated Quantity
Pocahontas	EC1-1	1.30 ac
Pocahontas	EC4-1	1.43 ac

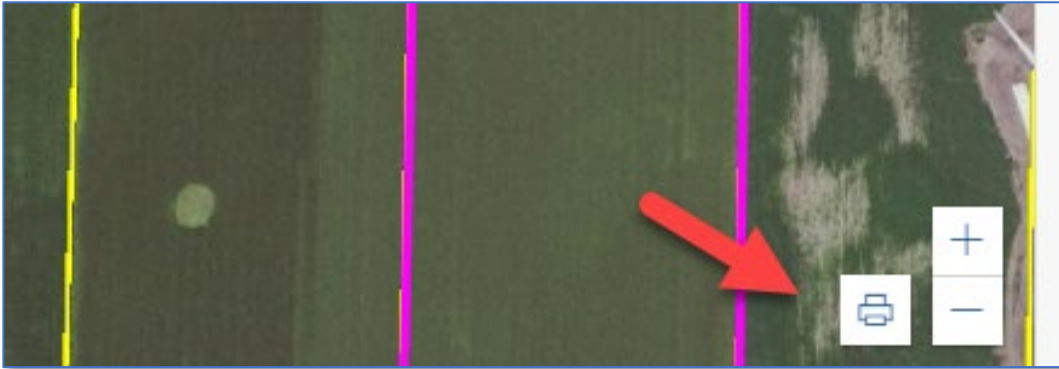
Date Printed: Thu Jul 27 2023 08:05:15 GMT-0500 (Central Daylight Time)



211 Map Print Preview Screen (Continued)

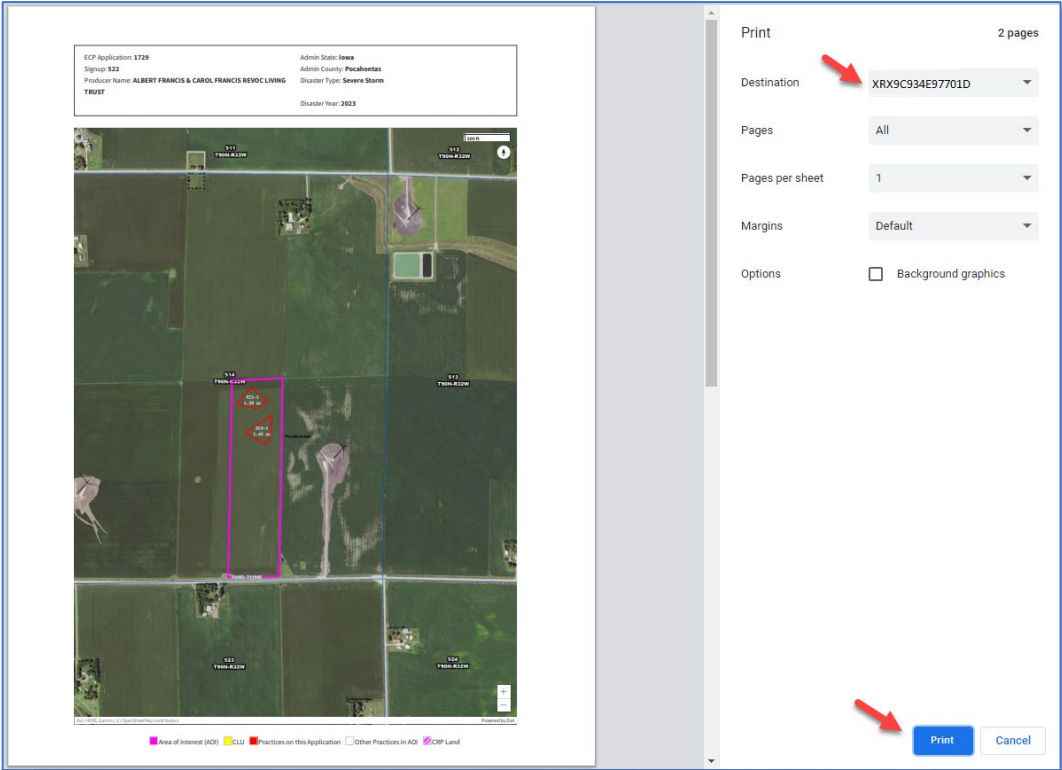
H Printing Maps

The following table provides the steps to print a map.

Step	Action
1	<p>Click the printer icon in the bottom right corner of the Map Screen.</p> 
2	<p>Pan or zoom to the desired scale that best presents the practices on the map.</p>
3	<p>Review the layers and turn on or off specific layers according to the desired presentation.</p>
4	<p>Using the computer keyboard, hold the “CTRL” key and then CLICK “P.”</p> <p>Using the mouse, navigate the mouse away from the map to the white space within the Map Print Preview Screen and then right click and SELECT “Print”.</p> <p>The print window will open with a PDF with the defaulted naming convention of “ECP” followed by the producer’s application number.</p>

211 Map Print Preview Screen (Continued)

H Printing Maps (Continued)

Step	Action
5	<p>Select the printer from the drop-down menu and CLICK “Print”.</p>  <p><b>Note:</b> It is not necessary to save the PDF outside of the ECP software, as the map will always be available within the producer’s application.</p>
6	<p>CLICK the "X" in the top right corner of the screen or scroll to bottom and click the “Close” button to exit the print preview and return to the application.</p>

## 212 Practice Detail Screen

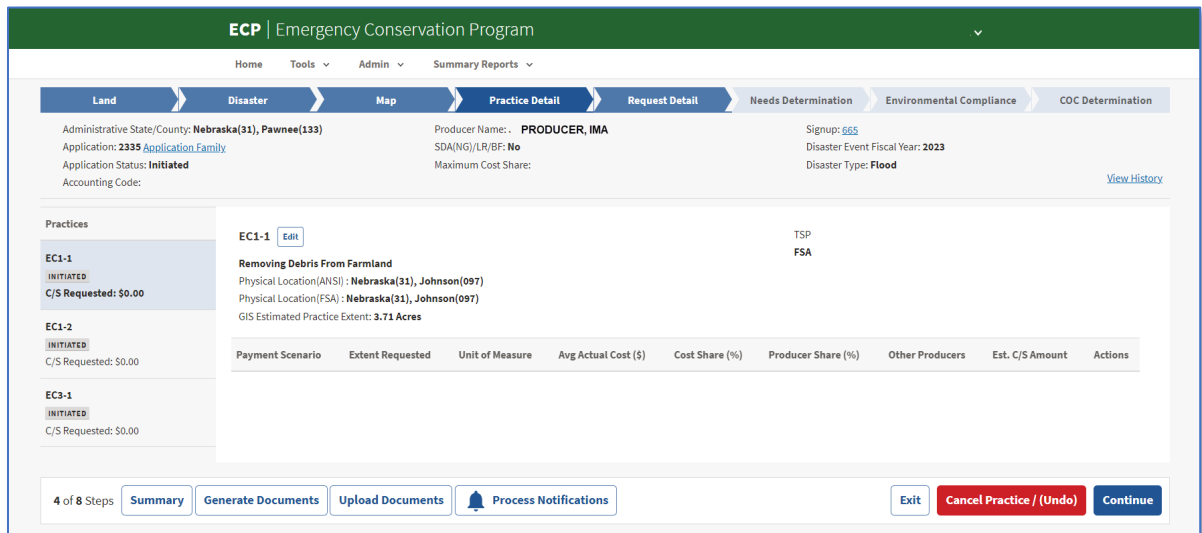
### A Overview

The Practice Detail Screen:

- displays the practices drawn from the Map Screen
- allows users to add payment scenarios for the practice(s).

### B Example of Practice Detail Screen

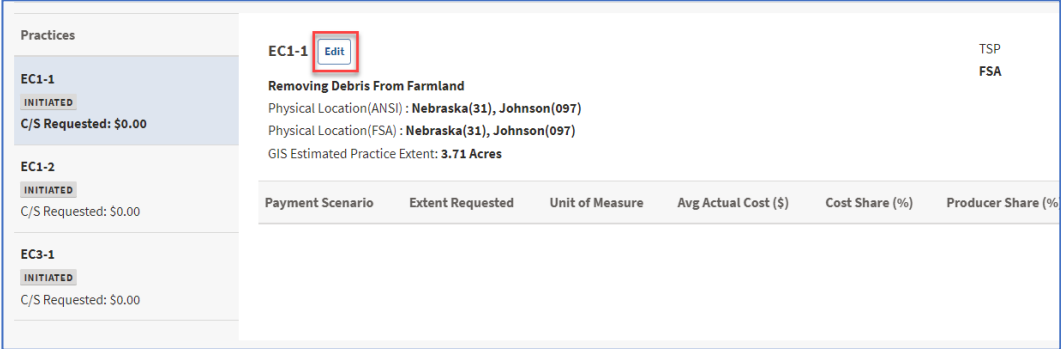
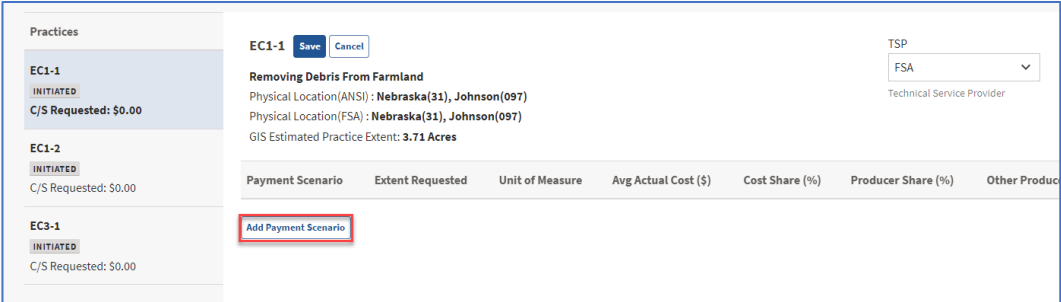
The following is an example of the Practice Detail Screen before payment scenarios have been added.



212 Practice Detail Screen (Continued)

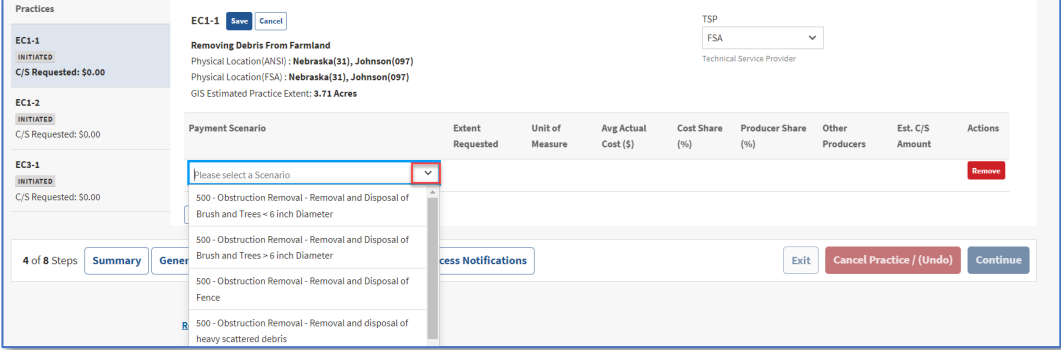
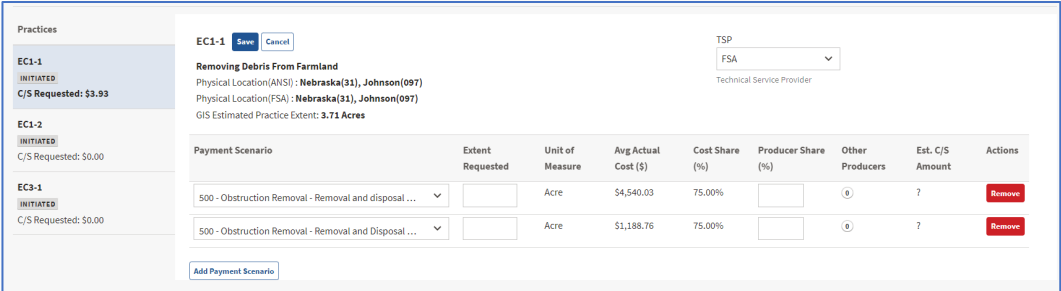
C Adding Payment Scenarios

The following table provides the steps to add payment scenarios to the applicable practice(s).

Step	Description/Action
1	<p>On the Practice Detail Screen,</p> <ul style="list-style-type: none"> <li>Click the practice from the left side</li> <li>CLICK “Edit”.</li> </ul>  <p>The screenshot shows a sidebar with three practice entries: EC1-1 (INITIATED, C/S Requested: \$0.00), EC1-2 (INITIATED, C/S Requested: \$0.00), and EC3-1 (INITIATED, C/S Requested: \$0.00). The main content area displays details for EC1-1: 'Removing Debris From Farmland', Physical Location(ANSI) : Nebraska(31), Johnson(097), Physical Location(FSA) : Nebraska(31), Johnson(097), and GIS Estimated Practice Extent: 3.71 Acres. An 'Edit' button is highlighted with a red box. Below the details is a table with columns: Payment Scenario, Extent Requested, Unit of Measure, Avg Actual Cost (\$), Cost Share (%), and Producer Share (%).</p>
2	<p>The “Add Payment Scenario” button is displayed. CLICK “Add Payment Scenario”.</p>  <p>The screenshot shows the same sidebar as in Step 1. The main content area now includes 'Save' and 'Cancel' buttons next to the 'EC1-1' header. A dropdown menu for 'TSP' is set to 'FSA'. The 'Add Payment Scenario' button is highlighted with a red box. The table below the details now includes an additional column: 'Other Product'.</p>

212 Practice Detail Screen (Continued)

C Adding Payment Scenarios (Continued)

Step	Description/Action
<p>3</p>	<p>Using the drop-down menu, select the applicable scenario(s).</p>  <p><b>Note:</b> If the user has chosen to draw areas with varying shares as a single practice instance, the system permits addition of the same scenario multiple times on a single practice instance to accommodate different producer shares for different portions of the scenario.</p>
<p>4</p>	<p>Enter the extent requested and producer share for each payment Provider scenario.</p> <p><b>Important:</b> Producer share is entered as a whole number with up to two decimals. For example, 75% is entered as “75.00”, not “.75”.</p> 


212 Practice Detail Screen (Continued)

C Adding Payment Scenarios (Continued)

Step	Description/Action
<p>4 (Cntd)</p>	<p>Because the GIS drawing is only a rough estimate of the practice extent and a scenario unit of measure may vary from the practice unit of measure, there is no requirement that the scenario extent requested matches the estimated practice extent.</p> <p><b>Hint:</b> Users may enter extent requested and producer share before adding additional scenarios, or users may add all payment scenarios at once before entering extents requested and applicable producer shares.</p> <p>If the practice selected is EC3, the user will need to indicate if the payment scenario is for a repair.</p> <p>If the practice is for a repair, click the “Repair?” checkbox. Cost share rates for the repair will be equal to 25 percent of the restoration cost share rate.</p> <div data-bbox="451 877 1507 1178" style="border: 1px solid black; padding: 5px;"> </div>
<p>5</p>	<p>Using the drop-down menu, select the applicable TSP.</p> <div data-bbox="451 1276 1507 1562" style="border: 1px solid black; padding: 5px;"> </div> <p><b>Notes:</b> TSP is defaulted to “FSA” for most practices (EC4 defaults to NRCS).</p> <p>NRCS should always be the TSP for EC4 and can also be the TSP for other practices according to the State’s MOU. Users will need to make sure to select the correct TSP.</p>

212 Practice Detail Screen (Continued)

C Adding Payment Scenarios (Continued)

Step	Description/Action																											
6	<p>CLICK “Save”. The screen is updated and will display the estimated cost share.</p>  <p>The screenshot shows a web interface for a practice named 'Removing Debris From Farmland'. On the left, there is a list of practices: EC1-1 (INITIATED, C/S Requested: \$17,186.37), EC1-2 (INITIATED, C/S Requested: \$2,353.78), and EC3-1 (INITIATED, C/S Requested: \$2,032.50). The main area displays details for EC1-1, including its physical location (ANSI: Nebraska(31), Johnson(097) and FSA: Nebraska(31), Johnson(097)) and a GIS Estimated Practice Extent of 3.71 Acres. A table titled 'Payment Scenario' is shown with the following data:</p> <table border="1"> <thead> <tr> <th>Payment Scenario</th> <th>Extent Requested</th> <th>Unit of Measure</th> <th>Avg Actual Cost (\$)</th> <th>Cost Share (%)</th> <th>Producer Share (%)</th> <th>Other Producers</th> <th>Est. C/S Amount</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>500 - Obstruction Removal - Removal and disposal of light sand and flood sediment &gt; 30 inches</td> <td>4.00</td> <td>Acre</td> <td>\$4,540.03</td> <td>75.00%</td> <td>100.00%</td> <td>⊕</td> <td>\$13,620.09</td> <td></td> </tr> <tr> <td>500 - Obstruction Removal - Removal and Disposal of Brush and Trees &lt; 6 inch Diameter</td> <td>4.00</td> <td>Acre</td> <td>\$1,188.76</td> <td>75.00%</td> <td>100.00%</td> <td>⊕</td> <td>\$3,566.28</td> <td></td> </tr> </tbody> </table>	Payment Scenario	Extent Requested	Unit of Measure	Avg Actual Cost (\$)	Cost Share (%)	Producer Share (%)	Other Producers	Est. C/S Amount	Actions	500 - Obstruction Removal - Removal and disposal of light sand and flood sediment > 30 inches	4.00	Acre	\$4,540.03	75.00%	100.00%	⊕	\$13,620.09		500 - Obstruction Removal - Removal and Disposal of Brush and Trees < 6 inch Diameter	4.00	Acre	\$1,188.76	75.00%	100.00%	⊕	\$3,566.28	
Payment Scenario	Extent Requested	Unit of Measure	Avg Actual Cost (\$)	Cost Share (%)	Producer Share (%)	Other Producers	Est. C/S Amount	Actions																				
500 - Obstruction Removal - Removal and disposal of light sand and flood sediment > 30 inches	4.00	Acre	\$4,540.03	75.00%	100.00%	⊕	\$13,620.09																					
500 - Obstruction Removal - Removal and Disposal of Brush and Trees < 6 inch Diameter	4.00	Acre	\$1,188.76	75.00%	100.00%	⊕	\$3,566.28																					
7	Repeat steps 1 through 6 for additional practices.																											
8	<p>After payment scenario(s) are saved for practice(s), CLICK “Continue”. The Request Detail Screen is displayed.</p> <p><b>Note:</b> At least one payment scenario must be saved before the “Continue” button is enabled.</p>																											

## 213 Request Detail Screen

### A Overview

The Request Detail Screen allows users to:

- enter the advance payment request details
- answer program eligibility questions
- indicate if application contains practices from a previously approved application.

### B Example of Request Detail Screen

The following is an example of the Request Detail Screen.

**ECP | Emergency Conservation Program**

Home Tools Admin Summary Reports

Land Disaster Map Practice Detail **Request Detail** Needs Determination Environmental Compliance COC Determination

Administrative State/County: **Nebraska(31), Pawnee(133)**      Producer Name: **PRODUCER, IMA**      Signup: **665**  
 Application: **2335 Application Family**      SDA(NG)/LR/BF: **No**      Disaster Event Fiscal Year: **2023**  
 Application Status: **Initiated**      Maximum Cost Share:      Disaster Type: **Flood**      [View History](#)  
 Accounting Code:

**Advance Payment Request Details**

Practice	Is Advance Payment Requested?	Estimated Cost Share Requested	Advance Payment Percentage	Estimated Advance Payment Requested
EC1	<input type="radio"/> Yes <input checked="" type="radio"/> No	\$19,540.15	25.00%	\$0.00
EC3	<input type="radio"/> Yes <input checked="" type="radio"/> No	\$2,032.50	25.00%	\$0.00
<b>Total Estimated Advance Payment Requested:</b>				\$0.00

**Program Eligibility**

Question	Yes/No	Reason
Are the Person Eligibility requirements met as defined in 1-ECP, Part 2, Section 1?	<input type="radio"/> Yes <input type="radio"/> No (Must provide a reason)	<input type="text"/>
Are the Land Eligibility requirements met as defined in 1-ECP, Part 2, Section 2?	<input type="radio"/> Yes <input type="radio"/> No (Must provide a reason)	<input type="text"/>

**Previously Approved Land**

Question	Yes/No
Does this application contain practices previously approved on another application?	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Eligibility Check Results**

The information displayed below does not prevent application approval, however, could affect payment eligibility.

Name	Type	Subsidiary Year	AD-1026	Conservation Compliance	Controlled Substance
PRODUCER, IMA	Individual	2023	Eligible	Eligible	Eligible

**Complete Application**

Date Received:       Producer Signature Type:

Date received as per 1-CM, Part 1, Section 2:

Initial FSA Referral Expiration Date:

Date the FSA referral expires:

5 of 8 Steps    **Summary**    Generate Documents    Upload Documents    Process Notifications    Exit    Save    **Cancel Practice / (Undo)**    Sign and Submit for Needs Determination



213 Request Detail Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Request Detail Screen.

Field/Button	Description/Action
<b>Advance Payment Request Details</b>	
Practice	Displays the name of the practice.
Is Advance Payment Requested	Displays a Yes or No radio button to indicate if an advance payment is being requested. Advance payments are requested by practice. The response applies to <b>all</b> instances of the practice and cannot vary between individual instances.  <b>Note:</b> The radio button is defaulted to “No”.
Estimated Cost Share Requested	Displays the calculated cost share requested for all instances of the practice from the Practice Detail Screen.
Advance Payment Percentage	Displays the advance payment percentage.
Estimated Advance Payment Requested	Displays the estimated advance payment requested for the practice based on the response to the Advance Payment Requested radio button.
Total Estimated Advance Payment Requested	Displays the Total Estimated Advance Payment Requested for all practices.
<b>Program Eligibility</b>	
Are the Person Eligibility requirements met as defined in 1-ECP, Part 2, Section 1?	CLICK the applicable Yes or No radio button.  <b>Note:</b> If either of these questions is answered “No” the application cannot be approved.
Are the Land Eligibility requirements met as defined in 1-ECP, Part 2, Section 2?	
Reason	A free form field to enter information when the response to either eligibility question is “No”. Entry is required if the question is answered “No”.  <b>Warning:</b> Do <b>not</b> enter any PII information such as TIN or other identifiable information.

213 Request Detail Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
<b>Previously Approved Land</b>	
<p>Does this application contain practices previously approved on another application?</p>	<p>A “Yes” answer allows the addition and approval of practices after the signup has ended based upon the timely inclusion of the practice on an application for another producer.</p> <p>An example of when this is needed would be a scenario when land is sold to another producer after the disaster occurs but before the restoration of the land has taken place.</p> <p>If “Yes” is checked, the user will be prompted to enter the application number of the previously approved application.</p> <p>Click the applicable Yes or No radio button.</p>
<b>Eligibility Check Results</b>	
<p>Information displayed does not prevent application approval; however, may affect payment eligibility.</p> <p><b>Note:</b> A manual verification is required for affiliated persons. Refer to applicable PL handbook for program rules.</p>	
Name	Displays the name of the producer.
Type	Displays the business type of the producer.
Subsidiary Year	Displays the subsidiary year used to determine eligibility.
AD-1026	Indicates if producer is compliant with AD-1026 provisions.
Conservation Compliance	Indicates if a producer is compliant with conservation compliance provisions.
Controlled Substance	Indicates if a producer is compliant with controlled substance provisions.
<b>Complete Application</b>	
Date Received	Displays the information entered on the Submit for Needs Determination Screen.
Producer Signature Type	
Initial FSA Referral Expiration Date	Follow paragraph 215 to complete and submit.

## 214 Submit for Needs Determination Screen

### A Overview

The Submit for Needs Determination Screen is a pop-up screen that allows users to enter the following:

- date application received
- producer signature type
- TSP(s) referral expiration date(s).

**Note:** The pop-up screen will only display the TSP(s) selected on the Practice Detail Screen. For example, if the TSP for all practices is NRCS, only the NRCS Expiration Date field will display.

### B Example of Submit for Needs Determination Screen

The following is an example of the Submit for Needs Determination pop-up screen.

**Submit for Needs Determination**

Date Received *required*  
05/07/2024

Date received as per 1-CM, Part 1, Section 2

Producer Signature Type *required*  
Select Producer Signature Type

FSA Referral Expiration Date *required*  
06/06/2024

Date the TSP referral expires

Generate Receipt for Service

Total Estimated Advance Payment Requested: \$10,039.58

214 Submit for Needs Determination Screen (Continued)

**C Action**

On the Submit for Needs Determination Screen:

- enter the:
  - application received date
  - producer signature type
  - referral expiration date(s).

**Note:** Dates cannot be on a weekend or holiday and the referral expiration date cannot be earlier than current date.

- CLICK “Submit”.

An email notification is sent to:

- FSA administrative county
- NRCS, if they are the TSP for the practice alerting the TSP that an application requires needs determination.

The Needs Determination Screen is now enabled.

Provide the producer with the FSA-801 and ECPR according to paragraph 30 to generate documents.

## 215 Needs Determination Screen

### A Overview

The Needs Determination Screen allows TSP users to record the extent needed for each scenario requested as recorded on the FSA-801. Follow paragraph 30 to generate documents.

**Note:** TSP users can add additional practices and/or payment scenarios on the Needs Determination Screen if it is determined that practices and scenarios not requested by the producer are needed to properly restore the damaged land or structure(s).

### B Example of Needs Determination Screen

The following is an example of the Needs Determination Screen.

