FSA
HANDBOOK

Conservation Reserve Program
Offer and Contract Processing

For State and County Offices

SHORT REFERENCE

3-CRP

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

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Farm Service Agency
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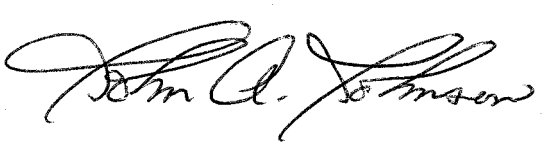
Conservation Reserve Program **Offer and Contract Processing** **3-CRP**	**Amendment 1**

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Issuance

This handbook has been issued to provide automated instructions for County Offices to follow in administering the following CRP operations:

- preparing for signups
- processing general, REX, and EFCRP signup offers
- contract corrections for general signups 26 and later.

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Part 1 Basic Provisions

1 Overview

A Handbook Purpose

This handbook provides automated instructions for County Offices to follow in administering the following CRP operations:

- preparing for signups
- processing general, REX, and EFCRP signup offers
- contract corrections for general signups 26 and later.

B Source of Authority

Authority for CRP is authorized by:

- Food Security Act of 1985, as amended by the Federal Agricultural Improvement and Reform Act of 1996
- 7 CFR Part 1410
- annual appropriations

C CRP Objective

CRP's objective is to cost-effectively assist owners and operators in conserving and improving the nation's natural resource base.

D CRP Emphasis

CRP is a natural resource program that:

- protects the nation's soil, water, and wildlife resources
- improves and preserves water quality
- enhances wildlife and fish habitat.

2 Related Handbooks, Manuals, and Forms

A Related Handbooks and Manuals

The following provides handbooks and manuals related to CRP.

If the material concerns…	THEN see…
appeals	1-APP.
supplementing CRP provisions	1-AS.
clearing forms	3-AS.
handling C/S applications and payments	1-CONSV.
common management provisions	1-CM.
farm reconstitutions	2-CM.
farm, tract, and crop data	3-CM.
C/S applications and payments	1-CONSV.
quality control	1-COR.
acreage compliance determinations	2-CP.
payment reductions and violations	4-CP.
HELC and WC provisions	6-CP.
finality rule/misinformation/misaction	7-CP.
CRP policy and procedure	2-CRP.
DCP payments	1-DCP.
environmental quality programs	1-EQ.
making CRP incentive payments	1-FI.
handling receipts and deposits	3-FI.
interest rates	50-FI.
handling claims	58-FI.
prompt payment provisions	61-FI.
assignments and joint payments	63-FI.
handling receivables	67-FI.
internal control and review	2-IC.
payment limitation	1-PL.
CRES procedures	DM 9500-1.
technical criteria	Field Office Technical Guides.

2 Related Handbooks, Manuals, and Forms (Continued)

B Adding or Withdrawing Provisions

Handbook instructions may be supplemented according to 1-AS. The following guidelines must be followed for permanent directives:

- issue a permanent State Office directive only as supplemented to this handbook

  Note: Do **not** create a separate State handbook.

- do **not** rewrite or elaborate on unclear or incomplete national instructions

- do **not** modify national wording when adding supplemental information.

State Offices may supplement these handbook instructions according to 1-AS. Provisions in this handbook shall not be revised without DAFP authorization.

C Using Forms

National forms shall be used when applicable. Other forms for CRP may be:

- modified, according to the applicable exhibits
- developed as needed
- submitted for clearance and approval according to 3-AS.

3 Web-Based Navigation Guidelines

A General Guidelines

The following are general guide lines to help navigate the web site.

- **Always** access COLS web site using Internet Explorer. Do **not** use e-mail links to access COLS. Book-marking FSA Intranet site at **http://intranet.fsa.usda.gov/fsa/** will make access easier.

- **Do not use the Internet Explorer "Back" button located on the tool bar while in COLS**. Using navigation buttons on Internet Explorer task bars will either disable or create errors in the offer process.

- Any field marked with a small red asterisk (*****) is a required field. There **must** be a valid value in these fields because they are either used to calculate other values or are required descriptions.

- All references to "click" or "select" refer to left mouse clicks, unless specifically stated otherwise.

- Offer data entry screens **must** be followed in sequential order.

- Several of the offer process screens are navigated by using the blue arrow keys located on the right side of the screen. Click either of the following:

  - left arrow to return to the previous page
  - right arrow to advance to the next page.

    Note: To ensure that no data is missed, the right blue arrow ▶(Next Page) will only appear on the screen when all required data for that screen has been entered correctly.

3 Web-Based Navigation Guidelines (Continued)

A General Guidelines (Continued)

- To return to Welcome to the Conservation Online System Screen, CLICK "**Offer**" in the header section of any COLS screen.

- To exit COLS, click the icon that looks like a door that is located in the right portion of the header section.

- Links on the left side of the screen can be accessed at anytime. However, if data entered has **not** been added or saved on the current screen, the data will be lost. Information on previous screens of the current offer will be saved.

- Messages appearing in:

  - **blue** are normally informational
  - **red** or **black** font at the top of the screen and are normally errors.

3 Web-Based Navigation Guidelines (Continued)

B Changing Screen Resolution

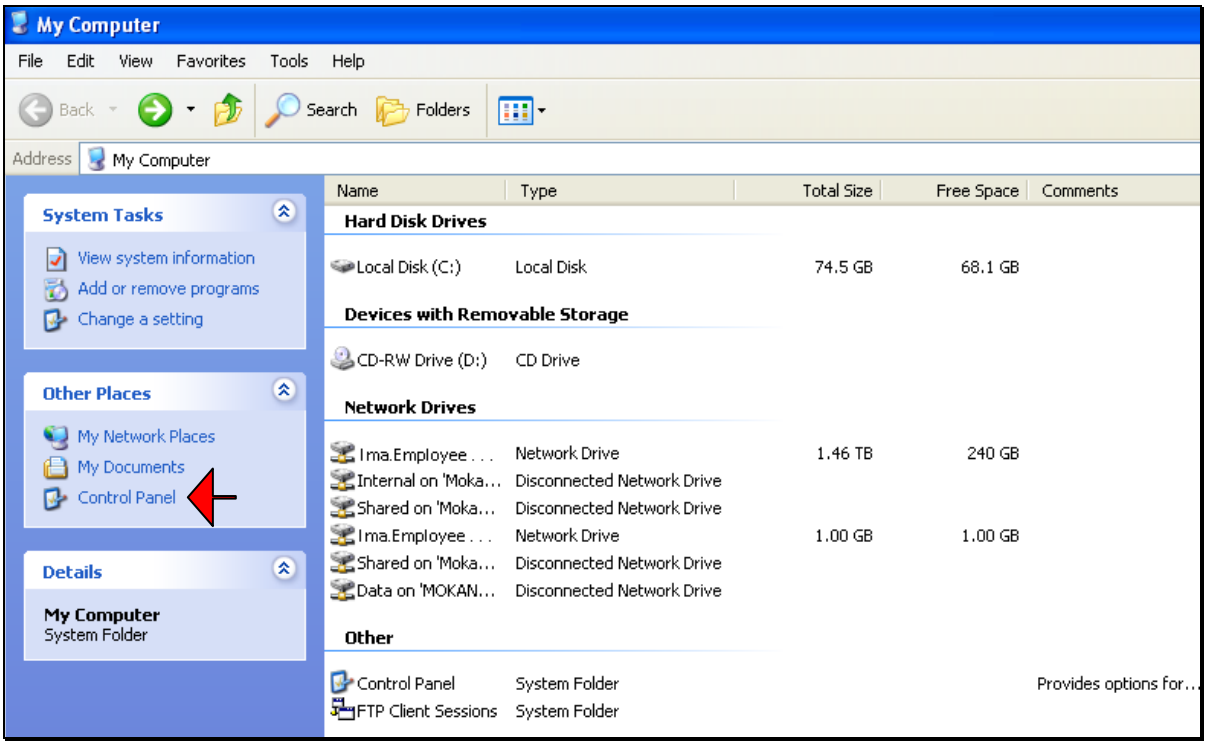
Changing the screen resolution will:

- shrink the text and pictures on the screen
- allow users to view a larger portion image
- reduce required scrolling.

Note: Changing the screen resolution is optional and at the discretion of the user. Users should select a resolution that is the most comfortable for their vision.

The following instructions are for Windows XP Professional Version 2002 Service Pack 2 operating system.

On Desktop (lower left corner), CLICK “Start”. Scroll up and CLICK “My Computer”. The following screen will be displayed.



Under “Other Places”, CLICK “Control Panel”.

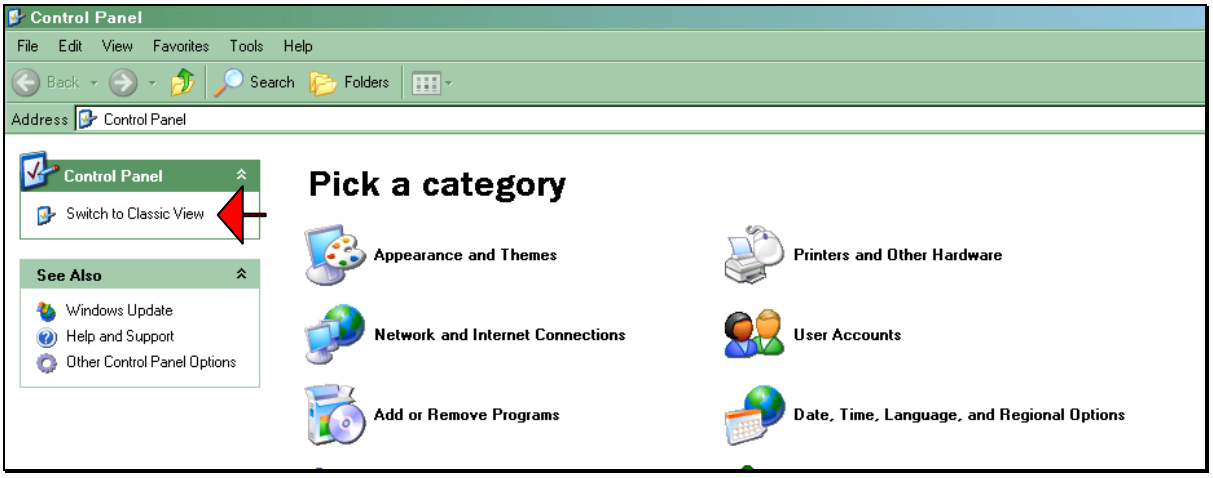
3 Web-Based Navigation Guidelines (Continued)

B Changing Screen Resolution (Continued)

There are 2 options for “views” on the Control Panel Screen. Options are:

- Classic View that provides a vertical list of items
- Category View that provides “Pick a category” options.

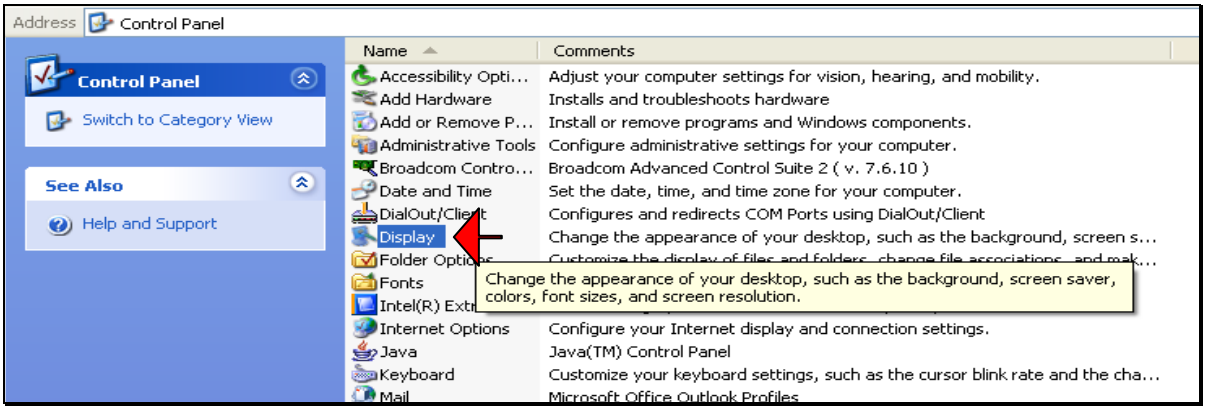
This subparagraph provides instructions for users based on the Classic View. If the Control Panel Screen is displayed in the Category View, to change to the Classic View, under Control Panel, CLICK “Switch to Classic View”.



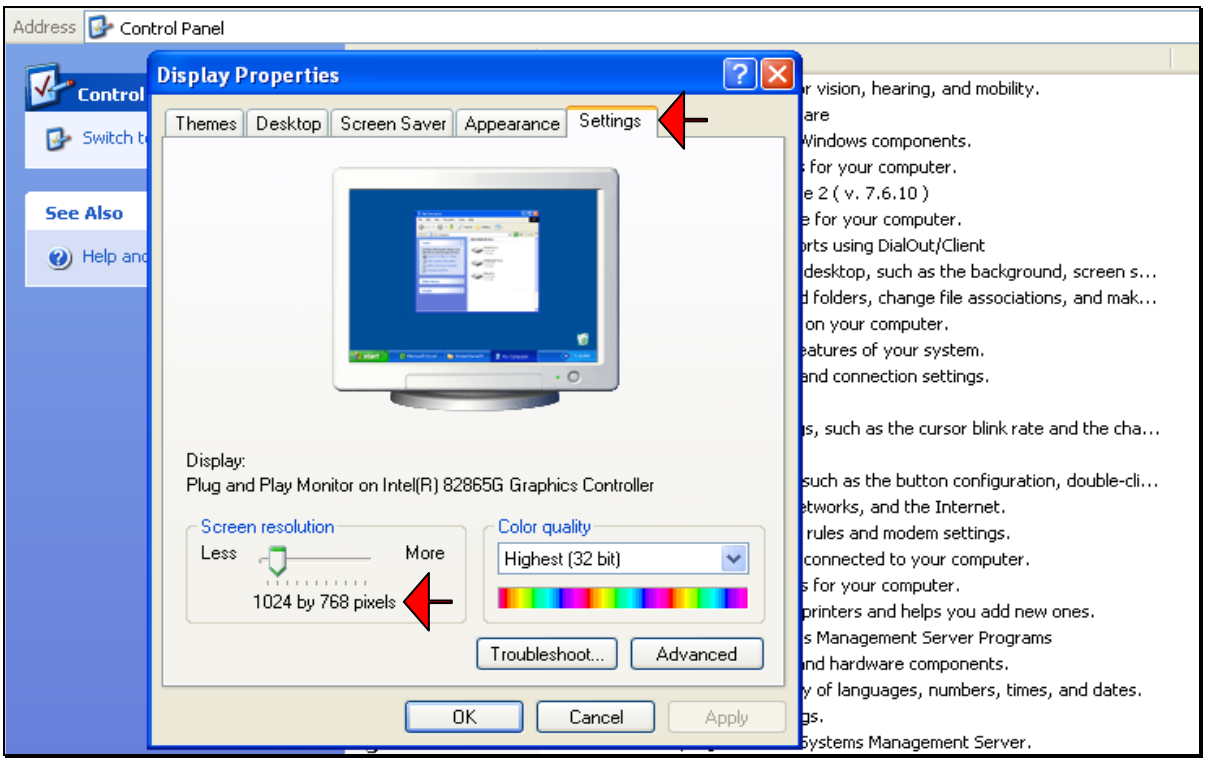
3 Web-Based Navigation Guidelines (Continued)

B Changing Screen Resolution (Continued)

On the Control Panel Screen, with the Classic View display, DOUBLE-CLICK “Display”.



A pop-up window titled, “Display Properties” will be displayed. CLICK “Settings” tab and move the “Screen resolution” slide bar to 1024 by 768 pixels.



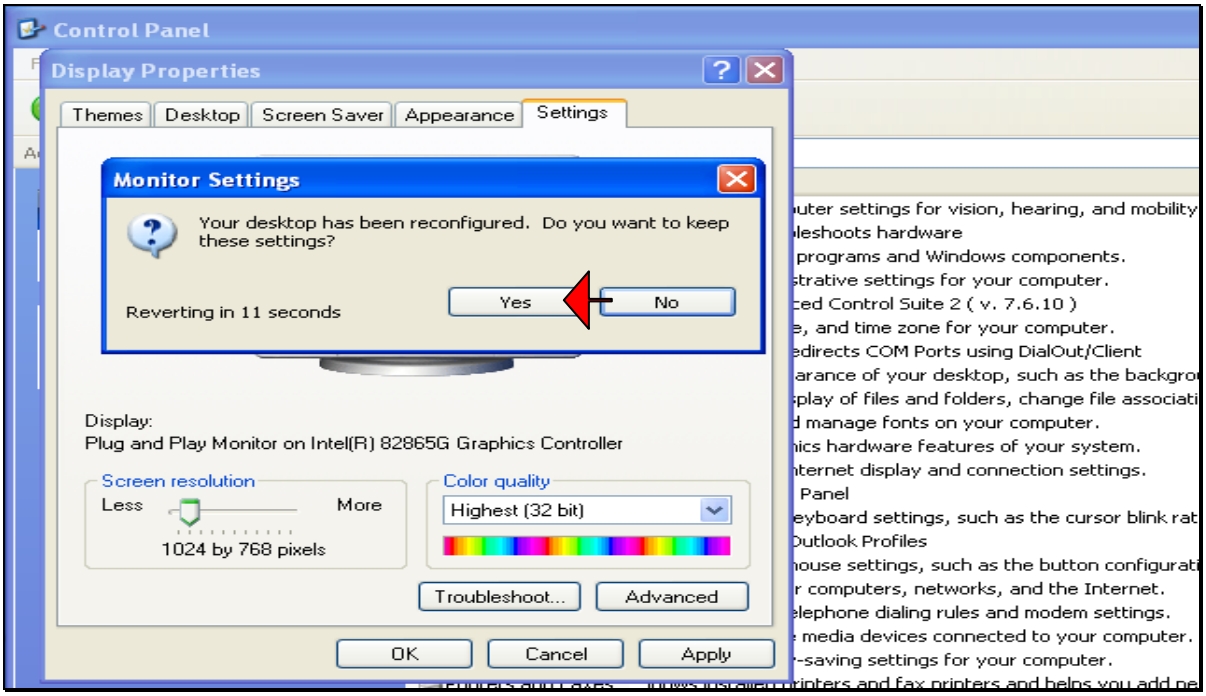
CLICK “OK”.

3 Web-Based Navigation Guidelines (Continued)

B Changing Screen Resolution (Continued)

A pop-up window titled, “Monitor Settings” will be displayed, CLICK “Yes” to the question, “Your desktop has been reconfigured. Do you want to keep these settings?”

Note: The screen may temporarily go black while the system is making the change.



4 Accessing COLS

A eAuthentication

To access COLS users **must** have an eAuthentication user ID and password.

Service Centers will have access to all options **for their counties.**

State Offices will have view only access of county data in their State until after signup ends.

The National Office will have the same access as the State Offices, plus access to maintenance of all data tables not listed under “Administrative”.

The eAuthentication user ID determines what access level user will have.

If user receives an error message that eAuthentication login failed, users password probably needs to be reset. Contact the National Help Desk at 800-255-2434.

Contact either the State Office eGov coordinator or Liaison Representative for any of the following:

- user is new to COLS and needs to have eAuthentication established
- user receive an error message noting problems with EAS or “role”
- user can access COLS, but choices provided for the users State or county are **not** the appropriate choices
- user should no longer have access to COLS.

B Web Sites for COLS Access

COLS can be accessed from either of the following:

- FSA Intranet web site at **http://intranet.fsa.usda.gov/fsa/** (see instructions in subparagraph B)
- State and County Office CEPD Information Center at **http://dc.ffasintranet.usda.gov/DAFP/cepdsto.htm** (see instructions in subparagraph B).

Note: Do **not** use e-mail links to COLS.

4 Accessing COLS (Continued)

B Web Sites for COLS Access (Continued)

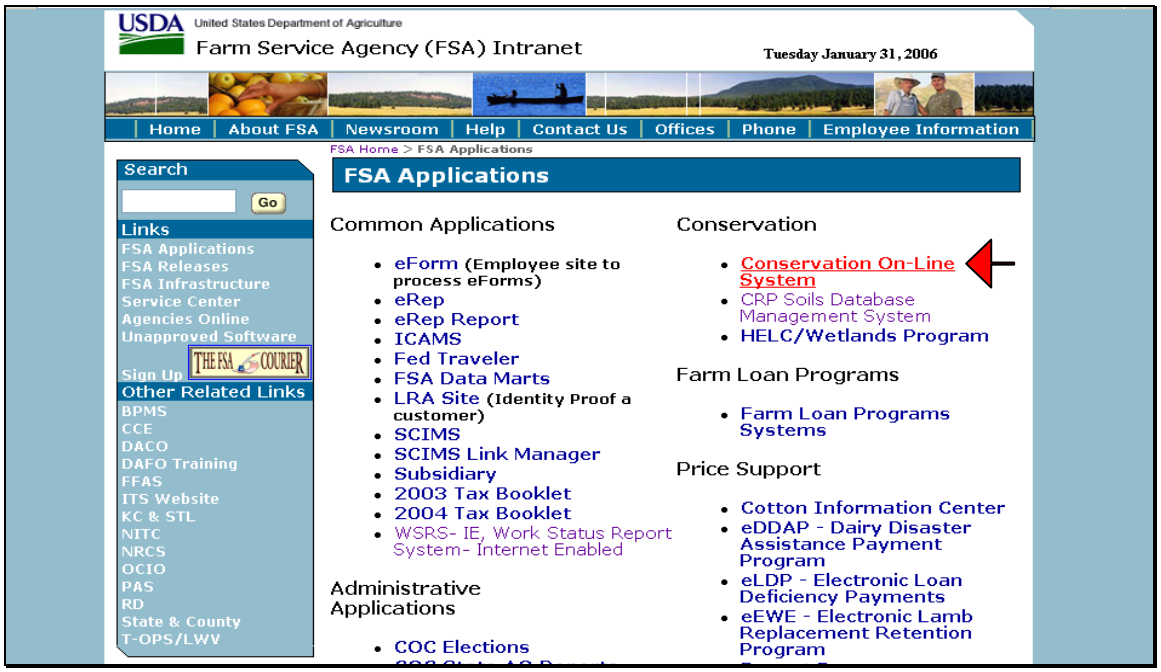
To access COLS through FSA Intranet Main Menu at **http://intranet.fsa.usda.gov/fsa/** do the following:

- under the Links section in the menu bar on the left side of the screen, CLICK “FSA Applications”

4 Accessing COLS (Continued)

B Access the Software (Continued)

- when the FSA Applications Screen is displayed, CLICK “Conservation Online System” under the Conservation heading and the Warning Screen will displayed

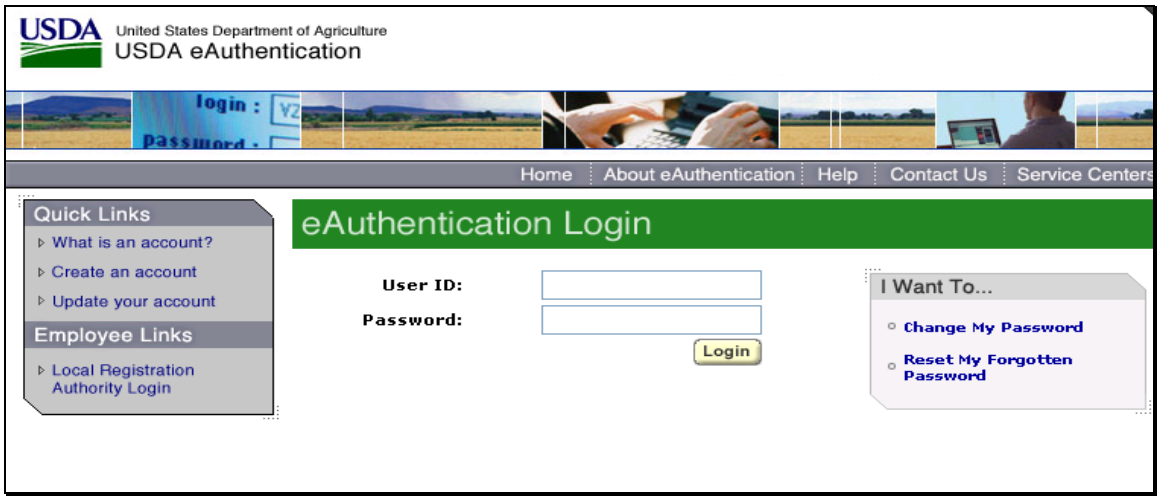


- at the Warning Screen, CLICK “Continue”

4 Accessing COLS (Continued)

B Access the Software (Continued)

- at the eAuthentication Login Screen, enter eAuthentication user ID and password, and CLICK “Login”



Note: If error message that login failed is displayed, refer to subparagraph A.

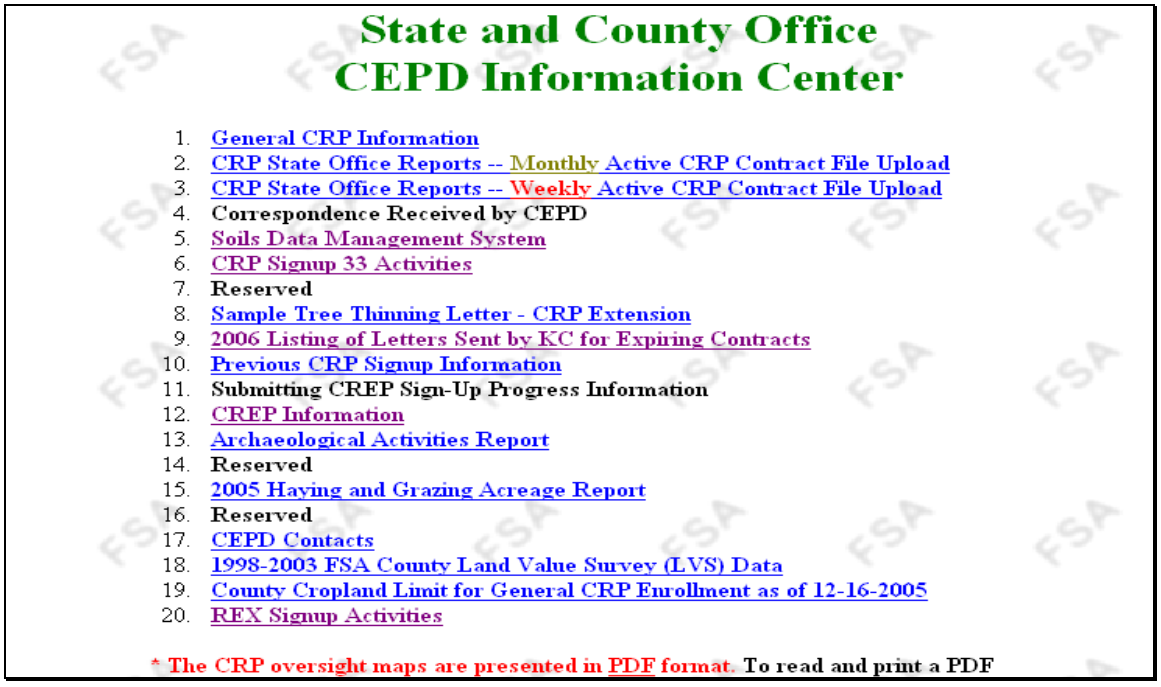
- the Welcome to the Conservation Online System Screen will be displayed.

4 Accessing COLS (Continued)

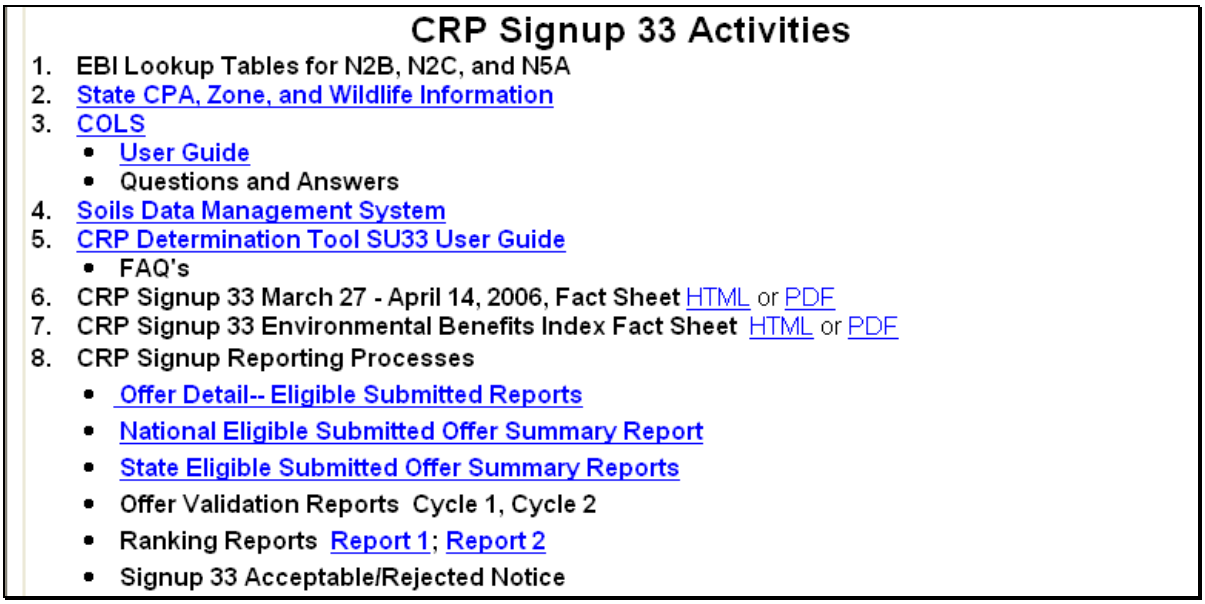
B Access the Software (Continued)

To access COLS through the State and County Office CEPD Information Center at **http://dc.ffasintranet.usda.gov/DAFP/cepdsto.htm**, do the following:

- select the link for the applicable application by clicking on the underlined label.



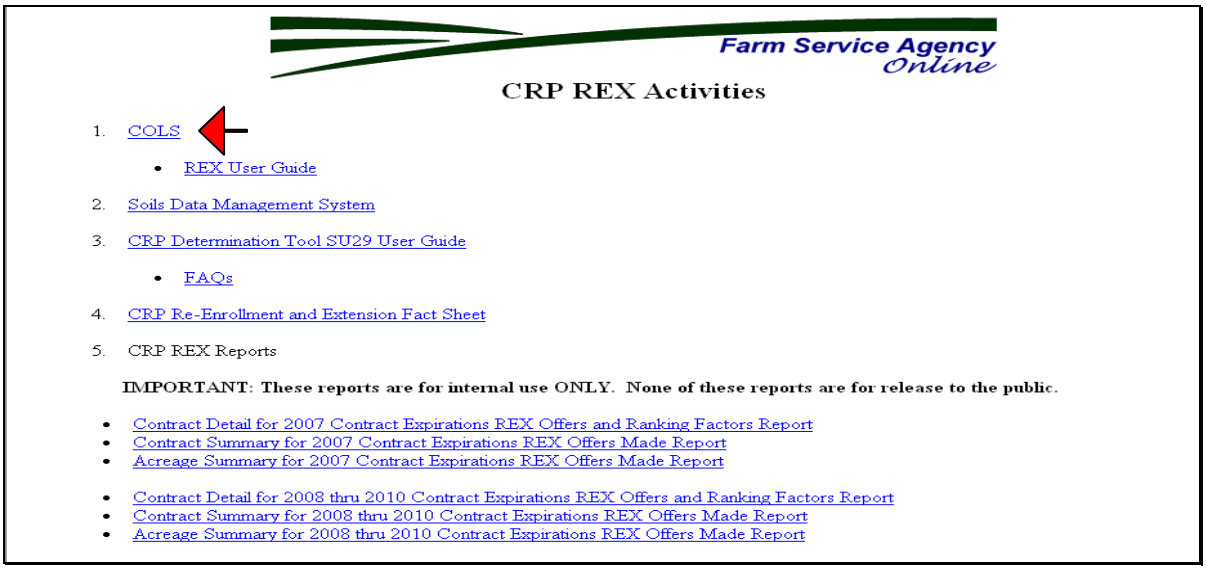
Signup 33 Example: Select option 6 “CRP Signup 33 Activities”, then select option 3 “COLS” and the Warning Screen will be displayed.