**Note:** The status of the application has been updated from Initiated to Needs Determination.

The screenshot displays the 'Needs Determination' screen within the ECP (Emergency Conservation Program) interface. The top navigation bar includes 'Home', 'Tools', 'Admin', and 'Summary Reports'. A breadcrumb trail shows the current step: 'Land' > 'Disaster' > 'Map' > 'Practice Detail' > 'Request Detail' > 'Needs Determination' > 'Environmental Compliance' > 'COC Determination'. The main content area is divided into several sections:

- Administrative Information:** Administrative State/County: Nebraska(31), Pawnee(133); Application: 2302 Application Family; Application Status: Needs Determination; Accounting Code: [blank]; Producer Name: PRODUCER, IMA; SDA(NG)/LR/BF: No; Maximum Cost Share: [blank]; Signup: 634; Disaster Event Fiscal Year: 2023; Disaster Type: Tornado.
- Practices List:** A table with columns for Practice ID and Status. Three practices are listed: EC1-1 (DETERMINATION PENDING), EC1-2 (DETERMINATION PENDING), and EC3-1 (DETERMINATION PENDING). The EC1-1 practice is selected, showing details: 'Removing Debris From Farmland', Physical Location(ANSI) : Nebraska(31), Pawnee(133), Physical Location(FSA) : Nebraska(31), Pawnee(133), Date Referred: 07/05/2023, Referral Expiration: 08/04/2023.
- Payment Scenario Table:**

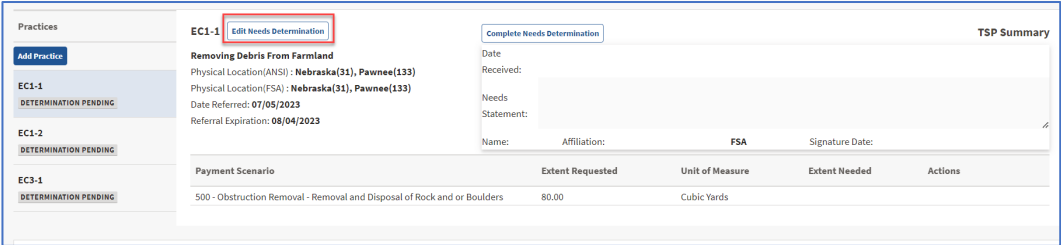
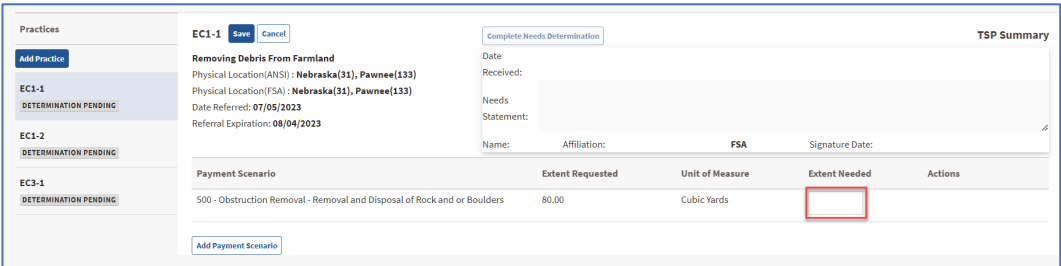
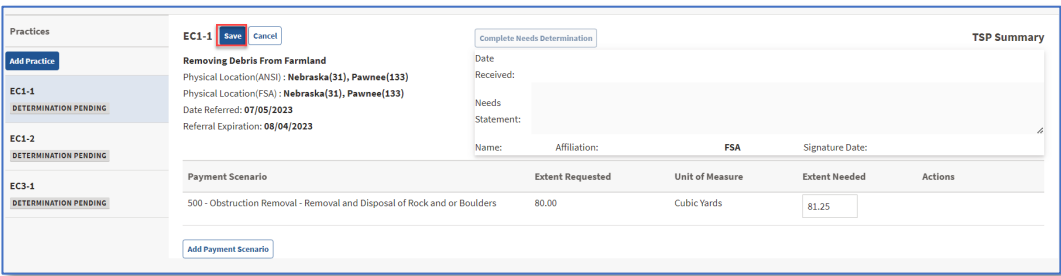
Payment Scenario	Extent Requested	Unit of Measure	Extent Needed	Actions
500 - Obstruction Removal - Removal and Disposal of Rock and or Boulders	80.00	Cubic Yards		
- TSP Summary:** A form with fields for Date Received, Needs Statement, Name, Affiliation (FSA), and Signature Date.

At the bottom, a progress bar shows '6 of 8 Steps' and buttons for 'Summary', 'Generate Documents', 'Upload Documents', 'Process Notifications', 'Exit', 'Cancel Practice / (Undo)', 'Edit', and 'Continue'.

215 Needs Determination Screen (Continued)

C Recording Needs Determination

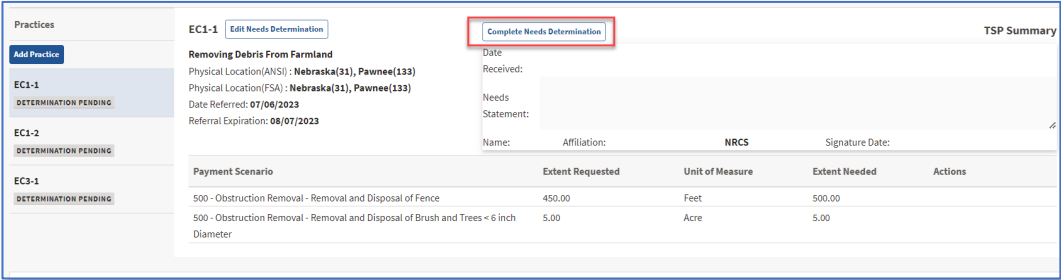
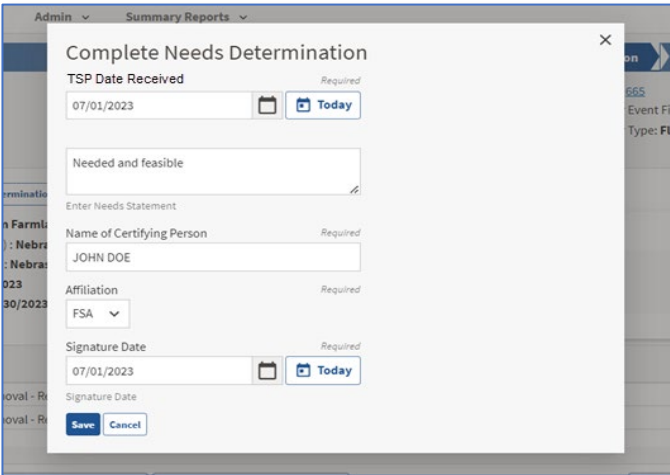
The following table provides the steps for recording needs determination(s).

Step	Description/Action
1	<p>Click the applicable practice instance from the practice(s) displayed on the left side. CLICK “Edit Needs Determination” next to the displayed practice.</p> 
2	<p>Enter the extent needed for each of the payment scenarios.</p> <p>If it is determined that a scenario is not needed, enter zero as the extent needed for the scenario.</p> 
3	<p>CLICK “Save”.</p> 
4	<p>Repeat the process for each practice instance and payment scenario(s).</p> <p>Entry of needs determination for some, but not all, practices contained on the application is permitted. If needs are not determined for a practice instance that instance of the practice will maintain its current status as needs determinations are completed for other practices.</p>
5	<p>CLICK “Continue”.</p>

215 Needs Determination Screen (Continued)

D Recording Completed Needs Determination

After the extents needed have been entered according to subparagraph C, the extent needed is updated for each practice instance edited. The following table provides the steps for recording the completed needs determination.

Step	Description/Action
1	<p>CLICK “Complete Needs Determination” for the selected practice that has saved extents needed entered for its associated scenarios.</p> 
2	<p>On the Complete Needs Determination pop-up screen, enter the following:</p> <ul style="list-style-type: none"> <li>• TSP date received</li> <li>• statement of needs</li> <li>• name of certifying official</li> <li>• using the drop-down menu, select the affiliation (FSA, NRSC, Other)</li> <li>• signature date.</li> </ul>  <p><b>Note:</b> NRCS users can enter needs determination for scenarios on practices assigned to them. FSA users can enter needs determination regardless of the agency assigned as the TSP. Ideally needs determination information will be entered directly into the system by the assigned TSP, but if it is not, FSA is able to enter needs determinations on behalf of all TSP’s from completed paper forms.</p>

215 Needs Determination Screen (Continued)

**D Recording Completed Needs Determination (Continued)**

Step	Description/Action
3	CLICK "Save".
4	Repeat process for each practice with needs determination information entered but not yet completed.  <b>Note:</b> Users are not required to enter needs determinations for all practices on the application before submitting the application to the COC. On the COC determination screen the software will permit approval or disapproval determinations for only those practices that have needs determinations and environmental compliance determinations entered.
5	CLICK "Continue".



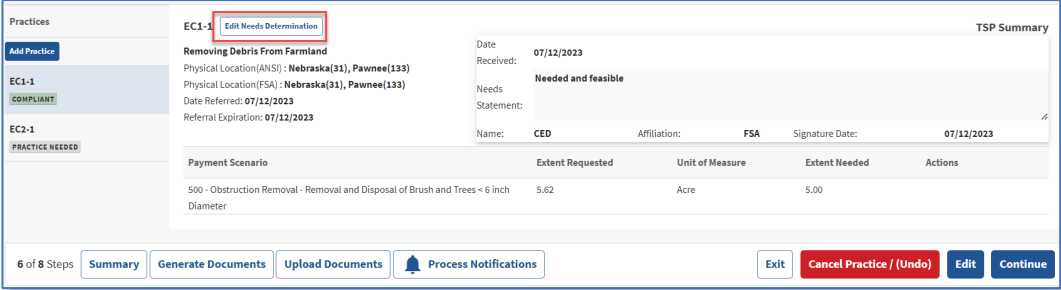
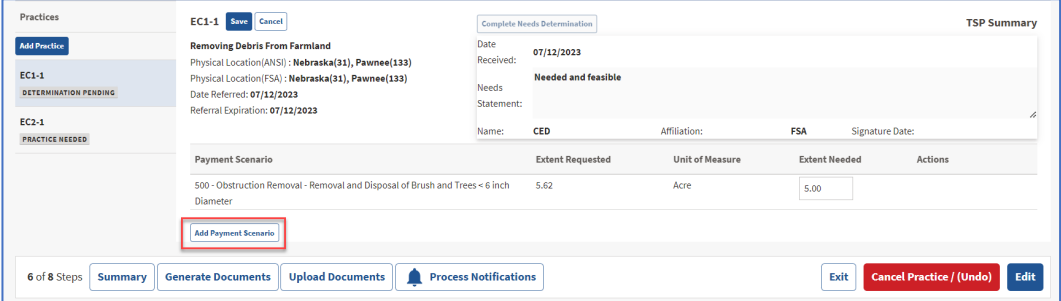
## 216 Adding Payment Scenarios During Needs Determination

### A Overview

If the TSP determines that a payment scenario was not requested by the producer and is needed to fully repair the damage, the TSP can add payment scenario(s).

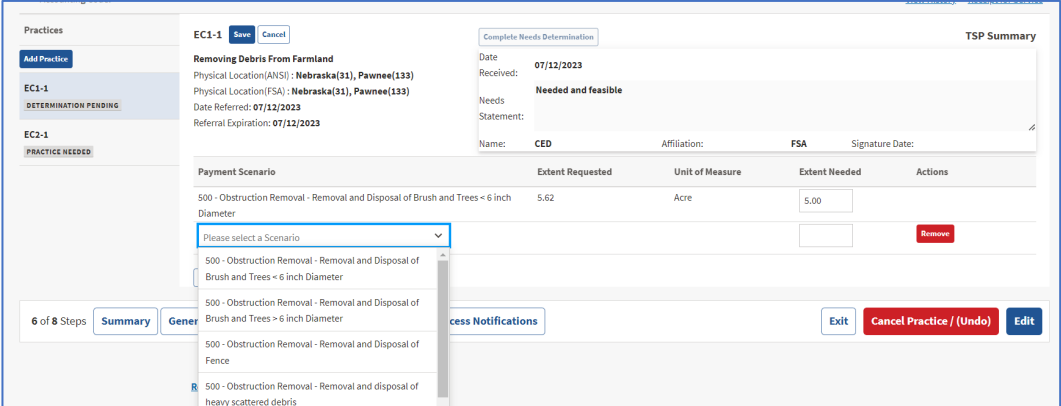
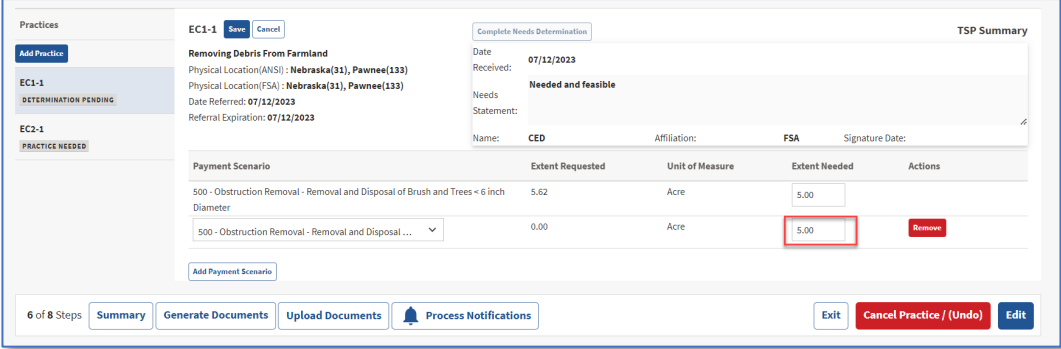
### B Adding Payment Scenario

The following table provides the steps for adding a payment scenario during needs determination.

Step	Description/Action
1	<p>On the Needs Determination Screen:</p> <ul style="list-style-type: none"> <li>Click the practice from the left side</li> <li>CLICK “Edit Needs Determination”.</li> </ul> 
2	<p>CLICK “Add Payment Scenario”.</p> 

216 Adding Payment Scenarios During Needs Determination (Continued)

B Adding Payment Scenario (Continued)

Step	Description/Action
3	<p>Using the drop-down menu, select the payment scenario to be added.</p> 
4	<p>Enter the extent needed.</p> 
5	<p>CLICK “Save”.</p> <p><b>Note:</b> Producer shares are not added by the TSP but are needed before the practice containing the scenario can be approved. The producer must be consulted to determine their share of the expenses for the added scenario. Producer shares will need to be updated according to paragraph 212.</p>

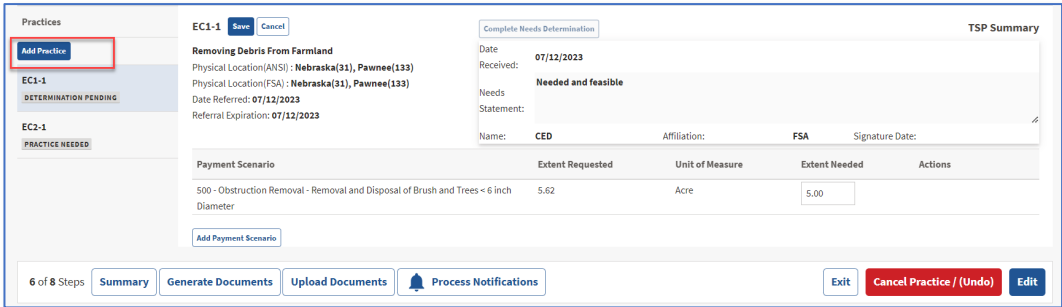
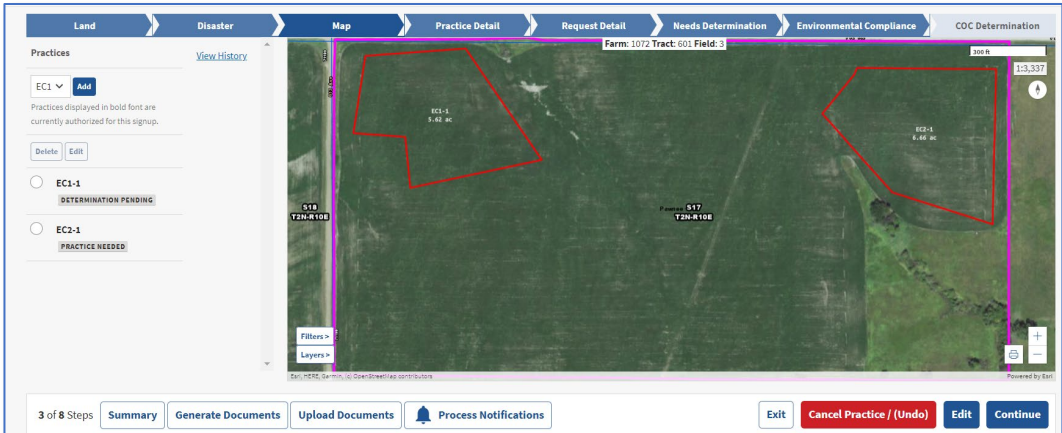
217 Adding Practices During Needs Determination

A Overview

If the TSP determines that a practice was not requested by the producer and is needed to fully repair the damage, the TSP can add practice(s). The TSP will need to draw the practice before completing the needs determination.

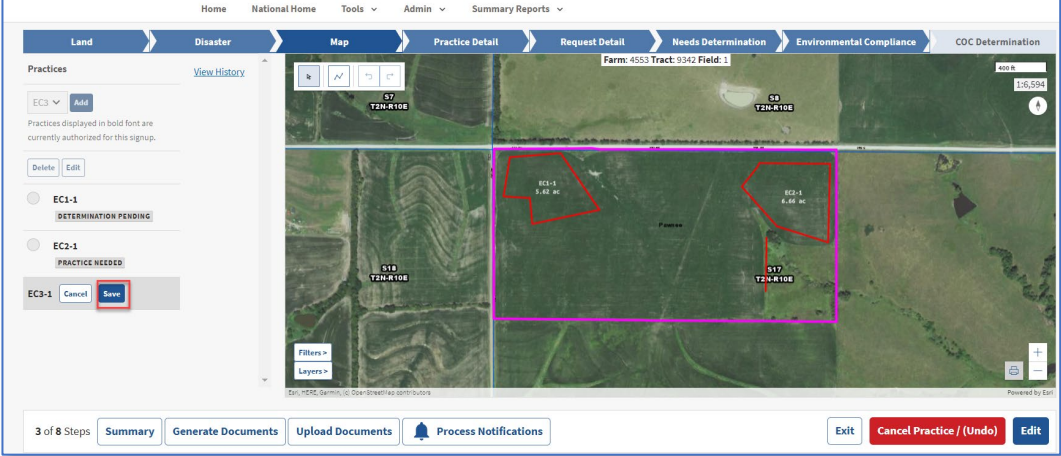
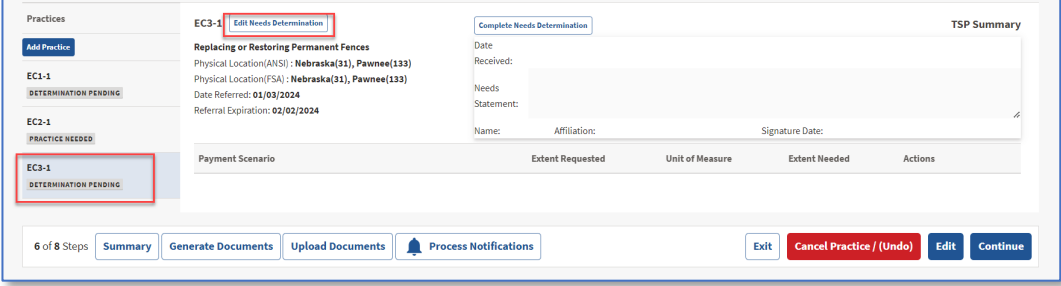
B Adding a Practice

The following table provides the steps for adding a practice during needs determination.

Step	Description/Action
1	<p data-bbox="418 621 1192 653">On the Needs Determination Screen CLICK “Add Practice”.</p> 
2	<p data-bbox="418 1026 797 1058">The Map Screen is displayed.</p> <p data-bbox="418 1098 1479 1167">Select the practice to be added from the drop-down list of available practices. Add the practice according to paragraph 205.</p> <p data-bbox="418 1207 1122 1239">The following is an example before a practice is added.</p> 

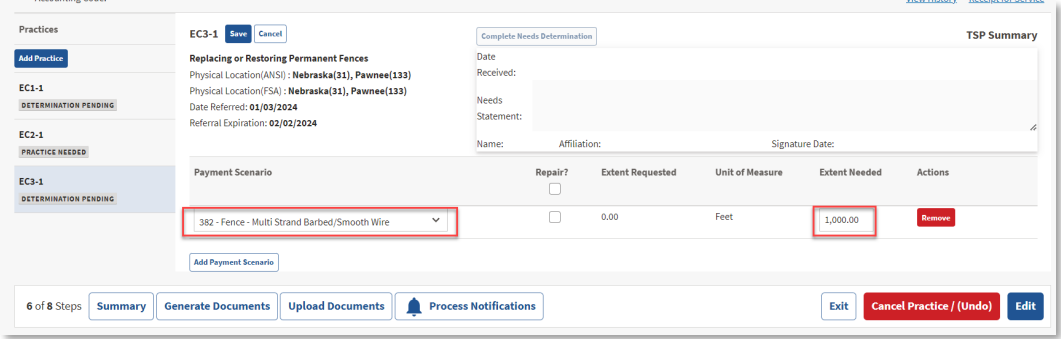
217 Adding Practices During Needs Determination (Continued)

B Adding a Practice (Continued)

Step	Description/Action
3	<p>After the practice is added, CLICK “Save”.</p> 
4	<p>After the practice has been added, click on the “Needs Determination” tab to add the payment scenario and extent needed.</p> <p><b>Note:</b> The payment scenario cannot be added using the Practice Detail Screen as the producer did not request the practice.</p> <p>On the Needs Determination Screen:</p> <ul style="list-style-type: none"> <li>• Click the added practice from the left side.</li> <li>• CLICK “Edit Needs Determination”.</li> </ul> 

217 Adding Practices During Needs Determination (Continued)

B Adding a Practice (Continued)

Step	Description/Action
5	<ul style="list-style-type: none"> <li>CLICK “Add Payment Scenario”.</li> <li>using the drop-down menu, select the payment scenario</li> <li>enter the extent needed.</li> </ul> 
6	CLICK “Save”.

## 218 Environmental Compliance Screen

### A Overview

The Environmental Compliance Screen allows users to record the compliance determination details.

Environmental compliance is determined for each specific practice instance and can vary from one practice instance to the next.

Users are not required to enter environmental compliance for all practices on the application before submitting the application to the COC. On the COC Determination Screen the system will permit approval or disapproval determinations for only those practices that have needs determinations and environmental compliance determinations entered.

### B Example of Environmental Compliance Screen

The following is an example of the Environmental Compliance Screen.

The screenshot displays the 'Environmental Compliance' screen within the ECP (Emergency Conservation Program) interface. The breadcrumb trail at the top indicates the current step: Land > Disaster > Map > Practice Detail > Request Detail > Needs Determination > Environmental Compliance > COC Determination.

Key information at the top includes:
 

- Administrative State/County: Nebraska(31), Pawnee(133)
- Application: 2302 Application Family
- Application Status: Needs Determination
- Accounting Code:
- Producer Name: PRODUCER, IMA
- SDA(NG)/LR/BF: No
- Maximum Cost Share:
- Signup: 634
- Disaster Event Fiscal Year: 2023
- Disaster Type: Tornado

The main section shows details for practice **EC1: Removing Debris From Farmland**, with an application date received of 07/05/2023 and a date referred of 07/05/2023. It includes radio buttons for 'Compliance Determination' (Compliant/Non-Compliant) and 'Programmatic Determination' (Yes/No), along with a date field for 'FSA-850 / CPA-52 Determination Date' and a 'Non-Compliance Reason' text area.

Below this is a table listing practices:

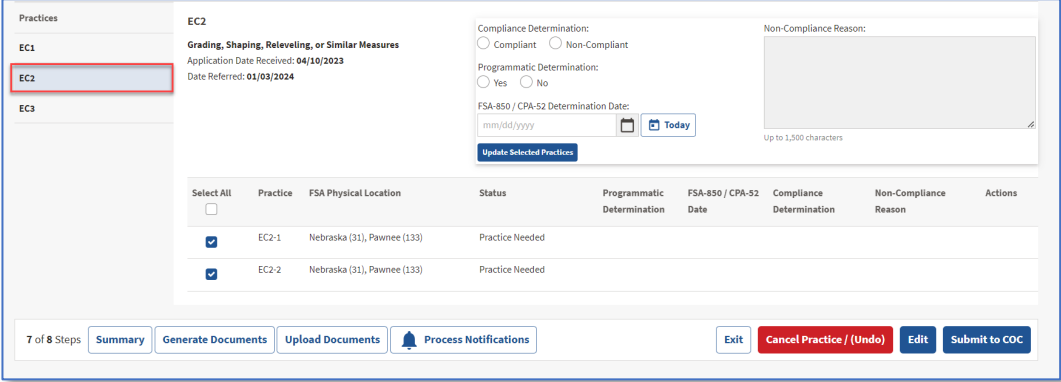
Select All	Practice	FSA Physical Location	Status	Programmatic Determination	FSA-850 / CPA-52 Date	Compliance Determination	Non-Compliance Reason	Actions
<input type="checkbox"/>	EC1-1	Nebraska (31), Pawnee (133)	Practice Needed					
<input checked="" type="checkbox"/>	EC1-2	Nebraska (31), Pawnee (133)	Practice Needed					

At the bottom, there are navigation buttons: Summary, Generate Documents, Upload Documents, Process Notifications, Exit, Cancel Practice / (Undo), Edit, and Submit to COC.

218 Environmental Compliance Screen

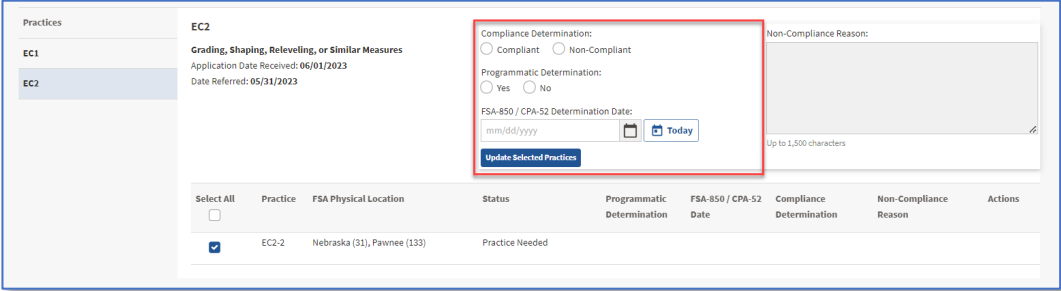
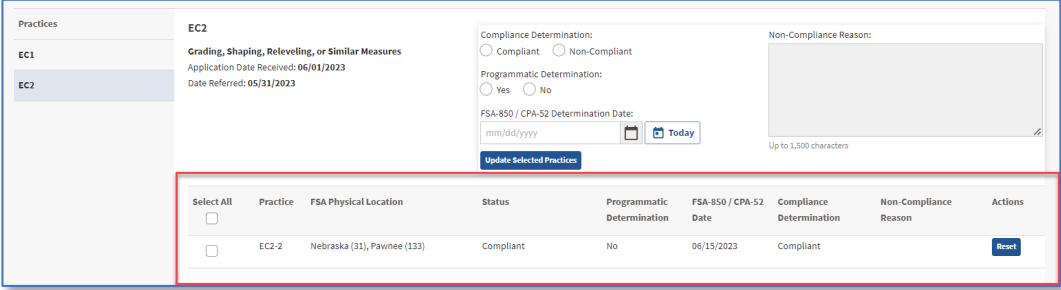
C Recording Environmental Compliance Details

The following table provides the steps for completing the Environmental Compliance Screen.

Step	Description/Action
1	CLICK “Upload Documents” and attach the FSA-850.
2	<p>Click on the practice on the left side. All instances of the selected practice are displayed.</p>  <p>The screenshot shows a web interface for environmental compliance. On the left, a sidebar lists practices EC1, EC2, and EC3. EC2 is selected and highlighted with a red box. The main area displays details for EC2, including 'Grading, Shaping, Releveling, or Similar Measures', application date received (04/10/2023), and date referred (01/03/2024). There are radio buttons for 'Compliance Determination' (Compliant/Non-Compliant) and 'Programmatic Determination' (Yes/No). A date field for 'FSA-850 / CPA-52 Determination Date' is set to 'Today'. A table below lists two instances of EC2-1 and EC2-2, both with 'Practice Needed' status. At the bottom, there are navigation buttons: '7 of 8 Steps', 'Summary', 'Generate Documents', 'Upload Documents', 'Process Notifications', 'Exit', 'Cancel Practice / (Undo)', 'Edit', and 'Submit to COC'.</p>

218 Environmental Compliance Screen (Continued)

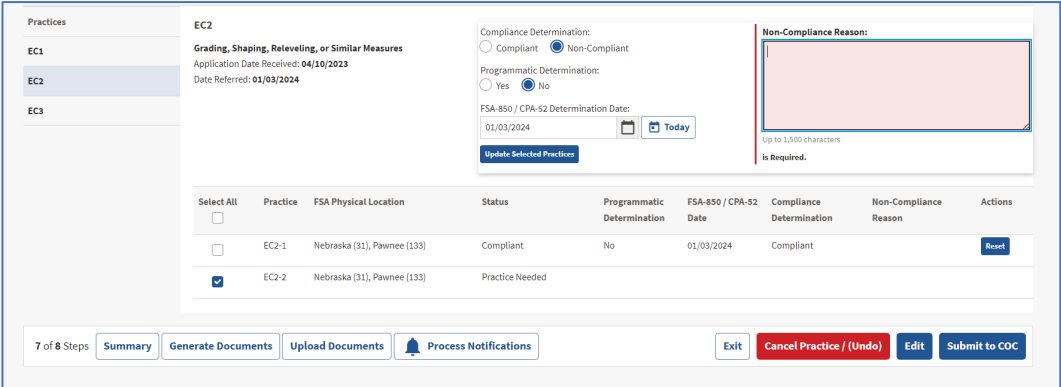
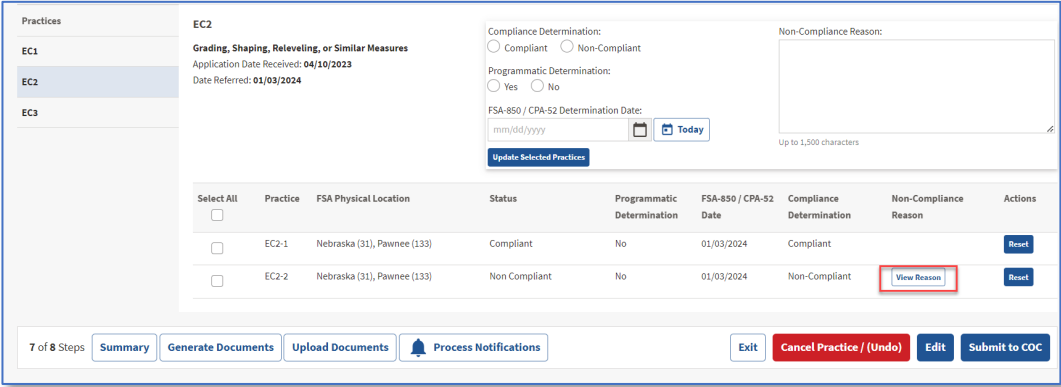
C Recording Environmental Compliance Details (Continued)

Step	Description/Action
<p>3</p>	<p>When the environmental compliance information is the same for all practice instances CLICK “Select All” to apply the same information to all practice instances.</p> <p>When environmental compliance information varies from one practice instance to the next the user must be sure to select only those practice instances that match the information being entered. To un-select a practice instance, click in the selection box for that practice instance.</p> <p>Select the applicable compliance determinations from the FSA-850 or NRCS-CPA-52.</p>  <p><b>Notes:</b> A Non-Compliance reason must be entered if the determination is non-compliant. Do not enter PII in this field.</p> <p>If the programmatic determination response is “No”, the date cannot be before the date the application was received.</p>
<p>4a</p>	<p>CLICK “Update Selected Practices”. The Environmental Compliance Screen is updated accordingly. In the example below, the practice is compliant.</p> <p><b>Note:</b> If edits are needed, CLICK “Reset” to clear the entries and start over.</p> 



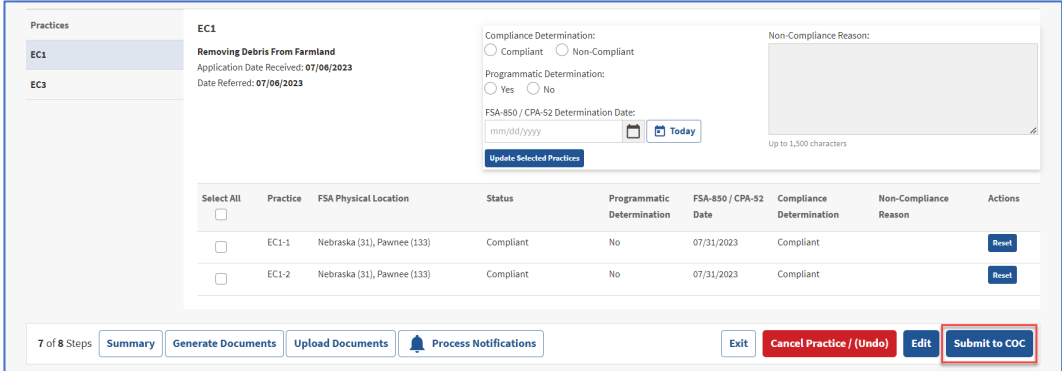
218 Environmental Compliance Screen (Continued)

C Recording Environmental Compliance Details (Continued)

Step	Description/Action
<p>4b</p>	<p>If the environmental compliance determination is non-compliant, the user must enter a reason in the “Non-Compliance Reason” text box.</p> <p><b>Warning:</b> Do not enter PII.</p>  <p>The screenshot shows a web interface for environmental compliance. On the left, there is a sidebar with 'Practices' listed: EC1, EC2 (selected), and EC3. The main content area shows details for EC2: 'Grading, Shaping, Releveling, or Similar Measures', 'Application Date Received: 04/10/2023', and 'Date Referred: 01/03/2024'. There are radio buttons for 'Compliance Determination' (Compliant, Non-Compliant) and 'Programmatic Determination' (Yes, No). The 'Non-Compliance Reason' text box is highlighted with a red border. Below this is a table with columns: Select All, Practice, FSA Physical Location, Status, Programmatic Determination, FSA-850 / CPA-52 Date, Compliance Determination, Non-Compliance Reason, and Actions. The table has two rows: EC2-1 (Compliant) and EC2-2 (Practice Needed). At the bottom, there are buttons for 'Update Selected Practices', 'Exit', 'Cancel Practice / (Undo)', 'Edit', and 'Submit to COC'.</p>
<p>4c</p>	<p>After entering a reason, CLICK “Update Selected Practices”. A “View Reason” button is displayed allowing users to view the reason entered.</p>  <p>This screenshot is similar to the previous one, but the 'View Reason' button in the 'Actions' column of the table is highlighted with a red border. The 'Non-Compliance Reason' text box is now empty.</p>

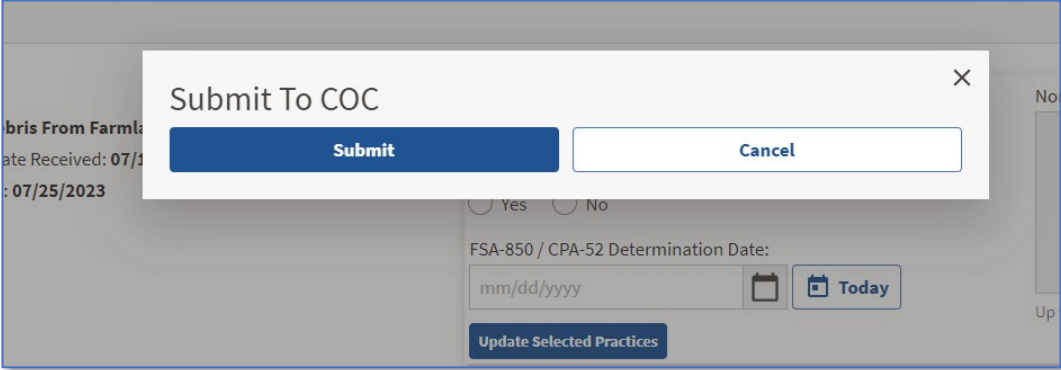
218 Environmental Compliance Screen (Continued)

C Recording Environmental Compliance Details (Continued)

Step	Description/Action
5	Repeat steps 1 through 4 for each practice where an environmental compliance determination has been made.
6	<p data-bbox="418 401 1498 470">CLICK “Submit to COC” after environmental compliance determinations have been entered for all practices where a determination has been made.</p> <div data-bbox="428 516 1484 884" style="border: 1px solid black; padding: 5px;">  <p>The screenshot shows a web interface for environmental compliance. On the left, there's a sidebar with 'Practices' listed as EC1 and EC3. The main area shows details for 'EC1: Removing Debris From Farmland' with application and date information. To the right, there are radio buttons for 'Compliance Determination' (Compliant/Non-Compliant) and 'Programmatic Determination' (Yes/No), along with a date field for 'FSA-850 / CPA-52 Determination Date'. Below this is a table with columns: Select All, Practice, FSA Physical Location, Status, Programmatic Determination, FSA-850 / CPA-52 Date, Compliance Determination, Non-Compliance Reason, and Actions. The table lists two instances of EC1-1 and EC1-2, both in 'Compliant' status. At the bottom, there are navigation buttons: Summary, Generate Documents, Upload Documents, Process Notifications, Exit, Cancel Practice / (Undo), Edit, and Submit to COC (highlighted in red).</p> </div> <p data-bbox="418 940 1474 1226"><b>Note:</b> Environmental compliance is determined for the practice as a whole. For example, an application containing practice EC1 may have multiple instances of that practice (EC1-1, EC1-2, etc.). Environmental compliance information must be entered for all practice instances before the practice (EC1) can be submitted to the COC for approval or disapproval determinations. A combination of compliant and non-compliant practice instances may exist for a practice. Software will not permit any non-compliant practice instances to be approved.</p>

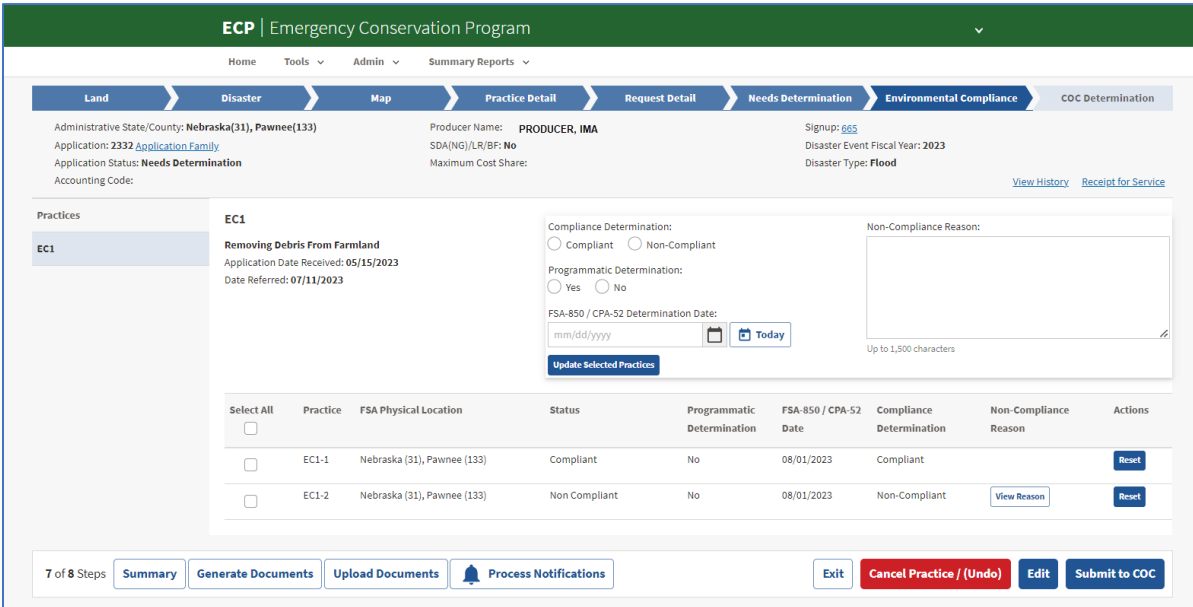
218 Environmental Compliance Screen (Continued)

C Recording Environmental Compliance Details (Continued)

Step	Description/Action
7	<p>On the pop-up screen, CLICK “Submit”. The application status is updated to Pending COC Determination.</p>  <p><b>Note:</b> If the application was late filed another pop-up screen is displayed and the user will be required to enter a reason for the late file before submitting to the COC.</p> <p><b>Warning:</b> Do not enter any PII information.</p>

D Environmental Compliance Screen After Completion of Compliance Details

The following is an example of the Environmental Compliance Screen after the compliance details have been entered.



**218 Environmental Compliance Screen (Continued)**

**E Requesting Funds**

After needs determination **and** environmental compliance determinations have been entered for applications, funds must be allocated to the county **before** the county can successfully approve or partially approve applications. Follow paragraph 106 for requesting funds.

**219-250 (Reserved)**

## Section 2 COC Determinations

## 251 COC Determination Screen

## A Overview

The COC Determination Screen allows users to record COC determinations for payment scenarios. Approval and disapproval determinations are entered at both the scenario and practice level. Determinations within a given practice can be either approved or disapproved.

Not all practices have to be approved or disapproved at the same time, however all payment scenarios for a specific practice instance must be approved or disapproved before recording the COC determination.

**Warning:** When an application has multiple practices, all practices with needs determination and environmental compliance recorded must be approved or disapproved.

**Important:** The FSA-23 and FSA-850 **must** be uploaded using the “Upload Documents” button before a practice can be approved. The system will **not** allow a COC approval without the FSA-23 and FSA-850 being uploaded.

251 COC Determination Screen

B Example of COC Determination Screen

The following is an example of the COC Determination Screen.

The screenshot displays the 'ECP | Emergency Conservation Program' interface. At the top, there is a navigation bar with 'Home', 'Tools', 'Admin', and 'Summary Reports'. Below this is a breadcrumb trail: 'Land' > 'Disaster' > 'Map' > 'Practice Detail' > 'Request Detail' > 'Needs Determination' > 'Environmental Compliance' > 'COC Determination'. The main content area is divided into several sections:

- Application Information:** Administrative State/County: Nebraska(31), Pawnee(133); Application: 2345 Application Family; Application Status: Pending COC Determination; Accounting Code: [blank].
- Producer Information:** Producer Name: PRODUCER, IMA; SDA(NG)/LR/BF: No; Maximum Cost Share: [blank].
- Signup/Event Information:** Signup: 767; Disaster Event Fiscal Year: 2023; Disaster Type: Flood.
- Approval Options:** Radio buttons for 'Approve All', 'Disapprove All', 'Approve/Disapprove Individual Practices', and 'Willing to Approve All'. Below these are date pickers for 'Start Date', 'End Date', and 'End Date For Programmatic Practices', each with a 'Today' button. There is also a 'Disapproval Reason' dropdown and a 'Detailed Disapproval Reason' text area (up to 500 characters).
- Practices Table:** A table with columns: Practice, Extent Needed, Approve, Disapprove, and Willing to Approve. Two practices are listed, both marked as 'COMPLIANT'.
- Footer:** A progress indicator '8 of 8 Steps' and a row of buttons: Summary, Generate Documents, Upload Documents, Process Notifications, Exit, Cancel Practice / (Undo), Edit, Return to TSP, and Record COC Determination.

Practice	Extent Needed	Approve	Disapprove	Willing to Approve
EC1-1 - Pawnee County (133) 500 - Obstruction Removal - Removal and Disposal of Rock and or Boulders	81.00	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
EC1-2 - Pawnee County (133) 500 - Obstruction Removal - Removal and Disposal of Brush and Trees < 6 inch Diameter	2.00	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

251 COC Determination Screen (Continued)

C Field Descriptions and Actions

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

Field/Button	Description/Action
View History	A hyperlink to view the history of COC determinations.
Receipt for Service	A hyperlink to generate a receipt for service.
Approve All	A radio button to approve all payment scenarios and practices at once.
Disapprove All	A radio button to disapprove all payment scenarios and practices at once.
Approve/Disapprove Individual Practices	<p>A radio button that will populate the same start and end dates for selected practices when the user clicks “Apply”. The user must select the “Approve” or “Disapprove” radio button for each practice instance.</p> <p><b>Note:</b> This button is only useful when applying the same value to a set of multiple practices instances within the application.</p>
Willing to Approve All	<p>A radio button to designate that the COC is willing to approve all payment scenarios, but funds are not available to do so.</p> <p><b>Note:</b> This radio button is only enabled when funds are not available nationally. Willing to approve must apply to all practices and payment scenarios on an application in the event no funding is available. An application cannot include a mixture of approved and willing to approve scenarios.</p>
Start Date	<p>The Start Date is the expected date to start the practice.</p> <p>Users can manually enter the date or use the available calendar widgets to populate the date.</p> <p>The “Today” widget to the right of the calendar widget populates the current system date.</p>
End Date	<p>The “End Date” is:</p> <ul style="list-style-type: none"> <li>• the expected completion date for practices without a programmatic environmental compliance determination</li> <li>• prepopulated based on the start date and will be defaulted to 6 months; however, the end date can be edited.</li> </ul>

251 COC Determination Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
End Date for Programmatic Practices	<p>The end date for programmatic practices is the expected completion date for practices with a programmatic environmental compliance determination.</p> <p>The end date is prepopulated based on the start date and will be defaulted to 12 months; however, the end date can be edited.</p>
Disapproval Reason	<p>If a practice will be disapproved, using the drop-down menu, select one of the following reasons:</p> <ul style="list-style-type: none"> <li>• lack of funds</li> <li>• practice or program requirements not met</li> <li>• low priority</li> <li>• withdrawn at producer’s request.</li> </ul>
Detailed Disapproval Reason	<p>A free form text field to enter additional details of the specific reason for disapproval.</p> <p><b>Important:</b> Text entered in this field will display in the COC determination letter under a header of “Practice Disapproval Reason”. Be sure text entered is appropriate for the applicant to view.</p> <p><b>Note:</b> Appeal rights are a manual attachment inserted with the COC determination letter.</p> <p><b>Warning:</b> Do not enter PII information.</p>
Apply	<p>CLICK “Apply” to update the COC Determination for selected payment scenarios.</p>



251 COC Determination Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
<b>Practice Section</b>	
Practice	Displays the names of the practice and associated payment scenarios.
Extent Needed	<p>Displays the extent needed recorded on the Needs Determination Screen.</p> <p><b>Note:</b> The extent needed becomes the extent approved. Users do not have the ability to approve an extent different than the extent needed.</p>
Approve	<p>A radio button to approve a practice and all its scenarios, or to approve an individual payment scenario.</p> <p><b>Note:</b> Practices containing more than 1 scenario can contain 1 or more disapproved scenarios and still have a practice status of Approved. At least one scenario must be approved for the practice to have an approved status.</p>
Disapprove	<p>A radio button to disapprove a practice and all its scenarios, or to disapprove an individual payment scenario.</p> <p><b>Note:</b> If all scenarios on a practice are disapproved the practice status must be Disapproved.</p>
Willing to Approve	<p>A radio button to indicate the COC is willing to approve a practice and all its scenarios, or an individual payment scenario when funds become available.</p> <p><b>Note:</b> This radio button is only enabled when funds are not available (exhausted at the national level).</p> <p><b>Important:</b> When funds become available, users will need to re-access the application and update the determination to approved.</p>
Reset	CLICK "Reset" to reset the value (remove radio button selection) for the payment scenario.

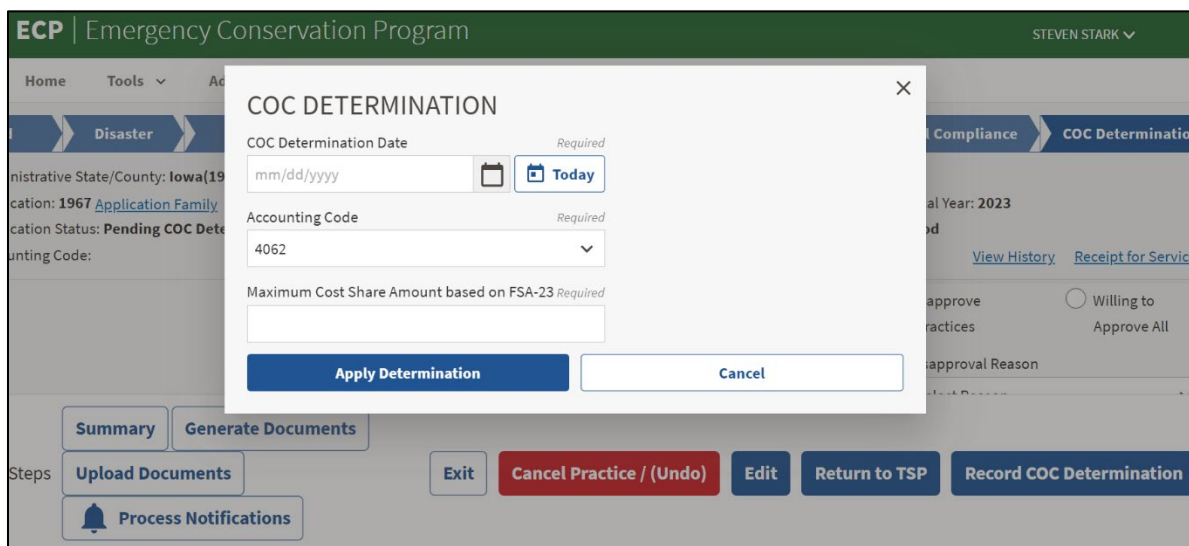
251 COC Determination Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
<b>Additional Footers</b>	
Return to TSP	CLICK “Return to TSP” when TSP has indicated that changes to completed needs determinations are required before COC Determination is completed.
Record COC Determination	CLICK “Record COC Determination” to enter COC determinations. The Record COC Determination pop-up screen is displayed.

D Example of COC Determination Pop-Up Screen

The following is an example of the COC Determination pop-up Screen.



If the practice is approved but obligation fails, the user will need to retry according to paragraph 255.

**Note:** If the total amount to be approved is greater than \$125,000, the State Office must approve and if the total amount to be approved is greater than \$250,000, the National Office will need to approve.

**251 COC Determination Screen (Continued)****E Action**

On the COC Determination pop-up screen:

- enter the date of the COC determination
- select the accounting code
- enter the maximum cost share amount

**Note:** The maximum cost share is equal to 50 percent of the value of the land. This amount is determined by multiplying item 10 on FSA-23 times item 12 times 50 percent.

- CLICK “Apply Determination” to apply the COC determination
- CLICK “Cancel” to return to the COC Determination Screen.

Funds are now obligated for approved practice(s).

**252 Producer Concurrence****A Overview**

After the COC has approved the application, the:

- application status is updated to Conditionally Approved
- “Record Producer Concurrence” button is now enabled.

Producer concurrence must be received and entered to fully complete the approval process.

## 252 Producer Concurrence

### B Example of Producer Concurrence Pop-Up Screen

The following is an example of the Producer Concurrence pop-up screen.

The screenshot displays the ECP (Emergency Conservation Program) interface. A 'Producer Concurrence' pop-up window is centered on the screen. The pop-up contains the following elements:

- Title:** Producer Concurrence
- Date Received:** A text input field with a placeholder 'mm/dd/yyyy', a calendar icon, and a 'Today' button. The label 'Date Received' is marked as 'Required'.
- Date received as per 1-CM, Part 1, Section 2.:** A text input field.
- Producer Signature Type:** A dropdown menu with the label 'Select Producer Signature Type'. The label 'Producer Signature Type' is marked as 'Required'.
- Buttons:** 'Submit\*' (in blue), 'Cancel' (in grey), and a checkbox labeled 'Generate Receipt for Service'.