4 Accessing COLS (Continued)

B Access the Software (Continued)

REX Example: After selecting option 20 “REX Signup Activities” on the State and County Office CEPD Information Center screen, CLICK “COLS” when the CRP REX Activities Menu is displayed, and the Warning Screen will be displayed

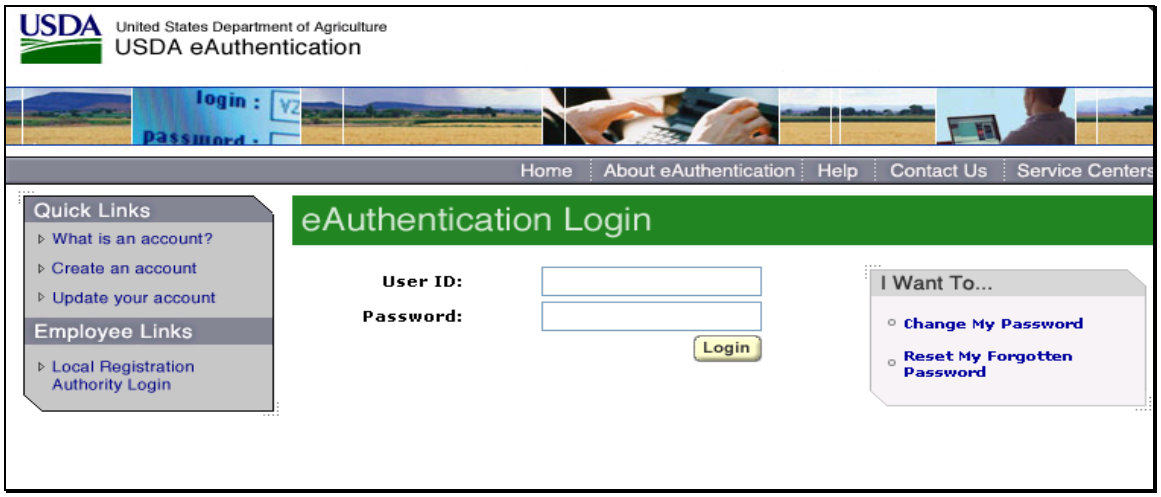


- at the Warning Screen, CLICK “Continue”

4 Accessing COLS (Continued)

B Access the Software (Continued)

- at the eAuthentication Login Screen, enter eAuthentication user ID and password, and CLICK “Login”



Note: If error message that login failed is displayed, refer to subparagraph A.

- the Welcome to the Conservation Online System Screen will be displayed.

5-199 (Reserved)

Part 2 Preparing for General Signup

200 Initial Setup Steps Before Signup

A Purpose

Service Centers will need to perform an initial dataload on 2 tables before recording offers:

- Crop Maintenance Table
- Cost Share Table

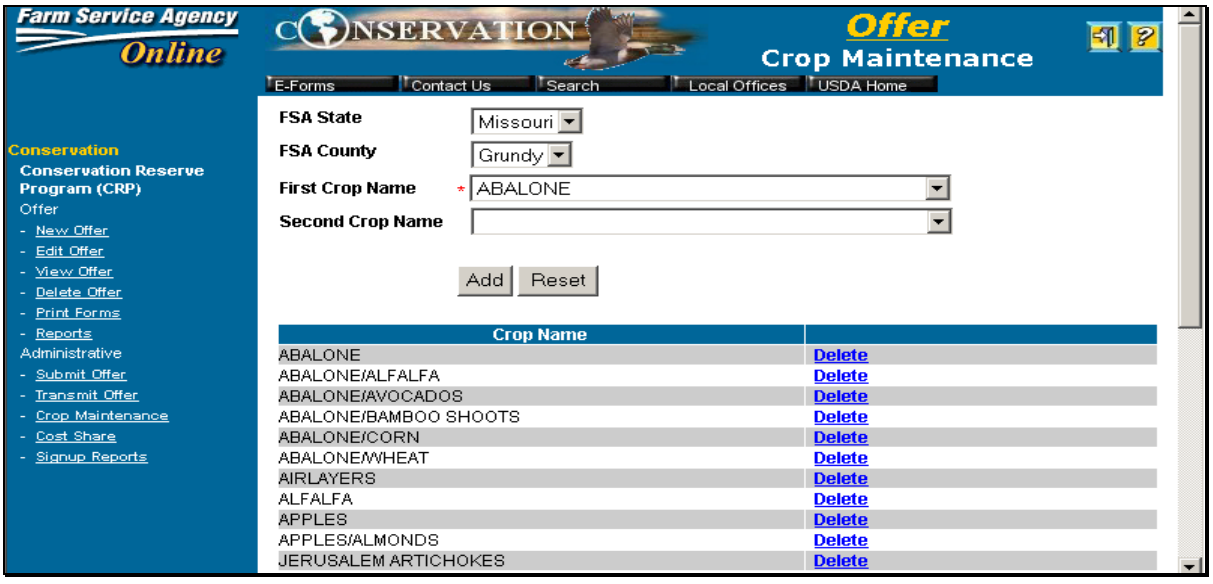
Note: If some of the table values are inadvertently left out, they can be added at any time, even if the user is in the middle of recording an offer scenario.

B Crop Maintenance Table

The crop table maintenance table function allows users to add or delete specific crops applicable to each county.

To perform crop table maintenance, on the Welcome to the CRP Signup Offer Process Screen, under “Administrative”, CLICK “Crop Maintenance”. The Offer Crop Maintenance Screen will be displayed.

Note: The first time this screen is accessed, there will not be anything listed under “Crop Name”.



200 Initial Setup Steps Before Signup (Continued)

C Entering Crop Maintenance Table Data

On the Offer Crop Maintenance Screen, enter crop maintenance table data according to the following.

Step	Action
1	Using the drop-down boxes, select the appropriate "FSA State" and "FSA County".
2	Using the drop-down box, select the appropriate "First Crop Name". **Notes:** Users may enter the 1st letter of the crop to shorten the search. The "Second Crop Name" will be used for double-crop situations or when multiple crops are grown on a single, aggregated field. **Example:** Wheat later double-cropped with sorghum would select wheat as the "First Crop Name" and sorghum as the "Second Crop Name" before clicking "Add". This would be indicated as "Wheat/Sorghum" on the table.
3	CLICK "Add" and the selection will be added to the table. Include the following among the list of crops for your county, if applicable: • "GRASS" that is used to designate conserving use acreage • "CRP" that is used to designate land enrolled in a CRP contract • "WATERBANK" that is used to designate land enrolled in a water bank contract for Signup 29.
4	To remove a crop that has already been listed in the table, CLICK "Delete" next to the crop name. **Note:** On the Confirmation Screen, CLICK "Confirm Delete" or "Cancel".
5	When finished, CLICK "Offer" in the Screen Name and the Welcome to the CRP Signup Offer Process Screen will be displayed.

200 Initial Setup Steps Before Signup (Continued)

D C/S Table Maintenance

The C/S table lists the estimated payment that a producer will receive per acre for establishing each practice available in a given signup. The information in this table is practice and signup specific.

Note: The C/S table does **not** list estimated actual cost.

To perform C/S table maintenance, on the Welcome to the CRP Signup Offer Process Screen, under "Administrative", CLICK "Cost Share". The Offer Cost Share Screen will be displayed.

200 Initial Setup Steps Before Signup (Continued)

E Entering C/S Table Data

On the Offer Cost Share Screen, enter C/S table data according to the following.

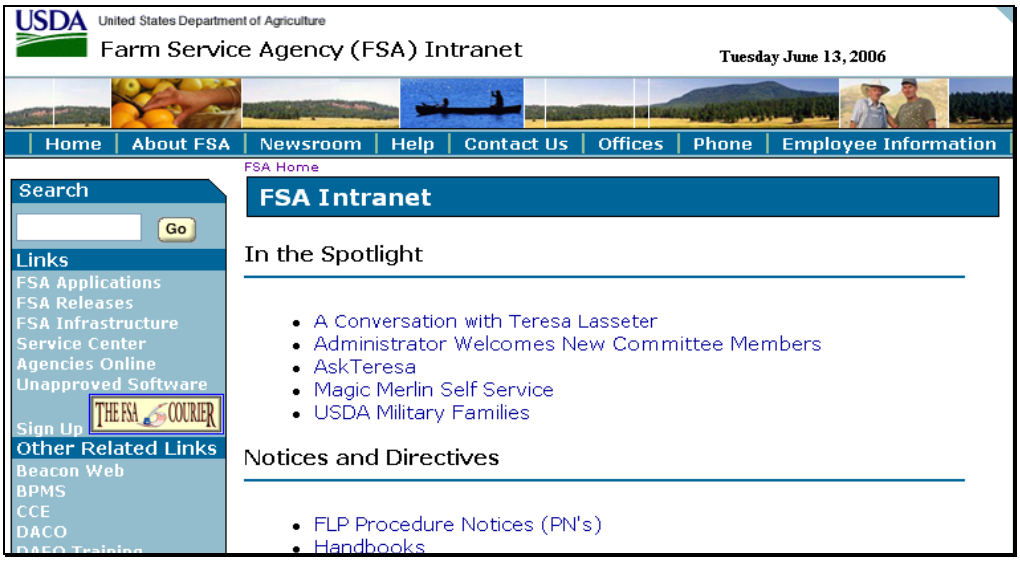
Step	Action
1	Using the drop-down boxes, select the appropriate "FSA State", "FSA County", and "Signup". **Note:** All approved "Practice Codes" for that signup will be automatically listed.
2	Enter C/S dollar amounts (dollars and cents) for each practice code. **Notes:** The maximum allowable amount is 999.99; the minimum is 0.01. Corrections can be made by typing a new dollar amount over the old dollar amount. Users can CLICK "Save" after either: • each entry • entering all data. The Welcome to the CRP Signup Offer Process Screen will be displayed.

201-209 (Reserved)

210 Managing the Soils Database

A Accessing the Soils Data Management System Intranet Application

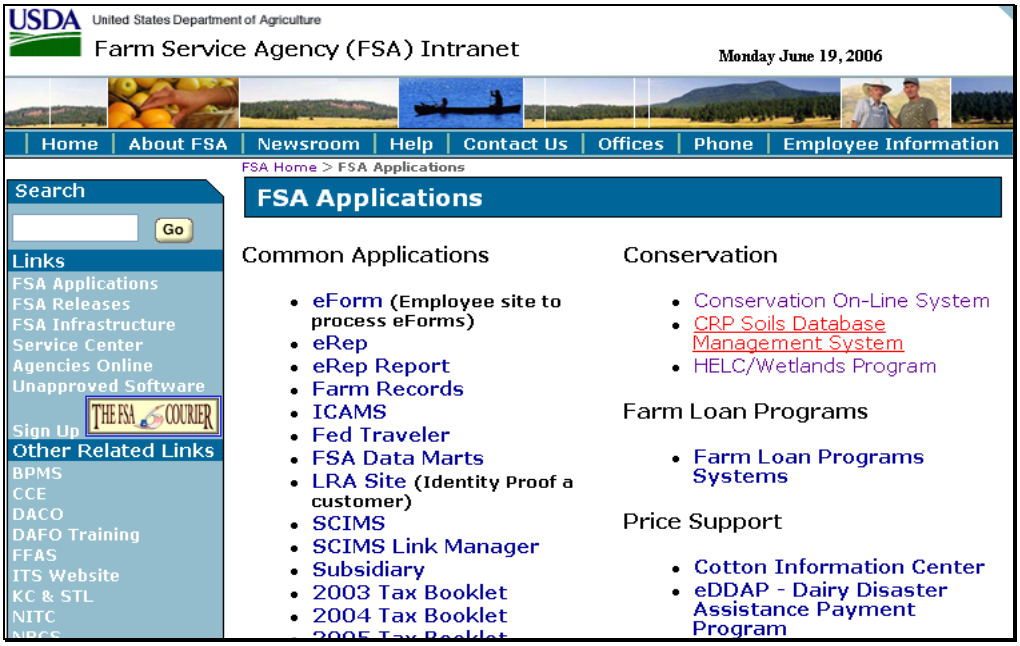
Access the Soils Data Management System Intranet Application according to either of the following 2 options.

Option	Action
1	Access the FSA Intranet Home Page at **http://intranet.fsa.usda.gov/fsa/** • under “Links”, CLICK “FSA Applications” 

210 Managing the Soils Database (Continued)

A Accessing the Soils Data Management System Intranet Application (Continued)

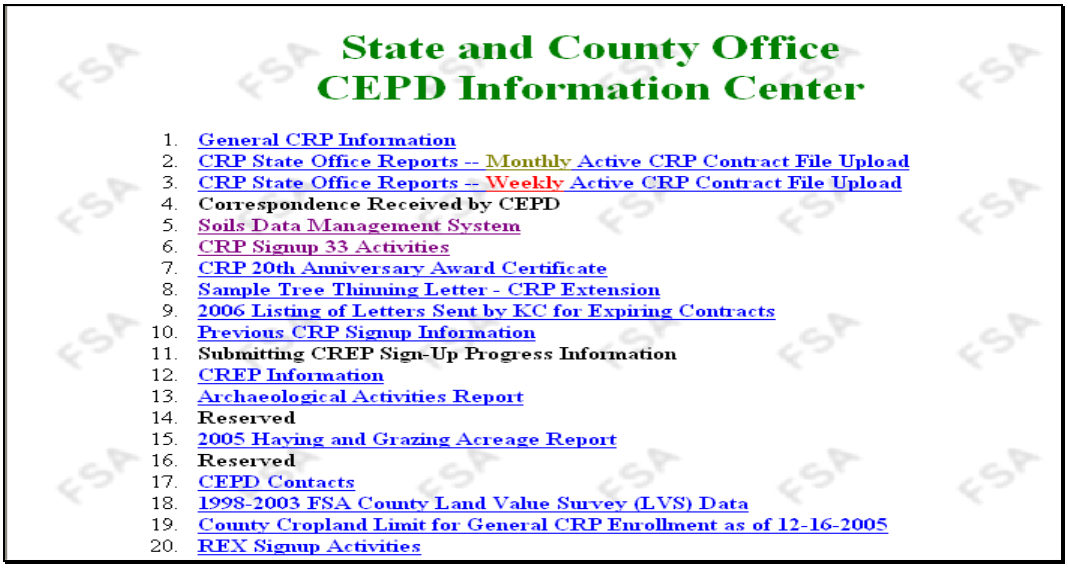
Option	Action
1 (Cntd)	• on the FSA Applications Screen, under "Conservation, CLICK "CRP Soils Database Management System"



210 Managing the Soils Database (Continued)

A Accessing the Soils Data Management System Intranet Application (Continued)

Option	Action
2	Access the State and County Office CEPD Information Center Screen at **http://dc.ffasintranet.usda.gov/DAFP/cepdsto.htm** and CLICK "Soils Data Management System".



210 Managing the Soils Database (Continued)

B Types of Access to the Soils Data Management System

After users have followed subparagraph A, option 1 or 2; on the Welcome to the Soils Data Management System Main Menu, users will select 1 of the following the types of access:

- "View Only" - National and county users

- "Authorized User" - State users authorized to Add, Edit and void Soil Records for their States.

210 Managing the Soils Database (Continued)

B Types of Access to the Soils Data Management System (Continued)

IF type of access is...	THEN is available to…	AND allows user to…
View Only	all USDA employees	view data for all States and counties but will **not** allow the user to add, edit, or void any of the data. **Note:** See subparagraph D.
Authorized User	employees designated as authorized users (for SDMS) in: • FSA State Offices • NRCS State and Area Offices	add, edit, and void data, only for the State(s) the user has authorization for. FSA State Offices shall use in maintaining SRR's and MPLRR's and by NRCS State and Area Offices in maintaining SSAID's, MUSYM, and soil-specific natural resource factors. **Note:** See subparagraph E.

210 Managing the Soils Database (Continued)

C General Screen Navigation

The following describes navigation tips.

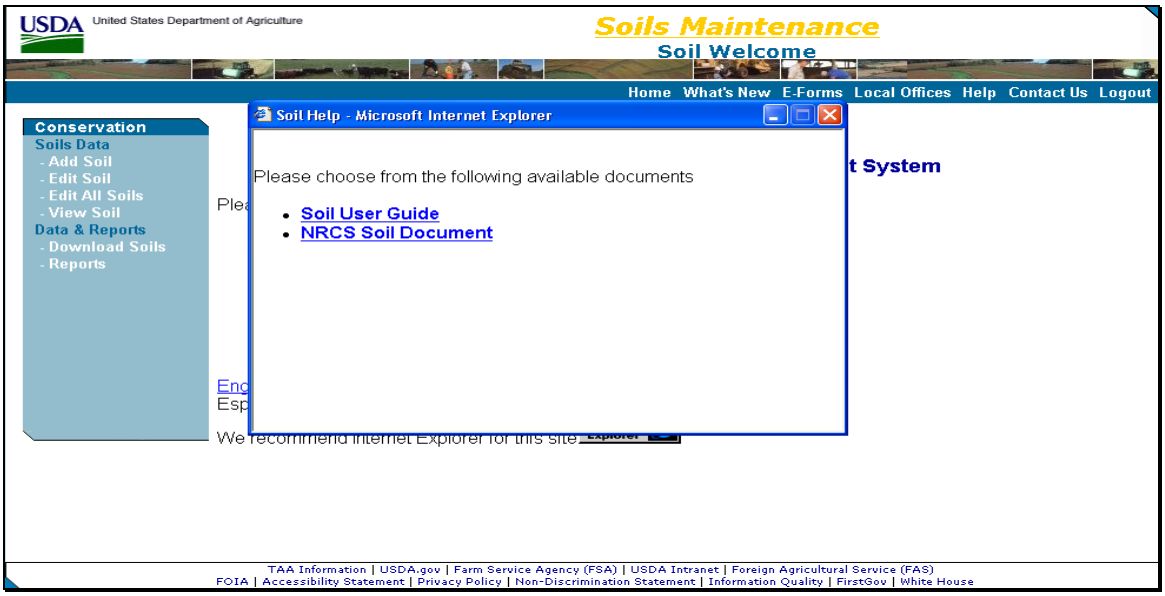
- The “Back” button on the Internet Explorer tool bar **has been disabled** for this application.

- Clicking on “Soils Maintenance” in the upper right corner will take the user back to the Welcome Screen for the type of access previously selected.

- To exit the Soils Database Management System, exit Internet Explorer.

- On any screen that has the blue menu box at the left with the available options, the user can move from 1 option to the next by clicking on the name in that box.

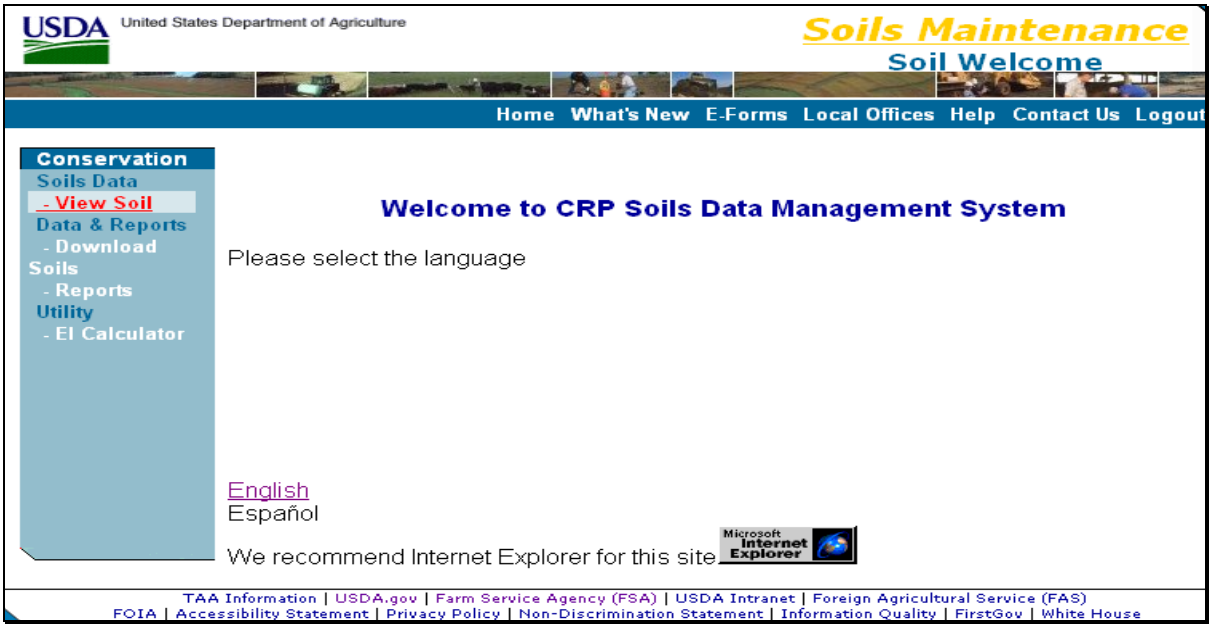
- To access and/or print the User Guide or the NRCS Soil Document, CLICK “Help” and a pop-up Help Screen will be displayed and allow the user to click on the appropriate document name.



210 Managing the Soils Database (Continued)

D Options Available Through "View Only" Access

The Soils Maintenance Soil Welcome Screen will be displayed when "View Only" is selected on the Welcome to the Soils Data Management System Screen. On the Soils Maintenance Soil Welcome Screen, under "Conservation", "Soils Data", CLICK "View Soil".



The Soils Maintenance Search Soil Screen will be displayed; go to subparagraph E.

210 Managing the Soils Database (Continued)

E Viewing Soil Data

On the Soils Maintenance Search Soil Screen:

- use the drop-down boxes to enter soil search criteria; this table provides clarification

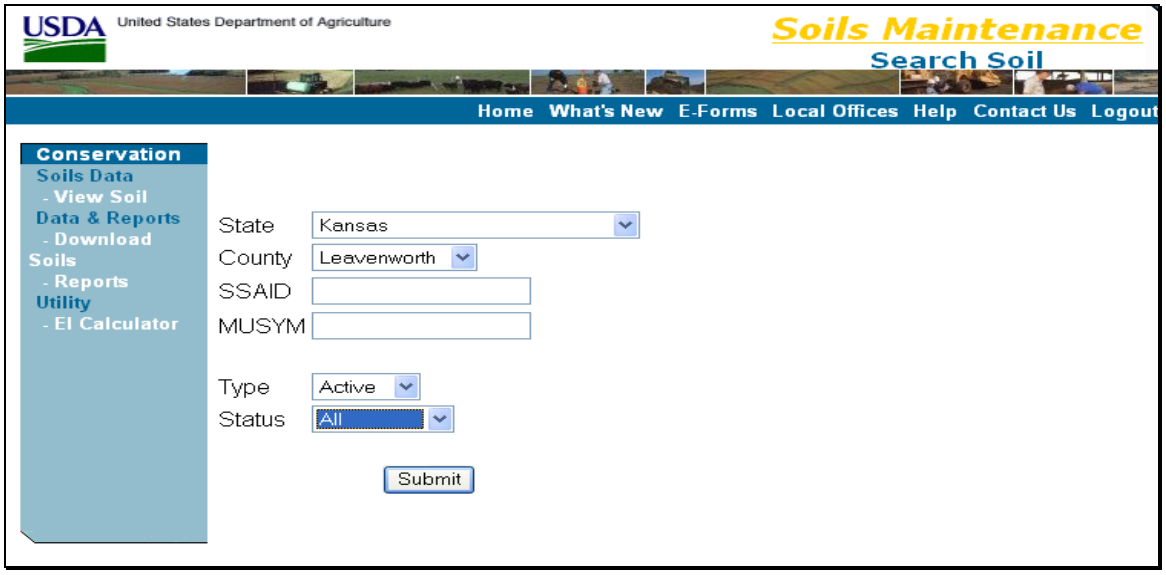
Box	Description
State	Select the correct State.
County	Select the correct county. **Note:** Only counties that are applicable to the State selected will be listed as choices. Only 1 county at a time may be selected.
SSAID	Optional. Can be used to limit the search, if the user knows the correct SSAID. Will be in the format of the 2 letter State code followed by a 3-digit number, for example "AL021".
MUSYM	Optional. Can be used to limit the search, if the user knows MUSYM.
Type	Select any of the following: • "All" - will display all types • "Active" - will have a start date and will not include ended or voided records • "Ended" - will have both a start date and an end date • "Voided" - will contain incorrect data and does not have an effective time period.

Status	Select any of the following:
	
	• "All" - will display soils in every status
	
	• "Complete" – will have all the following required data present:
	
	  • I - is not required
	  • End Date – is not required
	  • MUSYM's beginning with MPL will only have SRR/MPLRR
	  • MUSYM patterns of 5 numbers followed by a letter will only have SRR
	
	• "Incomplete" – will have some required data missing and will not be included in download to counties for the GIS Tool.

210 Managing the Soils Database (Continued)

E Viewing Soil Data (Continued)

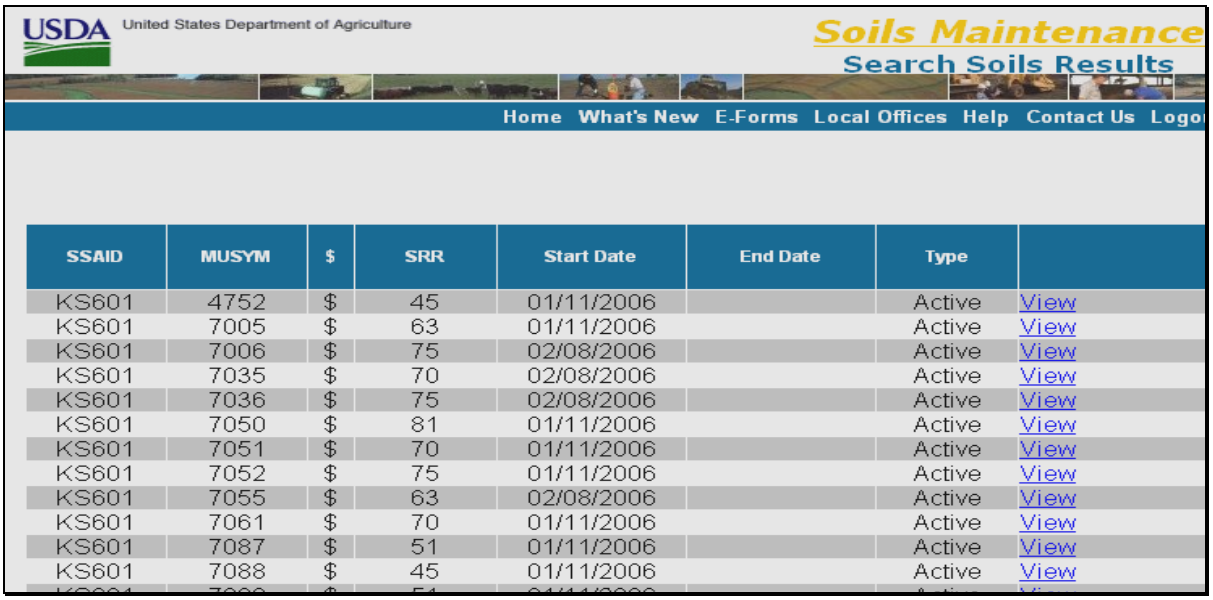
- CLICK “Submit” to view the soil data results.



210 Managing the Soils Database (Continued)

E Viewing Soil Data (Continued)

The Soils Maintenance Search Soils Results Screen will be displayed and allow the user to scroll through an abbreviated list of soils recorded that match the selection criteria. CLICK "View" on the particular soil record line for detailed information.



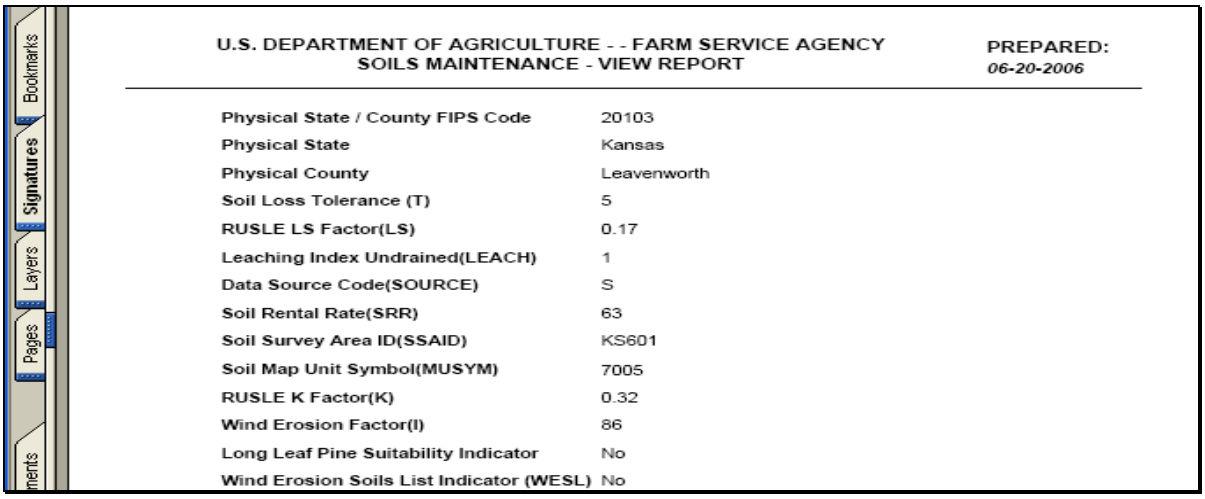
SSAID	MUSYM	$	SRR	Start Date	End Date	Type	
KS601	4752	$	45	01/11/2006		Active	View
KS601	7005	$	63	01/11/2006		Active	View
KS601	7006	$	75	02/08/2006		Active	View
KS601	7035	$	70	02/08/2006		Active	View
KS601	7036	$	75	02/08/2006		Active	View
KS601	7050	$	81	01/11/2006		Active	View
KS601	7051	$	70	01/11/2006		Active	View
KS601	7052	$	75	01/11/2006		Active	View
KS601	7055	$	63	02/08/2006		Active	View
KS601	7061	$	70	01/11/2006		Active	View
KS601	7087	$	51	01/11/2006		Active	View
KS601	7088	$	45	01/11/2006		Active	View

210 Managing the Soils Database (Continued)

E Viewing Soil Data (Continued)

The following is an example of the Soils Maintenance – View Report that provides additional detail for the selected soil.

To print the report, click printer icon. Print options will be displayed and allow the user to change printers and printer settings.



The following are code explanations listed on the above report.

Type of Code	Code	Explanation
Data Source	N	NASIS
	S	SSURGO
Void Reason	1	Invalid LS Value
	2	Invalid Rental Rate
	3	Invalid Rental Rate Start Date
	4	Invalid Map Unit Symbol
	5	Invalid Soil Survey ID
	6	Invalid Data elements
Record Status	A	Active
	C	Complete
	D	Deleted
	W	Withdrawn/Voided

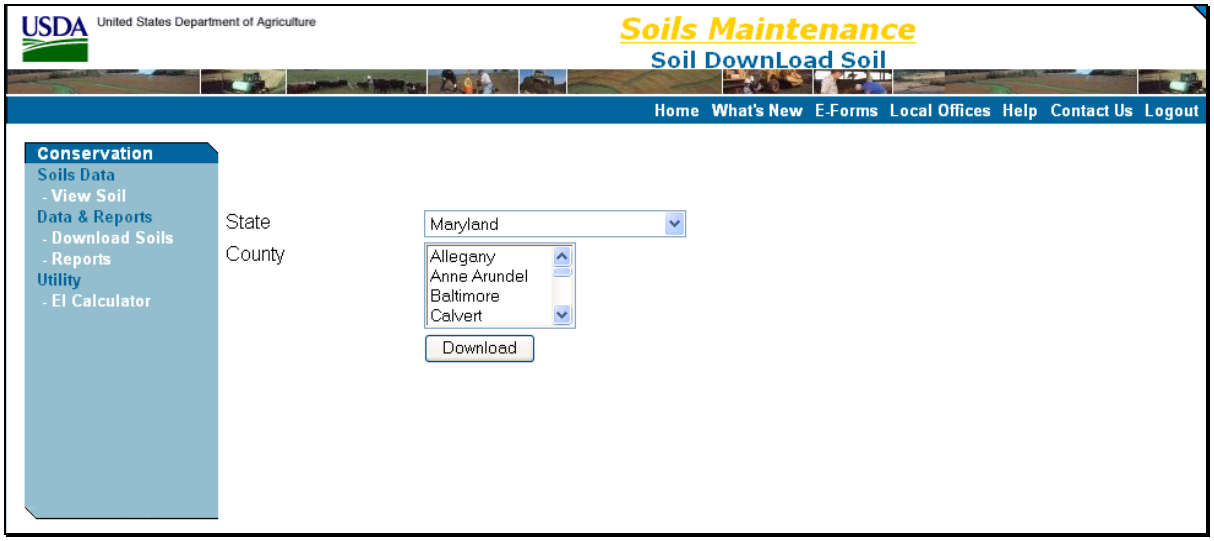
211 Using the Soils Database With the GIS Tool

A Downloading Soils to Service Centers

The "Download Soils" option is only used to update soils records for use with the GIS Tool. COLS software uses soil data directly from the Soils Data Management System that will be used by the Service Centers to download soil record additions and/or revisions done by the State Office after the initial download of all completed soil records. In addition to using this option, Service Centers will also need to execute the option with the GIS Tool to "import soils data". Incomplete records will **not** be downloaded, even though changes have been made to them.