The background interface shows the ECP application details for Iowa(19), Boone County. It includes a progress bar with 8 steps, a 'Summary' button, and a 'Record Producer Concurrence' button at the bottom right.

### C Action

On the COC Determination Screen, CLICK “Record Producer Concurrence”.

On the Producer Concurrence pop-up screen:

- enter the date the FSA-801B was received
- using the drop-down menu, select the method the producer signed the FSA-801B
- CLICK “Generate Receipt for Service”, if applicable
- CLICK “Submit”.

The status of the application will be updated to either Partially Approved or Approved.

### D Nonconcurrence by Producer

If the producer does not concur with the COC determination, users will need to cancel the practice(s) according to paragraph 303 electing the following reason of “Failure to Confirm Conditional Approval”.

## 253 Partial Approvals

### A Overview

There will be situations when a producer has requested a partial approval of an application to begin work on one practice while awaiting needs determinations on a different practice.

**Example:** An application has been submitted for practices EC1 and EC4. EC1 is ready for approval. Since the needs determination and environmental compliance for EC4 may require additional time to be completed, the producer may want EC1 approved so work can begin on the practice. The system allows EC1 to be approved without having to approve EC4.

An application that is partially approved will require a revision to approve the remaining practices when they are ready to be approved.

### B Action

On the COC Determination Screen:

- CLICK “Approve” for only those practices that will be approved
- enter the “Start Date”

**Note:** All instances (EC1-1, EC1-2, etc.) of the same practice must be approved at the same time.

- CLICK “Record COC Determination”.

On the COC Determination pop-up screen:

- enter the COC determination date
- enter the DD review date, if applicable
- enter the maximum cost share amount based on the FSA-23

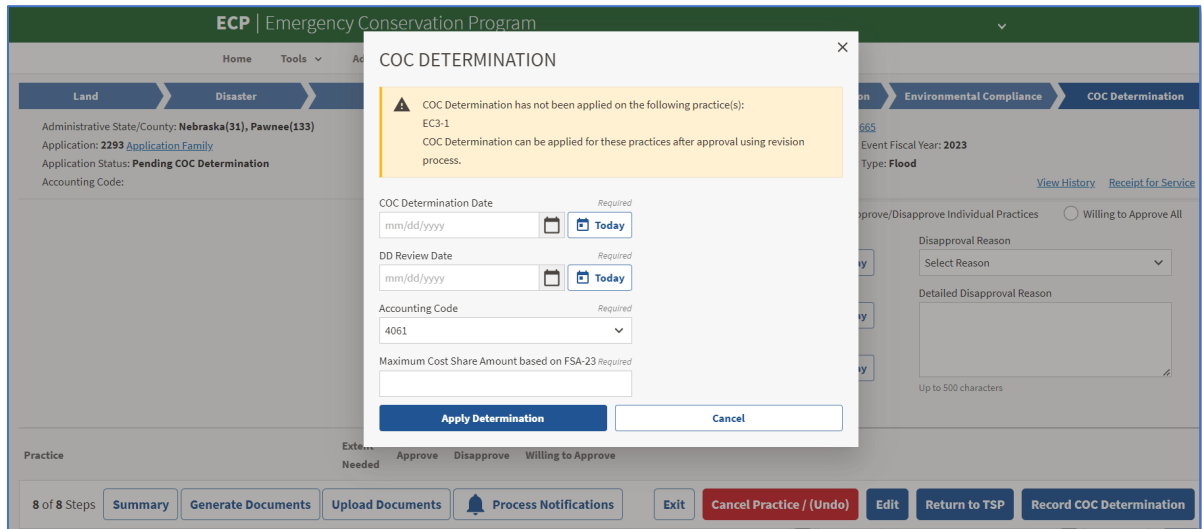
**Note:** See Paragraph 251 for loading the maximum cost share amount during approval.

- CLICK “Apply Determination”.

## 253 Partial Approvals (Continued)

### C Example of COC Determination Pop-Up Screen

The following is an example of the COC Determination pop-up screen for a partial approval. A message is displayed notifying the user that practices not determined can be recorded after needs determinations have been completed.



See paragraph 251 for completing the COC Determination pop-up screen.

**254 COC Determinations for Additional Practices on Partially Approved Applications****A Overview**

Practices pending needs determination on partially approved applications can only be acted upon after needs determination and/or environmental compliance information have been entered for the practice.

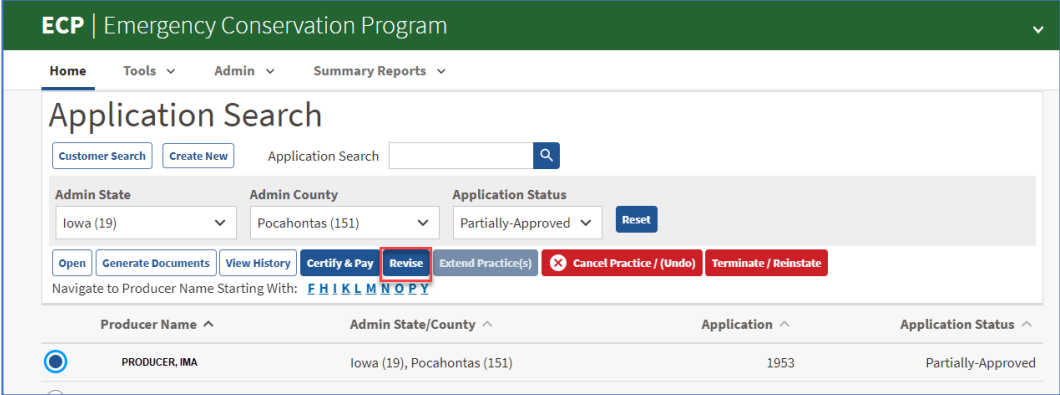
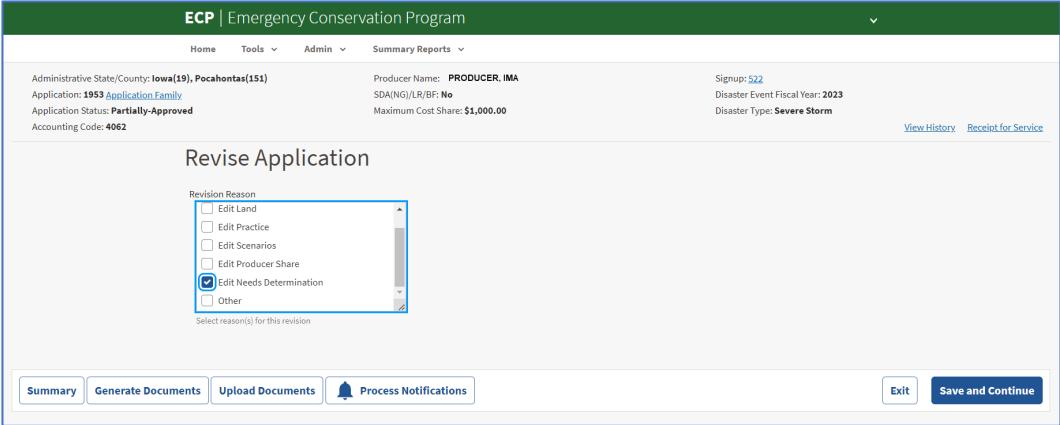
**Important:** Needs determination and environmental compliance for undetermined practices on partially approved applications are entered through the revision process. FSA employees will initiate a revision (after being notified by NRCS) which activates the ability for NRCS to enter the needs determination. NRCS employees are not authorized to initiate the revision process in ECP software.

**Note:** Practices already determined by the COC retain their determined status.

254 COC Determinations for Additional Practices on Partially Approved Applications (Continued)

B Completing Practices on Partially Approved Applications

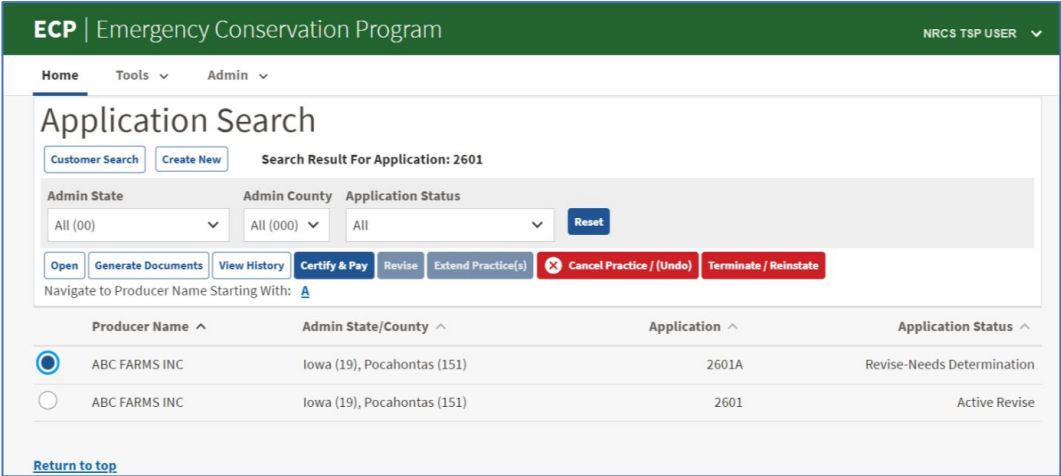
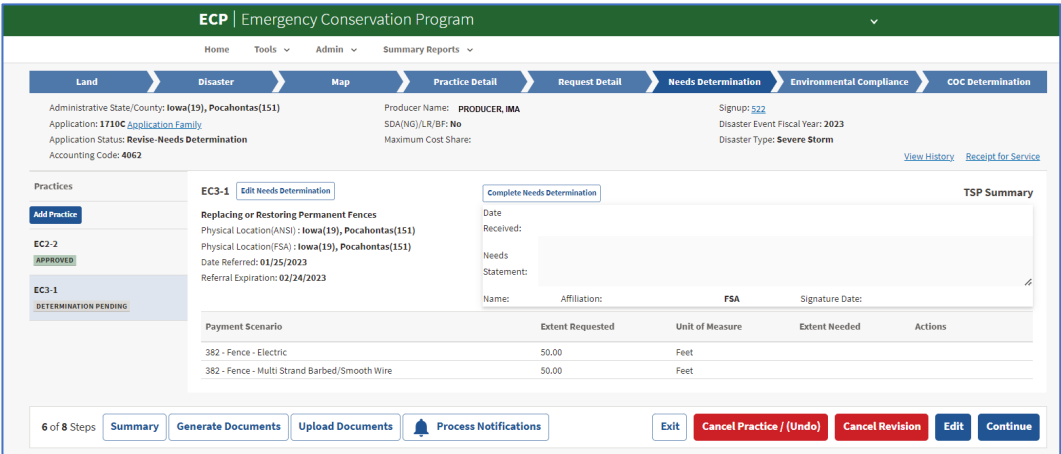
The following table provides the steps to complete for practices on partially approved applications.

Step	Action
1	<p>On the Application Search Screen, the FSA user will select the application and CLICK “Revise” to initiate the revision process.</p> 
2	<p>On the Revise Application Screen, SELECT “Edit Needs Determination” as the reason for the revision.</p> 
3	<p>CLICK “Save and Continue”.</p> <p><b>Note:</b> If the TSP is FSA, then skip to step 5.</p>



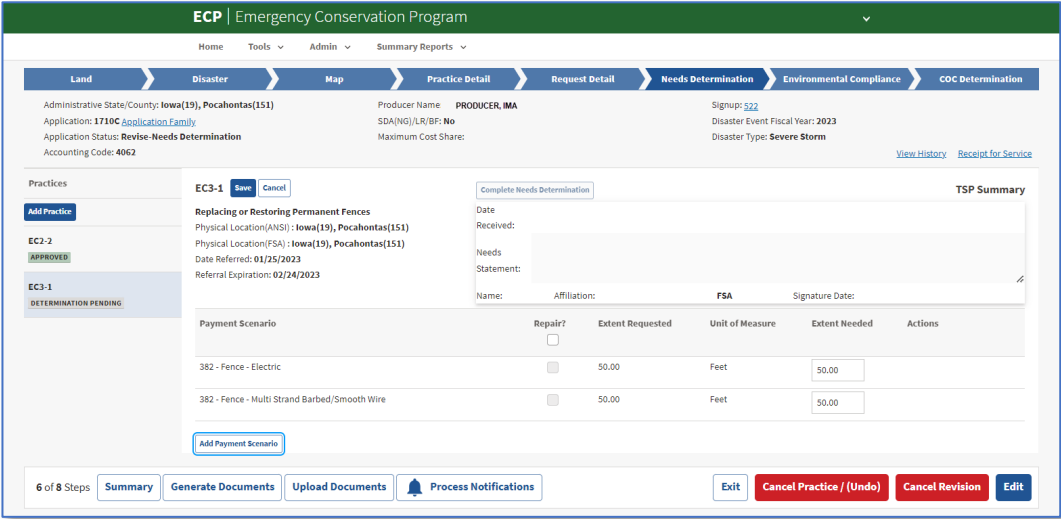
254 COC Determinations for Additional Practices on Partially Approved Applications (Continued)

B Completing Practices on Partially Approved Applications (Continued)

Step	Action
4	<p>After the FSA user initiates the revision for practices where NRCS is the TSP, the NRCS user will search and select the application with a status of Revise-Needs Determination.</p> 
5	<p>All practices carried forward into the revised agreement are editable.</p> <p>On the Needs Determination Screen, click on the practice with status of Determination Pending.</p> 

254 COC Determinations for Additional Practices on Partially Approved Applications (Continued)

B Completing Practices on Partially Approved Applications (Continued)

Step	Action
6	<p>The “Edit Needs Determination” button is now active. Complete the needs determination according to paragraph 215.</p>  <p>Enter the extent needed and CLICK “Save”.</p>
7	<p>Navigate to the “Environmental Compliance” tab and enter the compliance determination according to paragraph 216.</p>
8	<p>Navigate to the “COC Determination” tab and enter the COC determination according to paragraph 302.</p> <p><b>Note:</b> Do not re-upload documents that have already been uploaded unless changes to those documents have been made.</p> <p><b>Important:</b> Do not change the approval or disapproval information for practices that were previously approved unless edits were made to those practices during the current revision process.</p>
9	<p>Record the producer concurrence according to paragraph 252.</p> <p>The status of the revised application will be updated to Approved or Partially Approved.</p>

## 255 Failed Obligations

### A Overview

Obligations may fail for a variety of reasons including system outage, lack of funds, or issues with the producer’s subsidiary information. County Offices will need to reach out to the State Office specialist if they are unable to determine why the obligation is failing.

**Note:** If the producer cannot resolve the subsidiary issue or chooses to withdraw, users will click the “Cancel Conditional Approval Attempt” button.

### B Example of Conditionally Approved (Obligation Failed) Screen

The following is an example of the COC Determination Screen when a practice is conditionally approved however the obligation has failed.

The screenshot shows the ECP Emergency Conservation Program interface. The top navigation bar includes 'Home', 'National Home', 'Tools', 'Admin', and 'Summary Reports'. The main header displays 'ECP | Emergency Conservation Program' and the user name 'BRYAN ROGERS'. The breadcrumb trail is: Land > Disaster > Map > Practice Detail > Request Detail > Needs Determination > Environmental Compliance > COC Determination.

Application details: Administrative State/County: Iowa(19), Boone(015); Application: 2112 Application Family; Application Status: Conditionally Approved (Obligation Failed); Accounting Code: 4062. Producer Name: BECKWITH, F WILLIAM; SDA(NG)/LR/BF: No; Maximum Cost Share: \$1,000,000.00. Signup: S30; Disaster Event Fiscal Year: 2023; Disaster Type: Flood.

Practice	Extent Needed	Approve	Disapprove	Willing to Approve	Start Date	End Date
EC1-2 - Boone County (015)	APPROVED	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	10/03/2023	04/02/2024
500 - Obstruction Removal - Removal and disposal of light scattered debris	22.00	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
EC1-3 - Dallas County (049)	APPROVED	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	10/03/2023	04/02/2024
500 - Obstruction Removal - Removal and disposal of light sand and flood sediment 12-30 inches	15.00	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
EC4-1 - Boone County (015)	APPROVED	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	10/03/2023	04/02/2024
342 - Critical Area Planting - Native or Introduced Vegetation - Normal Tillage (Organic and Non-Organic)	3.50	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
348 - Dam, Diversion - Earth Fill	150.00	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		

At the bottom of the screen, there are buttons for 'Summary', 'Generate Documents', 'Upload Documents', 'Exit', 'Cancel Practice / (Undo)', 'Cancel Conditional Approval Attempt', and 'Retry Conditional Approval Attempt'. A 'Process Notifications' bell icon is also present.

### C Action

On the COC Determination Screen CLICK “Retry Conditional Approval Attempt”. If retrying is unsuccessful, contact STO Specialist.

256-300 (Reserved)



### Section 3 Revising Applications

## 301 Extend Practice(s)

### A Overview

The “Extend Practice(s)” button on the Application Search Screen allows users to easily extend practice end dates when the only edits that are needed quickly and easily to the application are practice extensions.

**Note:** No data other than the practice end date(s) can be edited.

After selecting an application on the Application Search Screen, CLICK “Extend Practice(s)”.

### B Example of Extend Practice Screen

The following is an example of the Extend Practice Screen.

**Extend Practice**

Administrative State/County: **Nebraska(31), Pawnee(133)**      Producer Name: **PRODUCER, IMA**      Signup: **665**  
Application: **2274 Application Family**      SDA(NG)/LR/BF: **No**      Disaster Event Fiscal Year: **2023**  
Application Status: **Approved**      Maximum Cost Share: **\$300,000.00**      Disaster Type: **Flood**  
Accounting Code: **4061**      [View History](#)      [Receipt for Service](#)

[Expand All](#)   [Collapse All](#)   [Upload Documents](#)

**Warning**  
Please upload the 'Practice Extension Request' using 'Upload Documents' feature before recording extension determination.

Practice	Start Date	End Date	Requested End Date	Approve?	
<b>EC1-1 - Pawnee (133) - APPROVED</b> Removing Debris From Farmland	06/07/2023	06/06/2024	mm/dd/yyyy	<input type="radio"/> Yes <input type="radio"/> No	<a href="#">Apply for all</a>
<b>EC2-1 - Pawnee (133) - APPROVED</b> Grading, Shaping, Releveling, or Similar Measures	06/07/2023	06/06/2024	mm/dd/yyyy		

**Notes**

- Follow guidance in 1-ECP for limitations on extending End Date and proper approving authority.

Determination Authority for Practice Extension Required

County       State       National

Determination Date Required

mm/dd/yyyy      [Today](#)      [Record Extension Determination](#)

## 301 Extend Practice(s)

## C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Extend Practice Screen.

<b>Field/Button</b>	<b>Description/Action</b>
Practice	Displays the practice name and status.
Start Date	Displays the start date.
End Date	Displays the end date.
Requested End Date	Enter the requested end date.
Approve?	A radio button to identify if the extension was approved.
Apply to All	A button to apply the first change to all remaining practices.
Determination Authority for Practice Extension	Identifies the determining authority for approving the extension.  <b>Note:</b> Defaults to "County".  Click applicable determining authority.
Determination Date	Enter the determination date.
Record Extension Determination	CLICK "Record Extension Determination" to complete the process.

## 302 Revising Applications and Practices

### A Overview

The following application statuses can be revised by clicking the “Revise” button from the Application Search Screen:

- Partially Approved
- Approved
- Partially Earned
- Paid
- Closed.

**Note:** All other statuses can be edited by clicking the “Open” button on the Application Search Screen.

Paid and Closed status practices will remain with the previous version of the agreement and are not carried forward to the revised version of the agreement. For practices with a status of Partially Earned, only the remaining unreported extents are carried forward to the revised version of the agreement.

The revision process is dynamic, and screens will vary depending upon what is being revised and the reason for the revision. To the maximum extent possible, only the specific data being revised is modified by the revision process. Determinations made for a practice remain unchanged unless the specific practice is edited.

A request for payment or pending certification must be completed or cancelled **before** revising an application.

**Important:** Overpayments will be generated for an application with a status of Paid or Partially Earned if prior payments have been issued and the revision changes the producer or reduces the producer share or extents.

If a cancelled practice requires a revision, the user must first undo the cancelled practice before starting the revision according to paragraph 303.

**302 Revising Applications and Practices (Continued)****B Navigating the Revision Process**

To begin the revision process, the user will select from a list of available revision reasons. The list is presented in the same sequence as the steps to create a new application. Users will only select those actions necessary. The revision process will begin with the first step selected in the sequential process.

**Important:** Because the revision process is sequential, edits must be processed in the same order as they would be when creating a new application. The user is permitted to navigate ahead to subsequent steps using the step arrows at the top of the screen to view data contained on those screens. However, the user will not be able to edit on the subsequent step without first completing edits in prior steps by using the buttons (“Save”, “Continue”, “Save and Continue”, etc.) in the bottom navigation bar to advance through the edits in the prior steps.

**Example 1:** John Smith filed an application for 25 percent producer share. After the agreement is approved John realizes the 25 percent share is incorrect and the producer share needs to be changed to 33.33 percent.

When the user selects a revision reason of “Edit Producer Share”, the system will skip past initial steps in the sequence and the user will be navigated to the Practice Detail Screen where an “Edit Producer Share” button will be displayed. The system understands that changes to producer shares should not impact subsequent steps in the sequence such as determinations of the extents needed and environmental compliance for a practice.

**Notes:** Determinations for extents needed and environmental compliance will remain unchanged.

If additional funds are needed as a result of the share change, follow paragraph 106.



### 302 Revising Applications and Practices (Continued)

#### A Overview (Continued)

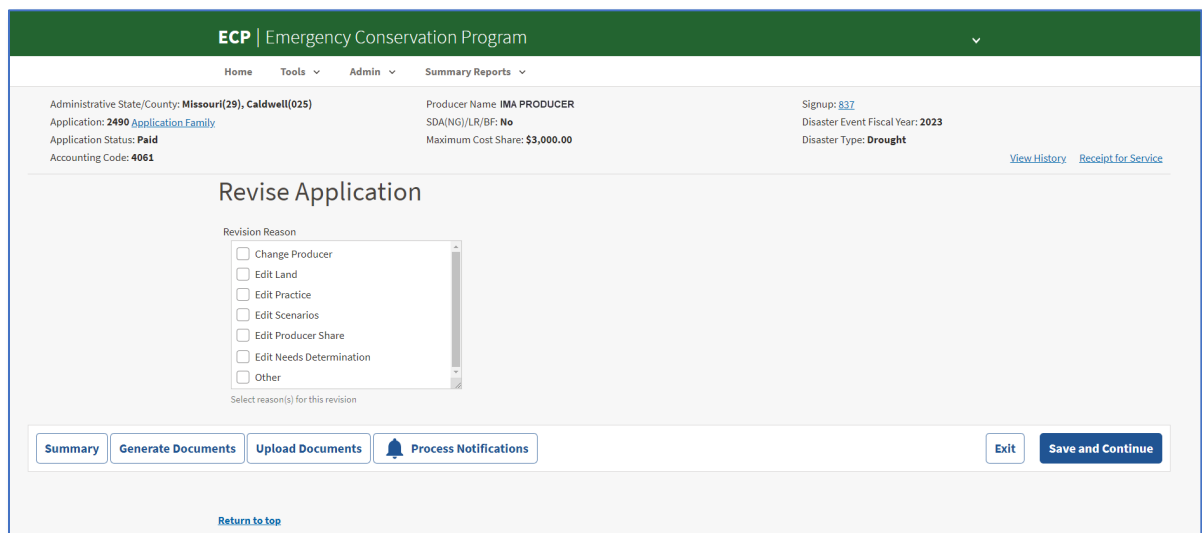
**Example 2:** A user initiated a revision with a reason of “Revise Needs Determination”. The user completed the required edits on the “Needs Determination” tab and instead of clicking “Continue” they selected the “COC Determination” tab at the top of the screen.

The “Submit to COC” button is not available in the bottom navigation bar because the software has not validated the environmental compliance prior to COC determination. The user should navigate back to the “Needs Determination” tab and CLICK “Continue” to proceed through the revision process.

**Note:** An email is sent to the FSA Admin County when revision is initiated or cancelled using Nationwide Customer Service.

#### C Example of Revise Application Screen

The following is an example of the Revise Application Screen.



302 Revising Applications and Practices (Continued)

D Field Descriptions and Actions

The following table provides the field descriptions and actions based on the revision reason selected on the Revise Application Screen.

Field/Button	Description/Action
Change Producer	<p>Allows users to change the producer associated with the existing disaster-affected land that was selected on the parent application.</p> <p>The selected producer must be associated with the current farm number(s) in MIDAS Farm Records containing the disaster-affected land.</p> <p>The shares default to the shares of the previous producer.</p> <p>The original producer will remain as the producer on the previous version of the application within the application family.</p> <p>The program eligibility questions must be completed for the new producer on the “Request Detail” tab.</p> <p>If payments were previously issued, overpayments may be created depending upon the circumstances.</p>
Edit Land	<p>Allows users to add or remove tract(s) on the “Land” tab.</p> <p><b>Note:</b> When users deselect a farm and tract, a message will display warning that if a farm and tract is removed and has a practice located on it, they will not be able to add or edit practices associated with the farm and tract being removed from the application.</p> <p>Users should navigate to the “Map” tab and ensure practices are drawn on the correct farm(s) and tract(s).</p> <p>If a reconstitution has occurred and the farm/tract number has changed for the land where the practice is drawn, the user will need to select the new farm/tract number on the “Land” tab to be able to edit practice information. To determine the current farm/tract number, hover over the practice and the current farm/tract number displays at the top of the map.</p> <p>For a practice that is drawn on the wrong farm and tract, delete the practice on the “Map” tab first and then go to “Land” tab and deselect the farm and tract.</p>

302 Revising Applications and Practices (Continued)

D Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Edit Practice	<p>Allows user to add practices on the “Map” tab or add a payment scenario to an existing practice by navigating to the “Practice Detail” tab.</p> <p><b>Notes:</b> A warning message is displayed that editing a practice will revert the practice status to “Initiated” and will remove signature and determination dates for Needs Determination, Environmental Compliance, and COC Determination screens.</p> <p>If only revising producer share, user should click “Edit Producer Share” instead of “Edit.” Doing this will leave the data for Needs Determination and Environmental Compliance including TSP signature dates unchanged.</p> <p>If payments were previously issued, overpayments may be created depending upon the circumstances.</p> <p>Follow paragraph 206 and 212 for further instructions.</p>
Edit Scenarios	<p>Allows user to add or remove payment scenarios on the “Practice Details” tab.</p> <p>If payments were previously issued, overpayments may be created depending upon the circumstances.</p> <p>Follow paragraph 212 for further instructions.</p>

302 Revising Applications and Practices (Continued)

D Field Descriptions and Actions (Continued)

Field/Button	Description/Action
<p>Edit Producer Share</p>	<p>Allows users to change the producer’s share.</p> <p>To edit a producer’s share:</p> <ul style="list-style-type: none"> <li>• CLICK “Edit Producer Share”</li> <li>• on the Practice Detail Screen, update the producer’s share according to paragraph 212.</li> </ul> <p><b>Notes:</b> User will receive warning message that modifying a producer’s share will result in a change in Application Requested Amount.</p> <p>The COC determination date on this practice will be removed.</p> <p>After the producer share has been changed, the COC will need to conditionally approve according to paragraph 251 and the producer will need to concur.</p> <p>If payments were previously issued, overpayments may be created depending upon the circumstances.</p>
<p>Edit Needs Determination</p>	<p>Allows user to:</p> <ul style="list-style-type: none"> <li>• add or remove practices</li> <li>• add or remove payment scenarios</li> <li>• revise previous extents determined as needed.</li> </ul> <p><b>Note:</b> Practices and payment scenarios requested by the producer cannot be removed during the revision process. If the scenario is not needed as determined by the TSP, enter 0.00 extents determined needed.</p>
<p>Other</p>	<p>Navigates users to the “Land” tab to begin any edits.</p> <p>System is not able to determine the first edit action needed so it starts the revision process from the very first potential step.</p>

**302 Revising Applications and Practices (Continued)**

**E Finalizing the Revision Process**

To finalize the revision process, the following must be completed:

- TSP complete needs determination if applicable
- a determination by the COC
- producer concurrence of COC determination.

On the Complete Needs Determination pop-up screen, users will enter applicable TSP information and click “Save” if needs determination information will be loaded for additional practices or click “Save and Continue to Environmental Compliance” if needs determination information has been entered for all practices with new needs determination information.

### 303 Cancelling and Deleting Applications and Practices

#### A Overview

Applications cannot be cancelled when a practice is present. All practices must be cancelled **before** the system will automatically update the application status to Cancelled.

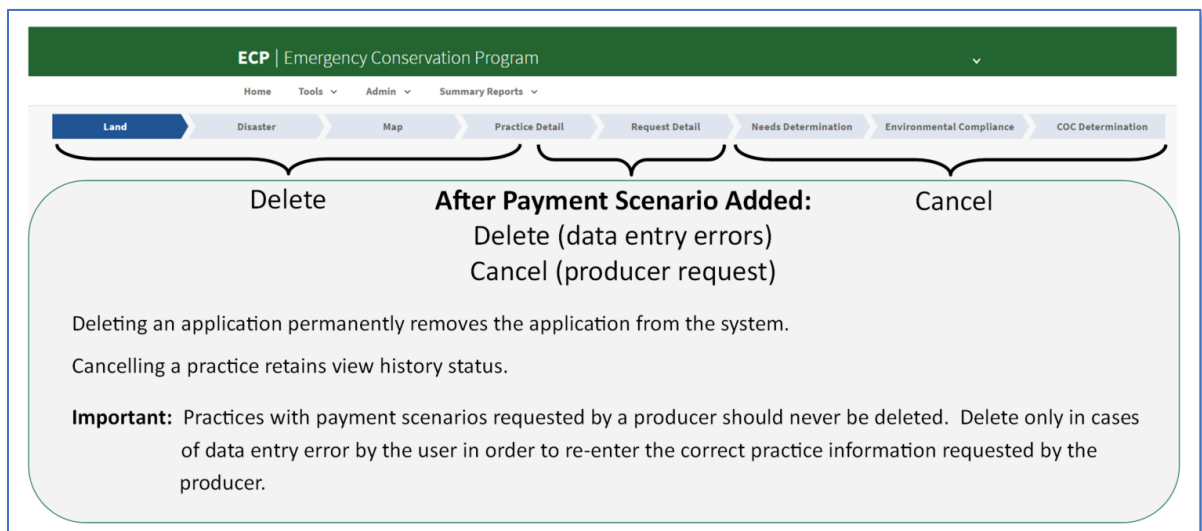
**Note:** If an application does not have any practices, the user must CLICK “Cancel Practice/(Undo)” to delete the application.

Before cancelling a practice, confirm that there are no other dependent practices and/or payment scenarios that require completion of the selected practice(s).

**Note:** COC Determination will be removed from cancelled practices.

#### B Example of Application Header

The following screenshot outlines when applications or practices can be deleted or cancelled.



303 Cancelling and Deleting Applications and Practices (Continued)

C Canceling, Deleting, Terminating Applications or Practices

The following table provides when an application can be cancelled, deleted, or terminated.

Application Status	Practice Status	Tab	Cancel	Delete	Terminate
Initiated	Unassigned	Land	No	Yes	No
	Initiated	Disaster	No	Yes	No
		Map			
		Practice Detail			
		<b>Note:</b> No Payment Scenario Added.			
Practice Detail	Yes	Yes	No		
		<b>Note:</b> Payment Scenario Added			

303 Cancelling and Deleting Applications and Practices (Continued)

C Canceling, Deleting, Terminating Applications or Practices (Continued)

Application Status	Practice Status	Tab	Cancel	Delete	Terminate
Needs Determination	Determination Pending	Needs Determination	Yes	No	No
	Practice Needed				
	Compliant / Non-Compliant	Environmental Compliance			
Pending COC Determination	Compliant / Non-Compliant	COC Determination	Yes	No	No
Conditionally Approved	Approved	Producer Concurrence	Yes	No	No
	Approved	COC Determination	No	No	Yes
	Disapproved		Yes	No	No
Disapproved	Disapproved	COC Determination	Yes	No	No
Partially Approved	Approved	COC Determination	Yes	No	No
	Disapproved		Yes	No	No
	Determination Pending		Yes	No	Yes
Approved	Approved or Disapproved	COC Determination	No	No	Yes
Paid	Paid	Certify & Pay	No	No	Yes



### 304 Cancel/Undo Applications and Practices

#### A Overview

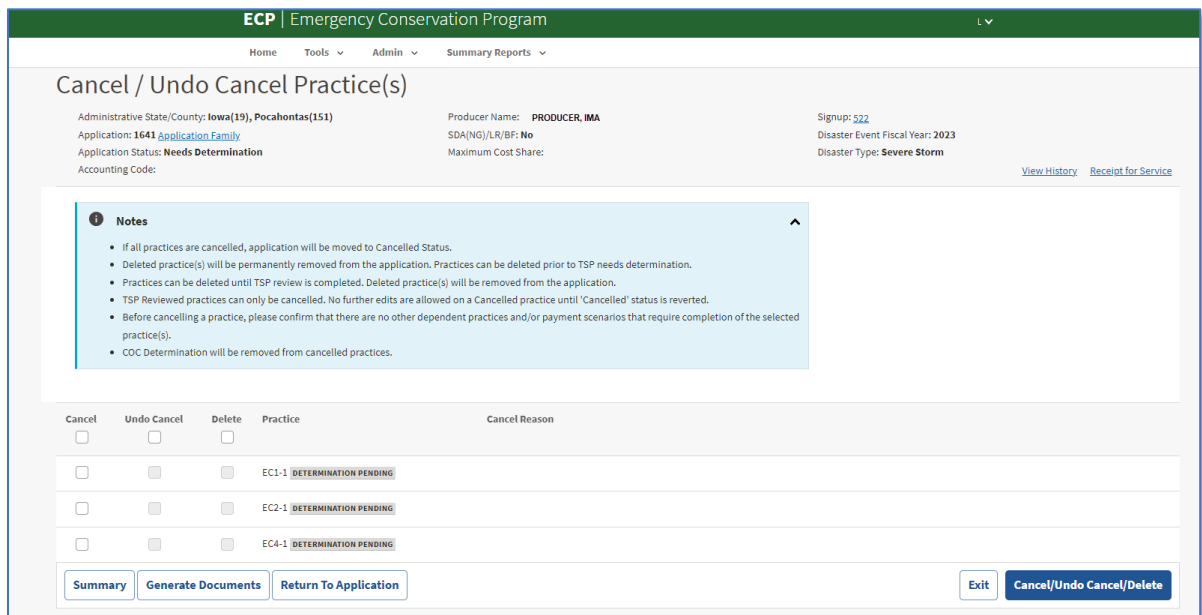
Practices can be either cancelled or deleted on the Cancel/Undo Cancel Practice(s) Screen.

A cancelled practice can be reversed using the “Undo Cancel” option; however, a deleted practice cannot be reversed.

**Note:** If the user accidentally deletes the practice, the practice must be reloaded. If all practices are deleted, a new application must be created.

#### B Example of the Cancel/Undo Cancel Practice(s) Screen

The following is an example of the Cancel/Undo Cancel Practice(s) Screen. Notes are displayed to assist the user in what can and cannot be canceled or undone



## 304 Cancel/Undo Applications and Practices (Continued)

## C Field Descriptions and Actions

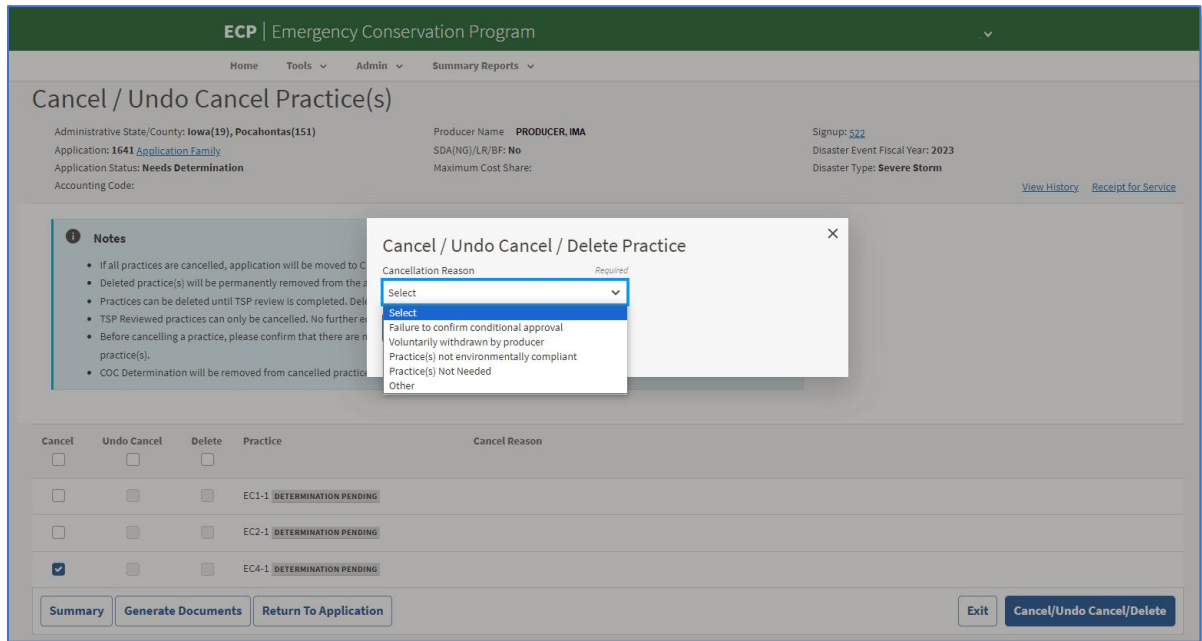
The following table provides the field descriptions and actions for the Cancel/Undo Cancel Practice(s) Screen.

<b>Field/Button</b>	<b>Description/Action</b>
Cancel	The checkbox is enabled if the practice can be canceled.
Undo Cancel	The checkbox is enabled if the practice cancellation can be reverted.
Delete	The checkbox is enabled if the practice can be deleted.
Cancel Reason	The reason for the cancellation is displayed after the finalizing the cancellation.
Summary	Displays a summary of the application including certifications and payments.
Generate Documents	Displays a list of forms, letters, and reports that can be generated.
Return to Application	Navigates user to initial screen for the application without saving edits.
Exit	Navigates user to the Application Search Screen without saving edits.
Cancel/Undo Cancel/Delete	After selecting the applicable practice, CLICK "Cancel/Undo Cancel/Delete".  The Cancel/Undo Cancel/Delete Practice pop-up screen is displayed.

304 Cancel/Undo Applications and Practices (Continued)

**D Example of Cancel/Undo Cancel/Delete Practice Pop-up Screen Before Canceling a Practice**

The following is an example of the Cancel/Undo Cancel/Delete Practice pop-up screen before canceling a practice.



**E Action**

On the Cancel/Undo Cancel/Delete Practice pop-up screen,

- using the drop-down menu select the applicable reason
- CLICK “Submit”. The status of the practice is updated to Cancelled.

### 305 Terminating Applications

#### A Overview

Applications can be terminated at the request of the producer or in the case of noncompliance. Applications or practices that are terminated will result in an overpayment if payments have been issued including advance payments.

When an application is terminated, the user must select a reason for the termination. The reason will be printed on the termination letter sent to the producer.

**Note:** When a producer has notified the County Office that a practice will not be completed, users should take the option to “Close without Performance” according to paragraph 361 instead of terminating the practice.

#### B Example of the Terminate/Reinstate Application Screen

The following is an example of the Terminate/Reinstate Application Screen.

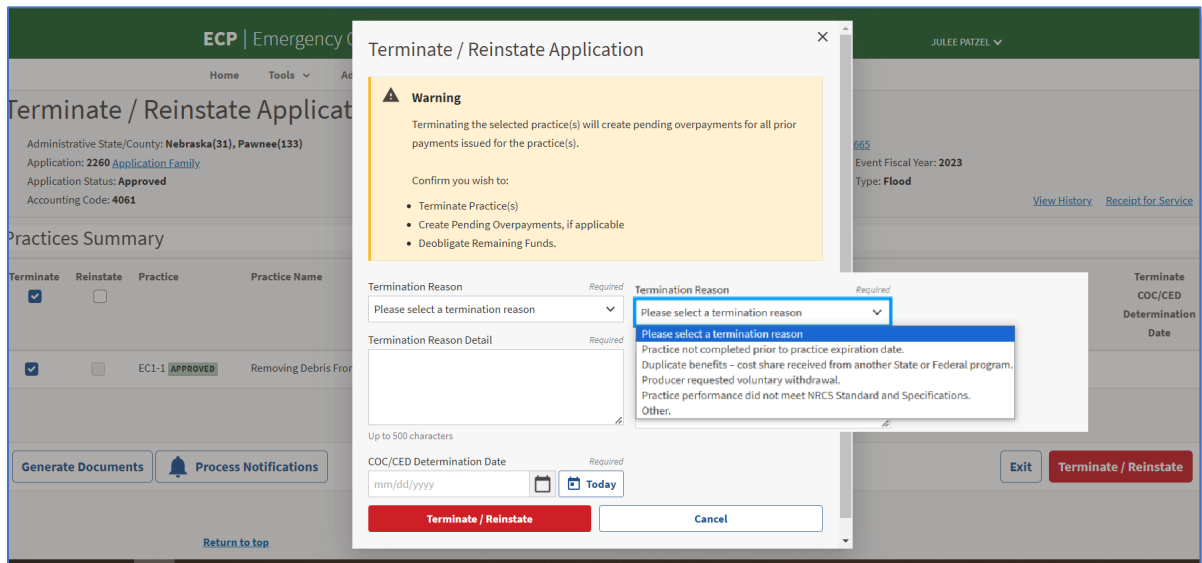
The screenshot displays the 'ECP | Emergency Conservation Program' interface. The main heading is 'Terminate / Reinstate Application'. Below this, application details are provided: Administrative State/County: Nebraska(31), Pawnee(133); Application: 2260 Application Family; Application Status: Approved; Accounting Code: 4061; Producer Name: PRODUCER, IMA; SDA(NG)/LR/BF: No; Maximum Cost Share: \$666,000.00; Signup: 665; Disaster Event Fiscal Year: 2023; Disaster Type: Flood. There are links for 'View History' and 'Receipt for Service'. A 'Practices Summary' table follows, with columns for Terminate, Reinstate, Practice, Practice Name, Total Amount Approved (\$), CostShare Earned (\$), Advance Payment (\$), Termination Reason, and Terminate COC/CED Determination Date. One practice is listed: EC1-1 APPROVED, Removing Debris From Farmland, with a total amount approved of 65,582.23. At the bottom, there are buttons for 'Generate Documents', 'Process Notifications', 'Exit', and 'Terminate / Reinstate'.

Terminate	Reinstate	Practice	Practice Name	Total Amount Approved (\$)	CostShare Earned (\$)	Advance Payment (\$)	Termination Reason	Terminate COC/CED Determination Date
<input type="checkbox"/>	<input type="checkbox"/>	EC1-1 APPROVED	Removing Debris From Farmland	65,582.23	0.00	0.00		

305 Terminating Applications (Continued)

C Example of the Terminate /Reinstate Application Pop-Up Screen

The following is an example of the Terminate/Reinstate Application pop-up screen displaying the reasons for terminating an application.



D Action

On the Terminate/Reinstate Application pop-up screen:

- using the drop-down menu, select the applicable reason
- enter the termination reason

**Note:** All information entered will display on the termination letter sent to the producer. Do not enter PII.

- enter the COC/CED Determination Date
- CLICK “Terminate / Reinstate”.

## 306 Reinstating Applications

### A Overview

Applications that were terminated may be reinstated.

### B Example of Terminate/Reinstate Application Screen

The following is an example of the Terminate/Reinstate Application Screen for an application that has been terminated.

**ECP | Emergency Conservation Program**

Home Tools Admin Summary Reports

### Terminate / Reinstate Application

Administrative State/County: **Nebraska(31), Pawnee(133)**      Producer Name: **PRODUCER, IMA**      Signup: [655](#)  
 Application: **2260 Application Family**      SDA(NG)/LR/BF: **No**      Disaster Event Fiscal Year: **2023**  
 Application Status: **Terminated**      Maximum Cost Share: **\$666,000.00**      Disaster Type: **Flood**  
 Accounting Code: **4061**      [View History](#)      [Receipt for Service](#)

#### Practices Summary

Terminate	Reinstater	Practice	Practice Name	Total Amount Approved (\$)	CostShare Earned (\$)	Advance Payment (\$)	Termination Reason	Terminate COC/CED Determination Date
<input type="checkbox"/>	<input type="checkbox"/>	EC1-1 <b>TERMINATED</b>	Removing Debris From Farmland	65,582.23	0.00	0.00	Producer requested voluntary withdrawal. <a href="#">View Reason</a>	12/04/2023

### C Action

On the Terminate/Reinstate Application Screen:

- select the practice that was terminated
- CLICK “Terminate/Reinstate”
- on the pop-up screen enter the COC/CED Determination date
- CLICK “Terminate/Reinstate”. The practice is now active.

307-350 (Reserved)

## Part 5 Certification of Completed Practice(s)

### 351 Certify and Pay

#### A Overview

The “Certify & Pay” button:

- allows users to record a producer certification of performance
- is only enabled for applications with the following statuses:
  - Approved
  - Partially Approved
  - Partially Earned
  - Partially Approved (With Payment)
  - Revised Ended.

**Note:** The “Certify & Pay” button is also enabled for agreements with a status of Revised Ended (With Payment), but only for the purpose of downward corrections to the certification.

#### B Example of Application Search Screen for Approved Applications

The following is an example of the Application Search Screen with the filter set to display approved applications.

The screenshot shows the 'Application Search' interface for the Emergency Conservation Program (ECP). The header includes 'ECP | Emergency Conservation Program' and navigation links for Home, Tools, Admin, and Summary Reports. The search area contains filters for Admin State (Nebraska (31)), Admin County (Pawnee (133)), and Application Status (Approved). A 'Reset' button is located next to the Application Status filter. Below the filters, a row of action buttons is displayed: Open, Generate Documents, View History, Certify & Pay (highlighted with a red box), Revise, Extend Practice(s), Cancel Practice / (Undo), and Terminate / Reinstate. A text field below the buttons says 'Navigate to Producer Name Starting With: B F H R'. The main content area displays a table of search results with columns for Producer Name, Admin State/County, Application, and Application Status.

Producer Name ^	Admin State/County ^	Application ^	Application Status ^
<input checked="" type="radio"/> PRODUCER, IMA	Nebraska (31), Pawnee (133)	2271A	Approved
<input type="radio"/> PRODUCER FAMILY TRUST	Nebraska (31), Pawnee (133)	2260	Approved
<input type="radio"/> SMITH FARMS LLC	Nebraska (31), Pawnee (133)	2274	Approved
<input type="radio"/> XYZ INC	Nebraska (31), Pawnee (133)	2275	Approved

**351 Certify and Pay (Continued)**

**C Action**

From the Application Search Screen:

- using the radio button, select the applicable application
- CLICK “Certify & Pay”. The Certification & Payments Screen is displayed.



## 352 Certifications & Payments Screen

### A Overview

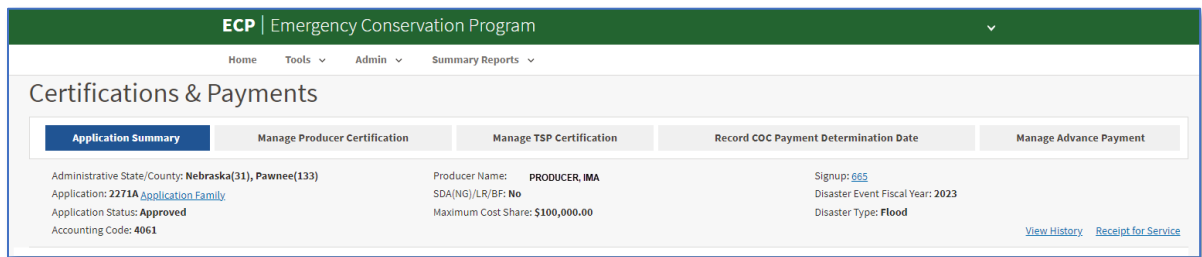
The Certification & Payments Screen allows users to view, add, or edit certifications, review maps and submitted payment details.

**Note:** Practices not yet approved or disapproved will display, however; the user will not have the option to complete a certification.

**Hint:** To review certifications on previous versions of the agreement, users can click the “Application Family” link to display all versions of the application and navigate to the Application Screen for the desired version versus clicking home, searching for the desired version, and then opening the application.

### B Example of the Certifications & Payments Screen

The following is an example of the Certification & Payments Screen, displaying the available tabs.



352 Certifications & Payments Screen

C Certifications & Payments Tabs

The following table provides the tabs for the Certifications & Payments Screen.

Tab	Description/Action
Application Summary	<p>The “Application Summary” tab is the defaulted tab after selecting Certify &amp; Pay.</p> <p>Follow paragraph 353 for further instructions.</p>
Manage Producer Certification	<p>The “Manage Producer Certification” tab allows users to add or edit a producer certification of performance.</p> <p>Follow paragraph 355 for further instructions.</p>
Manage TSP Certification	<p>The “Manage TSP Certification” tab allows users to add or edit a TSP certification of performance.</p> <p><b>Note:</b> The “Manage Producer Certification” tab must be completed before the “Manage TSP Certification” tab.</p> <p>Follow paragraph 355 for further instructions.</p>
Record COC Payment Determination Date	<p>The “Record COC Payment Determination Date” tab allows users to enter COC determinations.</p> <p><b>Note:</b> The “Manage TSP Certification” tab must be completed before the “Record COC Payment Determination” tab.</p> <p>Follow paragraph 361 for further instructions.</p>
Manage Advance Payment	<p>The “Manage Advance Payment” tab allows users to:</p> <ul style="list-style-type: none"> <li>• request advance payments</li> <li>• verify expenditures</li> <li>• create receivables.</li> </ul> <p>Follow paragraph 368 for further instructions.</p>

## 353 Application Summary Screen

### A Overview

The Application Summary Screen allows users to:

- view a summary of prior certification activity
- change the practice completion status
- view the GIS representation of a practice instance.

### B Example of the Application Summary Screen

The following is an example of the Application Summary Screen.

The screenshot displays the 'ECP | Emergency Conservation Program' interface. The main heading is 'Certifications & Payments'. Below this, there are tabs for 'Application Summary', 'Manage Producer Certification', 'Manage TSP Certification', 'Record COC Payment Determination Date', and 'Manage Advance Payment'. The 'Application Summary' tab is active, showing details for an application in Pawnee County, Nebraska, with a status of 'Approved'. Key details include the producer name 'PRODUCER, IMA', a maximum cost share of \$100,000.00, and a disaster type of 'Flood'. Below the details are 'Expand All' and 'Collapse All' buttons. The main content area features a table of practices and a table of payment scenarios.