Note: Before beginning the download process for the first time, users shall create a folder on the "C" drive and name it "**soildata**". Use the "c:\soildata" folder to save files each time the file is downloaded.

When the "Download Soils" option is selected on the Soils Maintenance Soil Welcome Screen, the Soils Maintenance Soil Download Soil Screen will be displayed.



211 Using the Soils Database With the GIS Tool (Continued)

B Selecting a County

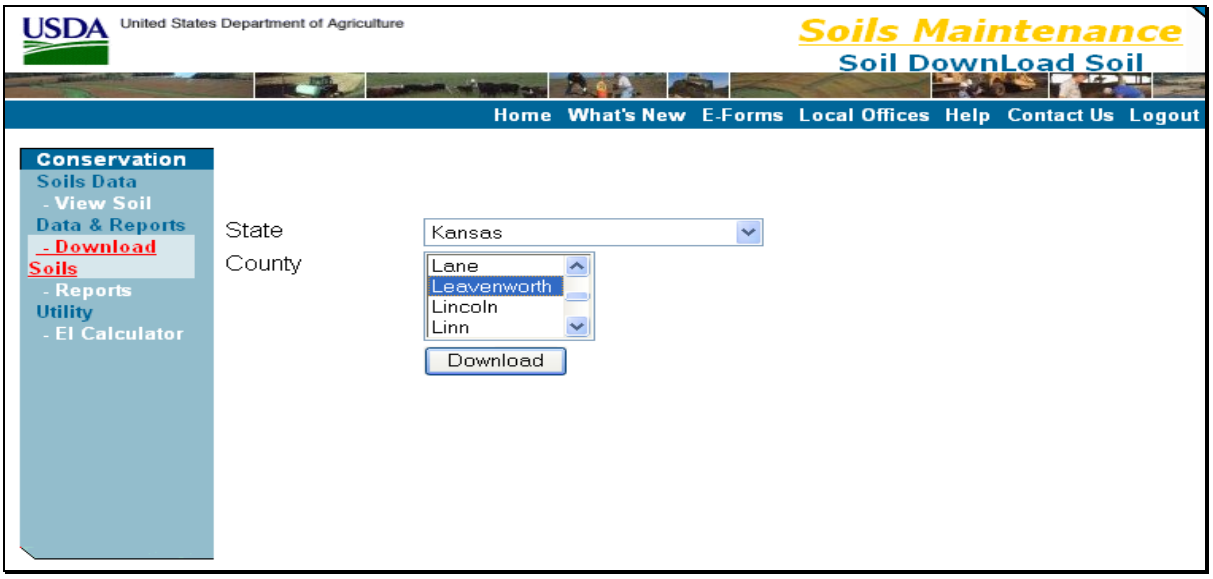
Select either a single county or multiple counties according to the following.

- To select a “Single” county, click and highlight the desired county.
- To make a “Multiple” county selection:

  - in sequence, click the first county of sequence desired while holding down the “Shift” key, click the last county of the desired sequence, and all counties in the sequence should be highlighted

  - not in sequence, while holding down the “Ctrl” key, click each desired county, and each county selected should be highlighted.

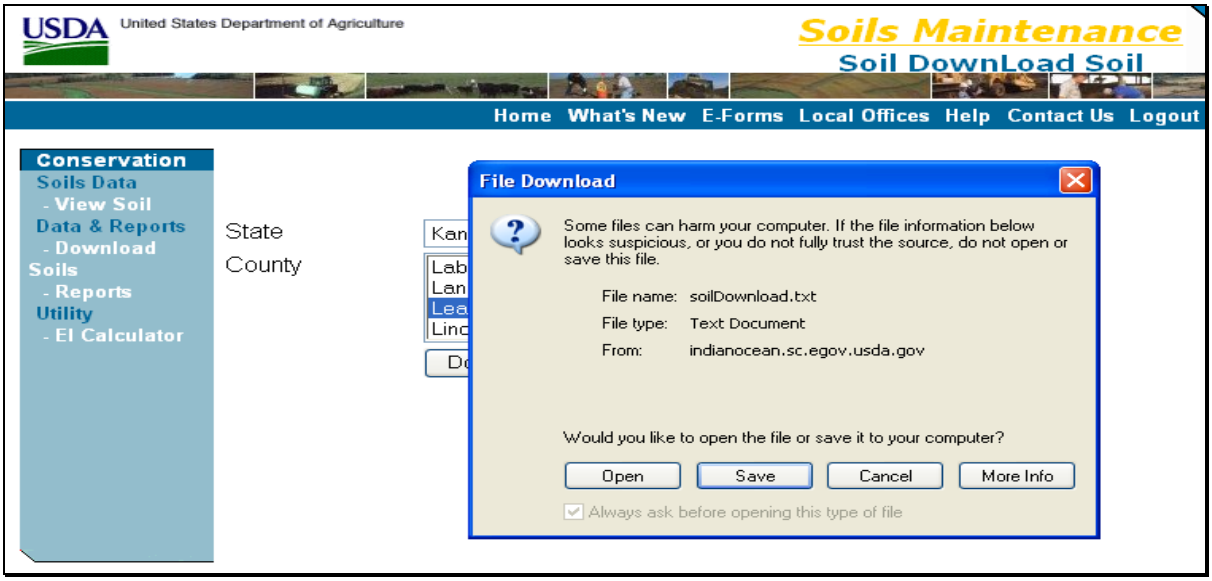
After selecting the county or counties to download, CLICK “Download”, and go to subparagraph C.



211 Using the Soils Database With the GIS Tool (Continued)

C File Download

After user has selected counties to download and clicked “Download”, the “File Download” dialog box will be displayed. CLICK “Save”. Go to subparagraph D.



211 Using the Soils Database With the GIS Tool (Continued)

D Save Location

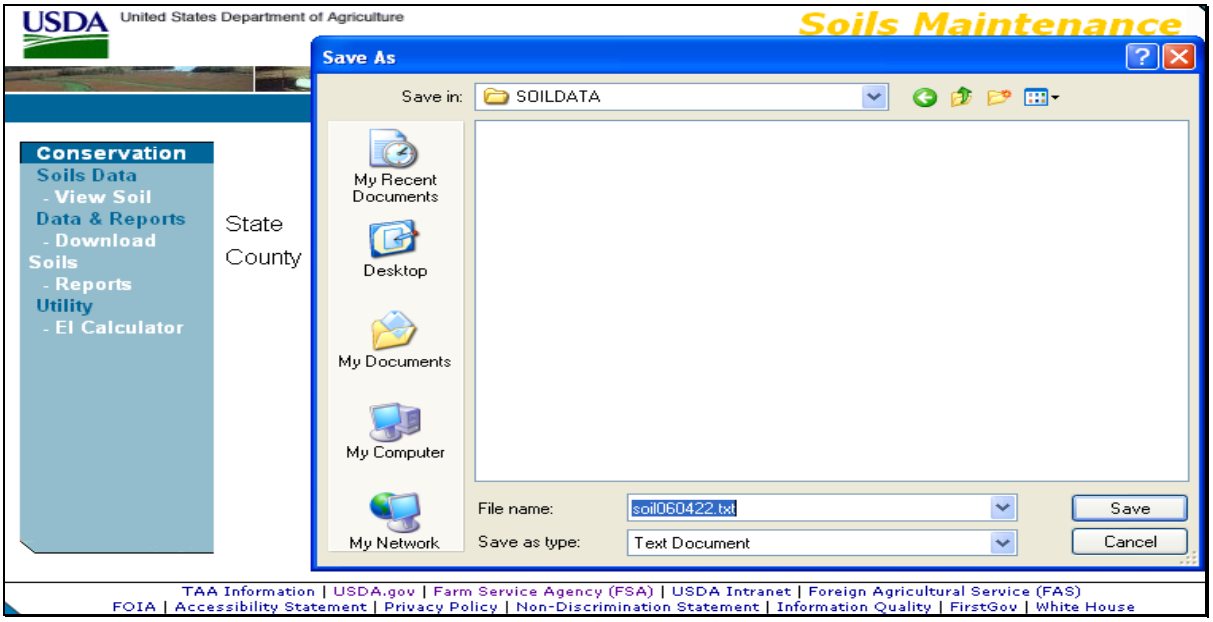
The “Save As” dialog box will be displayed. Save the database information in the “C” drive under the “soildata” folder that was created in subparagraph A.

For file name, it is suggested to use “soilyymmdd.txt”.

Note: “yymmdd” represent the date of the download.

If different counties are downloaded on different dates, include a county designation in the file name between soil and the date. Write down the directory and file name for use with the import soils data portion of this process.

CLICK “Save”.



211 Using the Soils Database With the GIS Tool (Continued)

E Completing Download Process

The “Download complete” dialog box will be displayed when the download has been completed. CLICK “Close” and the Welcome to the Soils Data Management System Screen will be displayed.

212 Soils Database Reports

A Accessing Soils Database Reports

On the Welcome to CRP Soils Data Management System Screen, CLICK “Reports”.

B Report Options

Only 1 State may be selected at a time, however single or multiple counties may be selected according to the following.

- To select a “Single” county, click and highlight the desired county.
- To make a “Multiple” county selection:
    - in sequence, click the first county of sequence desired while holding down the “Shift” key, click the last county of the desired sequence, and all counties in the sequence should be highlighted
    - not in sequence, while holding down the “Ctrl” key, click each desired county, and each county selected should be highlighted.

212 Soils Database Reports (Continued)

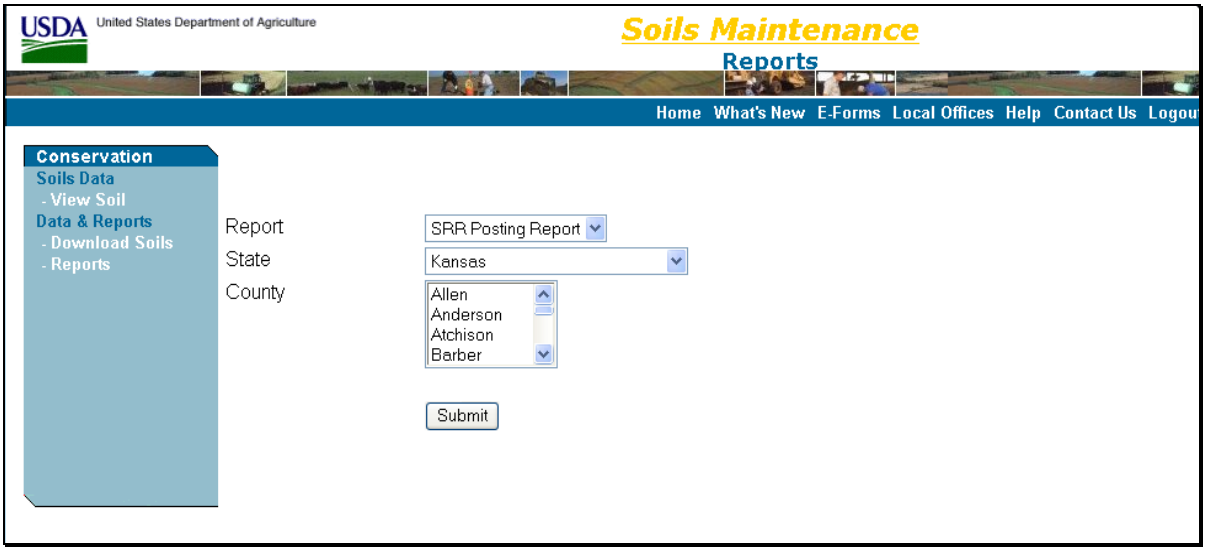
B Report Options (Continued)

The following reports are available.

Available Reports	Description
SRR Posting Report	Lists Service Centers current SRR's and MPLRR's; Service Centers shall: • print lists (includes only active and complete records) • post lists for producers to view. **Note:** See subparagraph C.
Detail Report	Used to check the status of soils (see subparagraph D).
Change Report	Lists soil records changed during timeframe specified (see subparagraph E).

C SRR - Posting Report

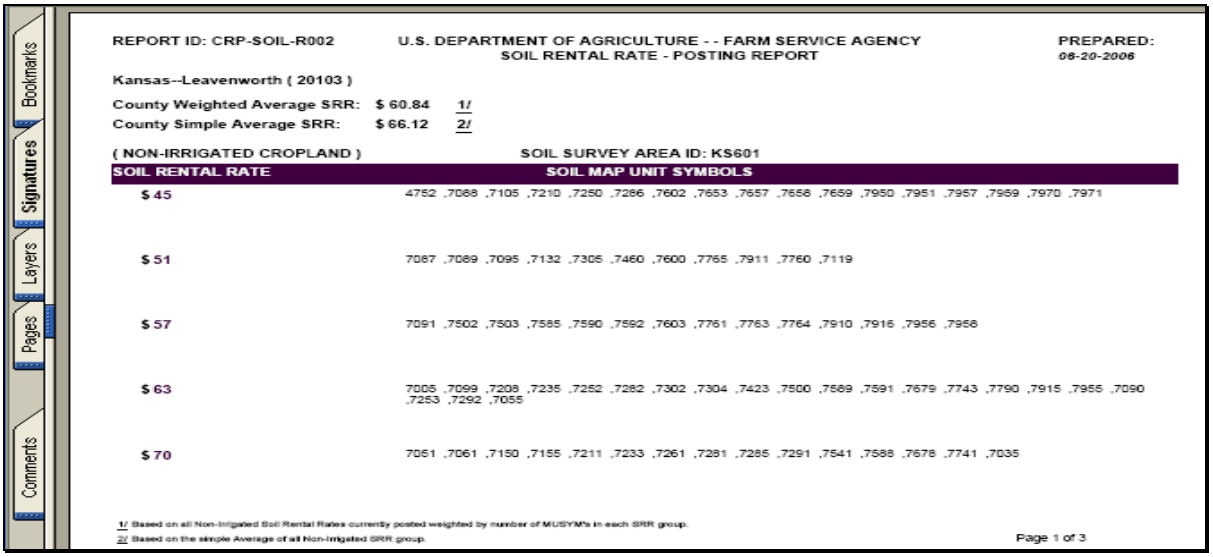
Use the drop-down box to select the "SRR Posting Report". Click on the drop-down boxes to select the FSA State and county and CLICK "Submit" to view the report in PDF format.



212 Soils Database Reports (Continued)

C SRR - Posting Report (Continued)

The following is an example of the Soil Rental Rate - Posting Report for the selected FSA State and county.



REPORT ID: CRP-SOIL-R002 U.S. DEPARTMENT OF AGRICULTURE - - FARM SERVICE AGENCY PREPARED: 08-20-2006
SOIL RENTAL RATE - POSTING REPORT

Kansas--Leavenworth (20103)

County Weighted Average SRR: $ 60.84 1/
County Simple Average SRR: $ 66.12 2/

(NON-IRRIGATED CROPLAND) SOIL SURVEY AREA ID: KS601

SOIL RENTAL RATE	SOIL MAP UNIT SYMBOLS
$ 45	4752 ,7068 ,7105 ,7210 ,7250 ,7286 ,7602 ,7653 ,7657 ,7658 ,7659 ,7950 ,7951 ,7957 ,7959 ,7970 ,7971
$ 51	7067 ,7069 ,7095 ,7132 ,7305 ,7460 ,7600 ,7765 ,7911 ,7760 ,7119
$ 57	7091 ,7502 ,7503 ,7585 ,7590 ,7592 ,7603 ,7761 ,7763 ,7764 ,7910 ,7916 ,7956 ,7958
$ 63	7005 ,7099 ,7208 ,7235 ,7252 ,7282 ,7302 ,7304 ,7423 ,7500 ,7569 ,7591 ,7679 ,7743 ,7790 ,7915 ,7955 ,7090 ,7253 ,7292 ,7055
$ 70	7051 ,7061 ,7150 ,7155 ,7211 ,7233 ,7261 ,7281 ,7285 ,7291 ,7541 ,7588 ,7676 ,7741 ,7035

1/ Based on all Non-Irrigated Soil Rental Rates currently posted weighted by number of MUSYM's in each SRR group.
2/ Based on the simple Average of all Non-Irrigated SRR group.

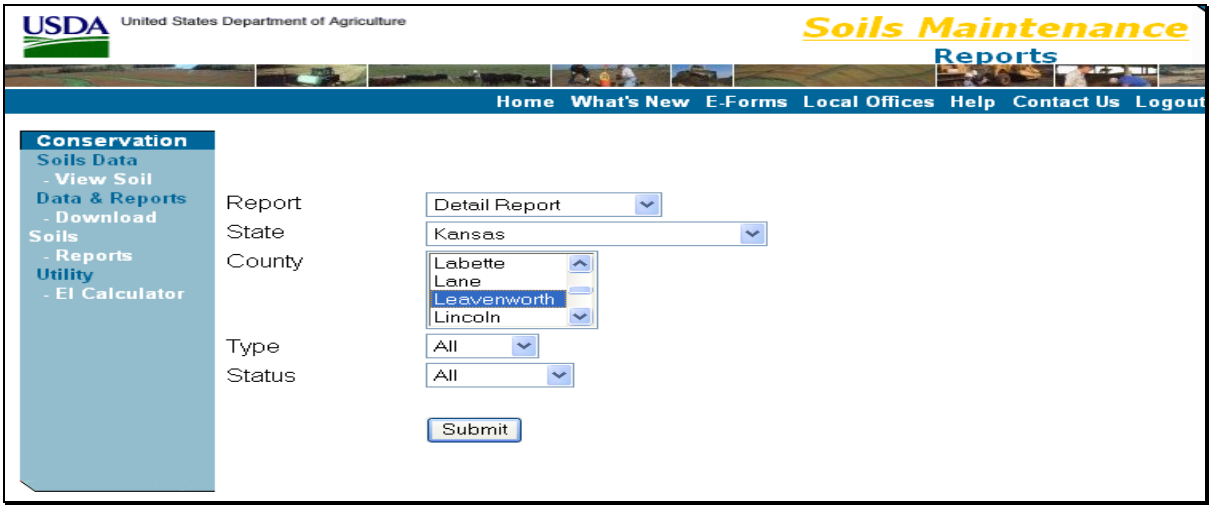
Page 1 of 3

- For counties with multiple soil surveys, each survey will be listed separately.
- “Marginal Pasture Land” is listed separately at the end of the Soil Rental Rate - Posting Report.
- SRR’s indicated on the report will be the SRR active as of the date the Soil Rental Rate - Posting Report is prepared.
- There will be only 1 “Weighted Average” and 1 “Simple Average” for the county, based on all dryland SRR’s, regardless of the number of soils surveys the county has; MPLRR’s are **not** included in the computation of the county average SRR.
- The “County Weighted Average SRR” is computed by multiplying the dollar amount of each rate times the number of soils that have that rate, then adding all those sums, and then dividing by the total number of soils.
- The “County Simple Average SRR” is computed by adding up the dollar amounts of each rate and dividing the total by the number of rates.
- To print the Soil Rental Rate - Posting Report, click printer icon.

212 Soils Database Reports (Continued)

D Detail Report

On the Soil Maintenance Reports Screen, under “Report”, use the drop-down box to select “Detail Report”.



212 Soils Database Reports (Continued)

D Detail Report (Continued)

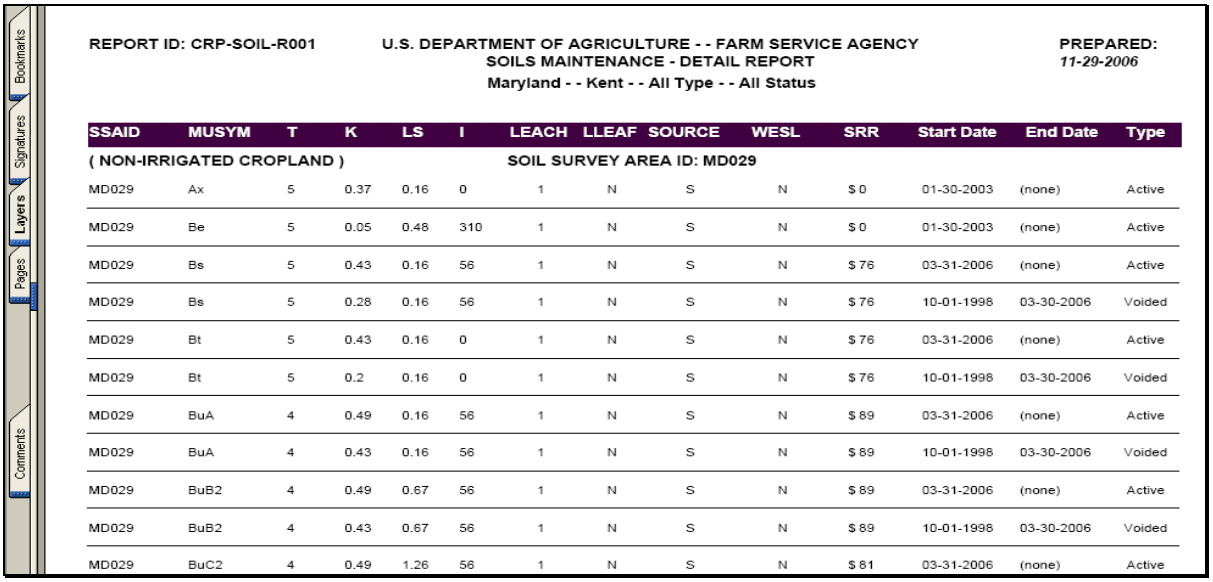
Use the drop-down boxes to select applicable data to customize the Detail Report and CLICK "Submit" to view the report in PDF format.

Field	Description
State	Select the correct State.
County	Use the drop-down box to select the correct county. Only counties that are applicable to the State selected will be listed as choices. Only 1 county at a time may be selected.
Type	Select any of the following: • "All" - will display all types • "Active" - will have a start date and will **not** include voided or ended records • "Ended" - will have both a start date and an end date • "Voided" - will contained incorrect data and does not have an effective time period.
Status	Select any of the following: • "All" - will display soils in every status • "Complete" - will have all required data present: • I - is not required • End Date – is not required • MUSYM's beginning with MPL will only have a SRR/MPLRR • MUSYM patterns of 5 numbers followed by a letter will only have a SRR • "Incomplete" - will have some required data is missing and will **not** be downloaded to counties.

212 Soils Database Reports (Continued)

D Detail Report (Continued)

The following is an example of the Soils Maintenance – Detail Report.



REPORT ID: CRP-SOIL-R001 U.S. DEPARTMENT OF AGRICULTURE - - FARM SERVICE AGENCY PREPARED: *11-29-2006*
SOILS MAINTENANCE - DETAIL REPORT
Maryland - - Kent - - All Type - - All Status

SSAID	MUSYM	T	K	LS	I	LEACH	LLEAF	SOURCE	WESL	SRR	Start Date	End Date	Type
(NON-IRRIGATED CROPLAND)						SOIL SURVEY AREA ID: MD029							
MD029	Ax	5	0.37	0.16	0	1	N	S	N	$ 0	01-30-2003	(none)	Active
MD029	Be	5	0.05	0.48	310	1	N	S	N	$ 0	01-30-2003	(none)	Active
MD029	Bs	5	0.43	0.16	56	1	N	S	N	$ 76	03-31-2006	(none)	Active
MD029	Bs	5	0.28	0.16	56	1	N	S	N	$ 76	10-01-1998	03-30-2006	Voided
MD029	Bt	5	0.43	0.16	0	1	N	S	N	$ 76	03-31-2006	(none)	Active
MD029	Bt	5	0.2	0.16	0	1	N	S	N	$ 76	10-01-1998	03-30-2006	Voided
MD029	BuA	4	0.49	0.16	56	1	N	S	N	$ 89	03-31-2006	(none)	Active
MD029	BuA	4	0.43	0.16	56	1	N	S	N	$ 89	10-01-1998	03-30-2006	Voided
MD029	BuB2	4	0.49	0.67	56	1	N	S	N	$ 89	03-31-2006	(none)	Active
MD029	BuB2	4	0.43	0.67	56	1	N	S	N	$ 89	10-01-1998	03-30-2006	Voided
MD029	BuC2	4	0.49	1.26	56	1	N	S	N	$ 81	03-31-2006	(none)	Active

- K values are not always defined (for example organic soils or non-soils) for soils. During signup 26, NRCS recommended using a value of .02 for all calculations involving K when K was not defined. The database was revised in February 2004 to record the .02 value directly into the database, overlaying wherever K was not defined.

- The Soils Maintenance – Detail Report is sorted by MUSYM, however all MPL records will be listed at the end.

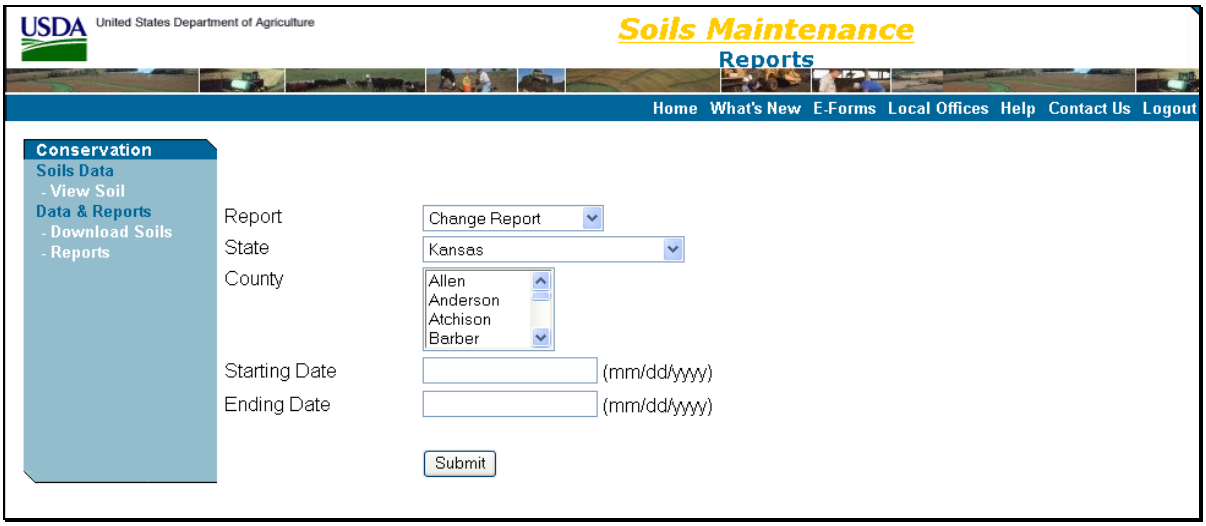
- To print the Soils Maintenance – Detail Report, click printer icon.

212 Soils Database Reports (Continued)

E Change Report

On the Soils Maintenance Reports Screen, use the drop-down box to select “Change Report”.

The purpose of the Change Report is to let the Service Centers know whether any changes have been made to the soils database for their counties. If changes have been made, then County Offices will need to use the download process to update the database in the GIS Tool.



Field	Description
State	Only 1 State may be selected at a time; however, multiple counties may be selected.

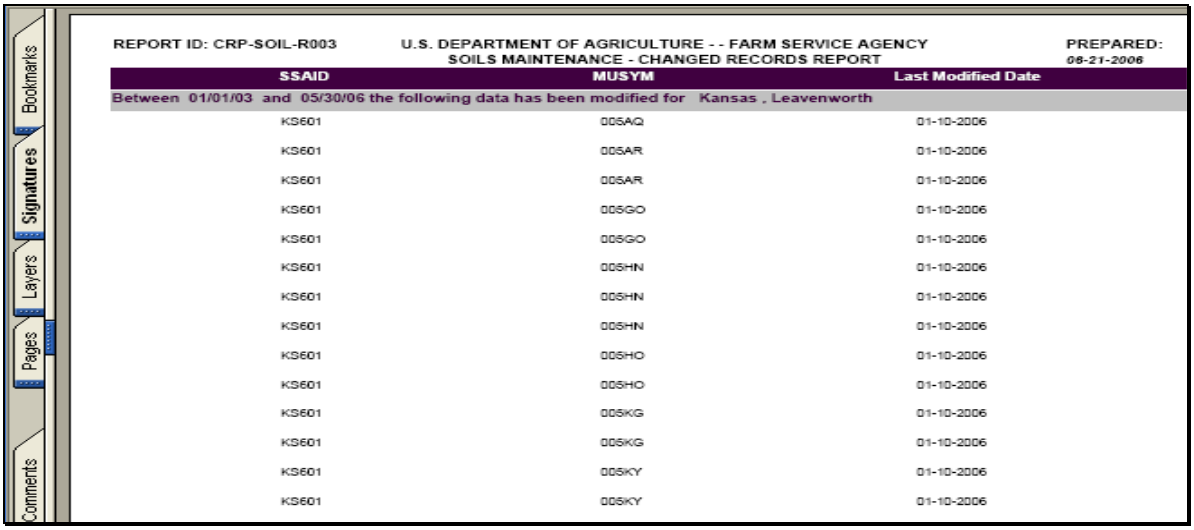
County	Select either a single county or multiple counties according to the following.
	
	• To select a “Single” county, click and highlight the desired county.
	• To make a “Multiple” county selection:
	
	  • in sequence, click the first county of sequence desired while holding down the “Shift” key, click the last county of the desired sequence, and all counties in the sequence should be highlighted
	
	  • not in sequence, while holding down the “Ctrl” key, click each desired county and each county selected should be highlighted.

212 Soils Database Reports (Continued)

E Change Report (Continued)

Field	Description
Note:	Both the starting date and ending date are required fields and **must** be filled, using the "mm/dd/yyyy" format.
Starting Date	The starting date must be earlier than the ending date.
Ending Date	Changes made on the **same** day as the "Ending Date" will **not** appear on the Changes Report, but will appear if the day after the day the changes were made is entered. **Example:** To include changes made through May 5, 2003, use an "Ending Date" of "05/06/2003", even if the current date is May 5, 2003.

After selections have been made, CLICK "Submit" and the Soils Maintenance – Changed Records Report will be displayed. To print the report, click the printer icon.



If the last action taken was to add a new record or change to a new SRR, then the Change Report will list the "Last Modified Date" as the day before the "Start Date", because the "Start Date" is always defaulted to the next system day after entry.

213 Soils Maintenance Utility Option

A Selecting the EI Calculator

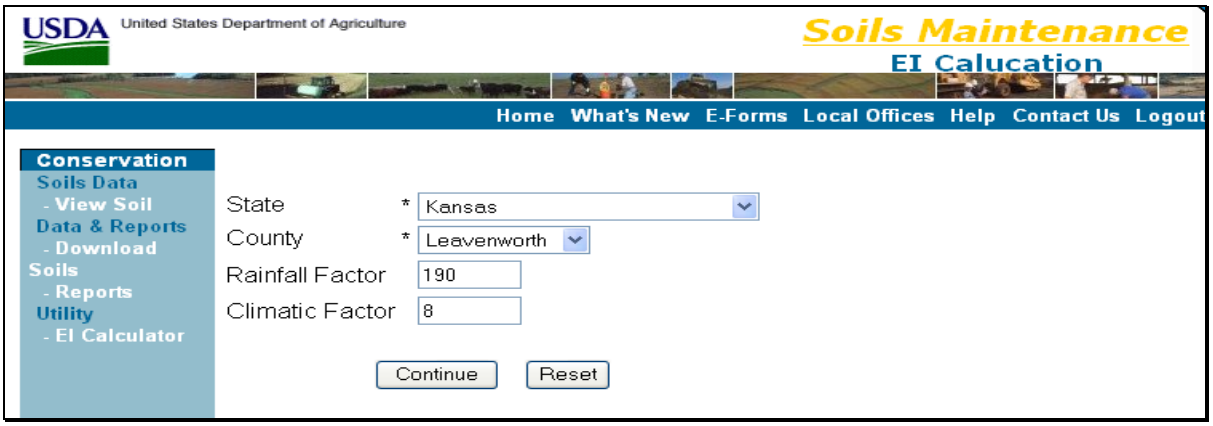
The EI Calculator will allow users to select soils from within a certain State and county and neighboring counties and have EI calculated for the selected soils.

To access the EI Calculator, on the Soils Maintenance Soil Welcome Screen, under “Utility”, CLICK “EI Calculator”.

213 Soils Maintenance Utility Option (Continued)

A Selecting the EI Calculator (Continued)

When the EI Calculator is selected, the Soils Maintenance EI Calculation Screen will be displayed.



Use the drop-down boxes to select applicable data for the EI calculation.

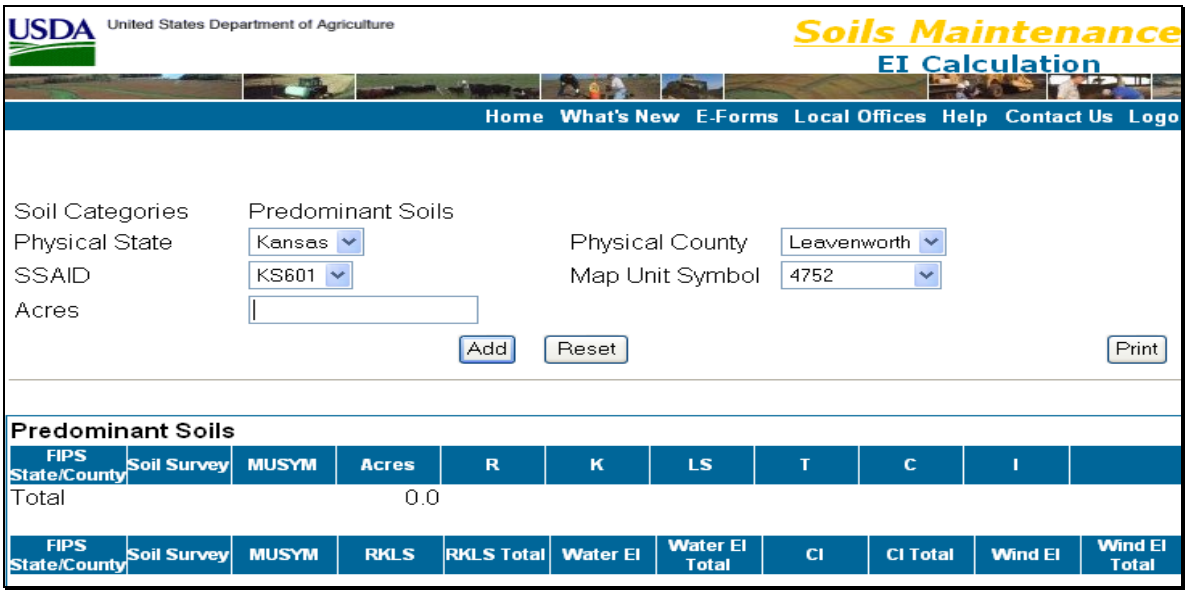
Field	Description
State	Select the State where the land is physically located.
County	Select the correct county. Only counties applicable to the State will be listed as possible selections. Only 1 county may be selected at a time
Rainfall Factor	This data will be automatically filled by the software based on the State and county selected.
Climatic Factor	
Continue	Once the correct State and county have been selected, CLICK “Continue”.
Reset	If the “Rainfall Factor” and “Climatic Factor” are manually changed for a State and county, clicking “Reset” will change the rainfall and climatic factors back to the default settings.

213 Soils Maintenance Utility Option (Continued)

A Selecting the EI Calculator (Continued)

On the EI Calculation Screen for predominant soils:

- use the drop-down boxes to select the following:
  - "Physical County"
  - "Soil Survey ID"
  - "Map Unit Symbol"
- enter the number of acres.



213 Soils Maintenance Utility Option (Continued)

A Selecting the EI Calculator (Continued)

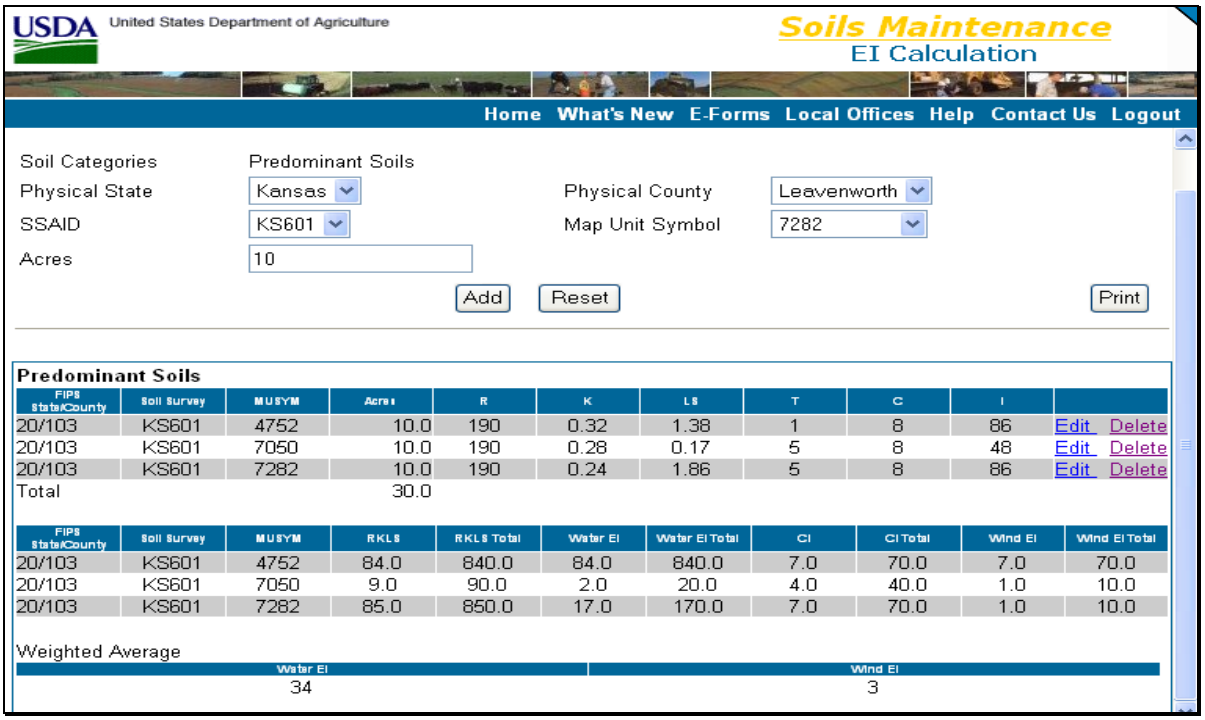
Enter the predominant soils data according to the following table.

Field	Description
Physical State	This will automatically be filled by the software based on the State the user previously selected.
Physical County	Users shall select the county where the soil is physically located. The box will automatically be filled with the county based on the previous selection. By clicking on the drop-down arrow, the counties that border the county shown in the box will be displayed. User may select 1 of the bordering counties if the land is physically located in that county.
SSAID	This will default to the State and county selected. If a county has more than 1 SSAID, users will have to select the correct SSAID by clicking on the drop-down arrow.
Map Unit Symbol	This will default in alphabetical or numeric order for the State, county, and SSAID selected. Users will need to select the correct map unit symbol by clicking on the drop-down arrow. All map unit symbols for that SSAID in that State and county will be displayed.
Acres	Users **must** enter the number of acres of the soil mapping unit symbol contained in the offer.
Add	CLICK "Add" to populate entries under the "Predominant Soils" section.
Reset	CLICK "Reset" to reset the "Map Unit Symbol" to the 1st choice on the "Map Unit Symbol" drop-down menu.

213 Soils Maintenance Utility Option (Continued)

A Selecting the EI Calculator (Continued)

Only 3 soils are permitted to be entered and should be the 3 predominant soils for the CRP offer. A copy of the reports will be displayed to view.



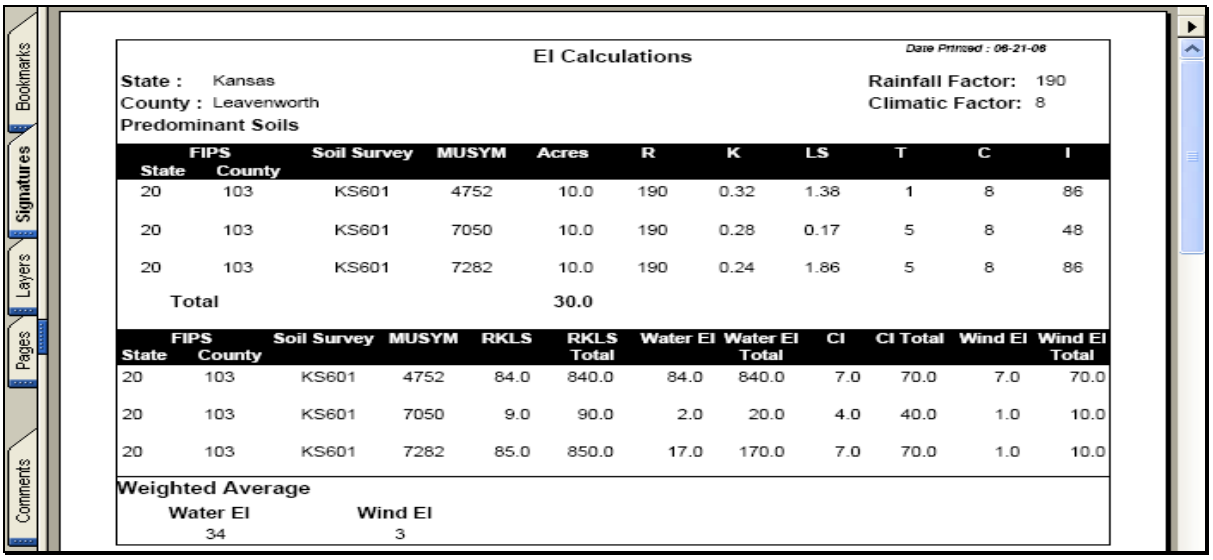
To print a report summarizing the entered data, CLICK “Print”. A copy of the EI Calculations Report will be displayed.

213 Soils Maintenance Utility Option (Continued)

A Selecting the EI Calculator (Continued)

The following is an example of the EI Calculations Report.

To print the EI Calculations Report, click printer icon.



EI Calculations

Date Printed : 06-21-06

State : Kansas
County : Leavenworth
Predominant Soils

Rainfall Factor: 190
Climatic Factor: 8

FIPS State	FIPS County	Soil Survey	MUSYM	Acres	R	K	LS	T	C	I
20	103	KS601	4752	10.0	190	0.32	1.38	1	8	86
20	103	KS601	7050	10.0	190	0.28	0.17	5	8	48
20	103	KS601	7282	10.0	190	0.24	1.86	5	8	86
Total				30.0						

FIPS State	FIPS County	Soil Survey	MUSYM	RKLS	RKLS Total	Water EI	Water EI Total	CI	CI Total	Wind EI	Wind EI Total
20	103	KS601	4752	84.0	840.0	84.0	840.0	7.0	70.0	7.0	70.0
20	103	KS601	7050	9.0	90.0	2.0	20.0	4.0	40.0	1.0	10.0
20	103	KS601	7282	85.0	850.0	17.0	170.0	7.0	70.0	1.0	10.0

Weighted Average

Water EI	Wind EI
34	3

214-299 (Reserved)

Part 3 General Signup Offers

300 General Signup Offers Overview

A Overview

This part provides step-by-step instructions to complete a general signup CRP offer for the current signup period, from beginning to end, using COLS.

301 COLS

A Web-Based Offer Screen Navigation Guidelines

The following are general guidelines to help navigate the offer web site.

- **Always** access COLS web site using Internet Explorer. Do **not** use e-mail links to access COLS. Book-marking FSA Intranet site at **http://intranet.fsa.usda.gov/fsa/** will make access easier.

- Information from CRP determination tool in ArcView should be obtained before starting an offer.

- Multiple offers can be created; however, only 1 offer per tract may be submitted.

- Any field marked with a small red asterisk (*) is a required field. There **must** be valid values in these fields because they are either used to calculate other values or are required descriptions.

- **Do not use the Internet Explorer "Back" button while in COLS.** Using navigation buttons on Internet Explorer task bars **will** either **disable** or **create errors** in the offer process.

301 COLS (Continued)

A Web-Based Offer Screen Navigation Guidelines (Continued)

- Offer data entry screens **must** be followed in sequential order.

- Navigate through the offer process by using the arrow keys located on the right side of the screen. Click the:

  - right arrow to advance to the next page
  - left arrow to return to the previous page.

- To ensure that no data is missed, the right arrow will only appear on the screen when all required data for that screen has been entered correctly.

- Once an offer scenario has been named and the basic tract information has been added, the user may exit the offer and the offer is saved. All data added to this point is not lost or deleted, but is recorded as an incomplete scenario using the scenario name recorded on the Enrollment Screen. Any user, with proper authority, will be able to return to that scenario throughout the edit process.

- Offer scenario data is saved only when the "Add" key has successfully updated the information on the current screen.

- To return to the Welcome to the Conservation On Line System Screen from any page, CLICK "Offer" in the header section of any screen.

301 COLS (Continued)

A Web-Based Offer Screen Navigation Guidelines (Continued)

- To completely exit COLS, CLICK “ ” located on the top right side of the screen. FSA Intranet Home Page will be displayed.

- Many of the screens follow the format of entering data in the top portion of the screen, and then after it is added it will be displayed in the bottom portion of the screen. Scroll down to see all of the information that has been entered.

- The links on the left side of the screen can be accessed at anytime; however, if data entered has **not** been added or saved on the current screen, the data will be lost. Information on previous screens of the current offer will be saved.

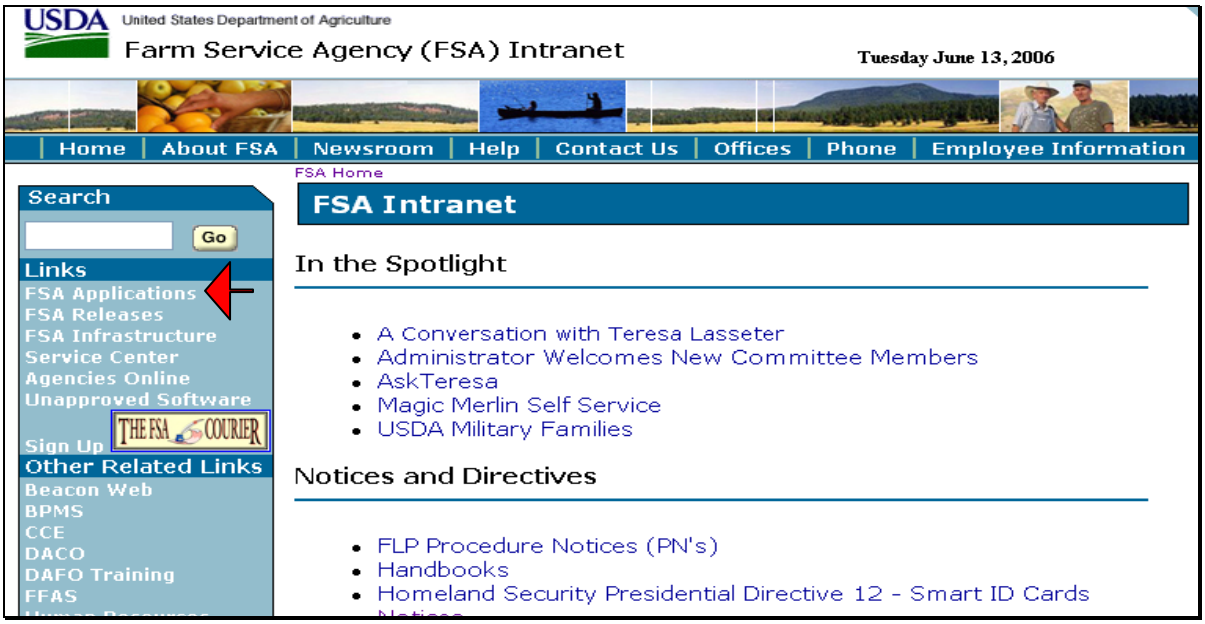
- The light gray area at the top of most screens displays a summary of scenario data.

- Messages appearing in blue font are normally informational messages. Error messages normally appear in red or black at the top of the screen between the gray summary information and the data to enter, and are labeled as “Errors”.

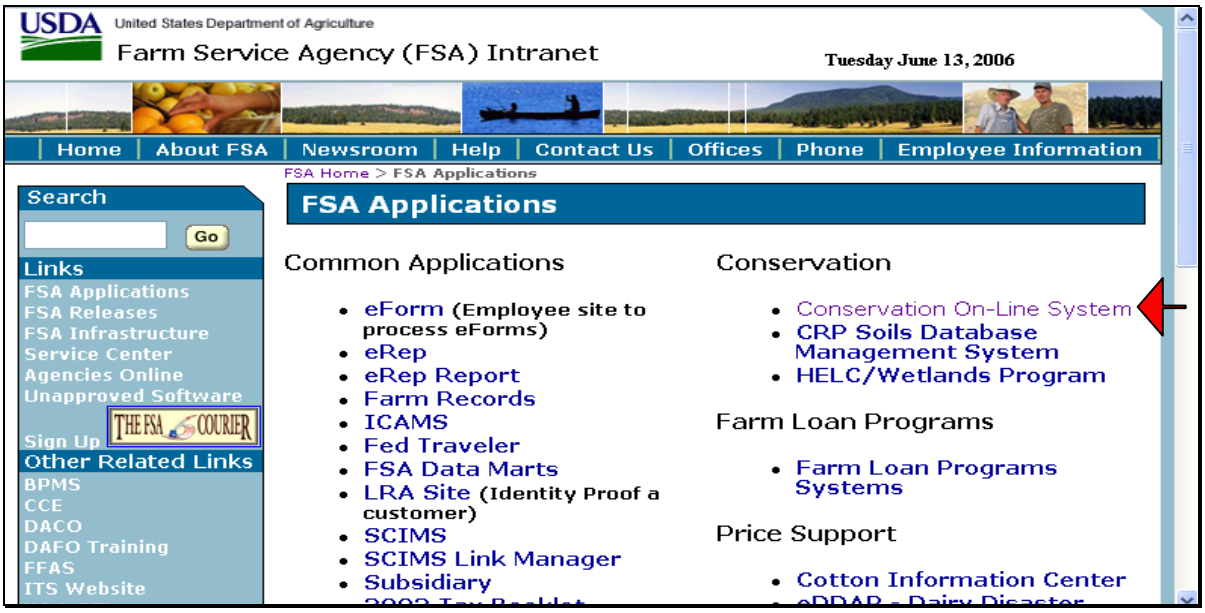
301 COLS (Continued)

B Accessing Intranet Application

Access COLS Intranet application from FSA Intranet Home Page at **http://intranet.fsa.usda.gov/fsa/**. Under "Links", CLICK "FSA Applications".



On the FSA Applications Screen, CLICK "Conservation On-Line System".

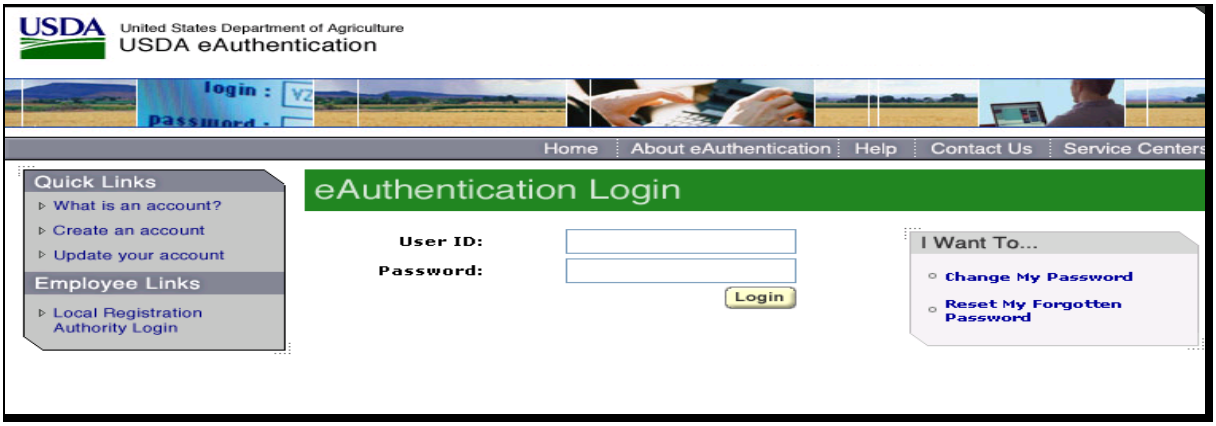


301 COLS (Continued)

B Accessing Intranet Application (Continued)

On the Warning Screen, CLICK “Continue”.

On the eAuthentication Login Screen, enter user’s eAuthentication user ID and password and CLICK “Login”.



301 COLS (Continued)

B Accessing Intranet Application (Continued)

If an error message is displayed that the logon failed, the user's password may need to be reset. Contact FSA National Help Desk at 800-255-2434.

Contact either the State Office e-Gov coordinator or State Office Liaison Representative for any of the following conditions:

- new to COLS and need to establish access privileges
- received an error message noting problems with EAS or the user's "role"
- can access COLS, but the choices it provides for State or county are not the appropriate State or county
- should no longer have access to COLS.

302 Creating New Offers

A Overview

The following are screen title names listed in the order they will appear when creating a new offer. Copying and editing existing offers will follow the same order, starting from the screen that was selected to be modified:

- Welcome To The Conservation On Line System Screen
- Select Signup Screen
- Select Land Screen
- Enrollment Information Screen
- Producer Information Screen
- Crop History Information Screen
- Soils Information Screen (for aggregate of the entire offer only)
- Practice Information Screen
- Soils Information Screen (for any additional soil categories, if applicable)
- Calculate Offer Screen
- EBI/Land Eligibility Screen
- Submit Offer and Print Forms Screen.

Reminder: Users will **not** be allowed to advance to the next screen until all necessary information for the current screen has been entered.

Notes: Offer information gathered from ArcView/GIS using CRP Determination Tool should be obtained before completing a new offer.

See Exhibit 4 for a flowchart for the new offer screens.

302 Creating New Offer (Continued)

B Welcome to the Conservation On Line System Screen

The Welcome to the Conservation On Line System Screen is the main entry screen for COLS that will be viewed by Service Centers. All available COLS options are listed under "Conservation", "Conservation Reserve Program (CRP)" on the left side of the screen.

The language default setting is English. If Spanish is preferred, CLICK "Español".

To create a new offer, CLICK "New Offer".

302 Creating New Offer (Continued)

C Selecting State, County, and Signup

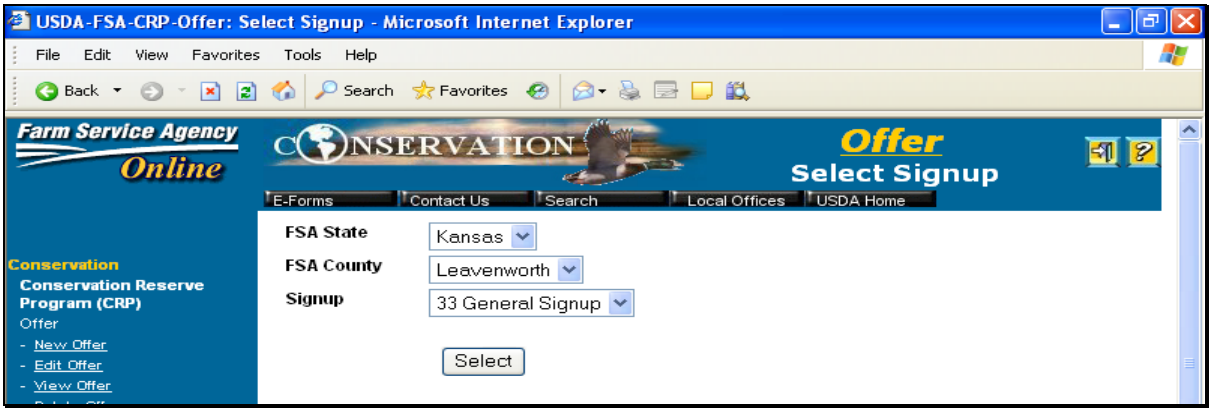
On the Offer Select Signup Screen, use the drop-down boxes to select the following for the offer being developed.

- "FSA State", select the appropriate State. **Only** those States that the user is allowed access to through the eAuthentication process will be displayed.

- "FSA County", click the appropriate county. **Only** those counties that the user is allowed access to through the eAuthentication process will be displayed.

- "Signup", click the appropriate signup. **Only** those signups that are currently active will be available to choose from.

CLICK "Select".



302 Creating New Offer (Continued)

D Selecting Land

Land to be offered can be identified either by tract, farm, or producer. On the Customer Search Page, under "Find Land by" link, select 1 of the available options:

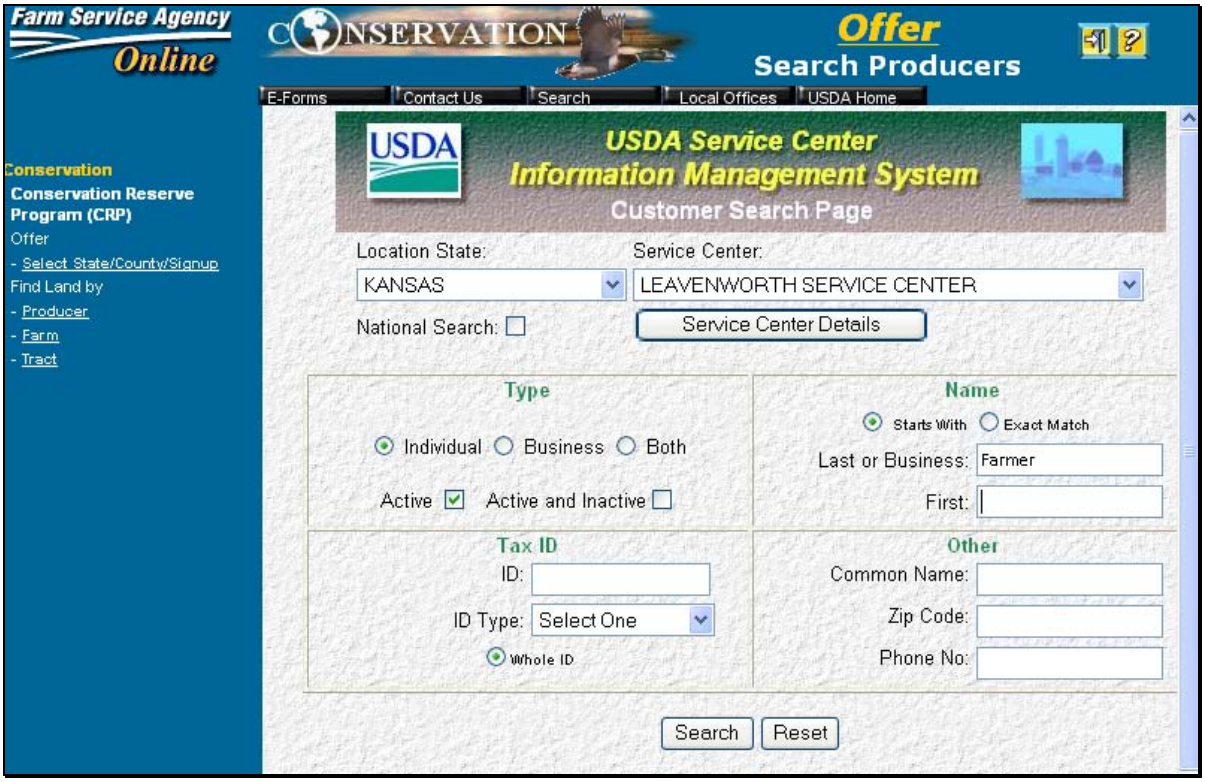
- "Producer", if the producer is known (see subparagraph E)
- "Farm", if the farm number is known (see subparagraph F)
- "Tract", if the tract number is known (see subparagraph G).

302 Creating New Offer (Continued)

E Selecting Land Through the Producer Option

When “Producer” option is selected, the Customer Search Page Screen will be re-displayed.

Note: This screen will interface with SCIMS to select the producer. The user entry on this screen will be the procedures used in SCIMS applications.



302 Creating New Offer (Continued)

E Selecting Land Through the Producer Option (Continued)

Enter producer information according to the following.

Field	Description
Location State	Verify the drop-down box has the correct administrative State.
Service Center	Verify the drop-down box has the correct administrative Service Center.
Type	Click any of the following radio buttons: • "Individual" • "Business" • "Both" to bring up all types of producers. **Note:** The default is "Individual". CHECK (✓) "Active"; occasionally the "Active and Inactive" may need to be checked. **Note:** The default is "Active".
Name	Click either of the following radio buttons: • "Starts With" • "Exact Match". **Note:** The default is "Starts With" and is the easiest to use. Enter a few beginning characters in the "Last or Business" field. In the "First" field, the first few characters of the first name may be entered, but is **not** required.
Tax ID	Enter the entire tax ID for the producer. The entire ID **must** be entered. Using the drop-down box, select the "ID Type".
Other	Enter the following: • the common name for the entity • producer zip code • producer phone number.

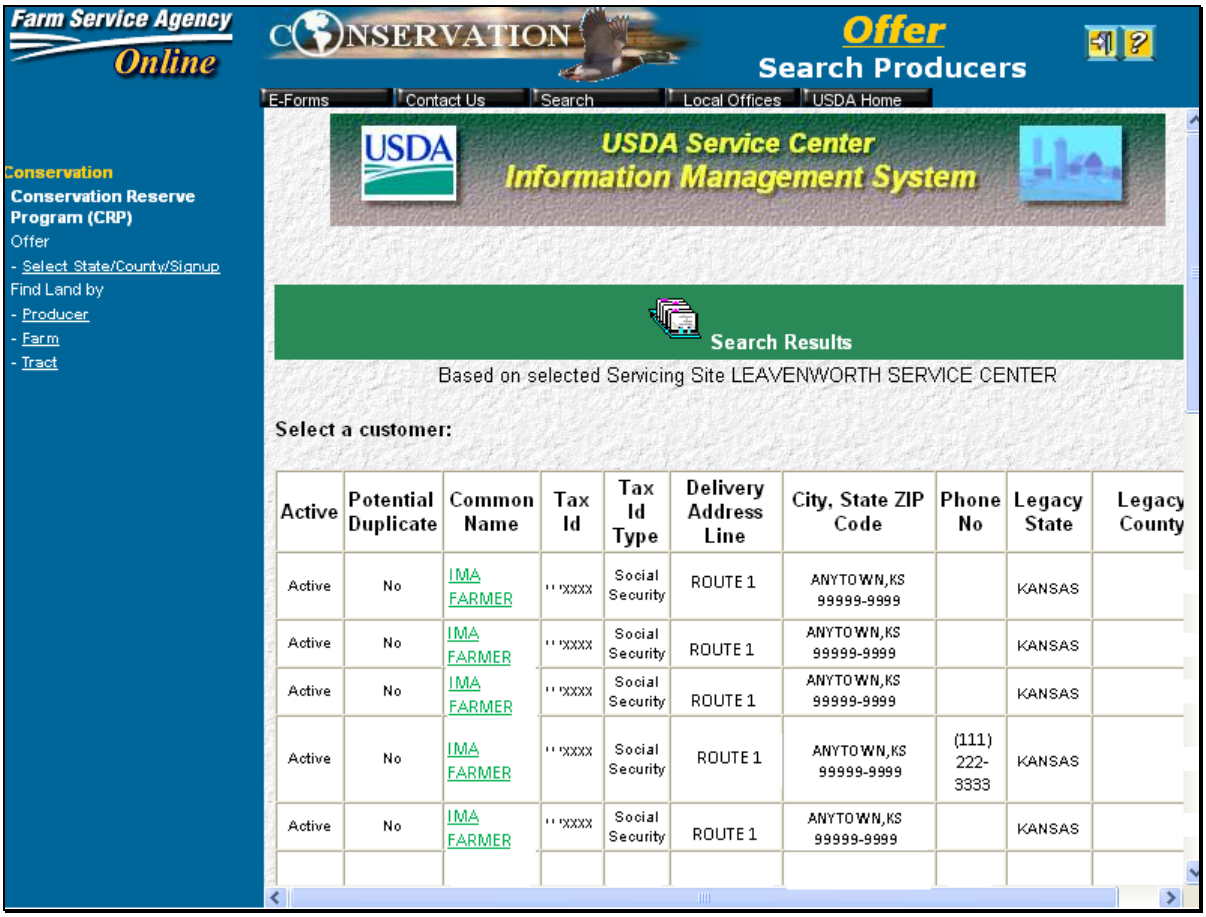
CLICK:

- "Search" and the Search Results Screen will be displayed
- "Reset" to start producer search over.