Practice	Practice Start Date	Practice End Date	Practice Complete?	Total Amount Approved	Advance Payment	Total Payment(s) Submitted	Certification(s) In Process	Actions
EC1-2 - Pawnee County (133) <span>APPROVED</span>	06/07/2023	06/06/2024	No	\$58,828.14	\$14,707.04	\$0.00	\$58,828.14	<a href="#">Change Practice Completion</a> <a href="#">View on Map</a>

Payment Scenario	Extent Needed/ Approved	Extent Certified by Producer	Extent Certified by TSP	Total Approved	Total Payment(s) Submitted	Certification(s) In Process
500 - Obstruction Removal - Removal and disposal of heavy scattered debris	65.91	65.91		\$64.76	\$0.00	\$64.76
500 - Obstruction Removal - Removal and Disposal of Brush and Trees < 6 inch Diameter	65.91	65.91		\$58,763.38	\$0.00	\$58,763.38

EC1-3 - Pawnee County (133) <span>APPROVED</span>	06/07/2023	06/06/2024	No	\$2,378.51	\$594.63	\$0.00	\$1,338.75	<a href="#">Change Practice Completion</a> <a href="#">View on Map</a>
EC3-1 - Pawnee County (133) <span>APPROVED</span>	06/07/2023	06/06/2024	No	\$5,416.61	\$0.00	\$0.00	\$0.00	<a href="#">Change Practice Completion</a> <a href="#">View on Map</a>

At the bottom of the screen, there are buttons for 'Generate Documents', 'View Map', 'Process Notifications', and 'Add/Edit Certification'.

## 353 Application Summary Screen (Continued)

## C Field Descriptions and Actions

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

<b>Field/Button</b>	<b>Description/Action</b>
Expand All	CLICK "Expand All" to display the payment scenario details.
Collapse All	CLICK "Collapse All" to hide all the payment scenario details.
<b>Practice Information</b>	
Practice	Displays the practice instances, physical county name and code, and current status.  Users can click the ▲ next to each practice instance to expand or click the ▼ hide payment scenario details.
Practice Start Date	Displays the date the producer is approved to begin work on the practice instance.
Practice End Date	Displays the date the practice instance is scheduled to be completed.
Practice Complete?	Indicates if the practice has been completed or if the practice has been closed without performance.
Total Amount Approved	Displays the total cost share approved for the practice.
Advance Payment	Displays the dollar value of any advance payment.
Total Payment(s) Submitted	Displays the amount of total cumulative dollar value of certifications sent to the payment system along with the number of payments submitted.
Certification(s) in Process	Displays the total cumulative dollar value along with the number of certifications where the producer has certified performance; however, the payment has not been issued.
Change Practice Completion	CLICK "Change Practice Completion" to close a practice without performance or change a practice completion status to Yes or No.  Follow paragraph 362 to close a practice without any performance completed.
View on Map	CLICK "View on Map" to view the selected practice on a map.

353 Application Summary Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
<b>Payment Scenario Information (Displayed when practice is expanded)</b>	
Payment Scenario	<p>Displays the scenario that will be used to repair the damage.</p> <p>Payment scenarios are established and maintained by the National Office.</p>
Extent Needed/Approved	Displays the scenario extent needed or approved. Extent approved must equal the extent needed.
Extent Certified by Producer	Displays the scenario extent certified by the producer.
Extent Certified by TSP	Displays the scenario extent certified by the TSP.
Total Approved	Displays the total value in dollars and cents approved.
Total Payment(s) Submitted	Displays the total previous payment(s) submitted in dollars and cents.
Certification(s) in Process	Displays the pending certification(s) in dollars and cents.
<b>Footers</b>	
Generate Documents	<p>CLICK “Generate Documents” to generate forms, letters, and reports for an application.</p> <p>A pop-up screen is displayed allowing users to generate applicable document(s).</p> <p>The system defaults to “Forms”. CLICK “Letters” or “Reports” to navigate to those types of available documents.</p> <p>Follow paragraph 30 for further instructions.</p>
View Map	Allows users to view the entire application on a map screen.
Process Notifications	<p>Used to view and/or reprocess emails, obligations, and requested payments.</p> <p>Follow paragraph 28 for further instructions.</p>
Add/Edit Certification	<p>CLICK “Add/Edit Certification” to navigate to the Producer Certification Screen.</p> <p>Follow paragraph 354 for further instructions.</p>

## 354 Producer Certification Screen

### A Overview

A producer certification is a report of performance for one or more approved ECP practices (practice instances). A single ECP certification should include all practices reported during the interaction with the County Office. The Producer Certification Screen allows users to:

- record the scenario extent performed
- designate a practice as complete
- view the GIS representation of a practice instance
- save a certification without submitting it to TSP
- submit certification(s) to TSP.

The system allows multiple certifications to remain open allowing the producer to submit a subsequent report of performance before the previous report of partial performance is paid.

#### **Example 1: Partial Performance on an Application**

A producer has an application with EC1 and EC4 as approved practices. The producer reports practice EC1 is complete. No performance is reported for EC4. The system allows payment to be requested for EC1 without completion of EC4.

#### **Example 2: Partial Performance of a Practice**

A producer has an application for 5000 feet of fencing for EC3. The producer is replacing the fence around 2 different pastures. The producer has completed the fencing around one pasture and has reported performance and had requested payment. The system permits an entry of a partial performance certification.

The user navigates to the Producer Certification Screen by clicking “Add/Edit Certification” from the “Application Summary” tab on the Certification & Payments Screen.

354 Producer Certification Screen (Continued)

B Example of Producer Certification Screen

The following is an example of the Producer Certification Screen.

The screenshot displays the 'Producer Certification' interface within the ECP system. At the top, the header reads 'ECP | Emergency Conservation Program' with navigation links for Home, Tools, Admin, and Summary Reports. The main title is 'Producer Certification', and there are five tabs: Application Summary, Manage Producer Certification, Manage TSP Certification, Record COC Payment Determination Date, and Manage Advance Payment. The 'Application Summary' tab is active, showing details for Administrative State/County (Nebraska(31), Pawnee(133)), Producer Name (PRODUCER, IMA), and Application (2271A Application Family). It also lists the Application Status as 'Approved', Accounting Code as 4061, and a Maximum Cost Share of \$100,000.00. Other fields include Signup (665), Disaster Event Fiscal Year (2023), and Disaster Type (Flood). Below this, the Certification Number is 3, with 'Expand All' and 'Collapse All' buttons. A table lists practices with columns for 'Select to Submit to TSP', 'Practice', 'Practice Start Date', 'Practice End Date', and 'Practice Complete?'. Two practices are shown: EC1-2 and EC3-1, both with 'APPROVED' status and 'NOT CREATED' TSP status. A 'Payment Scenario' table follows, with columns for 'Extent Needed/Approved', 'Prior Extent Performed', 'Extent - Certifications In Process', 'Current Extent Performed', and 'Producer Share (%)'. Two scenarios are listed, both with 65.91 extent needed and 100.00% producer share. At the bottom, there are buttons for 'Generate Documents', 'View Map', 'Process Notifications', 'Save', and 'Save and Submit to TSP'.

Practice	Practice Start Date	Practice End Date	Practice Complete?
EC1-2 - Pawnee (133) APPROVED	06/07/2023	06/06/2024	<input type="radio"/> Yes <input type="radio"/> No
EC3-1 - Pawnee (133) APPROVED	06/07/2023	06/06/2024	<input type="radio"/> Yes <input type="radio"/> No

Payment Scenario	Extent Needed/Approved	Prior Extent Performed	Extent - Certifications In Process	Current Extent Performed	Producer Share (%)
500 - Obstruction Removal - Removal and disposal of heavy scattered debris	65.91	0.00	65.91	<input type="text"/>	100.00
500 - Obstruction Removal - Removal and Disposal of Brush and Trees < 6 inch Diameter	65.91	0.00	65.91	<input type="text"/>	100.00

354 Producer Certification Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Producer Certification Screen on the “Manage Producer Certification” tab.

Field/Button	Description/Action
Certification Number	<p>Sequential number of the certification for the application.</p> <p>In subparagraph B the certification to be added represents the 3rd certification entered for this application.</p>
Expand All	<p>CLICK “Expand ALL” to display payment scenario details for all practice instances.</p> <p>Practices must be expanded to enter extent performed.</p>
Collapse All	<p>CLICK “Collapse All” to hide payment scenario details for all practice instances.</p>
<b>Practice Information</b>	
Select to Submit to TSP checkbox	<p>A checkbox that allows users to select practice(s) that will be submitted to the TSP when “Save and Submit to TSP” is selected. Only practices with one or more scenarios having current extent performed greater than zero and an answer to the “Practice Complete” question can be submitted to TSP.</p>
Practice	<p>Displays the practice instances, county name and code, and current status.</p> <p>Users can click the ▲ symbol next to each practice instance to hide or click the ▼ symbol to expand payment scenario details.</p>
Practice Start Date	<p>Displays the date which the producer was approved to begin work on the practice instance.</p>
Practice End Date	<p>Displays the date by which the practice instance is scheduled to be completed.</p>
Practice Complete?	<p>A radio button to record if the practice instance has been completed. Selecting “Yes” indicates that no additional work will be performed on the practice.</p> <p>Click applicable “Yes” or “No” radio button.</p> <p><b>Note:</b> A “Reset” button appears after the user selects either the “Yes” or the “No” radio button. If a selection was made in error, users can click the “Reset” button to remove the selection.</p>



354 Producer Certification Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Certification Status	<p>Displays the status of the certification.</p> <p>Not Created is the status assigned to the new certification that will be created if a Current Extent Performed is added and the certification is saved (with or without submission to the TSP).</p> <p>Initiated means an extent performed has been recorded and saved but has not been submitted to the TSP.</p>
View on Map	A button that allows users to view the practice on the map.
Delete Certification	A button that displays after current extent performed has been added for at least one payment scenario and the certification has been saved. Button allows the users to delete the certification.
<p><b>Payment Scenario Information (Displayed when practice is expanded)</b></p>	
Payment Scenario	Displays the payment scenario description.
Extent Needed/Approved	Displays the extent needed or approved.
Prior Extent Performed	Displays the units previously completed and processed for payment.
Extent – Certifications in Process	Displays the units that are completed but not yet paid
Current Extent Performed.	<p>Allows users to enter the extent performed.</p> <p>Extent entered must be greater than zero for at least one scenario on a practice instance to be able to save the edits.</p> <p>If no extents have been performed for any scenario <b>and</b> the producer indicates the practice instance will not be completed, users will click “Change Practice Completion” on the Application Summary Screen to close the practice without performance.</p> <p><b>Note:</b> The sum of the prior extent performed plus extents performed on any producer certification(s) in process plus the current extent performed cannot exceed the extent approved for the scenario.</p>
Producer Share (%)	Displays the producer’s share of expenses incurred when performing repairs.

354 Producer Certification Screen (Continued)

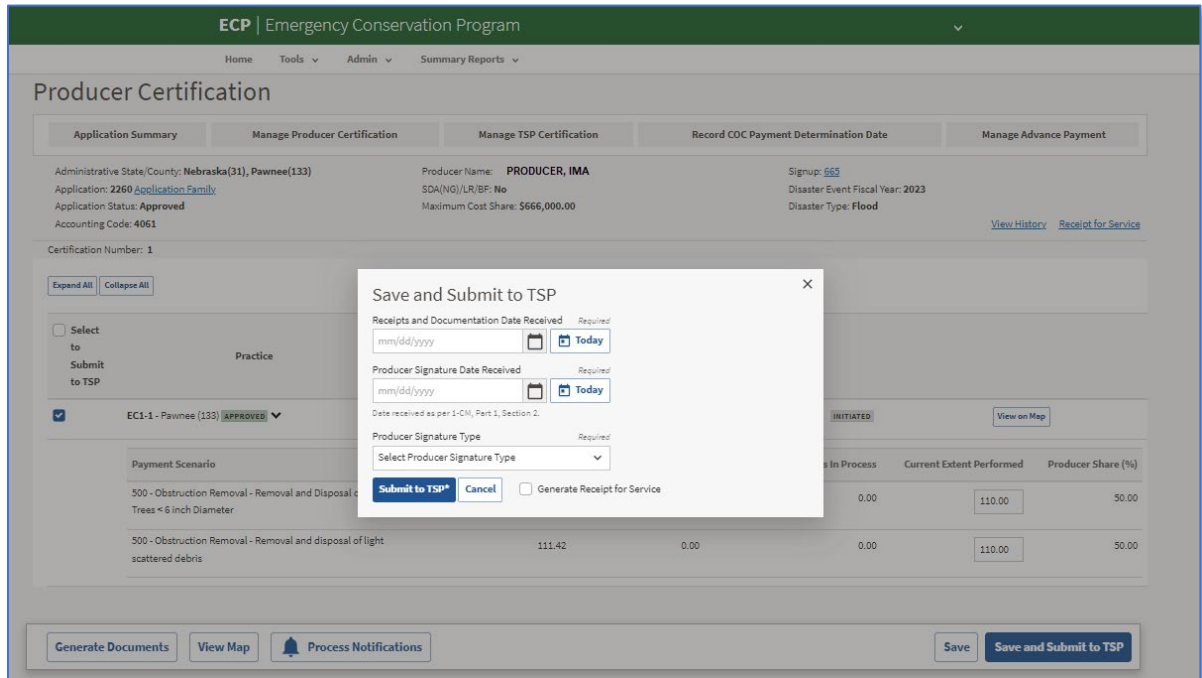
C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
<b>Footers</b>	
Generate Documents	<p>CLICK “Generate Documents” to generate forms, letters, and reports for an application.</p> <p>A pop-up screen is displayed allowing users to generate applicable document(s).</p> <p>The system defaults to “Forms”. CLICK “Letters” or “Reports” to navigate to those types of available documents.</p> <p>Follow paragraph 30 for further instructions.</p>
View Map	Allows users to view the entire application.
Process Notifications	<p>CLICK “Process Notifications” to view and or reprocess emails, obligations, and requested payments.</p> <p>Follow paragraph 28 for further instructions.</p>
Save	Clicking “Save” will save the information entered and remain on Producer Certification Screen. Checkboxes selected for submission to TSP are reset to blank if “Save” is clicked while the box is checked.
Delete	<p>Displays only when a certification has been saved but not submitted to the TSP.</p> <p>Users have the option to delete before submitting to the TSP.</p>
Save and Submit to TSP	<p>CLICK “Save and Submit to TSP” to save information and submit selected practices to the TSP.</p> <p><b>Note:</b> Users must select a practice before submitting to TSP.</p>

354 Producer Certification Screen (Continued)

D Save and Submit to TSP

After clicking “Save and Submit to TSP”, the following pop-up screen is displayed.



E Action

On the Save and Submit to TSP pop-up screen:

- enter the date receipts received in the County Office
- enter the date the producer signed the FSA-801
- using the drop-down menu, select the producer signature type
- CLICK “Generate Receipt for Service” checkbox to generate a receipt for service simultaneously with submission to TSP.

**Note:** If the checkbox is not selected the certification is submitted to the TSP without generating a receipt for service

- CLICK “Submit to TSP”. The Manage Producer Certification Screen is displayed.

## 355 Manage Producer Certification Screen

### A Overview

The Manage Producer Certification Screen allows the user to:

- view the producer certification details
- add a certification
- edit the certification details
- cancel a certification
- recall certification to the producer
- recall certification to the TSP.

**Important:** Edits will vary based upon the status of the producer certification.

355 Manage Producer Certification Screen (Continued)

B Example of Manage Producer Certification Screen

The following is an example of the Manage Producer Certification Screen with the applicable statuses.

The screenshot displays the 'Manage Producer Certification' interface for the Emergency Conservation Program (ECP). The header includes navigation links (Home, Tools, Admin, Summary Reports) and the program name. Below the header, there are tabs for 'Application Summary', 'Manage Producer Certification', 'Manage TSP Certification', 'Record COC Payment Determination Date', and 'Manage Advance Payment'. The 'Manage Producer Certification' tab is active, showing application details for 'Iowa(19), Boone(015)' and 'PRODUCER, IMA'. The application status is 'Partially Earned'. A table below lists certification records with columns: Certification Number, Certification Date, Referred to TSP Date, Certification Referral Expiration Date, Practice(s), and Actions. The table contains five rows of data, each with a 'Practice(s)' dropdown and an 'Actions' column containing 'View Details' and other status-specific buttons like 'Recall to Producer' or 'Recall to TSP'. At the bottom, there are buttons for 'Generate Documents', 'View Map', 'Process Notifications', and 'Add/Edit Certification'.

Certification Number	Certification Date	Referred to TSP Date	Certification Referral Expiration Date	Practice(s)	Actions
Incomplete				1 Practice(s)	
				Practice	Certification Status: INITIATED   Actions: View Details
				EC2-1 - Boone County (015)	
4	12/07/2023	12/07/2023	01/08/2024	1 Practice(s)	
				Practice	Certification Status: PENDING TSP REVIEW   Actions: View Details
				EC2-1 - Boone County (015)	
3	11/30/2023	11/30/2023	01/02/2024	1 Practice(s)	
				Practice	Certification Status: READY FOR PAYMENT   Actions: View Details
				EC2-1 - Boone County (015)	
2	10/27/2023	10/27/2023	11/27/2023	1 Practice(s)	
				Practice	Certification Status: PAYMENT COMPLETED   Actions: View Details
				EC1-1 - Boone County (015)	
1	10/27/2023	10/27/2023	11/27/2023	1 Practice(s)	
				Practice	Certification Status: CANCELLED   Actions: View Details
				EC1-1 - Boone County (015)	

## 355 Manage Producer Certification Screen (Continued)

## C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Manage Producer Certification Screen.

<b>Field/Button</b>	<b>Description/Action</b>
Expand All	CLICK “Expand ALL” to display payment scenario details for all practice instances.
Collapse All	CLICK “Collapse All” to hide payment scenario details for all practice instances.
Certification Number	System assigned sequential number of the certification for the application.  <b>Note:</b> If the certification status is Initiated, the certification number is “Incomplete”
Certification Date	Displays the producer certification date enter on the Producer Certification Screen.
Referred to TSP Date	Displays the date the certification was referred to TSP. Because the system automatically refers the certification to the TSP this date is always the same as the Certification Date.
Certification Referral Expiration Date	Displays the expiration date of the TSP referral.
<b>Practice(s)</b>	
Practice	Displays the practice instance.
Certification Status	Displays the certification status.
Actions	Displays the available actions that can be performed based upon the certification status.
<b>Footers</b>	
Generate Documents	CLICK “Generate Documents” to generate forms, letters, and reports for an application.  A pop-up screen is displayed allowing users to generate applicable document(s).  The system defaults to “Forms”. CLICK “Letters” or “Reports” to navigate to those types of available documents.  Follow paragraph 30 for further instructions.
View Map	Allows users to view the entire application.
Process Notifications	CLICK “Process Notifications” to view and or reprocess emails, obligations, and requested payments.  Follow paragraph 28 for further instructions.
Add/Edit Certification	CLICK “Add/Edit Certification” to navigate to the Producer Certification Screen. Follow paragraph 355 for further instructions.

**356 Manage Producer Certification - View Details Button****A Overview**

The “View Details” button displays the Certification Details Screen and allows users to view, edit, cancel, or reinstate a producer certification based on the status.

The following table provides the available actions that may be taken on the Certification Details Screen.

<b>Certification Status</b>	<b>Cancel Certification?</b>	<b>Edit Certification?</b>	<b>Reinstate Certification?</b>
Initiated	No	No	No
Pending TSP Review	Yes	No	No
Ready for Payment	Yes	No	No
Payment Complete	Yes	Yes	No
Canceled	No	No	Yes

Cancelling a paid certification will immediately recalculate the payment for that certification to \$0.00 and will create a pending overpayment in the payment system.

Reinstating a paid certification that was cancelled will immediately send the payment details to the payment system.

Additionally, the following hyperlinks are available for all statuses:

- Application Family
- View History
- Receipt for Service.

### 356 Manage Producer Certification - View Details Button (Continued)

#### B Example of View Details - Initiated Status

The following is an example of the Certification Details Screen when the producer certification status is Initiated.

**Certification Details**

Administrative State/County: **Iowa(19), Boone(015)**      Producer Name: **PRODUCER, IMA**      Signup: [748](#)  
Application: [2301A Application Family](#)      SDA(NG)/LR/BF: **No**      Disaster Event Fiscal Year: **2023**  
Application Status: **Partially Earned**      Maximum Cost Share: **\$400.00**      Disaster Type: **Earthquake**  
Accounting Code: **4062**      [View History](#)      [Receipt for Service](#)

Practice: **EC2-1 Grading, Shaping, Releveling, or Similar Measures**      Certification Number: **Incomplete**  
Practice Complete?: **Yes**      Certification Status: **INITIATED**

Payment Scenario	Producer Share(%)	Producer Certification Details		TSP Certification Details	
		Extent Performed	Calculated C/S	Extent Performed	Calculated C/S
342 - Critical Area Planting - Native or Introduced Vegetation - Moderate Grading (Organic and Non-Organic)	45.00	0.50	\$133.47		

**Dates and Other Details**

Receipts and Documentation Date Received:  
Producer Signature Date Received:  
Referred to TSP Date:  
Certification Referral Expiration Date:

Self Certified?:  
Were all practice instances selected completed according to NRCS technical, or similar, standards and specifications?:  
Person who certified performance:  
Affiliation:  
TSP Certification Date:  
Performance report:

COC Signature Date:



### 356 Manage Producer Certification - View Details Button (Continued)

#### C Example of View Details - Pending TSP Review Status

The following is an example of the Certification Details Screen when the producer certification status is Pending TSP Review.

**Certification Details**

Administrative State/County: **Iowa(19), Boone(015)**      Producer Name: **PRODUCER, IMA**      Signup: **748**

Application: **2301A Application Family**      SDA(NG)/LR/BF: **No**      Disaster Event Fiscal Year: **2023**

Application Status: **Partially Earned**      Maximum Cost Share: **\$400.00**      Disaster Type: **Earthquake**

Accounting Code: **4062**      [View History](#)      [Receipt for Service](#)

Practice: **EC2-1 Grading, Shaping, Releveling, or Similar Measures**      Certification Number: **4**

Practice Complete?: **No**      Certification Status: **PENDING TSP REVIEW**

Payment Scenario	Producer Certification Details			TSP Certification Details	
	Producer Share(%)	Extent Performed	Calculated C/S	Extent Performed	Calculated C/S
342 - Critical Area Planting - Native or Introduced Vegetation - Moderate Grading (Organic and Non-Organic)	45.00	0.50	\$133.47		

**Dates and Other Details**

Receipts and Documentation Date Received: **12/07/2023**

Producer Signature Date Received: **12/07/2023**

Referred to TSP Date: **12/07/2023**

Certification Referral Expiration Date: **01/08/2024**

Self Certified?:  
Were all practice instances selected completed according to NRCS technical, or similar, standards and specifications?:  
Person who certified performance:  
Affiliation:  
TSP Certification Date:  
Performance report:

COC Signature Date:

[Cancel Certification](#)

356 Manage Producer Certification - View Details Button (Continued)

D Example of View Details - Ready for Payment Status

The following is an example of the Certification Details Screen when the producer certification status is Ready for Payment.

**Certification Details**

Administrative State/County: **Iowa(19), Boone(015)** | Producer Name: **PRODUCER, IMA** | Signup: [748](#)

Application: [2301A Application Family](#) | SDA(NG)/LR/BF: **No** | Disaster Event Fiscal Year: **2023**

Application Status: **Partially Earned** | Maximum Cost Share: **\$400.00** | Disaster Type: **Earthquake**

Accounting Code: **4062** | [View History](#) | [Receipt for Service](#)

Practice: **EC2-1 Grading, Shaping, Releveling, or Similar Measures** | Certification Number: **3**

Practice Complete?: **No** | Certification Status: **READY FOR PAYMENT**

Payment Scenario	Producer Share(%)	Producer Certification Details		TSP Certification Details	
		Extent Performed	Calculated c/S	Extent Performed	Calculated c/S
342 - Critical Area Planting - Native or Introduced Vegetation - Moderate Grading (Organic and Non-Organic)	45.00	1.00	\$266.95	1.00	\$266.95

**Dates and Other Details**

Receipts and Documentation Date Received: **11/30/2023** | Self Certified?: **No**

Producer Signature Date Received: **11/30/2023** | Were all practice instances selected completed according to NRCS technical, or similar, standards and specifications?: **Yes**

Referred to TSP Date: **11/30/2023** | Person who certified performance: **USER, TSP**

Certification Referral Expiration Date: **01/02/2024** | Affiliation: **FSA**

TSP Certification Date: **12/07/2023** | Performance report:

COC Signature Date:

[Cancel Certification](#) | [Add/Edit Certification](#)

356 Manage Producer Certification - View Details Button (Continued)

E Example of View Details - Payment Complete Status

The following is an example of the Certification Details Screen when the producer certification status is Payment Complete.

**Certification Details**

Administrative State/County: **Iowa(19), Boone(015)**    Producer Name: **PRODUCER, IMA**    Signup: [748](#)

Application: **2301A Application Family**    SDA(NG)/LR/BF: **No**    Disaster Event Fiscal Year: **2023**

Application Status: **Partially Earned**    Maximum Cost Share: **\$400.00**    Disaster Type: **Earthquake**

Accounting Code: **4062**    [View History](#)    [Receipt for Service](#)

Practice: **EC1-1 Removing Debris From Farmland**    Certification Number: **2**

Practice Complete?: **Yes**    Certification Status: **PAYMENT COMPLETED**

Payment Scenario	Producer Share(%)	Producer Certification Details		TSP Certification Details	
		Extent Performed	Calculated C/S	Extent Performed	Calculated C/S
500 - Obstruction Removal - Removal and Disposal of Brush and Trees < 6 inch Diameter	34.00	2.00	\$594.12	2.00	\$594.12

**Dates and Other Details**

Receipts and Documentation Date Received: **10/27/2023**    Self Certified?: **No**

Producer Signature Date Received: **10/27/2023**    Were all practice instances selected completed according to NRCS technical, or similar, standards and specifications?: **Yes**

Referred to TSP Date: **10/27/2023**    Person who certified performance: **USER, TSP**

Certification Referral Expiration Date: **11/27/2023**    Affiliation: **FSA**

TSP Certification Date: **10/31/2023**

Performance report:     COC Signature Date: **10/31/2023**

Buttons: [Generate Documents](#)    [View History](#)    [Edit Certification](#)    [Cancel Certification](#)    [Add/Edit Certification](#)

### 356 Manage Producer Certification - View Details Button (Continued)

#### F Example of View Details - Cancelled Status

The following is an example of the Certification Details Screen when the producer certification status is Cancelled.