302 Creating New Offer (Continued)

E Selecting Land Through the Producer Option (Continued)

The Search Results Screen will display a list of producers for the Service Center. Scroll up or down to locate the producer name in the "Common Name" column. Click the producer's name to select the producer.

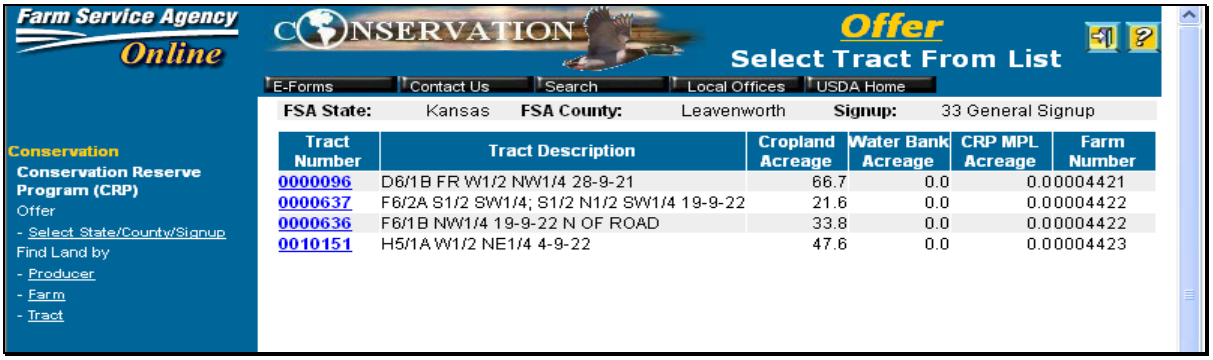


Active	Potential Duplicate	Common Name	Tax Id	Tax Id Type	Delivery Address Line	City, State ZIP Code	Phone No	Legacy State	Legacy County
Active	No	IMA FARMER	''xxxx	Social Security	ROUTE 1	ANYTOWN,KS 99999-9999		KANSAS	
Active	No	IMA FARMER	''xxxx	Social Security	ROUTE 1	ANYTOWN,KS 99999-9999		KANSAS	
Active	No	IMA FARMER	''xxxx	Social Security	ROUTE 1	ANYTOWN,KS 99999-9999		KANSAS	
Active	No	IMA FARMER	''xxxx	Social Security	ROUTE 1	ANYTOWN,KS 99999-9999	(111) 222-3333	KANSAS	
Active	No	IMA FARMER	''xxxx	Social Security	ROUTE 1	ANYTOWN,KS 99999-9999		KANSAS	

302 Creating New Offer (Continued)

E Selecting Land Through the Producer Option (Continued)

When a producer's name is selected on the Search Results Screen, the Offer Select Tract From List Screen will be displayed with the tracts for the producer. To select the appropriate tract, click the applicable "Tract Number". The Offer Enrollment Information Screen will be displayed. See subparagraph H.



302 Creating New Offer (Continued)

F Selecting Land Through the Farm Option

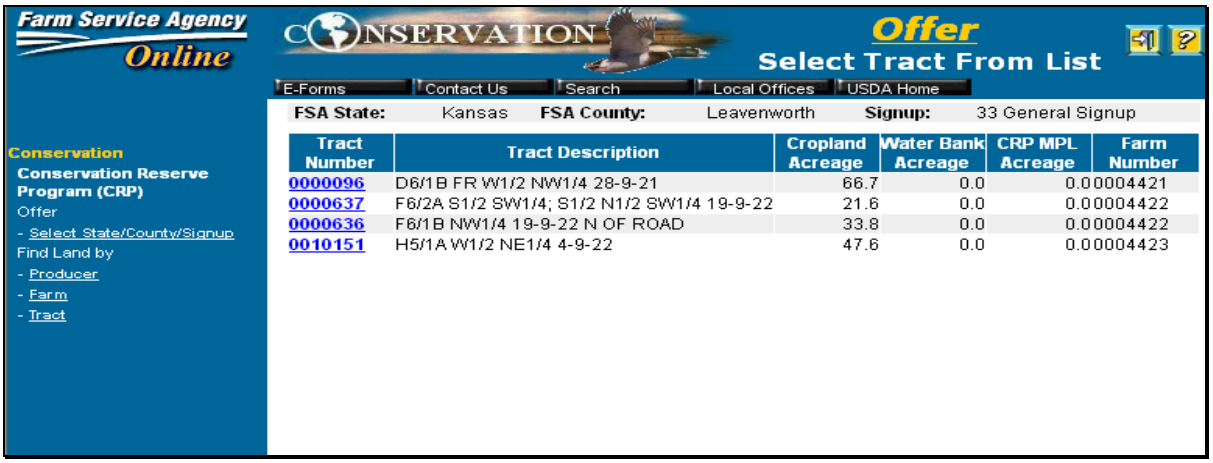
When “Farm” option is selected, the Offer Find Land By Farm Screen will be displayed.

Enter the farm number and CLICK “Submit”. The Offer Select Tract From List Screen will be displayed with all tracts associated with the farm number displayed.

302 Creating New Offer (Continued)

F Selecting Land Through the Farm Option (Continued)

On the Offer Select Tract From List Screen, click the applicable "Tract Number" to select the appropriate tract. The Offer Enrollment Information Screen will be displayed. See subparagraph H.



302 Creating New Offer (Continued)

G Selecting Land Through the Tract Option

When “Tract” option is selected, the Offer Find Land By Tract Screen will be displayed.

Enter the tract number and CLICK “Submit”. The Offer Enrollment Information Screen will be displayed. See subparagraph H.

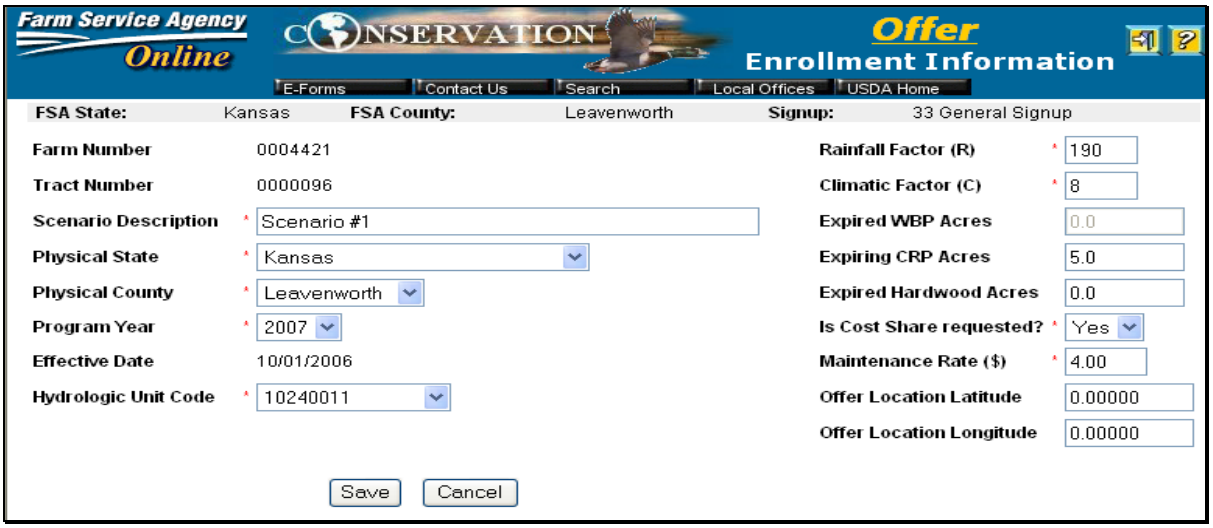
302 Creating New Offer (Continued)

H Offer Enrollment Information Screen

When the tract, farm, and producer have been selected, the Offer Enrollment Information Screen will be displayed and the user can enter information about the offer scenario.

Service Centers will have access to their administrative counties **only**. If the applicable county is not available for selection, contact the State Office Specialist.

Reminder: See the data on the printout from ArcView CRP GIS determination tool.



302 Creating New Offer (Continued)

H Offer Enrollment Information Screen (Continued)

Enter the following information on the Offer Enrollment Information Screen.

Field	Source or Description of Data
Farm Number	Pre-filled with previously entered data.
Tract Number	Pre-filled with previously entered data.
Scenario Description	A text box for a narrative description of the scenario (limited to 50 characters). • Do **not** use an apostrophe in the scenario description. • Must be unique for each scenario. • Use a description to differentiate between scenarios for reference purposes, possibly the same as used with GIS Tool. • A maximum of 99 scenarios per tract are allowed. Deleted scenarios are included in the count, but not visible once deleted. • Deleted scenario names **cannot** be used again.
Physical State	Use the drop-down box to select the physical State.
Physical County	Use the drop-down box to select the physical county.
Program Year	Use the drop-down box to select the program year the contract will become effective.
Effective Date	Pre-filled based on the selection for "Program Year".
Hydrologic Unit Code	Use the drop-down box to select HUC. Only choices applicable to the physical county location will be available. Select the 8- to 14-digit number according to State policy issued about priority areas. See State notices or amendments. If necessary, contact the State Office for guidance.
Rainfall Factor	These fields: • will be filled in by the software from the tables loaded by CEPD • can be edited if incorrect.
Climatic Factor	
Expired WBP Acres	This field will **not** apply after general signup 29.

Note: Rainfall and Climatic Factors may vary within a county; therefore, these fields may be edited.

302 Creating New Offer (Continued)

H Offer Enrollment Information Screen (Continued)

Field	Source or Description of Data
Expiring CRP Acres	Enter the number of acres that: • are currently in CRP • will expire on September 30 of the calendar year in which the new contract will become effective • are within the area offered. **Note:** If **no expiring acres** are entered, the remaining screens for this scenario will **not allow entry** of any expiring acreage information.
Expired Hardwood Acres	If a portion of the land to be offered was in a CRP contract that expired September 30, 2001, or before **and** has HWT's on it, enter the number of acres (rounded to the nearest tenth of an acre) that have HWT's and are within the area to be offered. **Note:** If **no HWT acres** are entered here, then the rest of the screens for this scenario **will not allow** entry of any HWT information.
Cost Share	Use the drop-down box to select "Yes" or "No" to indicate if C/S is requested. If "No", then C/S rate will **not** be picked up from the table.
Maintenance Rate	• Will be displayed with a default value of $4. • **Cannot** exceed $4. • In cases where counties have different rates for different practices, manually calculate a blended rate that is computed based on acres and practices, as this rate will apply to the entire offer and enter value.
Latitude (Lat)	Will be a positive number less than 90, with no more than 5 decimal places. **Note:** The field is **not** required; however, **only** numeric data will be accepted if entered.
Longitude (Long)	Will be a number between **-180.00000** and **180.00000**, with no more than 5 decimal places. **Note:** The field is **not** required; however, only numeric data will be accepted if entered.

CLICK "Add" when all required fields are filled.

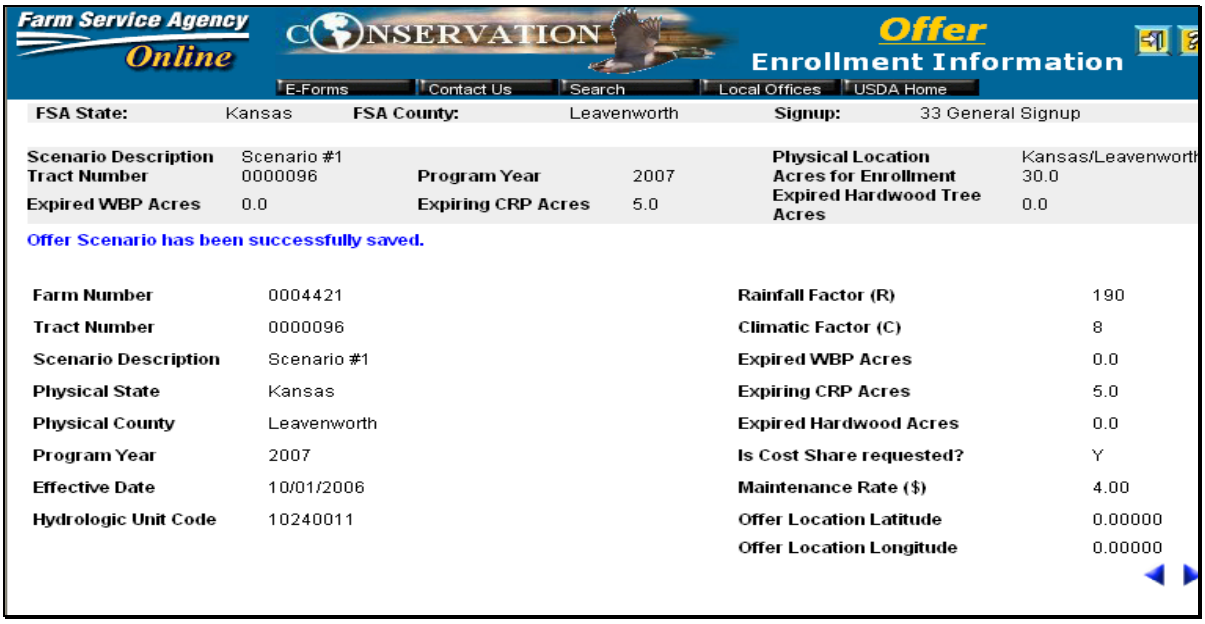
Note: On subsequent access to this scenario, "Add" button will change to "Save".

CLICK "Reset" to delete all enrollment information and start over.

302 Creating New Offer (Continued)

H Offer Enrollment Information Screen (Continued)

The Offer Enrollment Information Screen will be redisplayed with the message, "Offer Scenario has been successfully saved."



click either of the following:

- right blue arrow in the bottom right corner of the screen to continue an display the Offer Producer Information Screen

- left blue arrow in the bottom right corner of the screen and the Offer Enrollment Information Screen will be redisplayed to change enrollment information.

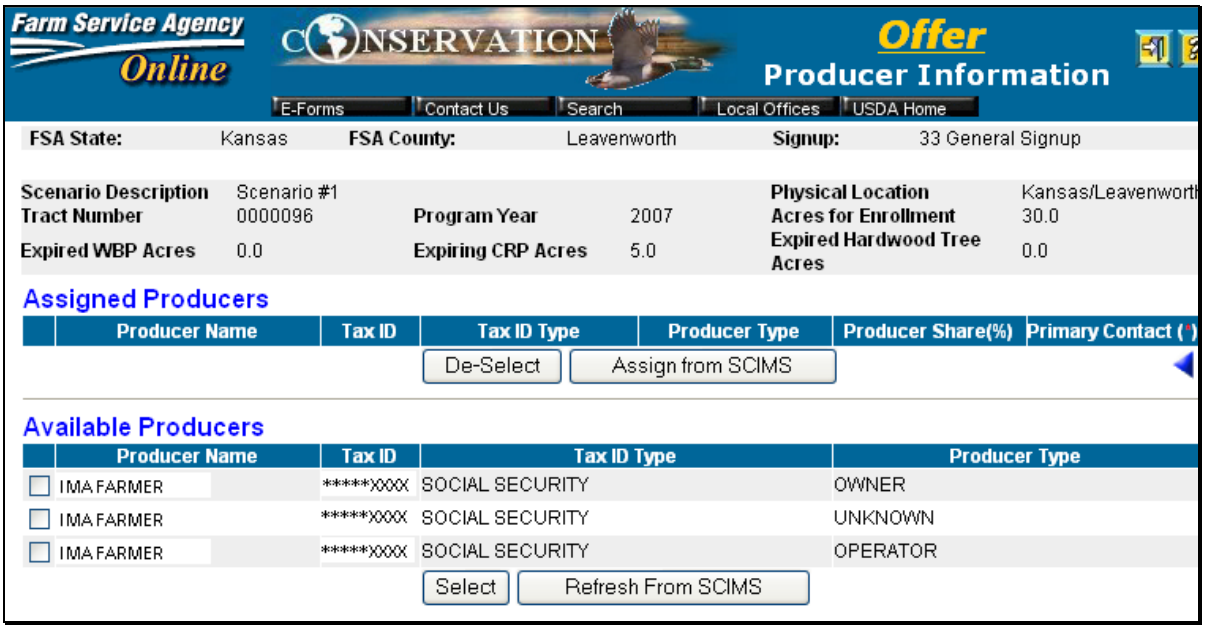
Notes: Use only the blue **navigation arrows** to navigate through COLS when creating an offer scenario. Do **not** use the forward and back arrows on the toolbar.

At this point the user may exit the offer and the offer scenario will be saved. However, the offer will be listed as an incomplete offer.

302 Creating New Offer (Continued)

I Adding Available Producers

On the Offer Producer Information Screen, select the available producers for this offer and assign them to the offer scenario.



To select a producer that is displayed in the "Available Producers" section, click the box to the left of each producer name that applies to this offer. CLICK "Select". The name of the producer will be moved under the "Assigned Producers" section.

Note: User **must** select all producers with an interest on the tract even if zero share.

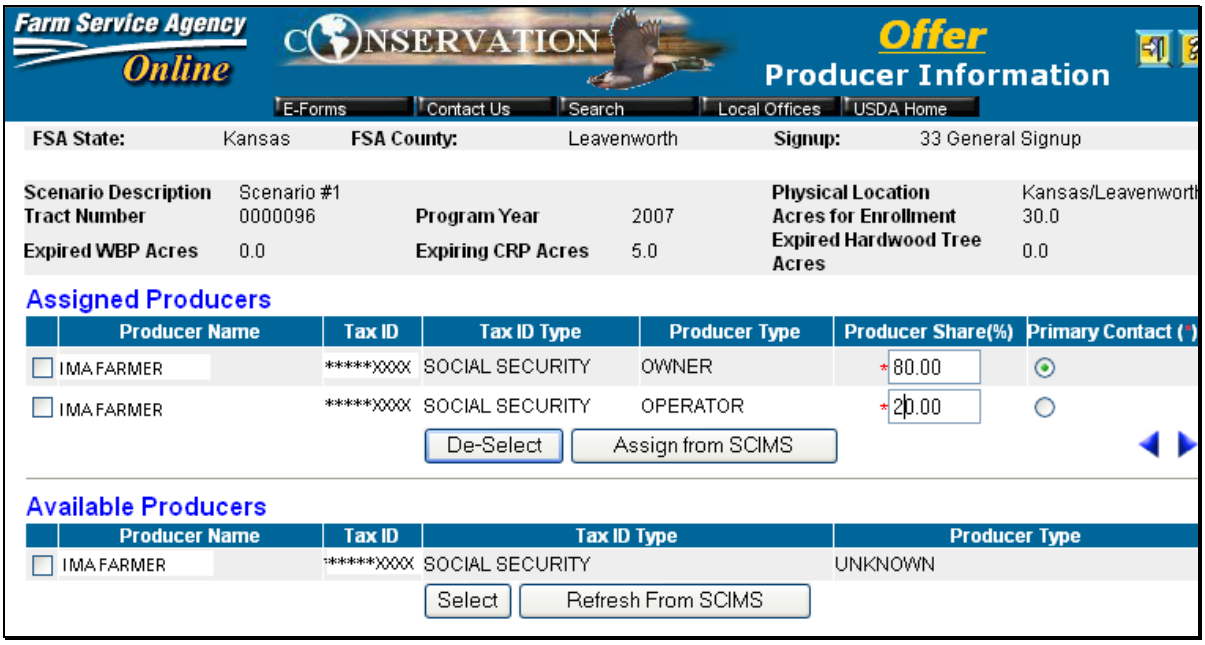
If a producer for the offer is not listed under the "Available Producers" section, then CLICK "Assign from SCIMS" and follow directions in subparagraph E to select a producer from SCIMS. A producer chosen from SCIMS will be placed under the "Assigned Producers" section.

CLICK "Refresh From SCIMS" to update the producers available from SCIMS that are associated with that tract.

302 Creating New Offer (Continued)

J Adding Other Producer Information

The Offer Producer Information Screen will be redisplayed and the names of selected producers will appear under the "Assigned Producers" section.



Enter each producer's share, using the "00.00" format. Shares **must** total 100.00 percent.

Select a producer "Primary Contact" by clicking the radio button to the right of the appropriate "Assigned Producer".

If a producer was selected/assigned in error, click the box to the left of the producer's name in the "Assigned Producer" section and CLICK "De-Select".

Note: If needed, additional producers can be added later through the "Edit" function.

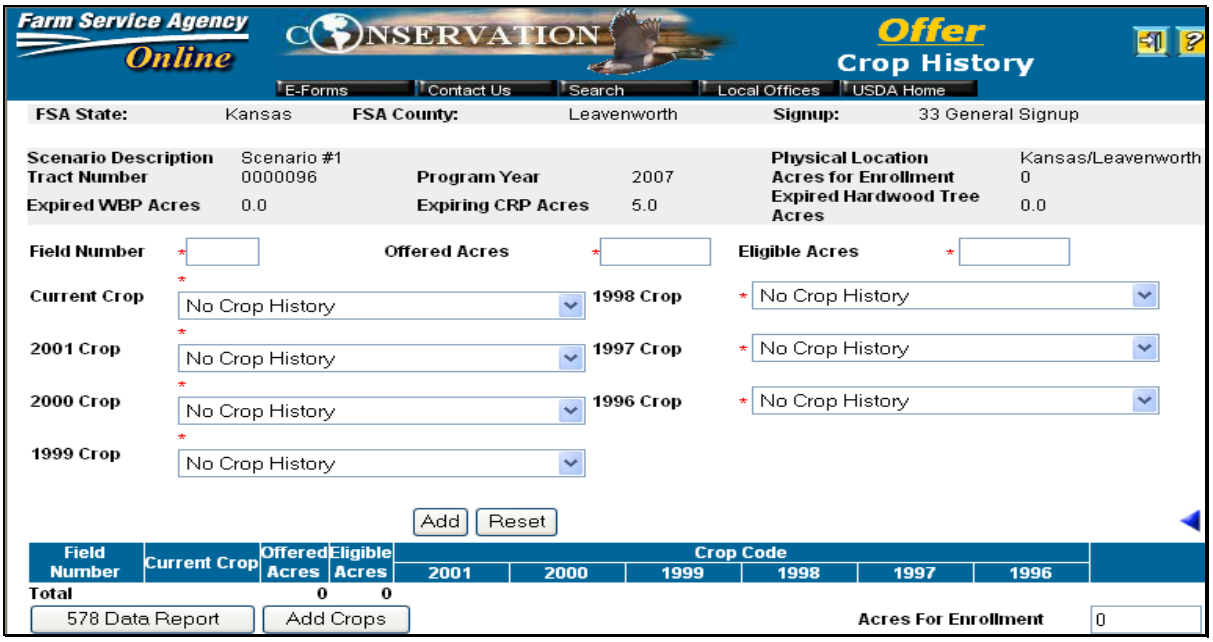
The blue arrows will be displayed when all of the following have been completed:

- at least 1 producer has been selected as an "Assigned Producer"
- at least 1 "Assigned Producer" has been selected as a "Primary Contact"
- the producer shares total 100.00 percent.

302 Creating New Offer (Continued)

K Crop History Information

The Offer Crop History Screen is used to enter crop history information about the offer scenario. The following is an example of the Offer Crop History Screen with a description of each field.



Notes: Enter 1 field at a time, completing all information. CLICK "Add". The field will be added to the bottom of the screen.

CLICK "Reset" to clear information.

Enter crop history information using ArcView CRP tool.

302 Creating New Offer (Continued)

K Crop History Information (Continued)

Enter crop history information according to the following.

Field	Source or Description of Data
Field Number	Enter the first field number within the acres offered. • Do **not** use more than 4 characters. • Do **not** use alpha-numeric characters. • CLU counties **must** have CRP field numbers match CLU field numbers.
Offered Acres	Enter the number of acres from the field (rounded to tenths) that is to be included in the offer. • Must be less than or equal to 9999.9. • Entry of partial fields is acceptable; renumbering may be required (see 2-CP). • Should be less than or equal to the eligible acres. Entry of more acres than eligible will be allowed, but will result in an ineligible offer.

Eligible Acres	Service Centers should:
	
	• review all eligibility criteria, including those **not** checked by software, such as:
	
	  • length of ownership
	  • landlord tenant provision
	  • cropland availability
	
	• record the number of acres eligible for that field that meets all criteria.

302 Creating New Offer (Continued)

K Crop History Information (Continued)

Field	Source or Description of Data

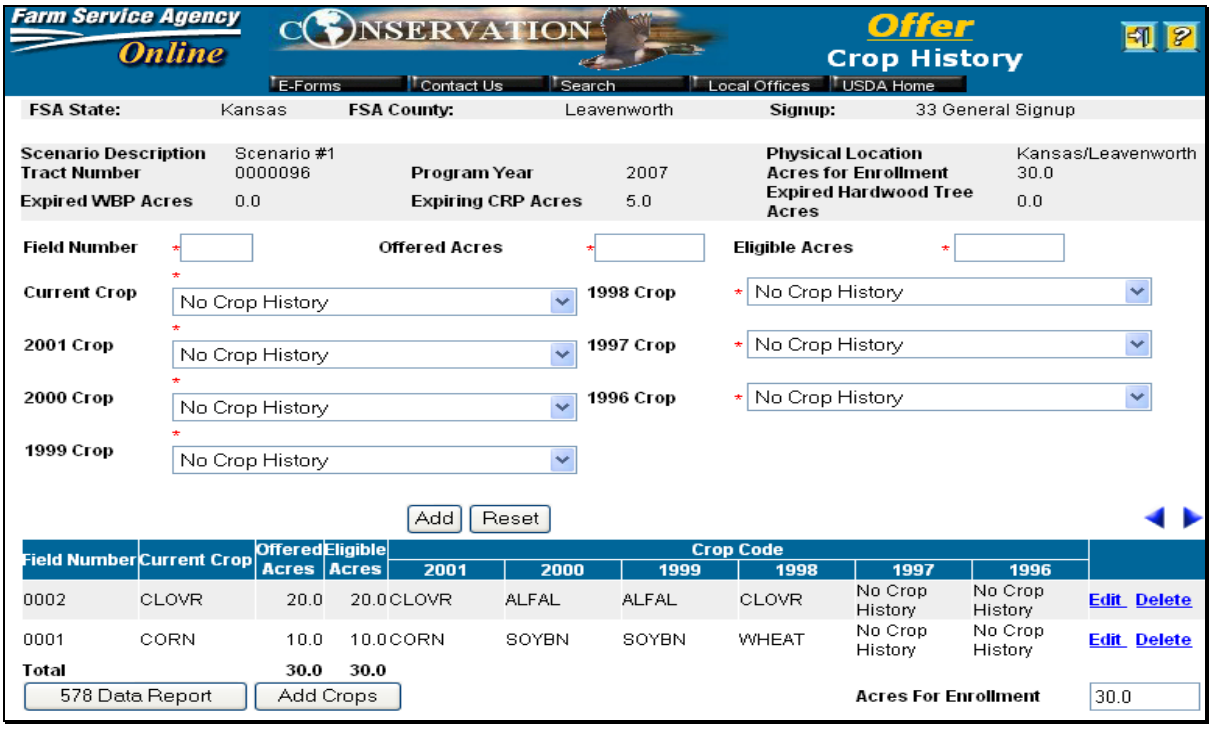
Crops	Use the drop-down box to select what crops were on the field for each applicable year. The year is listed to the left of the box.
	
	• A field **must** have at least 4 years of crop history between 1996 and 2001 to be eligible.
	
	• Choices in the drop-down boxes are determined by what was entered on the Crop Maintenance Table.
	
	• To select a crop do either of the following:
	
	  • select applicable crop in the drop-down box
	
	  • enter the first letter of the crop; this will bring up the first crop listed that begins with that letter; by pressing the letter repeatedly, the next alphabetically listed crop, beginning with that letter, will be displayed.
	
	• ENTER "grass" to denote maintained cover from an expired CRP contract for conserving use purposes.
	
	• ENTER "CRP" for any year that the land was under an active CRP contract.

578 Data Report Button	If the producer is unsure which crops were planted which years, CLICK "578 Data Report" for a list. Data previously entered may be lost and may have to be re-entered. **Note:** This data may not be complete and field numbers may have changed over time.
Add Crops Button	If a crop is not on the list, CLICK "Add Crops" to go to the table. CLICK "Crop History" to return to the Offer Crop History Screen.

302 Creating New Offer (Continued)

K Crop History Information (Continued)

The bottom of the Offer Crop History Screen will be displayed with the cropping history that has been entered.



If information for 1 or more of the fields is incorrect, CLICK:

- "Edit" to revise any data except the field number
- "Delete" to remove the entire entry for that field.

Note: CLICK "Confirm Delete" to complete the deletion.

The blue continue arrow will be displayed when both of the following have been completed:

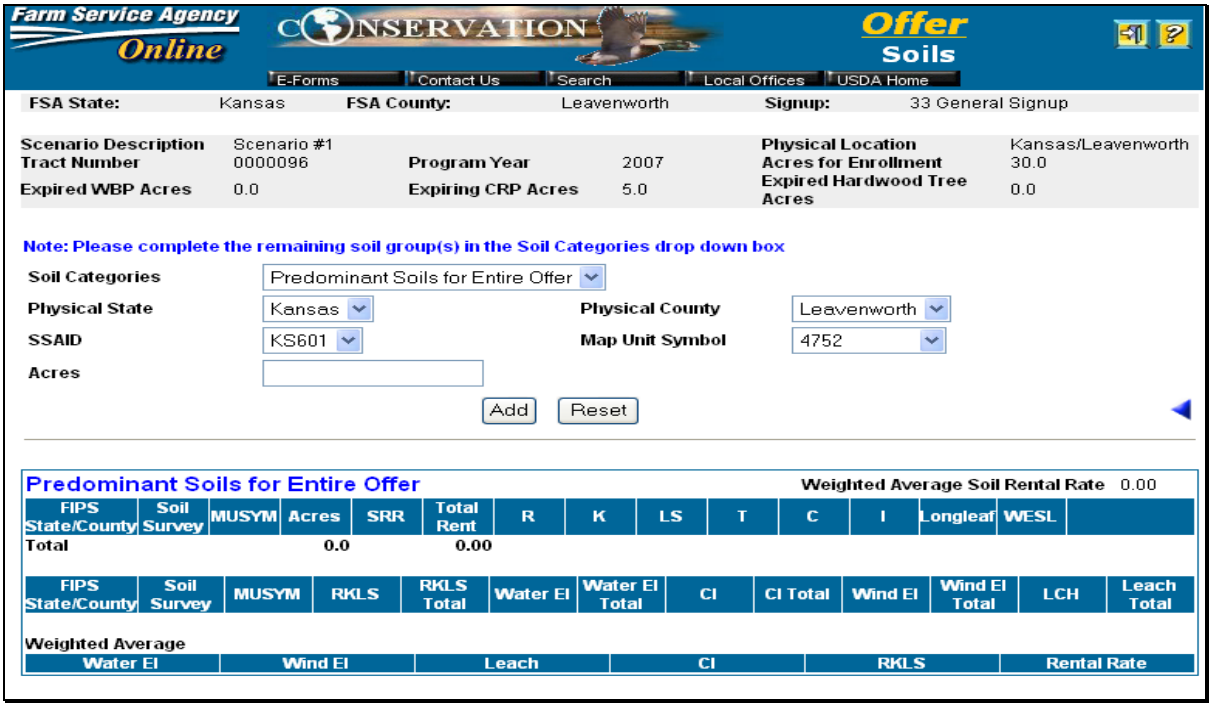
- data has been entered for at least 1 eligible field
- the total of the acres entered is equal to or greater than the total of the following:
  - sum of any expiring CRP acres
  - any expired HWT acres that were entered on the Offer Enrollment Information Screen.

302 Creating New Offer (Continued)

L Entering Soils Information

Using the information from ArcView CRP tool, enter soils information:

- for the 3 predominant soils on the **entire offer** (not just the new land)
- 1 soil at a time:
    - completing all information for that soil
    - clicking "Add" after each soil, to add it to the bottom of the screen.