The screenshot displays a 'Certification Details' modal window. At the top, it shows the practice name 'EC1-1 Removing Debris From Farmland' and the certification status 'CANCELLED'. Below this, there is a table with two columns: 'Producer Certification Details' and 'TSP Certification Details'. The table contains one row for a payment scenario: '500 - Obstruction Removal - Removal and Disposal of Brush and Trees < 6 inch Diameter'. The table also includes columns for 'Payment Scenario', 'Producer Share(%)', 'Extent Performed', and 'Calculated C/S'. Below the table, there are sections for 'Dates and Other Details' and 'Self Certified?'.

Payment Scenario	Producer Share(%)	Producer Certification Details		TSP Certification Details	
		Extent Performed	Calculated C/S	Extent Performed	Calculated C/S
500 - Obstruction Removal - Removal and Disposal of Brush and Trees < 6 inch Diameter	34.00	2.00	\$594.12		

**357 Manage Producer Certification - Recalling Certifications****A Overview**

The Recall to Producer button allows users to revert the status of the certification due to errors or other omissions. When a producer certification is recalled, the practice status is updated to Initiated, which allows the user to edit the producer certification.

**B Action**

After navigating to the Producer Certification Screen, CLICK “Recall to TSP” which allows the TSP to edit their determinations. The status of the certification goes to Pending TSP Review.

**Note:** The certification cannot be recalled if a subsequent initiated status certification exists. The user will need to delete the initiated status certification (since only one initiated status certification can exist for the application at a time) before recalling the selected producer certification.

## 358 Manage TSP Certification Screen

### A Overview

The Manage TSP Certification Screen allows TSP’s to enter the acres served and extent performed.

### B Example of Manage TSP Certification Screen

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

**ECP | Emergency Conservation Program**

Home Tools Admin Summary Reports

### Certifications & Payments

Application Summary | Manage Producer Certification | **Manage TSP Certification** | Record COC Payment Determination Date | Manage Advance Payment

Administrative State/County: Iowa(19), Boone(015) | Producer Name: PRODUCER, IMA | Signup: 748  
 Application: 2301A Application Family | SDA(NG)/LR/BF: No | Disaster Event Fiscal Year: 2023  
 Application Status: Partially Earned | Maximum Cost Share: \$400.00 | Disaster Type: Earthquake  
 Accounting Code: 4062 | [View History](#) | [Request for Service](#)

Expand All Collapse All

<input type="checkbox"/> Select to Complete TSP Review	Practice	Certification Number	Practice Complete?	Referred to TSP Date	Certification Referral Expiration Date	Acres Served	
<input type="checkbox"/>	EC2-1 - Boone (015) Grading, Shaping, Releveling, or Similar Measures: APPROVED	4	No	12/07/2023	01/08/2024		PENDING TSP REVIEW <a href="#">View on Map</a>
Payment Scenario		Extent Needed/Approved		Prior Extent Performed	Producer Current Extent Performed	TSP Current Extent Performed	
342 - Critical Area Planting - Native or Introduced Vegetation - Moderate Grading (Organic and Non-Organic)				2.00	1.00	0.50	
<input type="checkbox"/>	EC2-1 - Boone (015) Grading, Shaping, Releveling, or Similar Measures: APPROVED	3	No	11/30/2023	01/02/2024	1.00	READY FOR PAYMENT <a href="#">View on Map</a> <a href="#">Recall to TSP</a>
Payment Scenario		Extent Needed/Approved		Prior Extent Performed	Producer Current Extent Performed	TSP Current Extent Performed	
342 - Critical Area Planting - Native or Introduced Vegetation - Moderate Grading (Organic and Non-Organic)				2.00	1.00	1.00	1.00

Generate Documents | View Map | Process Notifications | Save | **Save and Complete TSP Review**

## 358 Manage TSP Certification Screen (Continued)

## C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Manage TSP Certification Screen.

Field/Button	Description/Action
Expand All	CLICK “Expand ALL” to display payment scenario details for all practice instances.  Practices must be expanded to enter the TSP extent performed.
Collapse All	CLICK “Collapse All” to hide payment scenario details for all practice instances.
<b>Practice Information</b>	
Select to Complete TSP Review	A checkbox that allows users to select the practice instance to complete the TSP Review.  <b>Note:</b> The checkbox <b>must</b> be selected before saving and completing the TSP review.
Practice	Displays the practice instances, county name and code, and current status.  Users can click the ▲ symbol next to each practice instance to display or click ▼ symbol to hide payment scenario details.
Certification Number	Displays the sequential number of producer certifications. Certification numbers are assigned chronologically.
Practice Complete?	Displays the completion status of the practice instance.
Referred to TSP Date	Displays the system date the practice instance was referred to TSP.
Certification Referral Expiration Date	Date the TSP is expected to complete certification. Defaulted date is derived from the latter of the producer signature date or date documents received from producer plus 30 days. This date can be edited.
Acres Served	Allows users to enter the acres served for the practice instance.
View on Map	A button that allows users to view the practice on the map.
Recall to TSP	A button that allows TSP to recall from Ready for Payment to edit certification details.  <b>Note:</b> The button only displays practice instances where the TSP certification has been completed.

358 Manage TSP Certification Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
<b>Payment Scenario Information (Displayed when practice is expanded)</b>	
Payment Scenario	Displays the payment scenario description.
Extent Needed/Approved	Displays the extent needed/approved.
Prior Extent Performed	Displays the units previously completed.
Producer Current Extent Performed	Displays the current extent the producer certified as completed.
TSP Current Extent Performed	<p>Allows TSP users to enter the current extent performed.</p> <p><b>Note:</b> For practice EC-4, only NRCS TSP may verify and certify the extent performed. FSA users may enter the data for NRCS, if needed.</p> <p>The system will not allow the TSP to certify to an extent performed higher than what was reported by the producer. When a producer certifies to an extent less than what the TSP has determined, the TSP will make a note in the Performance Report section indicating the additional extent performed.</p> <p>The producer must revise the current certification or add an additional certification to receive payment on the additional extent performed.</p>
<b>Footers</b>	
Generate Documents	<p>CLICK “Generate Documents” to generate forms, letters, and reports for an application.</p> <p>A pop-up screen is displayed allowing users to generate applicable document(s). Follow paragraph 30 for additional information.</p>
View Map	Allows users to view a map of the entire application.
Process Notifications	<p>CLICK “Process Notifications” to view and or reprocess emails, obligations, and or requested payments.</p> <p>Follow paragraph 28 for further instructions.</p>
Save	CLICK “Save” to save the information entered and remain on Manage TSP Certification Screen.
Save and Complete TSP Review	CLICK “Save and Complete TSP Review” to save information. The Complete TSP Review pop-up screen is displayed.



**358 Manage TSP Certification Screen (Continued)****D Complete TSP Review**

On the Complete TSP Review pop-up screen:

- CLICK “Yes” or “No” to the question “Self-Certifying performance without FSA, NRCS or other Technical Service Provider Certification”
- CLICK “Yes” or “No” to the question “Were all practice instances selected completed according to NRCS technical, or similar, standards and specifications”

**Note:** A “No” response will update the practice instance status to Standards Not Met for Payment and the COC Determination Date on the FSA-801C will be blank. Follow 2-ECP for notifying producer.

- enter the Performance Report as documented by TSP on form FSA-801C

**Note:** Field is required when practices are not completed according to specifications.

- enter name of person who certified performance

**Note:** System default is the name of the user.

- enter agency affiliation

**Note:** System default is the agency of the user.

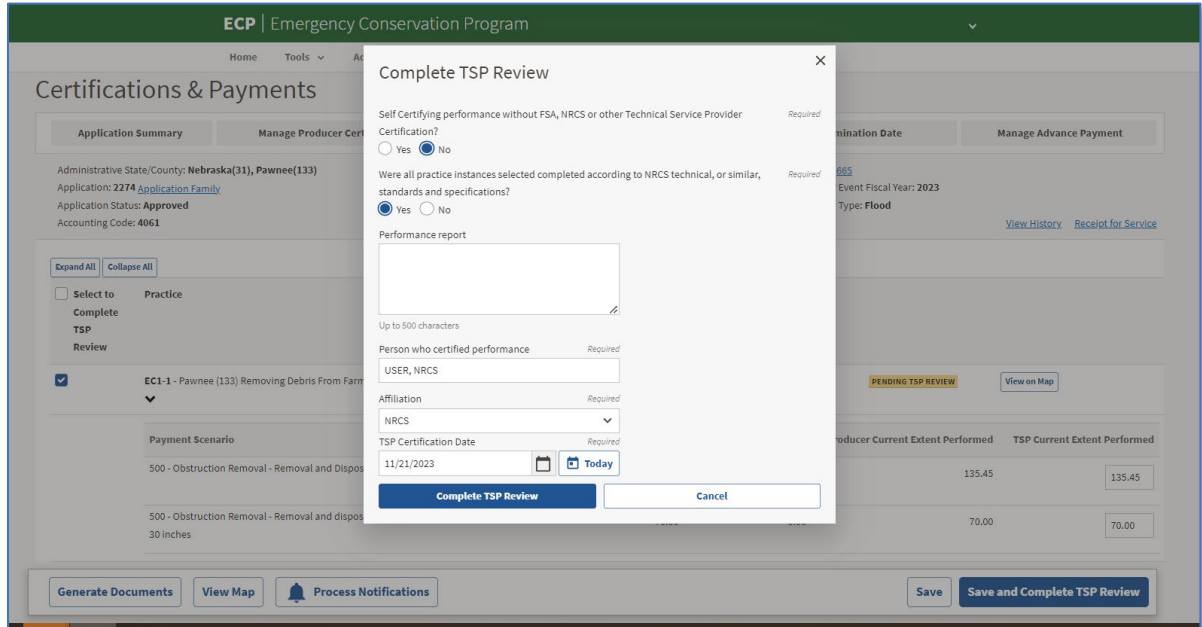
- enter TSP Certification Date from FSA-801C

- CLICK “Complete TSP Review” to save the information or “Cancel” to close the pop-up window without saving.

### 358 Manage TSP Certification Screen (Continued)

#### E Example of Complete TSP Review Screen

The following is an example of the Complete TSP Review Screen.



## 359 Manage TSP Certifications Prior to Payments

### A Overview

Before a payment is requested, the Manage TSP Certification Screen allows the user to:

- view the current and prior producer and TSP certification details
- recall certification back to TSP from Ready for Payment
- add or edit the certification details.

### B Example of the Manage TSP Screen When Ready for Payment

The following is an example of the Manage TSP Screen when ready for payment.

The screenshot displays the 'ECP | Emergency Conservation Program' interface. The main heading is 'Certifications & Payments'. Below this are several tabs: 'Application Summary', 'Manage Producer Certification', 'Manage TSP Certification' (which is active), 'Record COC Payment Determination Date', and 'Manage Advance Payment'.

Key application details include:
 

- Administrative State/County: Iowa(19), Pocahontas(151)
- Application: 1460 Application Family
- Application Status: Partially Earned
- Accounting Code: 4062
- Producer Name: IMA PRODUCER
- SDA(NG)/LR/BF: No
- Maximum Cost Share:
- Signup: 502
- Disaster Event Fiscal Year: 2023
- Disaster Type: Severe Storm

A table lists certifications with columns for 'Practice', 'Certification Number', 'Practice Complete?', 'Referred to TSP Date', 'Certification Referral Expiration Date', and 'Acres Served'. One certification is shown: 'EC1-2 - Pocahontas (151) Removing Debris From Farmland' with 3 acres served. It is marked as 'APPROVED' and 'READY FOR PAYMENT'. A 'Recall to TSP' button is highlighted with a red box.

Below the table is a 'Payment Scenario' table:
 

Payment Scenario	Extent Needed/Approved	Prior Extent Performed	Producer Current Extent Performed	TSP Current Extent Performed
500 - Obstruction Removal - Removal and Disposal of Brush and Trees < 6 inch Diameter	1.00	0.50	0.50	0.50

At the bottom of the screen are buttons for 'Generate Documents', 'View Map', 'Process Notifications', 'Save', and 'Save and Complete TSP Review'.

**359 Manage TSP Certifications Prior to Payments (Continued)**

**C Action**

After selecting the Manage TSP Certification:

- CLICK “Recall to TSP”.

**Note:** Practice status is updated to Pending TSP Review.

- edit as applicable
- CLICK “Save and Complete TSP Review”. The practice status is updated to Ready for Payment.

## 360 Manage TSP Certifications After Payments

### A Overview

A TSP certification can be edited after the COC has approved a payment request. FSA users will need navigate through the Manage Producer Certification Screen which allows TSP's to make edits.

**Important:** Editing or cancelling a TSP certification creates an automatic recalculation of the payment, resulting in either, a new payment, an overpayment or no change. After the TSP certification is edited payments will be recalculated again.

### B Example of Certification Details Screen

The following is an example of the Certification Details Screen for an application with payments. FSA users can either edit or cancel the certification.

The screenshot displays the 'Certification Details' window within the ECP (Emergency Conservation Program) interface. The window is titled 'Certification Details' and contains the following information:

- Administrative State/County:** Iowa(19), Pocahontas(151)
- Producer Name:** PRODUCER, IMA
- Signup:** 502
- Application:** 1460 Application Family
- SDA(NG)/LR/BF:** No
- Disaster Event Fiscal Year:** 2023
- Application Status:** Partially Earned
- Maximum Cost Share:**
- Disaster Type:** Severe Storm
- Accounting Code:** 4062
- View History** **Receipt for Service**

Below this information, the practice details are shown:

- Practice:** EC1-2 Removing Debris From Farmland
- Practice Complete?:** No
- Certification Number:** 3
- Certification Status:** PAYMENT COMPLETED
- View History** **Receipt for Service**

A table titled 'Producer Certification Details' and 'TSP Certification Details' is present:

Payment Scenario	Producer Share(%)	Producer Certification Details		TSP Certification Details	
		Extent Performed	Calculated C/S	Extent Performed	Calculated C/S
500 - Obstruction Removal - Removal and Disposal of Brush and Trees < 6 inch Diameter	60.00	0.50	\$262.11	0.50	\$262.11

Additional details include:

- Dates and Other Details:**
  - Receipts and Documentation Date Received: 12/19/2023
  - Producer Signature Date Received: 12/19/2023
  - Referred to TSP Date: 12/19/2023
  - Certification Referral Expiration Date: 01/18/2024
- Self Certified?:** No
- Were all practice instances selected completed according to NRCS technical, or similar, standards and specifications?: Yes
- Person who certified performance: FSA USER
- Affiliation: FSA
- TSP Certification Date: 12/19/2023
- Performance report:

The interface also features buttons for 'Generate Documents', 'View History', 'Add/Edit Certification', and 'Manage Advance Payment'.

**360 Manage TSP Certifications After Payments (Continued)****C Editing a Certification**

After navigating through the “Manage Producer Certification” Screen:

- CLICK “View Details”
- CLICK “Edit” if edits are needed for either, “Extent Perform” or “Performance Report”
- CLICK “Update Certification”
- otherwise, if there are edits for any other reason follow subparagraph D to cancel the certification.

**D Cancelling a Certification**

After navigating through the “Manage Producer Certification” Screen:

- CLICK “View Details”
- CLICK “Cancel Certification” if changing responses to any of the following:
  - Acres Served
  - Self-Certified?
  - Were all practice instances selected completed according to NRCS technical, or similar, standards and specifications?
  - Person who certified performance
  - Affiliation
  - TSP Certification Date

**Note:** This action cancels **both** the producer and TSP certification.

- enter a new producer and TSP certification according to paragraph 354. If there are no changes to producer’s certification, re-enter original certification and producer’s signature date from the FSA-801B.

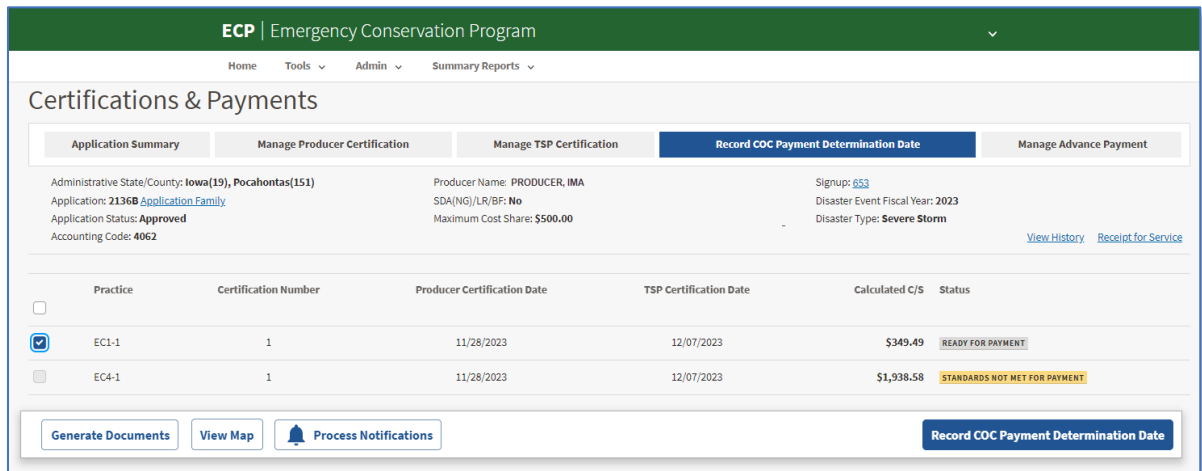
### 361 Record COC Payment Determination Date Screen

#### A Overview

The Record COC Payment Determination Date Screen allows the user to enter the COC determination after the COC has reviewed and determined the producer’s eligibility to receive the requested cost share and required CCC-770’s are completed according to 1-ECP.

#### B Example of Record COC Payment Determination Date Screen

The following is an example of the Record COC Payment Determination Date Screen.



361 Record COC Payment Determination Date Screen (Continued)

C Field Descriptions and Actions

The following tables provides the field descriptions and actions for the Record COC Payment Determination Date Screen.

Field/Button	Description/Action
<b>Practice Information</b>	
Selected Practice checkbox	<p>A checkbox that allows users to select practice with a status of Ready for Payment.</p> <p><b>Note:</b> If the TSP has certified that the practice standards were not met, the practice is not eligible for a cost share payment. The practice is not selectable and will remain on the Record COC Payment Determination Date Screen.</p>
Practice	Displays the practice instance(s).
Certification Number	Displays the sequential number of producer certification(s) completed.
Producer Certification Date	Displays the date the producer submitted the certification.
TSP Certification Date	Displays the date the TSP completed the certifications.
Calculated C/S	Displays the gross calculated cost share amount.
Status	Displays the status of the practice instance(s).
Record COC Payment Determination Date	CLICK "Record COC Payment Determination Date" to save the information and display the "Record COC Payment Determination Date" pop-up screen.



## 361 Record COC Payment Determination Date Screen (Continued)

**D Record COC Payment Determination Date**

On the Record COC Payment Determination Date Screen:

- select the applicable practice(s)
- CLICK “Record COC Payment Determination Date.” A pop-screen is displayed allowing users to enter the COC information.

The following is an example of the Record COC Determination Date pop-up screen.

The screenshot displays the ECP Emergency Conservation Program interface. The main page is titled "Certifications & Payments" and includes tabs for "Application Summary", "Manage Producer Certification", "Manage TSP Certification", "Record COC Payment Determination Date", and "Manage Advance Payment". The "Record COC Payment Determination Date" tab is active. The background shows application details for "IMA PRODUCER" and a table of practices. A pop-up window titled "Record COC Payment Determination Date" is overlaid on the screen. This pop-up contains two date input fields: "COC Signature Date" (marked as Required) and "CCC-770 Completion Date", both with "Today" buttons. At the bottom of the pop-up are "Approve" and "Cancel" buttons. The background interface also shows a "Record COC Payment Determination Date" button at the bottom right.

**E Action**

On the Record COC Payment Determination Date pop-up screen:

- enter COC Signature Date from FSA-801C for all practice instances approved for payment by the COC
- enter CCC-770 Completion Date
- CLICK “Approve” to save the information. The payment request(s) will be immediately sent to the payment systems

## 362 Manage Advance Payment Screen

### A Overview

When producers request an advance payment of their cost share payment, users will use the Manage Advance Payment Screen to:

- view the status of an advance payment request
- request an advance payment **after** application approval but **before** certification of performance
- verify expenditure(s) of an advance payment and view verification status
- create a receivable for an advance payment.

### B Example of the Manage Advance Payment Screen

The following is an example of the Manage Advance Payment Screen.

The screenshot displays the 'ECP | Emergency Conservation Program' interface. The main heading is 'Certifications & Payments'. Below this, there are tabs for 'Application Summary', 'Manage Producer Certification', 'Manage TSP Certification', 'Record COC Payment Determination Date', and 'Manage Advance Payment'. The 'Manage Advance Payment' tab is active.

Key information displayed includes:
 

- Administrative State/County: Iowa(19), Boone(015)
- Application: 2585 Application Family
- Application Status: Approved
- Accounting Code: 4062
- Producer Name: PRODUCER, IMA
- SDA(NG)/LR/BF: No
- Maximum Cost Share: \$100,000.00
- Signup: 853
- Disaster Event Fiscal Year: 2023
- Disaster Type: Flood

Below this information is a table with the following columns: Practice, Advance Payment Requested?, Cost-Share Approved, Advance Payment, Certification Amount, Payment Amount, Verified Spent, Advance Receivable Created, Advance Payment Status, and Actions.

Practice	Advance Payment Requested?	Cost-Share Approved	Advance Payment	Certification Amount	Payment Amount	Verified Spent	Advance Receivable Created	Advance Payment Status	Actions
EC1 - Removing Debris From Farmland	No	\$2,621.14	\$0.00	\$0.00	\$0.00			NOT REQUESTED	Request Advance
EC2 - Grading, Shaping, Releveling, or Similar Measures	Yes	\$2,372.85	\$593.21	\$0.00	\$593.21			VERIFICATION PENDING	Verify Expenditure(s) Create Receivable
EC3 - Replacing or Restoring Permanent Fences	Yes	\$8,506.88	\$0.00	\$0.00	\$0.00	12/08/2023		RECEIVABLE REQUESTED	
EC4 - Restoring Conservation Structures and Other Installations	Yes	\$2,850.38	\$712.60	\$0.00	\$712.60	12/08/2023		VERIFIED SPENT	Change Verification Date Undo Verification

At the bottom of the screen, there are buttons for 'Generate Documents', 'View Map', and 'Process Notifications'.

362 Manage Advance Payment Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Manage Advance Payment Screen.

Field/Button	Description/Action
<b>Practice Information</b>	
Practice	Displays the practice number and description.
Advance Payment Requested?	Displays whether an advance payment has been requested.
Cost-Share Approved	Displays amount of cost share approved for all instances of the practice.
Advance Payment	Displays the calculated advance payment.
Certification Amount	Displays the total calculated cost share for all certifications by practice.  <b>Note:</b> Users can view practice instance details from the Application Summary Screen.
Payment Amount	Displays the advance payment amount sent to NPS.
Verified Spent	Displays the date the expenditure was verified by the County Office.  <b>Note:</b> If verification has not been completed, the field is blank.
Advance Receivable Created	Displays the date the receivable was generated when the user clicks “Create Receivable”.  If a receivable has not been created, the field is blank.  <b>Note:</b> If a receivable is created for an advance payment, an advance payment cannot be requested a second time for the application.
Advance Payment Status	Displays the status of the verified expenditures.
Actions	Depending on the advance payment status, users can perform the following: <ul style="list-style-type: none"> <li>• request an advance payment</li> <li>• verify expenditures</li> <li>• create receivable</li> </ul> <p style="text-align: center;"><b>Note:</b> The user will need to transfer the overpayment in CPS to NRRS. Follow 64-FI for further instructions.</p> <ul style="list-style-type: none"> <li>• change verification date</li> <li>• undo the verification when an error has occurred.</li> </ul>

362 Manage Advance Payment Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
<b>Footers</b>	
Generate Documents	<p>CLICK “Generate Documents” to generate forms, letters, and reports for an application.</p> <p>A pop-up screen is displayed allowing users to generate applicable document(s).</p> <p>The system defaults to “Forms”. CLICK “Letters” or “Reports” to navigate to those types of available documents.</p> <p>Follow paragraph 30 for further instructions.</p>
View Map	Allows users to view the all practices on the application.
Process Notifications	<p>CLICK “Process Notifications” to view and or reprocess emails, obligations, and requested payments.</p> <p>Follow paragraph 28 for further instructions.</p>

### 363 Close a Practice Without Performance

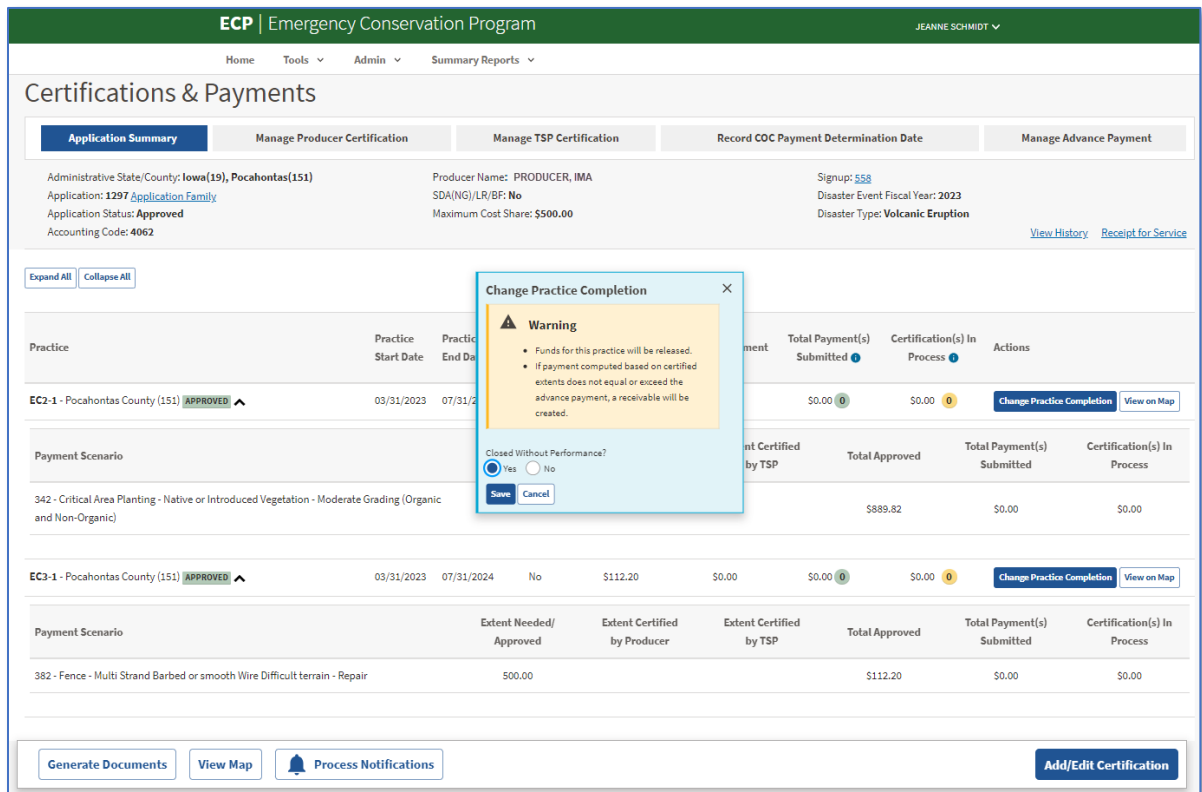
#### A Overview

When a producer indicates they will not complete a practice, the user can close the practice without performance.

**Note:** If there are multiple practices on the application, the TSP must concur the practice is not needed for successful implementation of another practice.

#### B Example of the Change Practice Completion Pop-Up Screen

The following is an example of the Change Practice Completion pop-up Screen.



**363 Close a Practice Without Performance (Continued)****C Action**

From the Application Selection Screen:

- select application
- CLICK “Certify & Pay”
- CLICK “Change Practice Completion
- select either:
  - “Yes” to change the Practice Complete status of the practice instance to Closed Without Performance for practices with no initiated or completed certifications
  - “No” to change the Practice Complete status of Closed without Performance back to “No”.

If “Yes”, obligated funds for this practice will be de-obligated. On applications where an advance payment was requested, the payment will be automatically recalculated based on remaining practices and their certified extents, if applicable. If there are no other practices on the application or if the certified extents do not equal or exceed the advance payment, an overpayment will be created. The Practice Complete status will be updated to Closed without Performance.

In the event a practice was changed to “Yes” in error, the user can change the status back to “No.” by clicking “Change Practice Completion” and select “No.” The software will automatically re-obligate the practice up to the amount approved by the COC.

**Note:** The user cannot request an Advance Payment after changing the Practice Complete status from “Yes” to “No.”

**364-450 (Reserved)**

**Parts 6-8 (Reserved)**

**451-900 (Reserved)**

## Part 9 Reports

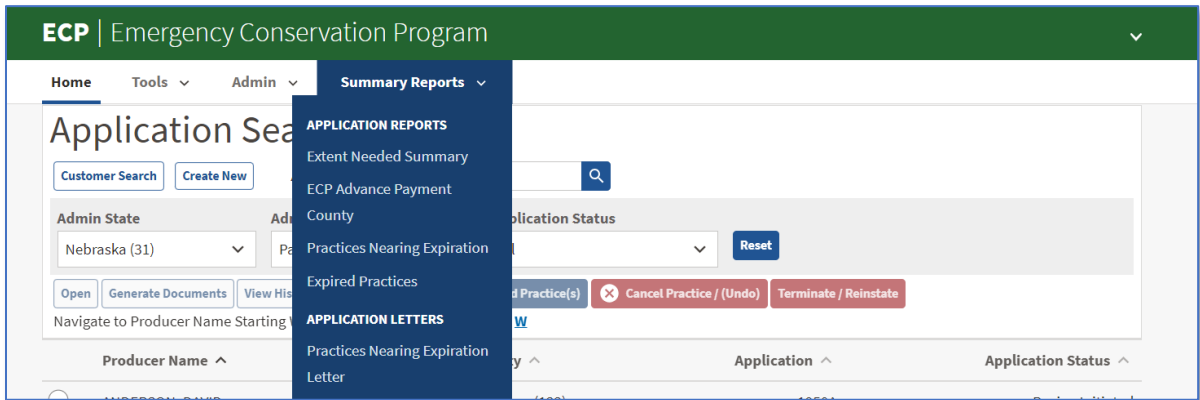
### 901 Summary Reports

#### A Overview

The ECP system provides several summary application reports and letters to assist County Offices with administering ECP.

#### B Example of Summary Reports Screen

The following is an example of the drop-down menu of available reports and letters.



## 902 Extent Needed Summary Report

### A Overview

The Extent Needed Summary Report provides a PDF of the summary of cost shares with needed extents as determined by the TSP. Counties are to use this report to request funds according to paragraph 106.

### B Example of the Extent Needed Summary Report Criteria Search Screen

The following is an example of the search screen for generating the Extent Needed Summary Report.

The screenshot shows a web application interface for the ECP (Emergency Conservation Program). The header is green with the text "ECP | Emergency Conservation Program". Below the header is a navigation bar with links for "Home", "Tools", "Admin", and "Summary Reports". The main content area is titled "Extent Needed Summary Report". It contains three sections: "Admin State" with a dropdown menu set to "Nebraska ( 31 )", "Admin County" with a dropdown menu set to "Pawnee ( 133 )", and "Signups" with a list of checkboxes. The "Signups" list includes: "Signup Number Not Assigned", "767, Flood, Nebraska (31), Pawnee (133), 06/12/2023", "665, Flood, Nebraska (31), Pawnee (133), 03/06/2023", "634, Tornado, Nebraska (31), Pawnee (133), 03/01/2023", and "630, Wildfire, Nebraska (31), Pawnee (133), 02/21/2023". A blue "Generate Report" button is located at the bottom left of the form.



902 Extent Needed Summary Report (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for generating an Extent Needed Summary Report.

Field/Button	Description/Action
Admin State	Defaults to the administrative State of the user. Use the drop-down menu to select another State if applicable.
Admin County	Defaults to the administrative county of the user. Use the drop-down menu to select another county if applicable.
Signups	Displays all signups. Select the applicable signup(s).
Generate Report	CLICK "Generate Report" to generate a PDF of the report.

D Example of the Extent Needed Summary Report

The following is an example of the Extent Needed Summary Report.

Administrative State: Nebraska (31)		Administrative County: Pawnee (133)		UNITED STATES DEPARTMENT OF AGRICULTURE FARM SERVICE AGENCY 2024 Emergency Conservation Program (ECP) Extent Needed Summary Report				Prepared Date: 11/30/2023 11:21:17 AM (CST) Page 1 of 1			
Signup Number	Disaster ID	Control Number	Date Submitted	Producer Name	Practice Number	Payment Scenario	Extent Requested	Cost Share Requested	TSP Date	Extent Needed	Cost Share Based on Extent Needed
767	1051	2345	07/01/2023	PRODUCER, IMA	EC1-2	500 001	2.00	\$1,783.14	07/12/2023	2.00	\$1,783.14
								<b>\$1,783.14</b>			<b>\$1,783.14</b>
767	1051	2351		ABC FARMS	EC1-1	500 001	4.00	\$3,566.28	07/25/2023	4.20	\$3,744.59
						500 002	4.00	\$6,553.20		4.20	\$6,880.86
						500 037	4.00	\$1,142.55		4.20	\$1,199.68
								<b>\$11,262.03</b>			<b>\$11,825.13</b>
767	1051	2351		DEF LLP	EC1-2	500 004	150.00	\$16,114.50	07/25/2023	132.00	\$14,180.76
						500 006	4,000.00	\$21,240.00		3,840.00	\$20,390.40
								<b>\$37,354.50</b>			<b>\$34,571.16</b>
767	1051	2351		XYZ INC	EC2-1	342 004	3.50	\$2,347.59	07/25/2023	3.50	\$2,347.59
								<b>\$2,347.59</b>			<b>\$2,347.59</b>
<b>Total for SU 767, Flood, Nebraska (31), Pawnee (133), 06/12/2023</b>								<b>\$52,747.26</b>			<b>\$50,527.02</b>

\* Payment Scenario(s) added during Needs Determination have cost share estimated based upon an assumed 100% producer share

## 903 ECP Advance Payment County Report

### A Overview

The ECP Advance Payment County Report generates an excel spreadsheet that is used to monitor and manage ECP advance payments to ensure that expenditures of advance payment funds are:

- timely reported
- receivables are created for producers who do not verify expenditures.

The report lists all ECP agreements for the county that received advance payments on one or more practices. The advance payment issue date is compared to the date the report is run. If the advance payment issue date is more than 60 days before the date the report is run the practice is marked as having a past due verification unless a date verified spent is listed for the practice, or a receivable has been created for the advance payment.

The number of days the advance payment has been outstanding is displayed to alert users to practices where the verification is not past due but the deadline for reporting may be nearing.

903 ECP Advance Payment County Report (Continued)

**B Example of the ECP Advance Payment County Criteria Search Screen**

The following is an example of the search screen for generating an ECP Advance Payment County Report.

**C Field Descriptions and Actions**

The following table provides the field descriptions and actions for generating an ECP Advance Payment County Report.

Field/Button	Description/Action
Admin State	Defaults to the administrative State of the user. Using the drop-down menu to select another State if applicable.
Admin County	Using the drop-down menu to select the applicable county(s).
Generate Report	CLICK “Generate Report” to generate an excel spreadsheet of the report.

## 904 ECP Practices Nearing Expiration Report

### A Overview

The ECP Practices Nearing Expiration Report generates an excel spreadsheet that lists practices nearing their expiration date.

### B Example of the ECP Practices Nearing Expiration Report Screen

The following is an example of the search screen for generating the ECP Practices Nearing Expiration Report.

The screenshot shows a web application interface for the ECP (Emergency Conservation Program). At the top, there is a green header with the text "ECP | Emergency Conservation Program". Below the header is a navigation menu with the following items: "Home", "Tools" (with a dropdown arrow), "Admin" (with a dropdown arrow), and "Summary Reports" (with a dropdown arrow and a blue underline). The main content area is titled "ECP Practices Nearing Expiration Report". Under this title, there are two search filters: "Admin State" (labeled as "Required") and "Admin County". The "Admin State" filter is a dropdown menu currently showing "Nebraska ( 31 )". The "Admin County" filter is a list of checkboxes with the following options: "Select all", "Adams (001)", "Antelope (003)", "Arthur (005)", "Banner (007)", and "Blaine (009)". At the bottom of the form is a blue button labeled "Generate Report".

904 ECP Practices Nearing Expiration Report (Continued)

**C Field Descriptions and Actions**

The following table provides the field descriptions and actions for generating an ECP Advance Payment County Report.

<b>Field/Button</b>	<b>Description/Action</b>
Admin State	Defaults to the administrative State of the user.  Using the drop-down menu to select another State if applicable.
Admin County	Using the drop-down menu to select the applicable county(s).
Generate Report	CLICK “Generate Report” to generate an excel spreadsheet of the report.

## 905 ECP Expired Practices County Report

### A Overview

The ECP Expired Practices County Report generates an excel spreadsheet that lists practices that have expired.

### B Example of the ECP Expired Practices County Report Screen

The following is an example of the search screen for generating the ECP Expired Practices County Report.

The screenshot shows a web application interface for the ECP (Emergency Conservation Program). At the top, there is a green header with the text "ECP | Emergency Conservation Program". Below the header is a navigation menu with the following items: "Home", "Tools" (with a dropdown arrow), "Admin" (with a dropdown arrow), and "Summary Reports" (with a dropdown arrow). The main content area is titled "ECP Expired Practices County Report". Under this title, there are two main sections: "Admin State" and "Admin County". The "Admin State" section has a dropdown menu currently set to "Nebraska ( 31 )" and is marked as "Required". The "Admin County" section is a list of counties with checkboxes next to them: Adams (001), Antelope (003), Arthur (005), Banner (007), Blaine (009), and Boone (011). At the bottom of the form is a blue button labeled "Generate Report".

## 905 ECP Expired Practices County Report (Continued)

**C Field Descriptions and Actions**

The following table provides the field descriptions and actions for generating an ECP Expired Practices County Report.

<b>Field/Button</b>	<b>Description/Action</b>
Admin State	Defaults to the administrative State of the user. Using the drop-down menu to select another State if applicable.
Admin County	Using the drop-down menu to select the applicable county(s).
Generate Report	CLICK "Generate Report" to generate an excel spreadsheet of the report.

## 906 Practices Nearing Expiration Letter

### A Overview

The Practices Nearing Expiration Letter option will generate letters for producers for practices that are nearing the expiration date.

### B Example of the Practices Nearing Expiration Letter Screen

The following is an example of the search screen for generating the Practices Nearing Expiration Letter.

The screenshot shows a web application interface for the Emergency Conservation Program (ECP). The header is green with the text "ECP | Emergency Conservation Program" and a dropdown arrow. Below the header is a navigation bar with "Home", "Tools", "Admin", and "Summary Reports" (which is highlighted). The main content area is titled "Practices Nearing Expiration Letter". It contains several input fields: "Admin State" (dropdown menu showing "Iowa (19)"), "Admin County" (dropdown menu showing "Boone (015)"), and "As Of Date" (text input showing "12/01/2023" with a calendar icon and a "Today" button). Below these are two checkboxes: "60-Day Notification" (unchecked) and "Programmatic Determination Notification" (checked). A note below the checkboxes says "Select at least one". A light blue box contains an information icon and the heading "Notes", followed by two bullet points explaining the notification criteria. At the bottom left is a blue button labeled "Generate Letters".



## 906 Practices Nearing Expiration Letter (Continued)

**C Field Descriptions and Actions**

The following table provides the field descriptions and actions for generating the Practices Nearing Expiration Letter.

<b>Field/Button</b>	<b>Description/Action</b>
Admin State	Defaults to the administrative State of the user.  Using the drop-down menu to select another State if applicable.
Admin County	Defaults to the administrative county of the user.  Using the drop-down menu to select another county if applicable.
As of Date	Enter the as of date for the report.
60 Day Notification	When the 60-Day Notification has been selected, any Practice Instance having an Expiration Date less than 60 days from the above date will be included.
Programmatic Determination Notification	When the Programmatic Determination Notification has been selected, any Practice Instance which has a Programmatic Determination and for which the Expiration Date is less than 195 days but not less than 165 days will be included.  These Practice Instances will be re-notified if the practice has not been completed and less than 60 days remain before expiration
Generate Letters	CLICK "Generate Letters" to generate the PDF letters.

906 Practices Nearing Expiration Letter (Continued)

**D Example of Practices Nearing Expiration Letter**

The following is an example of the Practices Nearing Expiration Letter.

IMA PRODUCER 123 MAIN STREET ANYTOWN USA 12345	Program: ECP Application #: 2260															
RE: APPROACHING PRACTICE EXPIRATION DATE																
The practice(s) associated with this cost share application will expire according to the table shown below:																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Practice</th> <th style="text-align: center;">Practice Description</th> <th style="text-align: center;">Scenario Description</th> <th style="text-align: center;">Practice Expiration</th> <th style="text-align: center;">Practice Lifespan</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">EC1-1</td> <td>Removing Debris From Farmland</td> <td>500 - Obstruction Removal - Removal and Disposal of Brush and Trees &lt; 6 inch Diameter</td> <td style="text-align: center;">06/06/2024</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">EC1-1</td> <td>Removing Debris From Farmland</td> <td>500 - Obstruction Removal - Removal and disposal of light scattered debris</td> <td style="text-align: center;">06/06/2024</td> <td style="text-align: center;">10</td> </tr> </tbody> </table>		Practice	Practice Description	Scenario Description	Practice Expiration	Practice Lifespan	EC1-1	Removing Debris From Farmland	500 - Obstruction Removal - Removal and Disposal of Brush and Trees < 6 inch Diameter	06/06/2024	10	EC1-1	Removing Debris From Farmland	500 - Obstruction Removal - Removal and disposal of light scattered debris	06/06/2024	10
Practice	Practice Description	Scenario Description	Practice Expiration	Practice Lifespan												
EC1-1	Removing Debris From Farmland	500 - Obstruction Removal - Removal and Disposal of Brush and Trees < 6 inch Diameter	06/06/2024	10												
EC1-1	Removing Debris From Farmland	500 - Obstruction Removal - Removal and disposal of light scattered debris	06/06/2024	10												
If the practice(s) has/have been completed, please submit all supporting evidence of completion to the (name of the County office) prior to the expiration date listed above.																
If the practice(s) has/have not been completed, a written extension request explaining why the practice(s) is not completed must be submitted prior to the expiration date for County Committee consideration.																
If practice completion has not been reported or an extension request is not submitted to the County Committee prior to the expiration date, then the cost share application will be terminated.																
Sincerely,																
_____ County Executive Director																
USDA is an equal opportunity provider, employer, and lender.																
Page 1 of 1																

**Reports, Forms, Abbreviations, and Delegations of Authority**

**Abbreviations not listed in 1-CM**

The following abbreviations are not listed in 1-CM

<b>Approved Abbreviation</b>	<b>Term</b>	<b>Reference</b>
CD	Conservation Division	1, 2
ISD	Information Solutions Division	2
ECP	Emergency Conservation Program	Text
PDD	Program Delivery Division	1-3
PLSS	Public Land Survey System	210
RTI	Request to Implement	24, 54, 73
TSP	technical service provider	Text

**Forms**

The following table lists the forms referenced in this handbook.

<b>Number</b>	<b>Title</b>	<b>Reference</b>
AD-1026	Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification	213
FSA-13-A	System Access Request Form	21
FSA-23	Determining Agriculture Market Value and Cost Share Per Acre Worksheet	201, 251, 253
FSA-801	Emergency Conservation Program Cost Share Request	214, 215, 354
FSA-801A	Emergency Conservation Program Needs Determination	31
FSA-801B	Emergency Conservation Program Cost Share Agreement	252, 360
FSA-801C	Emergency Conservation Program Cost Share Certification and Payment	31, 358, 361
FSA-850	Environmental Screening Worksheet	102, 201, 218, 251,
NRCS-CPA-52	Environmental Evaluation Worksheet	218

**Delegations of Authority**

None.



Menu and Screen Index

The following menus and screens are displayed in this handbook

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Application Summary Screen	353
Approved Signups Search Screen	101, 105
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Certification Details Screen	356, 360
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## Menu and Screen Index (Continued)

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Signup Screen	102, 105
Signup Screen to Close Signup	104
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Submit for Needs Determination	214
Summary Reports Menu	25, 901
Terminate/Reinstate Application Screen	305, 306
Tools Header Menu	23
View History Screen	29

**Application Statuses**

The following table provides the application statuses and description for the ECP Application.

<b>Status</b>	<b>Description</b>
Initiated	The application is in a draft state, and not yet signed by the producer.
Revise-Initiated	Application has been approved and application is being revised. The revision is in a draft state, and not yet signed by the producer.
Needs Determination	Producer has signed and submitted an application. The application is undergoing technical review (TSP needs determination and environmental compliance review) before it is submitted to COC.
Revise Needs Determination	A revision has been initiated and producer has signed and submitted the revised application. The revision is undergoing technical review and has yet to be submitted for COC review.
Pending COC Determination	Needs determination and environmental compliance have been entered. The application has been submitted for COC review and is awaiting COC determinations.
Revise-Pending COC Determination	A revision has been initiated and needs determination and environmental compliance have been entered. The revision has been submitted for COC review and is awaiting COC determinations.
Conditionally Approved (Pending Obligation)	COC has approved one or more practices, and the system is communicating with Common Obligation Framework but has not yet confirmed funds are available to be obligated.
Revise-Conditionally Approved (Pending Obligation)	A revision has been initiated and COC has approved one or more practices. The system is communicating with Common Obligation Framework but has not yet confirmed funds are available to be obligated.
Conditionally Approved (Obligation Failed)	COC has approved one or more practice and the attempt to obligate funds was unsuccessful.
Revise-Conditionally Approved (Obligation Failed)	A revision has been initiated. COC has approved one or more practice and the attempt to obligate funds was unsuccessful.
Conditionally Approved	One or more practices are approved and no practices without a determination, application was successfully obligated, and application is awaiting producer concurrence.
Partially-Conditionally Approved	One or more practices are approved, but there are one or more practices without a determination. Application was successfully obligated for the approved practices. The application is awaiting producer concurrence for the approved practices.
Revise-Conditionally Approved	A revision has been initiated. One or more practices are approved, and no practices are without a determination. Application was successfully obligated, and application is awaiting producer concurrence.

**Application Statuses (Continued)**

<b>Status</b>	<b>Description</b>
Revise-Partially-Conditionally Approved	A revision has been initiated. One or more practices are approved, but there are one or more practices without a determination. Application was successfully obligated for the approved practices. The application is awaiting producer concurrence for the approved practices.
Willing to Approve	Funds are exhausted at the national level. The COC has determined that if/when funds become available, they are willing to approve all practices that have not been specifically disapproved.
Revise-Willing to Approve	A revision has been initiated. Funds are exhausted at the national level. The COC has determined that if/when funds become available, they are willing to approve all practices that have not been specifically disapproved.
Disapproved	All practices on the application have been disapproved.
Partially-Disapproved	One or more practices on the application has been disapproved. Other practices exist that have not had a determination.
Cancelled	All practices on the application have been cancelled/withdrawn by the producer.
Terminated	All practices on the application have been terminated.
Reinstated (Pending Obligation)	A previously approved application was terminated. The COC has approved reinstatement of the application. The system is communicating with Common Obligation Framework but has not yet confirmed funds are available to be obligated.
Reinstated (Obligation Failed)	A previously approved application was terminated. The COC has approved reinstatement of the application and the attempt to obligate funds was unsuccessful.
Approved	All practices on the application that have not specifically been cancelled, disapproved, or terminated have been approved. Obligation was successful, and the producer has concurred with the COC determination. No payments have been issued for the approved practice(s).
Partially-Approved	One or more practices on the application have been approved, obligation was successful, and the producer has concurred with the COC determination. Additional practices exist that do not have a COC determination. Cancelled, disapproved, or terminated practices may also exist. No payments have been issued for the approved practices.
Partially Approved (With Payment)	A partially approved application with at least one payment issued on an approved practice.
Pending State Determination	One or more practices on the application have been recommended for approval by the COC but the requested cost share amount requires STC determination. STC determination has not yet been entered.



**Application Statuses (Continued)**

<b>Status</b>	<b>Description</b>
Revise-Pending State Determination	A revision has been initiated. One or more practices on the revision have been recommended for approval by the COC but the requested cost share amount requires STC determination. STC determination has not yet been entered.
Pending National Determination	One or more practices on the application have been recommended for approval by the COC and STC but the requested cost share amount requires National Program Manager determination. Program Manager determination has not yet been entered.
Revise-Pending National Determination	A revision has been initiated. One or more practices on the revision have been recommended for approval by the COC and STC but the requested cost share amount requires National Program Manager determination. Program Manager determination has not yet been entered.
Paid	All approved practices on the application have been marked complete. At least one practice has performance reported and payment has been issued for the practice(s) with performance reported.
Closed	All approved practices on the application were closed without performance.
Active Revise	A previously approved or partially approved application that is in the process of being revised. Edits are not permitted on applications with a status of Active Revise.
Active Revise (Child Obligated)	A previously approved or partially approved application where the revised (child version) of the application has been conditionally approved with successful obligation and is awaiting producer concurrence with the approval.
Revise Ended (With Payments)	A previously approved application that has been revised. Partial payment of the cost share occurred on this application before the revision was initiated. Certifications of performance and the resulting payments associated with this version of the application remain with the Revise Ended status application.
Revise Ended (No Payments)	A previously approved application that has been revised. No payments were issued under this version of the approved application before the revision was initiated.
Revise Ended (Terminated)	A previously approved application that has had all approved practices terminated. Payments were earned on this version of the agreement before the revision occurred.



**Notifications**

The following table displays when the county, state, national, or TSP users will receive automated notifications.

<b>Email Notification</b>	<b>Admin County</b>	<b>State</b>	<b>National</b>	<b>TSP</b>
Application Revision Canceled by Non-Admin County	X			
Application Initiated by Non-Admin County	X			
Application Requires State Level Approval		X		
Application State Determination Complete	X			
Application Submitted for Determination - National			X	
Application National Determination Complete	X			
Application Submitted for Determination by Non-Admin County			X	
Application - Revised by Non-Admin County	X			
Application - National Determination Complete		X		
Extension Request Determination		X	X	
Needs Determination - Submitted by Non-Admin County	X			X
Producer Certification – Submitted by Non-Admin County	X			X
TSP Certification - Submitted	X			
RTI - Approval	X	X	X	X
RTI - Disapproval	X	X		
RTI - Return to County	X	X		
RTI - Submitted to National			X	
RTI - Submitted to State	X	X		
Signup Allocation - Approved	X	X	X	
Signup Allocation - Cancel	X	X	X	
Signup Allocation - Disapproved	X	X	X	
Signup Allocation - Submitted to National	X		X	
Signup Allocation - Submitted to State	X	X		