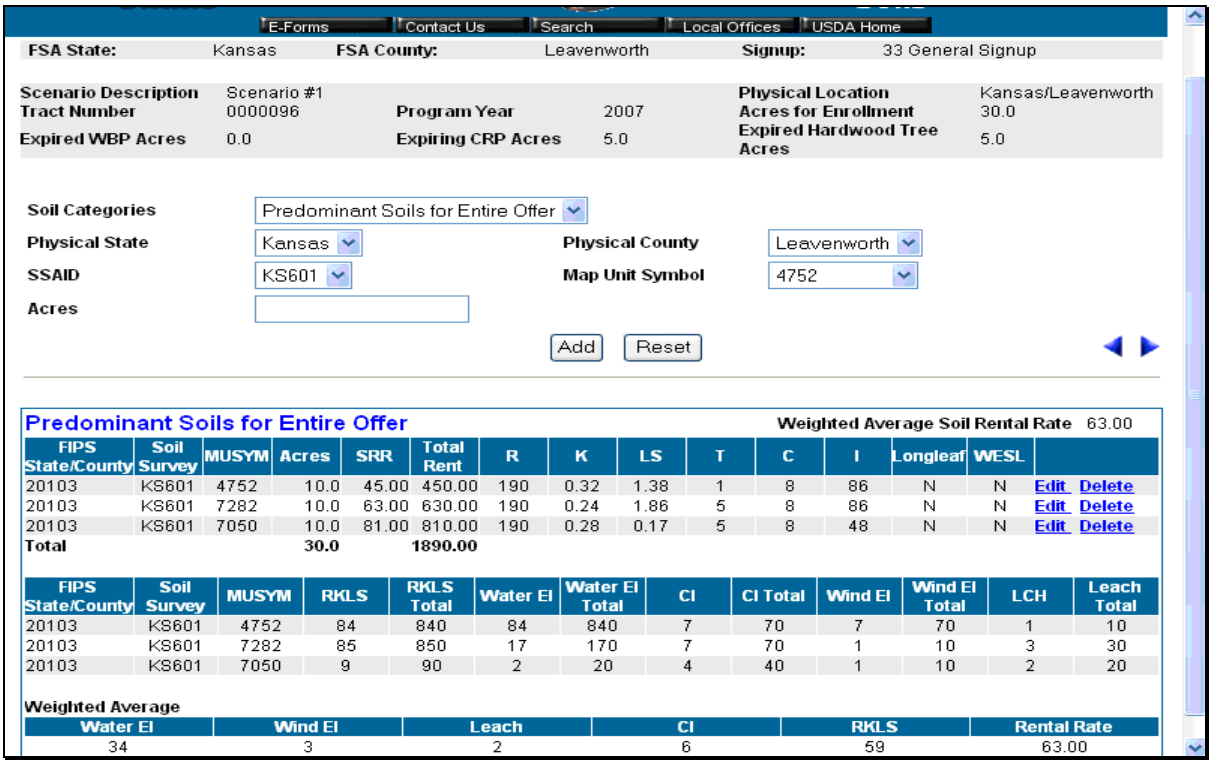
Enter the soils information according to the following.

Field	Source or Description of Data
Soil Categories	Defines what portion of the offer to select the predominant 3 soils from. The only soil category that will be listed **at this point** is "Predominant Soils for the Entire Offer".
Physical State	Defaults to the physical location State on the Offer Enrollment Information Screen. Changes can be made by using the drop-down box.
Physical County	Defaults to the physical location county on the Offer Enrollment Information Screen. Changes can be made by using the drop-down box.
SSAID	SSAID of the specific soil. Only SSAID's applicable to the physical State and county are listed in the drop-down box.
Map Unit Symbol	Only map unit symbols present on the Soils Data Management System that are considered "active complete" soils for SSAID selected will be listed in the drop-down box. Contact the State Office if a soil is needed, but not available on the list.
Acres	Number of acres for this map unit symbol, within the offer.

302 Creating New Offer (Continued)

L Entering Soils Information (Continued)

The soils summary results will be displayed at the bottom of the Offer Soils Screen.



If information for 1 or more of the fields is incorrect, click either of the following:

- "Edit" to revise any data except the field number
- "Delete" to remove the entire entry for that field.

Note: CLICK "Confirm Delete" to complete the deletion.

The blue continue arrow will be displayed when all of the following have been completed. If there are:

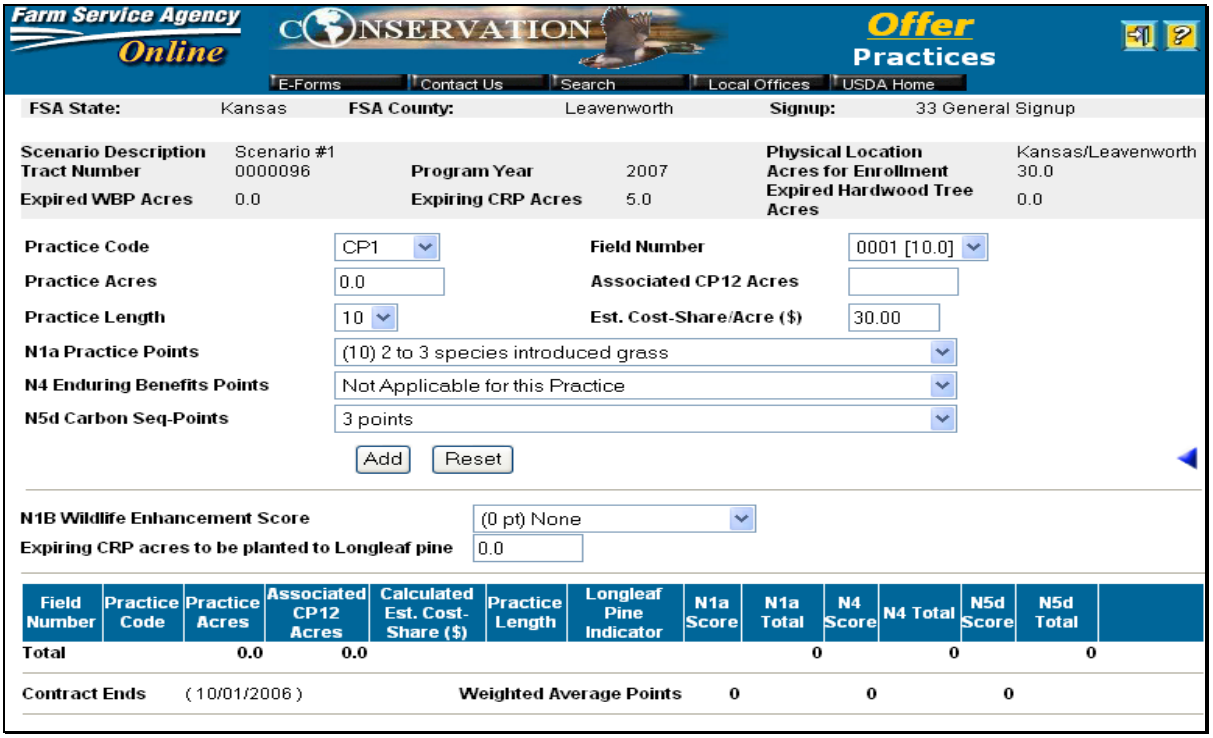
- 1 or 2 soils for the entire offer, then the total of the soils acreage entered **must** equal the offered acreage

- 3 or more soils, then the total soil acreage entered will be less than or equal to the offered acreage.

302 Creating New Offer (Continued)

M Entering Practice Information

On the Offer Practices Screen, enter practice information for the offer scenario.



- Practice entries:
  - **above** the “Add” and “Reset” buttons apply on a field basis, and **must** be completed 1 field at a time
  - **below** the “Add” and “Reset” buttons are entered once for the entire offer, **after** all practices for all fields have been entered.
- Enter practice information 1 practice on 1 field at a time, then CLICK “Add”. The field and practice will be added to the bottom of the screen.
- CLICK “Reset” to clear all current information **above** the “Add” and “Reset” buttons.
- Enter information from ArcView CRP Determination Tool.

Reminder: Scroll down to see all data.

302 Creating New Offer (Continued)

M Entering Practice Information (Continued)

Enter practice information according to the following.

Field	Source or Description of Data
Practice Code	Use the drop-down box to select a practice that the producer wants to implement. Available choices are restricted to practices approved for the signup selected. See 2-CRP, Exhibit 9 for names and descriptions of each practice. CP12 must be entered, when applicable, in the "Associated CP12 Acres" field. A field may have more than 1 practice, but only 1 practice may be entered at a time.
Field Number	The drop-down box shows all field numbers and acreage previously entered on the Offer Crop History Screen. Both the field number and number of acres for that field will be listed. Select fields 1 at a time.
Practice Acres	Enter the number of acres (rounded to the nearest tenth) from the field on which the practice will be implemented. The total acreage of the practices must total the field acreage entered on the Offer Crop History Screen.
Associated CP12 Acres	If there is CP12 acreage associated with the field and practice being entered, then enter CP12 acres. This acreage **must** be deducted from the total of other practices for that field. CP12 has a maximum of 5 acres; see 2-CRP for other requirements.
Practice Length	Use the drop-down box to select the number of years for the practice. Choices will be limited to lengths approved for that practice. For any offer that includes more than 1 practice length, a separate CRP-1 will automatically be prepared for each practice length.
Estimated C/S	This will be pre-filled with the rate entered for this practice in C/S table. See subparagraph 200 D.

302 Creating New Offer (Continued)

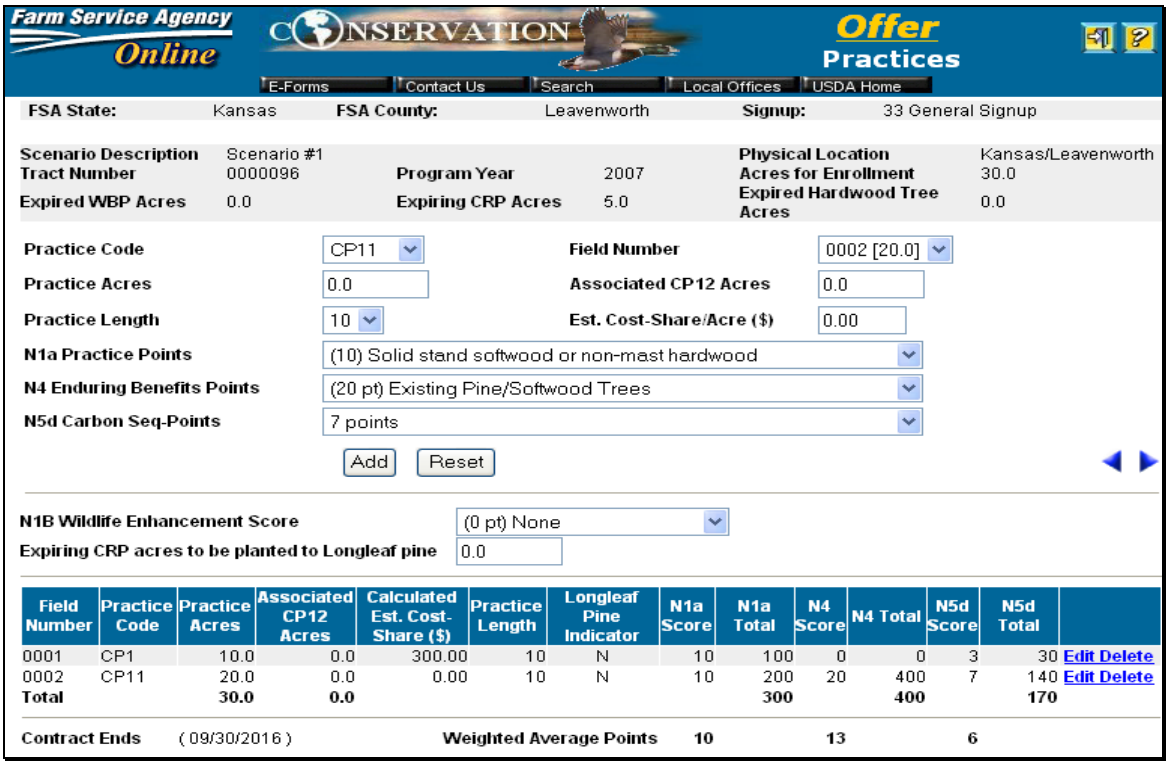
M Entering Practice Information (Continued)

Field	Source or Description of Data
Will Long Leaf Pine be Planted?	**Note:** This question will only be shown for practices CP3A, CP25, and CP32. Use the drop-down box to select "Yes" or "No". If the "Long Leaf Pine" field is checked "Yes", the system will compare the number of practice acres entered to the number of acres available with soils suitable for LLP. Suitability is based on the following: • the soil map units previously entered on the Offer Soils Screen (predominant 3 soils for the aggregate of the entire offer) • if SDMS flag is "Y". **Note:** If 3 predominant soils were entered and their acreage totaled less than the total offered acreage, then the difference between the offered acres and the total acres for the predominant 3 soils will be considered as possibly suitable for LLP.
N1a Practice Points	Use the drop-down boxes to select from the available choices. See 2-CRP, Exhibit 19.
N4 Enduring Benefit Points	
N5d Carbon Seq. Points	
N1B Wildlife Enhancement Score	Use the drop-down boxes to select from the available choices. See 2-CRP, Exhibit 19. Only 1 may be selected and must be selected last after all practices are entered for the offer.
Expiring Long Leaf Pine Acres	Enter the number of acres (rounded to the nearest tenth) of the full offer for land that is in LLP and under a CRP contract expiring the end of FY before the effective date (September 30). **Note:** This field will **not** be listed if not applicable.

302 Creating New Offer (Continued)

M Entering Practice Information (Continued)

The requested practices will be displayed at the bottom of the screen.



If information for 1 or more of the fields is incorrect, click either of the following:

- “Edit” to revise any data except the field number
- “Delete” to remove the entire entry for that field.

Note: CLICK “Confirm Delete” to complete the deletion.

The right blue continue arrow will display when the total of the practice acres is equal to the total of the offered acres.

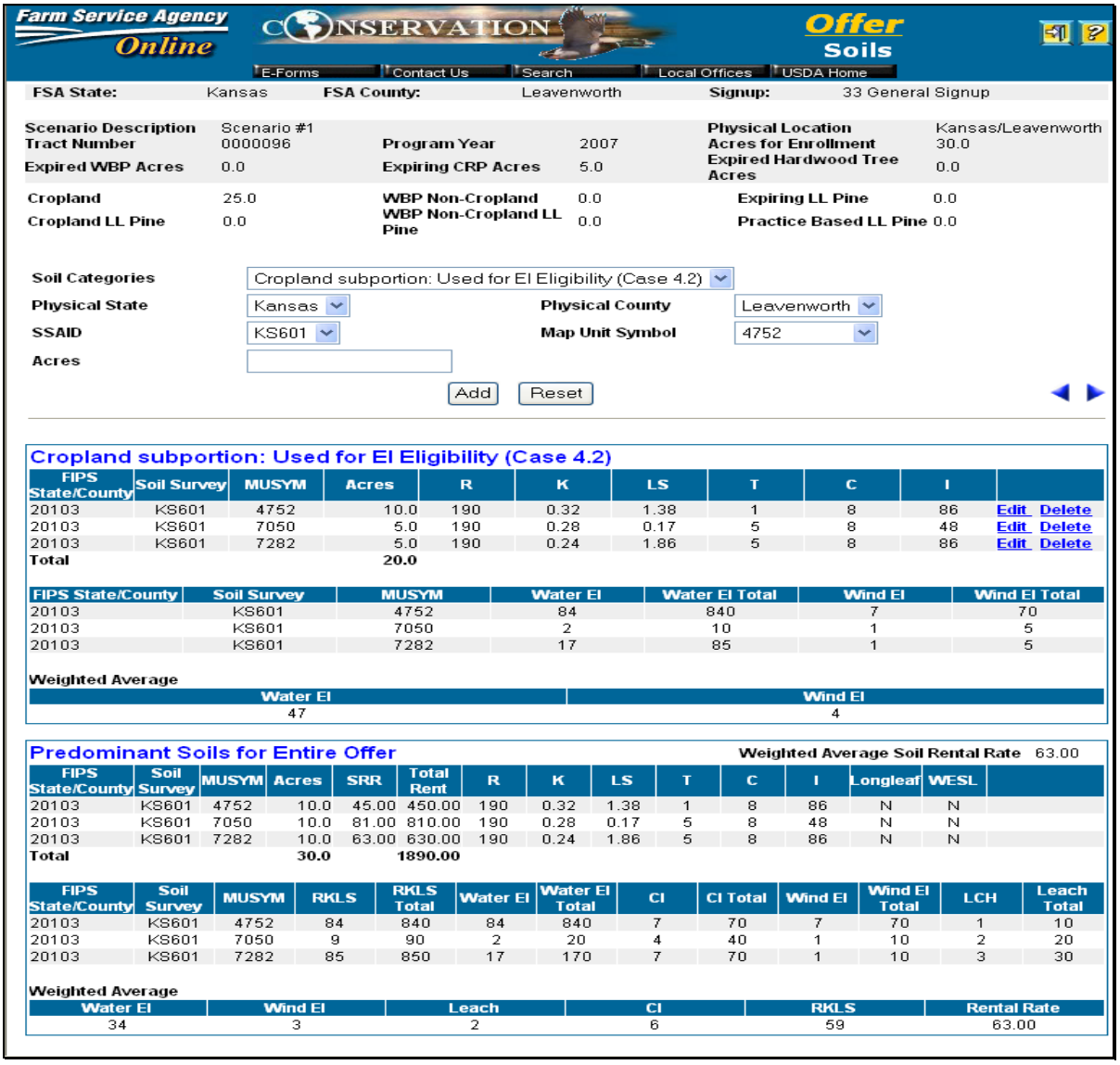
302 Creating New Offer (Continued)

N Entering Additional Soils Information

Offer scenarios may require the entry of additional subportion soils data beyond what has already been entered for the predominant 3 soils for the entire offer. The system will determine if an additional grouping of soils data is necessary and will list them in the drop-down box for Soil Categories.

Example: Expiring CRP contracts.

Note: See Exhibit 5 for a detailed description of the various combinations of types of land and what may need to be entered.



302 Creating New Offer (Continued)

N Entering Additional Soils Information (Continued)

When entering additional soils subportion information be guided by the following:

- select 1 of the subportion choices in the drop-down box for Soil Categories; for that soil subportion category
  - use the drop-down boxes to enter the following information for 1 of the 3 predominant soils within that soil category:
    - physical location State
    - physical location county
    - SSAID
    - map unit symbol

    Note: If 1 or 2 soils were entered for the predominant 3 soils for the entire offer, then the choices in MUS drop-down box will be limited to that same 1 or 2 soils.

    If 3 soils were entered for the predominant 3 soils for the entire offer, and the soils data needed for the this subportion soil category is not included among the choices in the drop-down boxes, call the State Office to have the information entered into SDMS.
  - enter acres of the soil type
  - CLICK “Add”
- if there is more than 1 soil type in the offered acreage, repeat the above instructions for the 2nd and 3rd predominant soil types.

  Note: The order does **not** have to be entered the largest 1 first. The system will automatically sort them largest to smallest.
- repeat this entire process for each subportion soil category in the drop-down box; the maximum number of subportion soil categories for an offer is 3.

The blue continue arrow will display when **both** of the following have been completed:

- soils have been entered for each subportion soil category in the drop-down box
- acreage entered in the subportion soil categories with only 1 or 2 soils totals the offered acreage for that soil category.

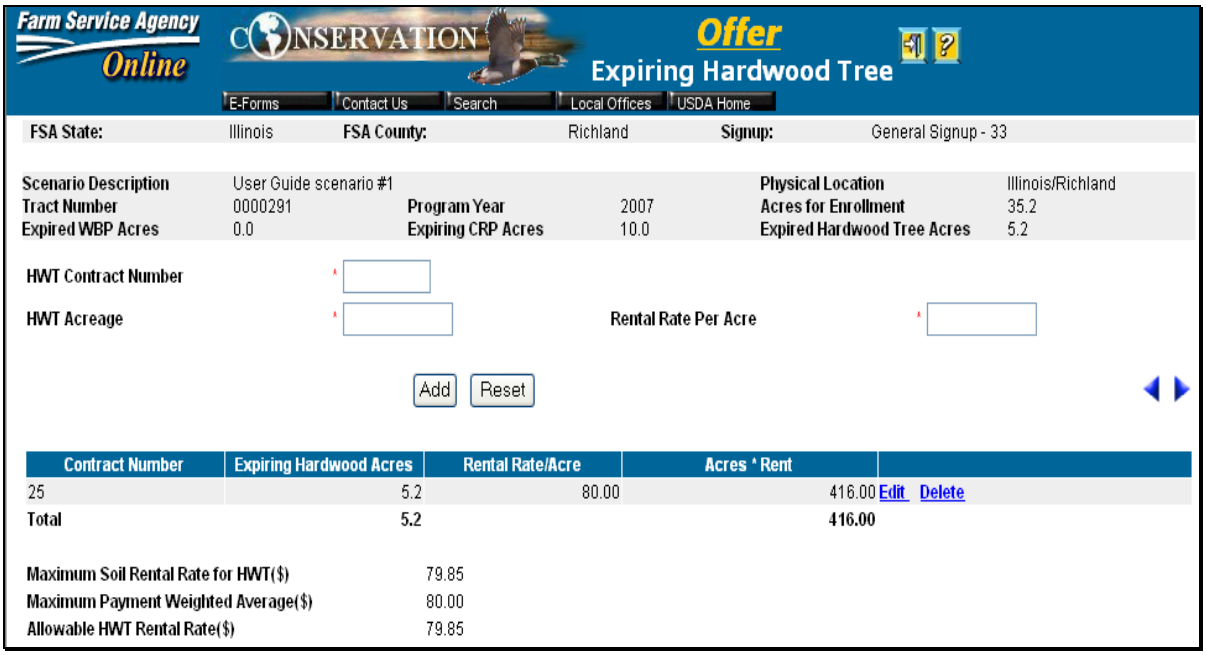
302 Creating New Offer (Continued)

O HWT Information

The Expiring Hardwood Tree Screen:

- is for land that is being offered that was previously under a CRP contract, was a HWT practice, is now expired, and remains in HWT cover

- will appear **only** if acreage was entered on the Enrollment Information Screen in the Expired Hardwood Acres section.



302 Creating New Offer (Continued)

O HWT Information (Continued)

If there is expiring HWT acreage, then the Soils Screen that appears after the Practices Screen and before the Hardwood Tree Screen will be for recording the subportion soil category for HWT's **only**.

Note: The Soils Screen for recording the rest of the subportion soil categories will appear **after** the Hardwood Tree Screen.

Data will be collected separately for each expiring contract with HWT's, if there is more than 1 contract applicable to the offer, as follows:

- HWT CRP Contract Number effective when the contract expired
- HWT acreage on the contract that is in HWT's
- rental rate per acre from the expired contract

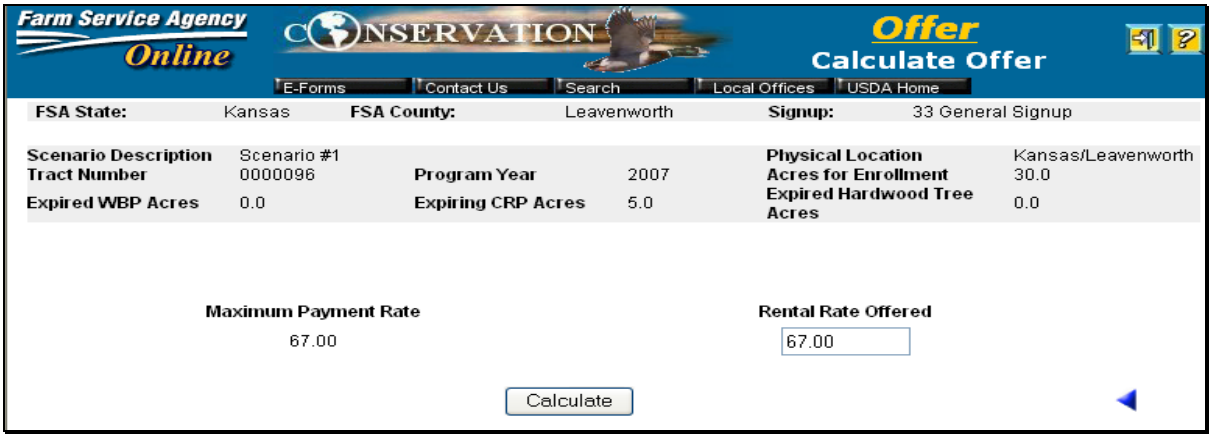
Note: Do **not** include the maintenance rate in this amount. If applicable, COLS will add the maintenance rate.

The blue continue arrow will appear when HWT acreage entered equals HWT acres entered on the Enrollment Information Screen.

302 Creating New Offer (Continued)

P Calculate Offer

The system will calculate MPR. MPR will include maintenance rates previously specified (SRR + Maintenance Rate = MRP) See 2-CRP for MPR and maintenance rate.



- Inform the producer of MPR.
- Enter the amount of the rental rate that the producer wants to offer.

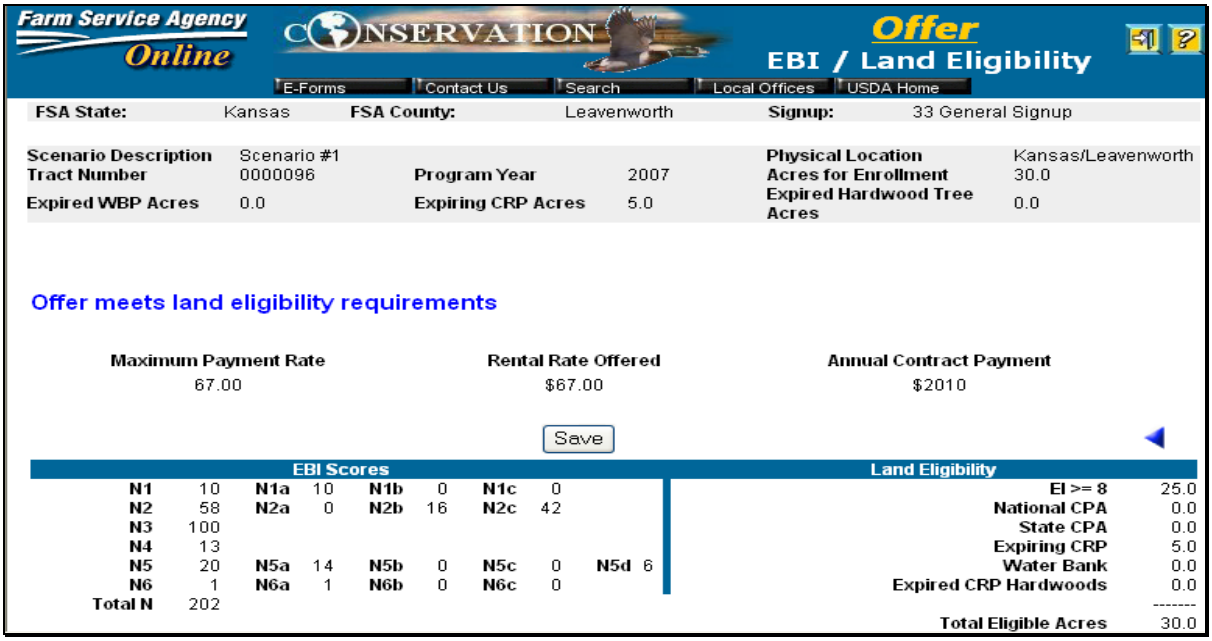
  Note: The system will allow the producer to request a rental rate higher than MPR. This will result in an ineligible offer.

- CLICK "Calculate" and EBI/Land Eligibility Screen will display.
- The system will calculate MPR, EBI scores, and eligibility for the offer.

302 Creating New Offer (Continued)

Q EBI/Land Eligibility

On EBI/Land Eligibility Screen, a message will appear on the left side of the screen stating whether or not the offer meets land eligibility requirements.



- The EBI scores and the Land Eligibility determination are shown at the bottom of the screen for this offer scenario.

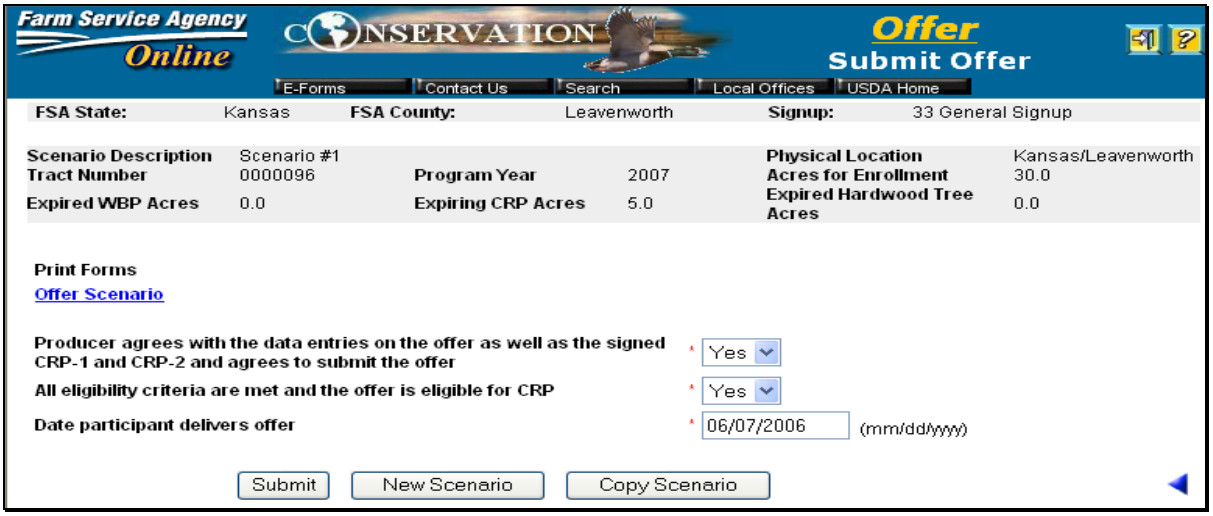
  Note: If offered acreage meets more than 1 land eligibility criteria, then the average will be listed under each applicable land criteria under “Land Eligibility” on the lower right corner of the screen.

- CLICK “Save”, in the center of the screen, to save this offer scenario in the system. The offer will not be considered complete unless “Save” has been clicked.

302 Creating New Offer (Continued)

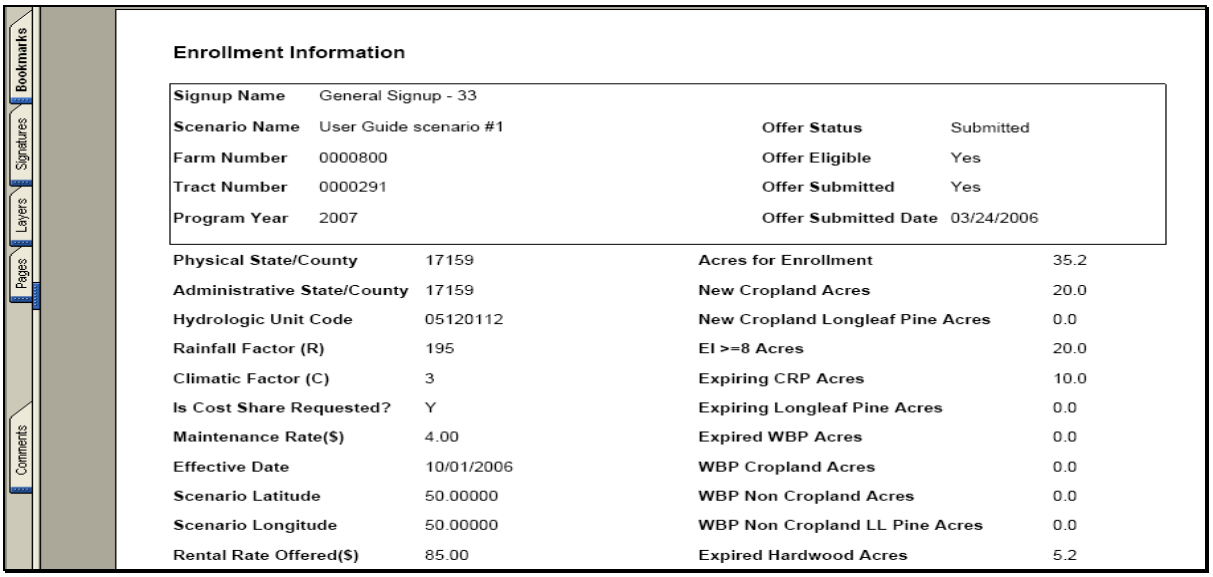
R Submitting Offers and Printing Forms

Follow the instructions below to submit offers and print forms:



- under Print Forms, CLICK "Offer Scenario" and Adobe Acrobat will display a **read only** document of the offer scenario with all offer data for informational purposes **only**

  Note: This document may be printed for producer and/or file purposes using normal windows print applications.



302 Creating New Offer (Continued)

R Submitting Offers and Printing Forms (Continued)

- use the drop-down boxes to respond to the first 2 questions

  Note: The response to “Producer agrees with the data entries on the offer as well as the signed CRP-1 and CRP-2 and agrees to submit the offer” **must** be "yes" for the offer to be submitted.

- enter the date (mm/dd/yyyy) the producer agreed to submit the offer

  Note: This date **must**:

  - be present for the offer to be submitted
  - be during the signup period
  - **cannot** be a future date.

- if the producer wants to create another offer scenario, either CLICK “New Scenario” or “Copy Scenario” (see subparagraph 303 B)

- CLICK “Submit”.

303 Options for Additional Scenarios

A Overview

Policy in 2-CRP limits a producer to 1 offer per tract per program year; however, COLS software will allow multiple scenarios to be recorded and saved for any offer. Up to 99 scenarios per tract, including deleted scenarios, may be recorded in the system, allowing a producer to consider multiple different options of an offer. When a choice is made, the Service Center can select the appropriate scenario and submit it rather than having to re-enter all of the information.

Additional scenarios may be created in any of the following ways:

Reminder: The scenario name **must** be changed on the Enrollment Information Screen each time.

- as a "New Offer" (see paragraph 302)

  Note: This method requires re-entry of all offer data.

- from the Submit Offer Screen, CLICK "New Scenario" (see subparagraph B)

  Note: This method displays the Enrollment Information Screen, with the same farm and tract numbers entered; however, the rest of the offer information will need to be re-entered.

- through the "Copy" function (see subparagraph C).

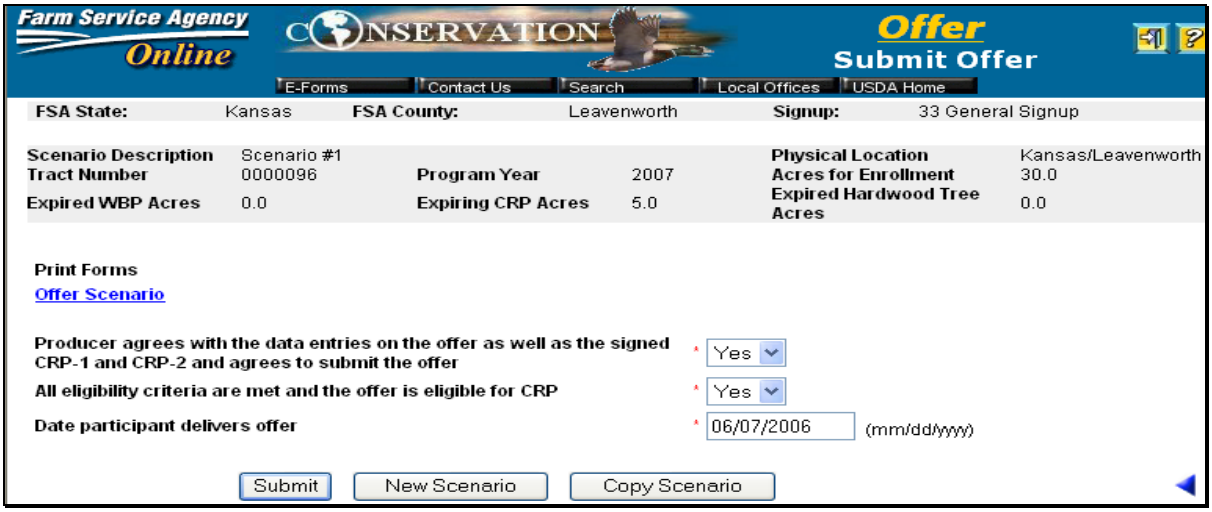
  Note: This method has the system automatically copy the enrollment information and any of the following types of information, allowing the user to enter only the changed information:

  - producer information
  - crop history information
  - practice information
  - aggregate soils information.

303 Options for Additional Scenarios (Continued)

B Creating New Scenarios From the Submit Offer Screen

After user has worked through the various offer information screens and the Submit Offer Screen is displayed, user has the option (before actually submitting the offer), to create additional scenarios for the producer to review before selecting which scenario to submit by doing either of the following:



- CLICK "New Scenario" and the Enrollment Information Screen will display, prefilled with the same farm and tract number

  Note: The farm or tract numbers **cannot** be changed and the scenario name **must** be changed. Continue through the screens according to subparagraphs 302 H through R.

- CLICK "Copy Scenario" and the Copy Scenario Screen will display (see subparagraph C).

Note: If users CLICK "Submit Offer" listed under "Administrative" in the blue bar at the left on most screens, neither "New Scenario" nor the "Copy Scenario" buttons will appear on the Submit Offer Screen. Button options will be limited to "Submit" or "Cancel".

303 Options for Additional Scenarios (Continued)

C Copying a Scenario

For producers that want to see more than 1 scenario per tract, the "Copy Scenario" option provides a method to allow less repeat entry of offer information. Access Search Offer Screen by either of the following:

- CLICK "Copy Scenario" on the Submit Offer Screen (see subparagraph 302 R or subparagraph B).

- CLICK "Edit Offer" on the blue menu bar on the left side of most screens.

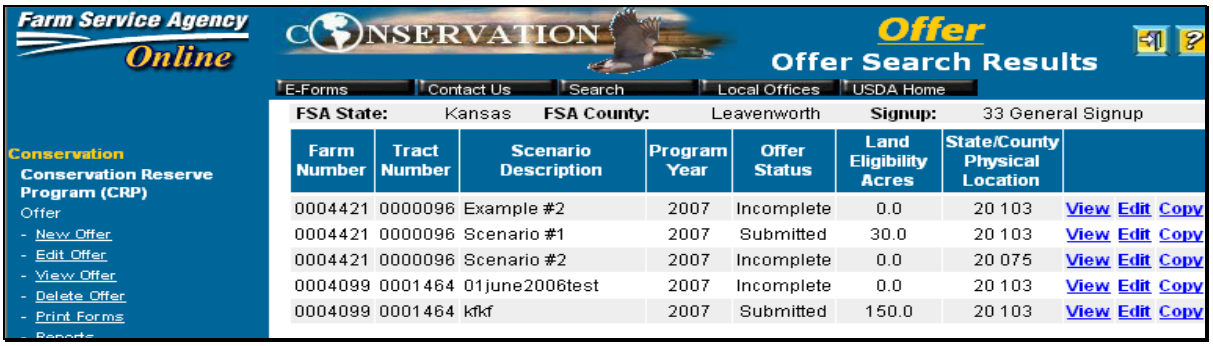
Find the offer to be copied by using the built-in search tool. FSA State, FSA County, Signup, and Offer Status fields are **all** required and are pre-filled. Changes can be made by using the drop-down boxes. Program Year, Farm Number, or Tract Number may be entered to further limit the search, but are **not** required fields. User can do either of the following:

- CLICK "Search" to begin the search
- CLICK "Reset" to return the search parameters to the default.

303 Options for Additional Scenarios (Continued)

C Copying a Scenario (Continued)

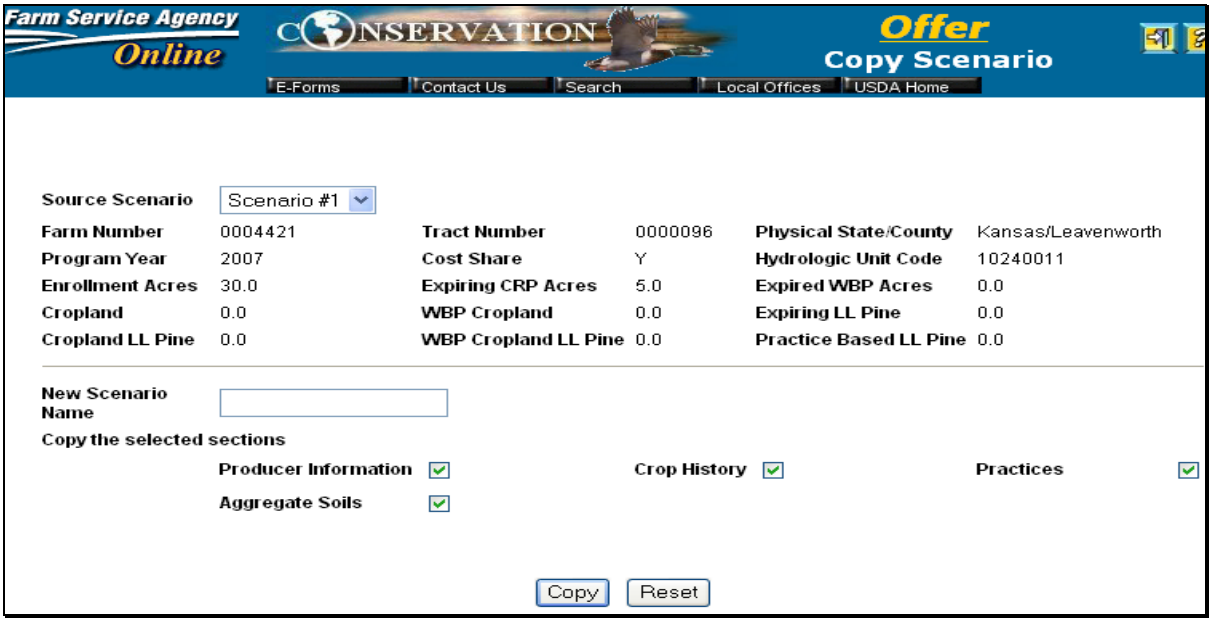
The Offer Search Results Screen will display the tracts available, as defined by the search criteria. If the tract users need is not listed, CLICK "Edit Offer" again and start the search over using a less restrictive search criteria. When user finds the offer scenario to be copied, CLICK "Copy" in blue font to the right of the scenario and the Copy Scenario Screen will be displayed.



303 Options for Additional Scenarios (Continued)

C Copying a Scenario (Continued)

This is an example of the Copy Scenario Screen.



The following bullets are applicable to the Offer Copy Scenario screen:

- the “Source Scenario” drop-down box will list all scenarios associated with this farm and tract number; Click the scenario to be revised
- in the bottom portion of the screen, user is **required** to types in a New Scenario Name
- under “Copy the selected sections”, check marks will be displayed in all boxes indicating portions of the offer that will be copied; removing check marks will provide the user the ability to modify that portion of the offer for a new scenario
- CLICK “Copy” and then CLICK “Confirm Copy” to complete the copy option
- CLICK “Reset” to delete the New Scenario name

303 Options for Additional Scenarios (Continued)

C Copying a Scenario (Continued)

- the Enrollment Information Screen will be shown after the copy has been completed (see subparagraph 302 E)

  Note: The farm number or tract number **cannot** be changed.

- continue to follow through the offer process, according to subparagraphs 302 H through R, changing **only** the information the producer wants changed to create a new scenario

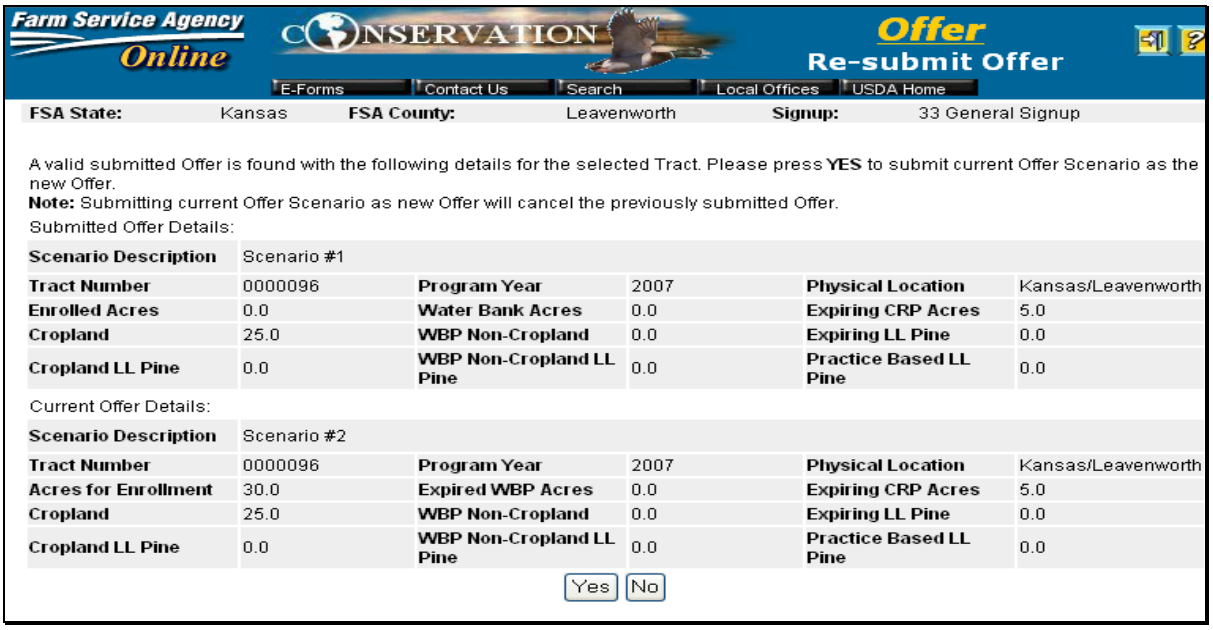
- CLICK “Submit”

- continue following subparagraph D.

303 Options for Additional Scenarios (Continued)

D Re-Submitting Offers

A producer may have multiple scenarios on the same tract, but only 1 scenario may have the status of "submitted" at 1 time. When the 2nd or subsequent scenario is submitted as an offer (see subparagraph 302 R), the Re-Submit Offer Screen will show the offer details for both the previously submitted offer and the current offer. The user **must** determine which scenario is the correct scenario and do either of the following:



- CLICK "Yes" to change the current scenario to "Submitted" and change the status of the scenario previously submitted from "Submitted" to "Complete"; the Welcome to the Conservation On Line System Screen will appear (see subparagraph 302 B)

- CLICK "No" to update the current scenario as "Complete" and leave the status of the previous scenario as "Submitted"; the Welcome to the Conservation On Line System Screen will appear (see subparagraph 302 B).

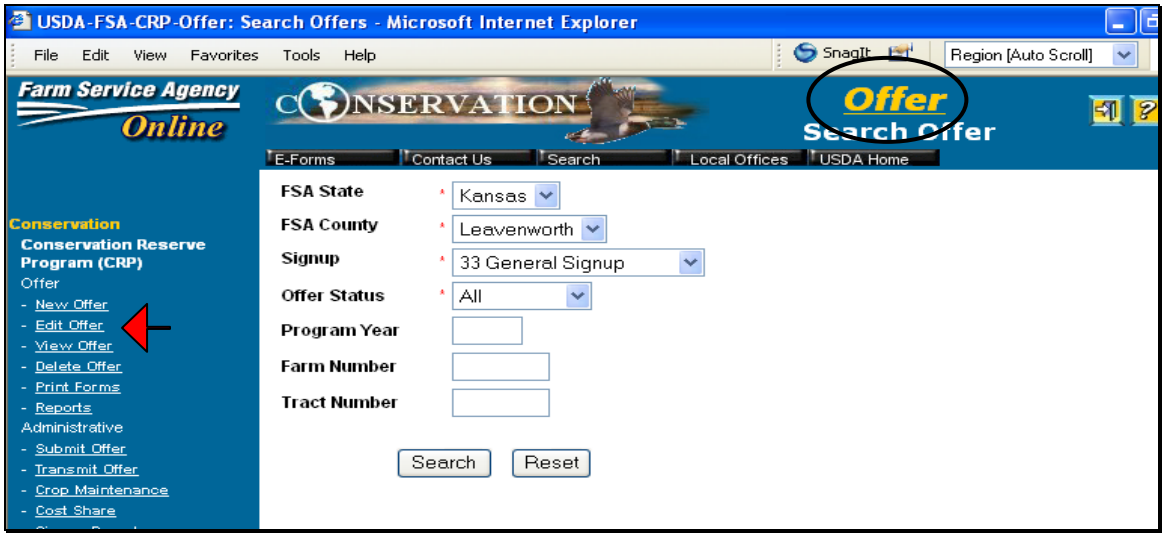
304 Editing Offers

A Searching for an Offer to Edit

To edit an existing offer, users may do either of the following:

- return to the Welcome to the Conservation On Line System Screen by clicking "**Offer**" in the header section on most screens

- CLICK "Edit Offer" in the blue menu bar on the left side of the screen.



Find the offer to be edited by using the built-in search tool. The State, County, Signup, and Offer Status are all required fields and are pre-filled. Changes can be made by using the drop-down boxes. Program Year, Farm Number, or Tract Number may be entered to further limit the search, but are **not** required fields. User can do either of the following:

- CLICK "Search" to start the search
- CLICK "Reset" to return the search parameters to the default.

304 Editing Offers (Continued)

A Searching for an Offer to Edit (Continued)

The Offer Search Results Screen:

- displays tracts available, as defined by the search criteria

  Note: If tract is not listed, CLICK "Edit Offer" again and start the search over using a less restrictive search criteria.

- displays the offer status as incomplete, submitted, or complete

- for each scenario, allows user to do the following:

  - "**View**", see paragraph 305
  - "**Edit**", see subparagraph B
  - "**Copy**", see subparagraph 303 B.

304 Editing Offers (Continued)

B Editing an Offer Scenario

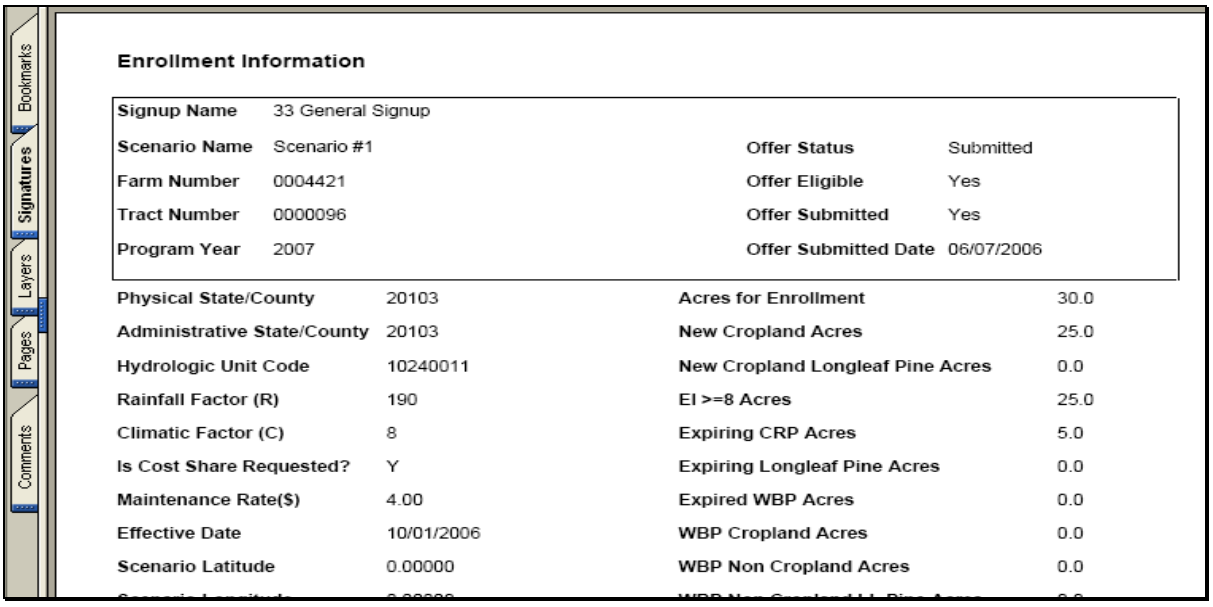
To edit an offer from on the Offer Search Results Screen (see subparagraph A), CLICK "**Edit**" in blue font to the right of the scenario user wants to edit. The Enrollment Information Screen will be displayed.

IF users are editing the scenario to**…**	**THEN…**
add information to an existing scenario	• do **not** change the scenario name on the Enrollment Information Screen • CLICK "Save" • continue to follow the screens according to subparagraphs 302 H through R, adding the necessary information.
create a brand new scenario	• change the scenario name on the Enrollment Information Screen **Note:** The previous scenario name will no longer be listed on the Offer Search Results Screen. • CLICK "Save" • continue to follow the screens according to subparagraphs 302 H through R, changing the necessary information **Note:** Changes in information may require users to add additional data as users progress through the screens.

305 Viewing Offers

A Viewing an Offer Scenario

To view an offer, CLICK "View Offer" from the blue menu bar on the left side of most screens. Adobe Acrobat will display a **read only** document. Click the printer icon to print the document for the producer to review, as applicable.



306 Deleting Offers

A Deleting an Offer

To delete an offer, CLICK “Delete Offer” from the blue menu bar on the left side of most screens. The Search Offer Screen is displayed (see subparagraph 304 A). Complete the “search” function to find the offer to delete. The Offer Search Results Screen will be displayed. CLICK “Delete” in blue font to the right of the tract scenario.

306 Deleting Offers (Continued)

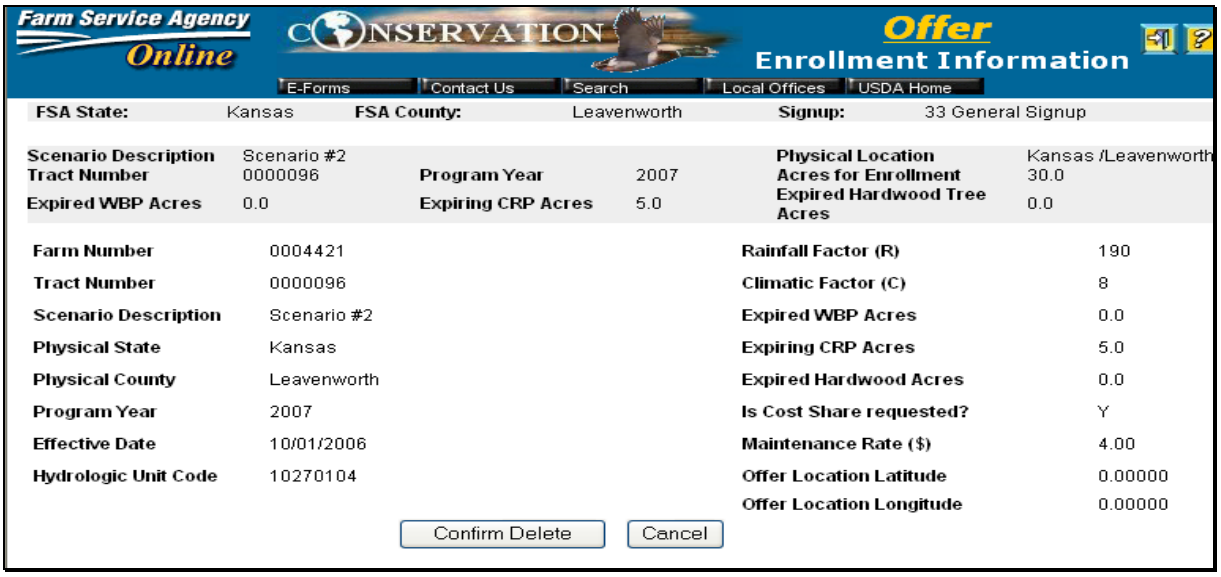
B Confirming Deletion

To confirm deletion, the user **must** CLICK “Confirm delete”.

Notes: The deleted offer scenario name may **not** be used again.

The deleted scenario **cannot** be restored.

If needed, offer scenario information can be re-entered using a different scenario name.



307 Printing Offers

A Printing an Offer

To print forms for an offer, under “Offer” link, CLICK “Print Forms” on the blue menu bar on the left side of the screen (do **not** click “print forms” listed under “REX” link). This will display the Search Offer Screen. Search for desired tract according to subparagraph 304 A, then CLICK:

- “**View**” to view a copy of the Enrollment Information (see paragraph 305)
- “**CRP1**” to print a copy of the CRP Contract (see subparagraph B)
- “**CRP2**” to print a copy of the CRP Worksheet (see subparagraph C).

307 Printing Offers (Continued)

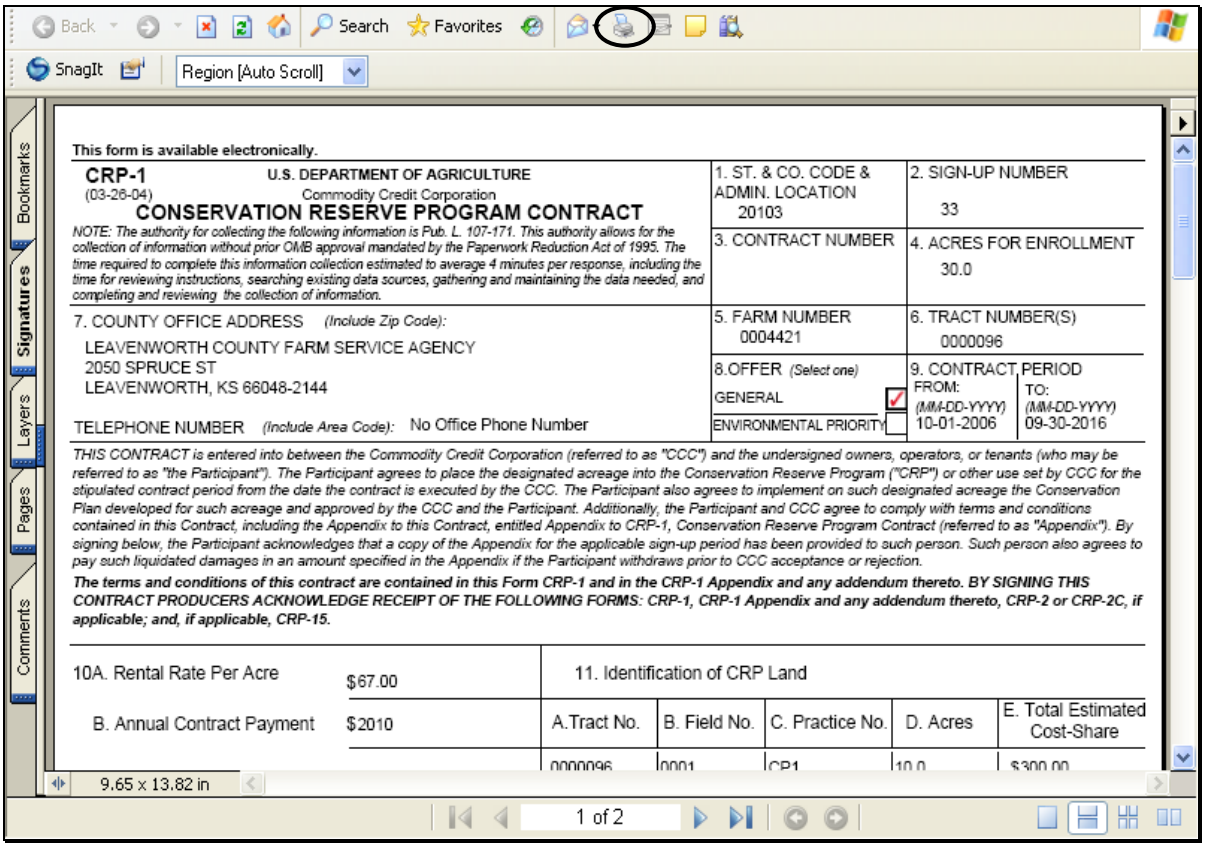
B Printing CRP-1's

To print CRP-1's, CLICK "**CRP1**" on the Search Results Screen. Adobe Acrobat will display a printable version of CRP-1. Click the printer icon to print.

Note: If the offer has:

- **not** been submitted (see subparagraph 302 R) CRP-1 will have "**Ineligible**" printed across it and can be used for informational purposes **only**

- been properly submitted, CRP-1 will be a valid document and can be printed for signatures.



307 Printing Offers (Continued)

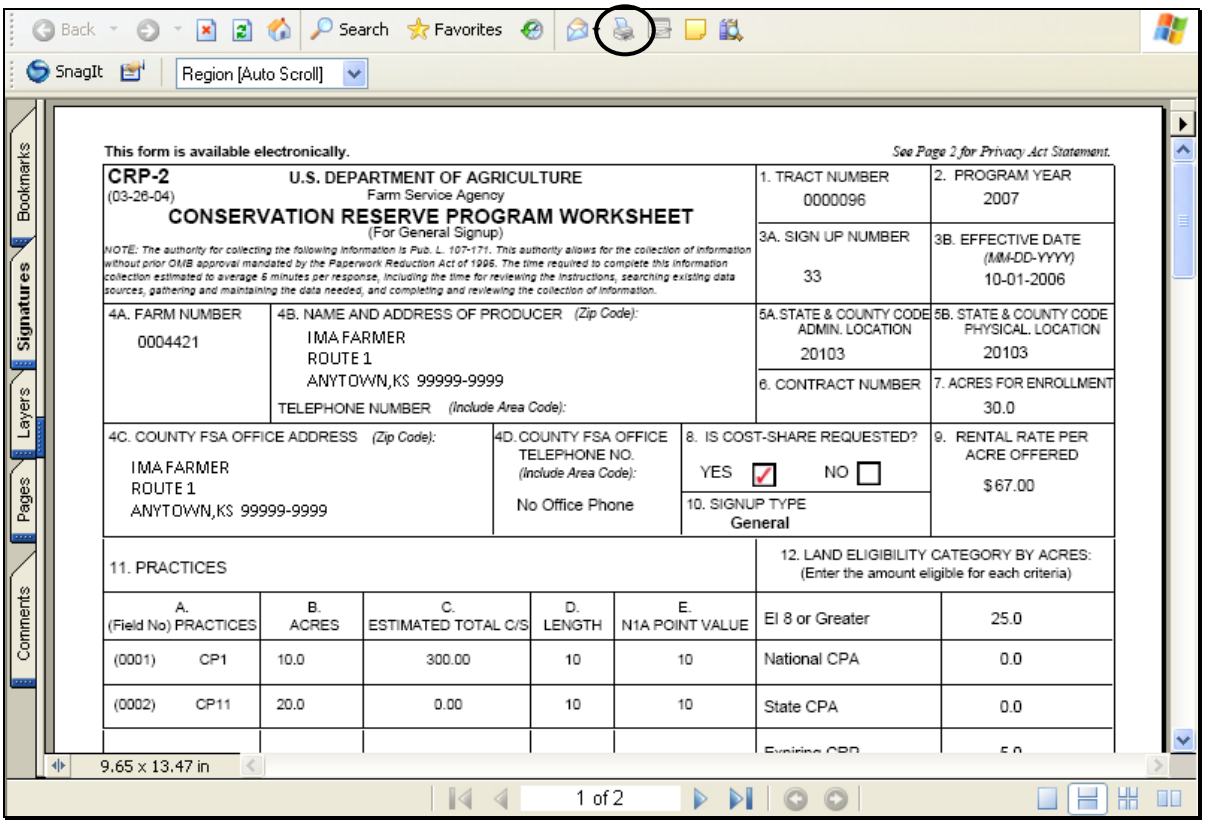
C Printing CRP-2's

To print CRP-2's, CLICK "**CRP2**" on the Search Results Screen. Adobe Acrobat will display a printable version of CRP-2. Click the printer icon to print.

Note: If the offer has:

- **not** been submitted (see subparagraph 302 R) CRP-2 will have "**Ineligible**" printed across it and can be used for informational purposes **only**

- been properly submitted, CRP-2 will be a valid document and can be printed for signatures.



308 Reports Available During Signups

A Overview

Offer information is the **only** report currently available for Service Centers. To print a report showing all offer information for the county, CLICK "Reports" on the blue menu bar on the left side of most screens. After user defines the search criteria, the report will be displayed with the following information:

- farm number
- tract number
- scenario name
- status
- program year
- enrollment acres
- EI>=8 acres
- national CPA acres
- State CPA acres
- expiring CRP acres
- expired CRP hardwoods.

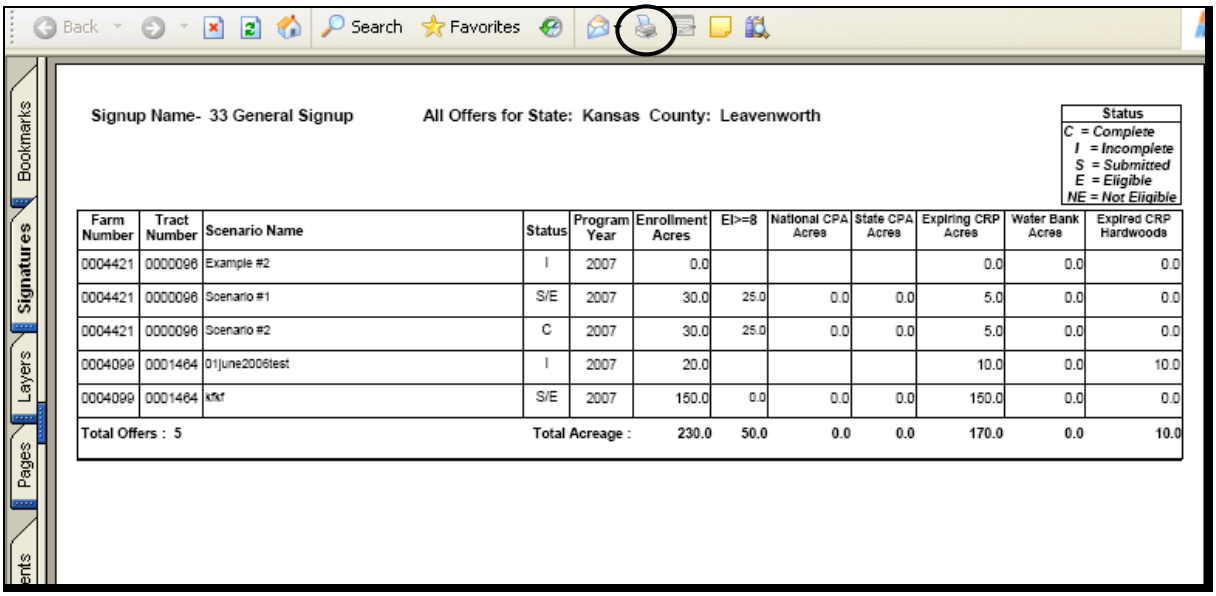
The Search Offer Screen will show the State, county, signup, and offer status. All are required fields and are pre-filled; changes may be made by using the drop-down boxes. User can do either of the following:

- CLICK "Search" to start the search
- CLICK "Reset" to return the search parameters to the default.

308 Reports Available During Signups (Continued)

B Printing CRP Signup Report

When search is successfully completed, Adobe Acrobat will display a printable version of the CRP Signup Report. To print the report, click the printer icon.



Signup Name- 33 General Signup All Offers for State: Kansas County: Leavenworth

Status
C = Complete
I = Incomplete
S = Submitted
E = Eligible
NE = Not Eligible

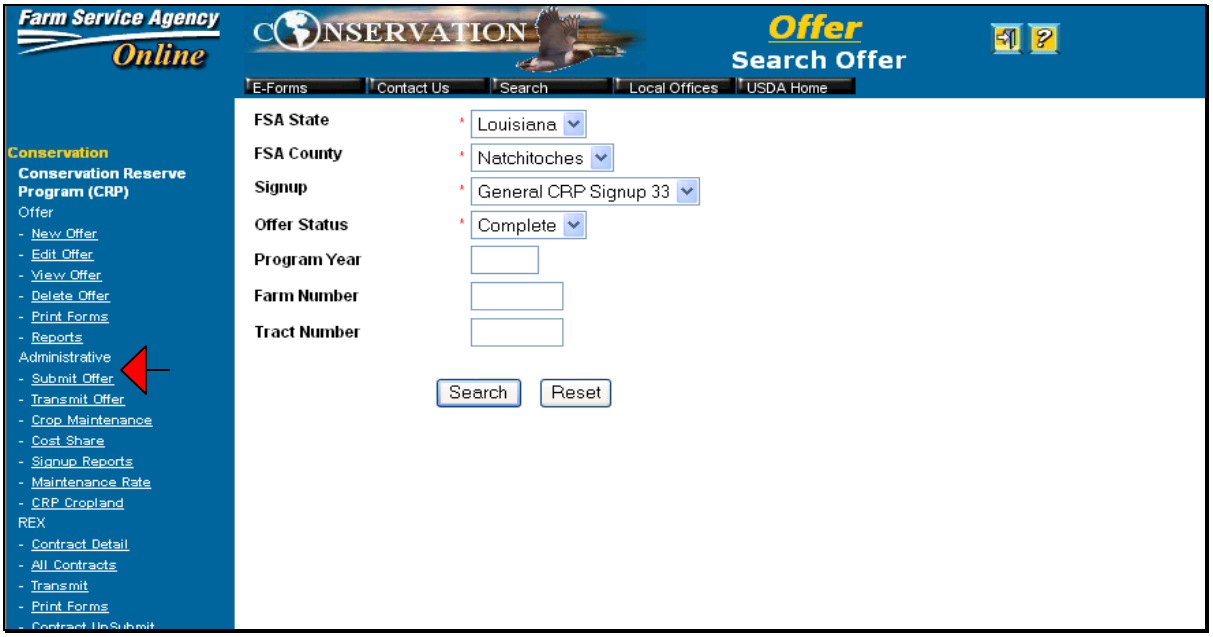
Farm Number	Tract Number	Scenario Name	Status	Program Year	Enrollment Acres	EI>=8	National CPA Acres	State CPA Acres	Expiring CRP Acres	Water Bank Acres	Expired CRP Hardwoods
0004421	0000096	Example #2	I	2007	0.0				0.0	0.0	0.0
0004421	0000096	Scenario #1	S/E	2007	30.0	25.0	0.0	0.0	5.0	0.0	0.0
0004421	0000096	Scenario #2	C	2007	30.0	25.0	0.0	0.0	5.0	0.0	0.0
0004099	0001464	01june2006test	I	2007	20.0				10.0	0.0	10.0
0004099	0001464	kfkf	S/E	2007	150.0	0.0	0.0	0.0	150.0	0.0	0.0
Total Offers : 5			Total Acreage :		230.0	50.0	0.0	0.0	170.0	0.0	10.0

309 Submitting Offers

A Search Offer

CLICK “Submit Offer” on the blue menu bar on the left side of most screens. The Search Offer Screen will be displayed. The State, County, signup, and offer status are pre-filled and required. Changes may be made using the drop-down boxes. The program year, farm number, and tract number are **not** required, but will narrow the search. User can do either of the following:

- CLICK “Search” to start the search
- CLICK “Reset” to return the search parameters to the default.



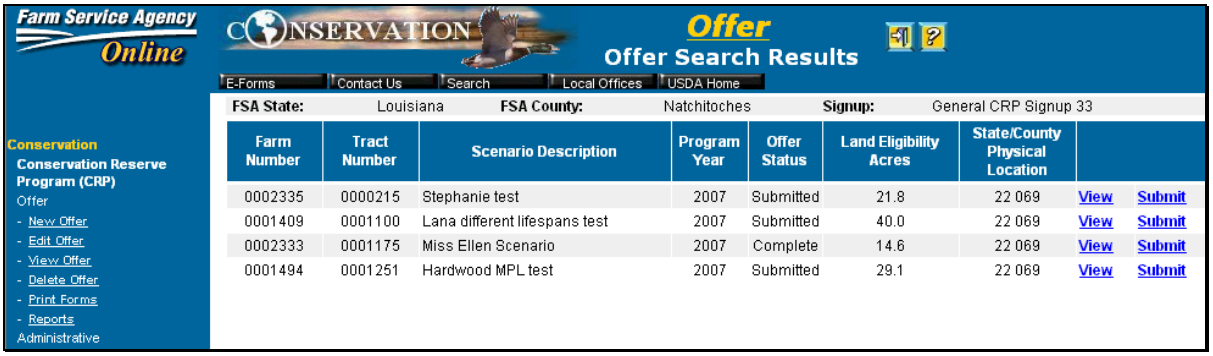
309 Submitting Offers (Continued)

B Offer Search Results

The Offer Search Results Screen will list both of the following:

- all offer scenarios
- offer status.

To select the offer to submit, CLICK “Submit” on the blue link on the right side of the desired offer on the Offer Search Results Screen. This will display the Submit Offer Screen for the selected offer.



309 Submitting Offers (Continued)

C Submit Offer

To submit the offer, CLICK “Submit” on Submit Offer Screen.

Note: Offers may also be submitted on the final screen of the “New Offer” and “Edit Offer” options (see subparagraph 302 R).

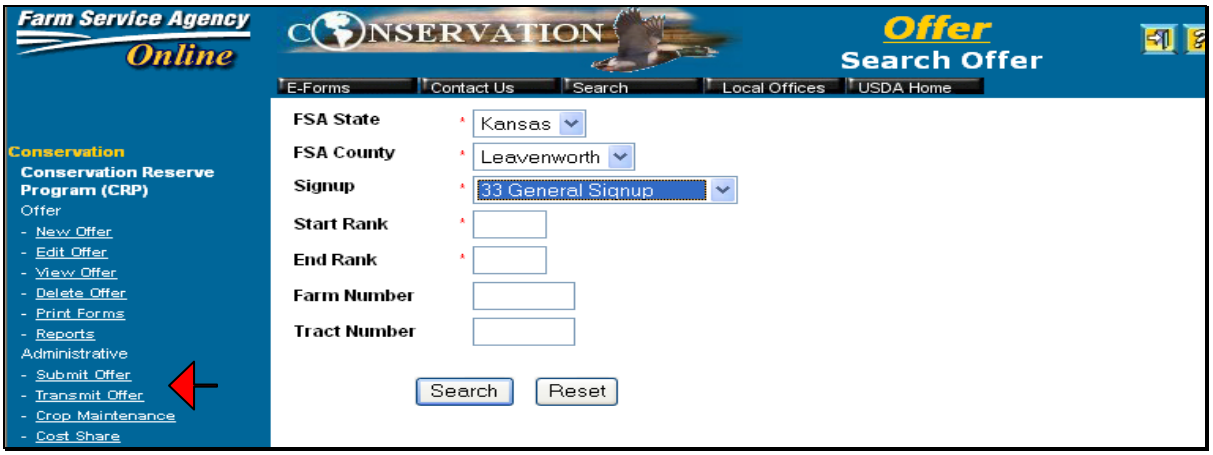
310 Transmitting Approved Offers to System 36

A Transmitting an Offer

To transmit offers, CLICK “Transmit Offer” on the blue menu bar on the left side of most screens. The Search Offer Screen will be displayed. The FSA State, FSA County, and Signup fields are pre-filled and required. Changes may be made using the drop-down boxes.

County Offices **must** make an entry in the “Start Rank” and “End Rank” fields. Users may define search from other fields (see subparagraph B), then may select either of the following:

- CLICK “Search” to start the search
- CLICK “Reset” to return the search parameters to the default.



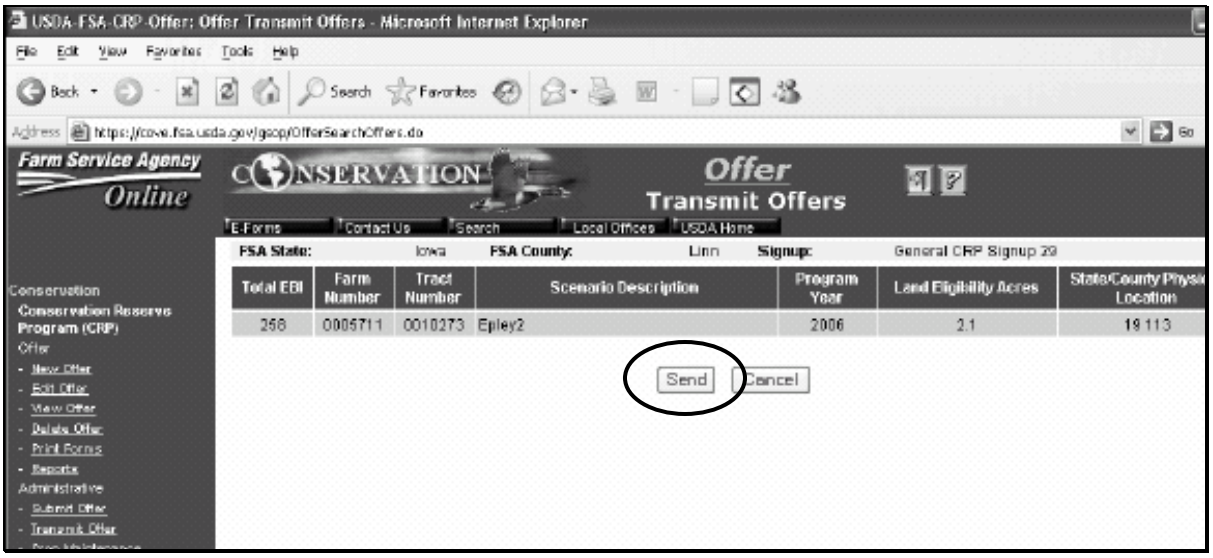
Note: To verify EBI ranking numbers for acceptable offers eligible to be transmitted to System 36 offer data file, County Offices may review ranking reports posted at **http://dc.ffasintranet.usda.gov/DAFP/cepdsto.htm**.

310 Transmitting Approved Offers to System 36 (Continued)

A Transmitting an Offer (Continued)

After defining search options (see subparagraph B), CLICK "Send" to transmit the selected offers to System 36 offer data file.

Note: If more than 1 offer is displayed on the Transmit Offers Screen, all offers displayed will be transmitted to System 36 offer data file.



Note: When user clicks "Send", System 36 will automatically generate and print a transmission report on the system printer. If System 36 does **not** generate and print the report, the user will not be able to record the contract on System 36 using COLS "Transmit" option.

Contact the State Office when experiencing transmission problems.

310 Transmitting Approved Offers to System 36 (Continued)

B Search Options

The following table describes the search options from the Search Offer Screen displayed in subparagraph A. County Offices **must** use 1 of the following options to select offers for transmission to System 36 offer data file.

This table shows the transmit selection options by rank and farm number.

SELECT offers to transmit by...	**Action**	**Result**	**Comment**
rank. **Note:** This option shall be used for the initial transmission of **all** accepted offers.	Enter a start rank and end rank and CLICK "Search".	Offers within the start and end rank range entered will be displayed on the Transmit Offers Screen	**Example:** Start Rank = 248 1/ End Rank = 545 2/ All offers with an EBI score of 248 through 545 will be displayed.
farm number. **Note:** This option shall be used for corrections after the initial transmission.	Enter a start rank, end rank, and a farm number.	Offers with the farm number entered and within the start and end rank range entered will be displayed on the Transmit Offers Screen.	**Example:** Start Rank = 248 1/ End Rank = 545 2/ Farm # = 1125 Offers with Farm # 1125 that fall within the EBI score range of 248 and 545 will be displayed. **Note:** County Offices may enter start rank of "1" end rank of "9999" if searching by farm number. However, start and end ranks are **required** entries.
1/ Start rank may be greater than the National EBI cutoff score for a signup in a county where the 25 percent cropland limitation has caused a higher effective EBI. 2/ End rank of 545 used in this example was the maximum EBI score possible for SU29.			

Important: In County Offices that are affected by the 25 percent cropland limitation, the start rank shall be the lowest ranking number accepted for the county. If there are multiple offers with the same EBI score, County Offices **must** select offers to transmit by either the "Farm Number" or "Tract Number" to ensure that **only** acceptable offers are transmitted.

310 Transmitting Approved Offers to System 36 (Continued)

B Search Options (Continued)

This table shows the transmit selection options by tract number, and farm and tract number.

SELECT offers to transmit by...	Action	Result	Comment
tract number. **Note:** This option shall be used for corrections after the initial transmission.	County Offices **must** enter a start rank, end rank, and tract number. When using the "Tract Number" option, County Offices **must** verify that the offer for **the applicable program year** is selected for transmission.	The offer with the tract number and applicable program year selected that is within the start and end ranks entered will be displayed on the Transmit Offers Screen.	**Example:** Start Rank = 248 1/ End Rank = 545 2/ Tract # = 650 Program Year = 2006 The offer with tract #650 that falls within EBI score range of 248 and 545 and the program year 2006 will be displayed. **Note:** County Offices may enter rank of "1" and end rank of "9999" if searching by tract number. However, start and end ranks are **required** entries.

310 Transmitting Approved Offers to System 36 (Continued)

B Search Options (Continued)

SELECT offers to transmit by...	Action	Result	Comments
farm and tract number. **Note:** This option shall be used for corrections after the initial transmission.	County Offices **must** enter a start rank, end rank, farm number and tract number.	The offer with the farm and tract number and within the start and end ranks entered will be displayed on the Transmit Offers Screen	**Example:** Start Rank = 248 1/ End Rank = 545 2/ Farm # = 1125 Tract # = 650 The offer with Farm #1125 and Tract #650 that falls within the EBI score range of 248 and 545 will be displayed. **Note:** County Offices may enter start rank of "1" and end rank of "9999" if searching by tract number. However, start and end ranks are **required entries.**
1/ Start rank may be greater than the National EBI cutoff score for a signup in a county where the 25 percent cropland limitation has caused a higher effective EBI. 2/ End rank of 545 used in this example was the maximum EBI score possible for SU29.			

311 Options For Updating Previous Signup Offers and Validations/Corrections

A Signup Specific Correction Procedure

Because of the nature of CRP signups, each signup may have some differences.

Corrections to contracts should be completed according to the procedure for the specific signup under which the contract was offered.

311 Options For Updating Previous Signup Offers and Validations/Corrections (Continued)

B Validations/Corrections

The following reports are examples of Validation Reports that may be used at the end of a **general signup** to help ensure that offer data is correct. Specific reports may vary by signup and may **not** be necessary for every signup. These reports will be produced by the Kansas City Office and posted to the web at **http://dc.ffasintranet.usda.gov/DAFP/cepdsto.htm**.

CRP SIGNUP 29 REPORT A-QUESTIONABLE RENTAL RATES 1ST CYCLE
RENTAL RATE OFFERED LESS THAN 60% OF MAX PAY RATE, OR
RENTAL RATE OFFERED GREATER THAN MAXIMUM PAYMENT RATE, OR
RENTAL RATE PER ACRE OFFERED < $12 OR > $185, OR
MAX PAY RATE NOT EQUAL TO AVG SRR + MAINT RATE
VERIFY RENTAL RATE OFFERED, AVG SRR, MAINT RATE, MAX PAY RATE

STATE=IOWA ADM LOC CODE=19015 COUNTY=BOONE

PHY LOC CODE	COUNTY	FARM NO	TRACT NO	PROG YEAR	ACRES FOR ENROLL	RENTAL RATE OFFERED	WTD AVG SRR	MAINT RATE	MAX PAY RATE
19015	BOONE	0000877	0000008	2006	1.4	$80.00	$148.21	$5.00	$153.21

CRP SIGNUP 29 REPORT C-QUESTIONABLE C/S RATES 1ST CYCLE
ESTIMATED COST-SHARE RATES EXCEED $400/ACRE, OR
EST. TOTAL C/S AMOUNT NOT CONSISTENT W/ C/S INDICATOR
VERIFY PER ACRE COST-SHARE RATE FOR PRACTICES FSA/CEPD

STATE=TEXAS ADM LOC CODE=48027 COUNTY=BELL

PHY LOC CODE	FARM NO	TRACT NO	PROG YEAR	ACRES FOR ENROLL	EST. TOTAL COST-SHARE	EST. PER ACRE COST-SHARE	C/S INDICATOR
48027	0003339	0004094	2006	30.9	$29,355	$950	Y

CRP SIGNUP 29 REPORT I - REJECTED OFFER DATA 1ST CYCLE
N4 OR N5D SCORE INCONSISTENT WITH PRACTICES PER 2-CRP EX.19
VERIFY N4 AND 5D SCORES AND PRACTICE ACREAGES FSA/CEPD

STATE=NEBRASKA ADM LOC CODE=31155 COUNTY=SAUNDERS

PHY LOC CODE	FARM NO	TRACT NO	PROG YEAR	ACRES FOR ENROLL	CP1	CP2	CP3	CP3A	CP4B	CP4D	CP10	CP11	CP12	CP25	CP32	N4 TRANS	N5D TRANS
31155	0004574	0002962	2006	52.3	0	0	0	0	0	0	52.3	0	0	0	0	0	3

312-399 (Reserved)

Part 4 Processing Acceptable/Rejected Offers From General Signups

400 Acceptable/Rejected General Signup Offers

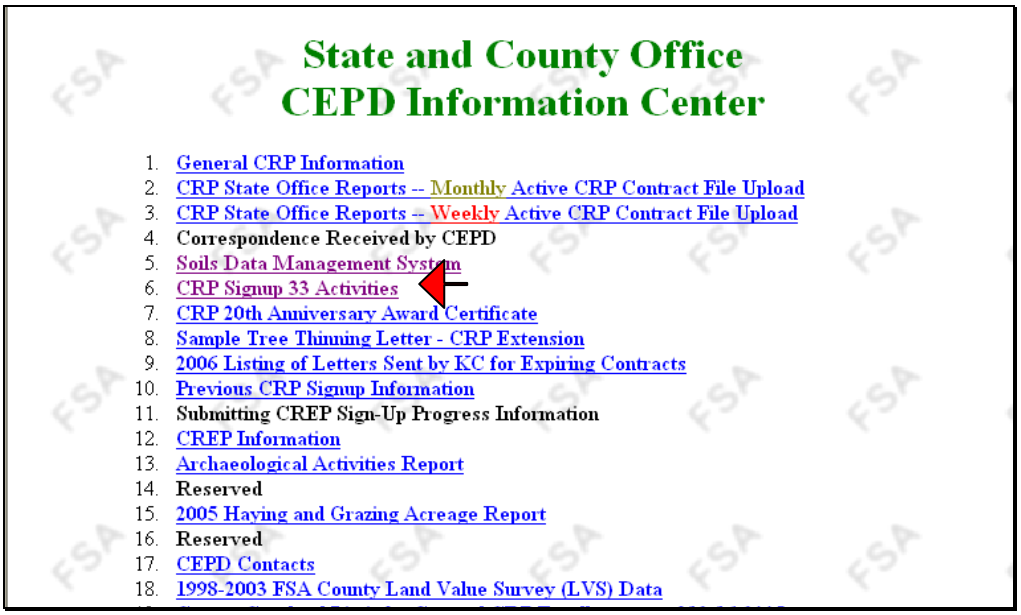
A Overview

This part provides automation procedure for County Offices to follow when processing accepted and rejected offers from a general signup.

401 Offer Ranking Reports

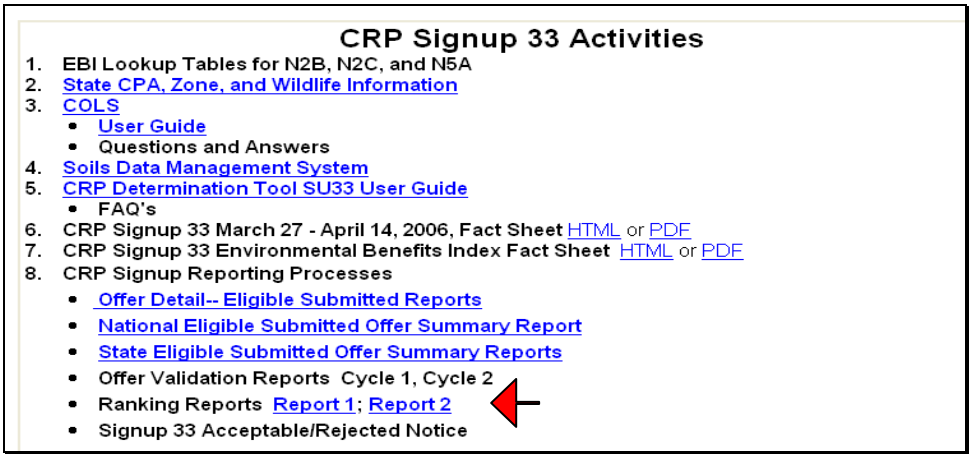
A Accessing Offer Ranking Reports

To determine which offers have been accepted and rejected, County Offices need to access the general signup offer ranking reports, according to the following.

Step	Action
1	Access the State and County Office CEPD Information Center Screen at **http://dc.ffasintranet.usda.gov/DAFP/cepdsto.htm**. • click the correct CRP activity signup option **Note:** In the following example, the user clicked item 6, "CRP Signup 33 Activities." 

401 Offer Ranking Reports (Continued)

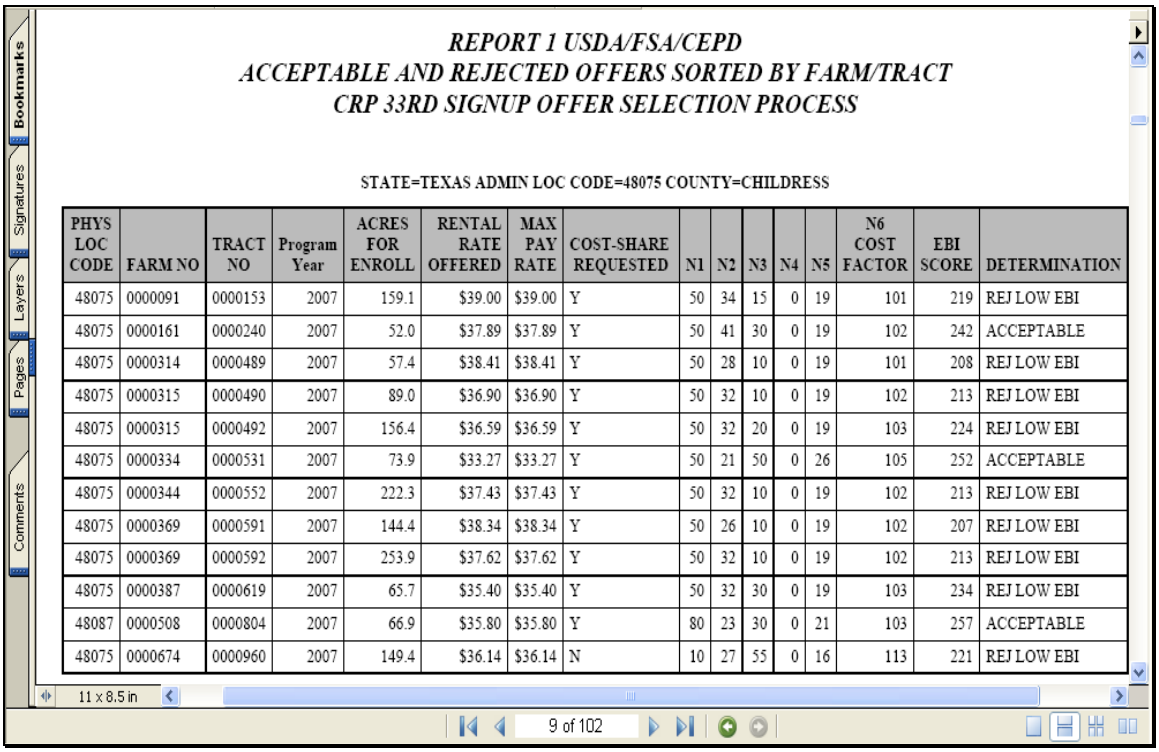
A Accessing Offer Ranking Reports (Continued)

Option	Action
1 (Cntd)	• on the CRP Signup 33 Activities Screen, CLICK "Ranking Reports, Report 1" (see subparagraph B) or "Ranking Reports, Report 2" (see subparagraph C), as applicable. **Note:** Report 2 is **only** prepared for counties that have reached the Total Cropland Limitation (usually 25 percent). Data is ranked by the descending EBI score to allow field offices to identify the effective EBI cutoff score used to process offers in the counties that reached the Total County Cropland Limit. Those counties have EBI cutoff levels higher than the national EBI cutoff. Report 2 is helpful for handling subsequent re-ranking of offers because of: • errors • omissions • appeals of offers. 

401 Offer Ranking Reports (Continued)

B Report 1: Acceptable and Rejected Offers

When "Report 1" is selected a screen will display that allows the user to select the appropriate State by clicking on either the State location on a map or the text name of the State. This screen displays "Report 1" for Childress County, Texas, for signup 33.



REPORT 1 USDA/FSA/CEPD
ACCEPTABLE AND REJECTED OFFERS SORTED BY FARM/TRACT
CRP 33RD SIGNUP OFFER SELECTION PROCESS

STATE=TEXAS ADMIN LOC CODE=48075 COUNTY=CHILDRESS

PHYS LOC CODE	FARM NO	TRACT NO	Program Year	ACRES FOR ENROLL	RENTAL RATE OFFERED	MAX PAY RATE	COST-SHARE REQUESTED	N1	N2	N3	N4	N5	N6 COST FACTOR	EBI SCORE	DETERMINATION
48075	0000091	0000153	2007	159.1	$39.00	$39.00	Y	50	34	15	0	19	101	219	REJ LOW EBI
48075	0000161	0000240	2007	52.0	$37.89	$37.89	Y	50	41	30	0	19	102	242	ACCEPTABLE
48075	0000314	0000489	2007	57.4	$38.41	$38.41	Y	50	28	10	0	19	101	208	REJ LOW EBI
48075	0000315	0000490	2007	89.0	$36.90	$36.90	Y	50	32	10	0	19	102	213	REJ LOW EBI
48075	0000315	0000492	2007	156.4	$36.59	$36.59	Y	50	32	20	0	19	103	224	REJ LOW EBI
48075	0000334	0000531	2007	73.9	$33.27	$33.27	Y	50	21	50	0	26	105	252	ACCEPTABLE
48075	0000344	0000552	2007	222.3	$37.43	$37.43	Y	50	32	10	0	19	102	213	REJ LOW EBI
48075	0000369	0000591	2007	144.4	$38.34	$38.34	Y	50	26	10	0	19	102	207	REJ LOW EBI
48075	0000369	0000592	2007	253.9	$37.62	$37.62	Y	50	32	10	0	19	102	213	REJ LOW EBI
48075	0000387	0000619	2007	65.7	$35.40	$35.40	Y	50	32	30	0	19	103	234	REJ LOW EBI
48087	0000508	0000804	2007	66.9	$35.80	$35.80	Y	80	23	30	0	21	103	257	ACCEPTABLE
48075	0000674	0000960	2007	149.4	$36.14	$36.14	N	10	27	55	0	16	113	221	REJ LOW EBI

Notes: Every county that submitted at least 1 eligible offer will be included in the report.

Only eligible, submitted offers will be listed on the report.

Offers are listed under the Administrative County code, even if they are physically located in a different county.

Offer listings are sorted by farm number, then by tract number.

Find a specific county by either scrolling through the report, or by utilizing the "Find" function (CLICK "Search" (binoculars) button).

The report will be produced **once** after each signup and is dependent on the accuracy of the offer data recorded at the time it is produced. Any remaining errors noted by Validation Reports, through 2nd party review, or through a final review of CRP-1 and CRP-2 data **must** be addressed before producer notification.

401 Offer Ranking Reports (Continued)

C Report 2: Offers From Counties Affected by the County Cropland Limit

Report 2 contains the same offers as Report 1, except that:

- **only** counties that are affected by the county cropland limit are included
- offer listings have been ranked by their EBI score

  Note: For multiple offers with the same EBI score, the lowest "rental rate offered" will determine order.

- information relative to cropland limitation replaces a portion of the data columns from Report 1.

The purpose of "Report 2" is to aide Service Center staff and COC's with the process of determining if any offers can be revised to "acceptable" status when other offers, initially determined "acceptable", are **not** carried through to "contract" status.

Note: Offer status revision is subject to CEPD policy detailed in 2-CRP or CRP Notices issued relative to applicable signups.

Bookmarks Signatures Layers Pages Comments

REPORT 2 (ADDITIONAL REPORT) USDA/FSA/CEPD
OFFERS FROM COUNTIES AFFECTED BY THE COUNTY CROPLAND LIMIT
SORTED BY ACCEPT/REJECT DETERMINATION AND DESCENDING EBI
CRP 33RD SIGNUP OFFER SELECTION PROCESS

STATE=COLORADO ADMIN LOC CODE=8063 COUNTY=KIT CARSON

PHYS LOC CODE	FARM NO	TRACT NO	YEAR	ACRES FOR ENROLL	RENT RATE OFFERED	CUMMUL OFFER ACRES	CRP-1 AC ON 10/01/06	WRP CROP AC	TOT CNTY CROP	%OF TOT CROP	EBI SCORE	STATUS	MPL Y/N
8063	0005704	0012622	2007	75.5	$31.90	12,996.4	227,380.4	0.0	1,007,938.5	0.23848	258	ACCEPTABLE	N
8063	0003357	0001970	2007	122.6	$34.72	13,119.0	227,380.4	0.0	1,007,938.5	0.23861	258	ACCEPTABLE	N
8063	0004695	0002225	2007	153.4	$29.90	13,272.4	227,380.4	0.0	1,007,938.5	0.23876	256	ACCEPTABLE	N
8063	0004430	0003007	2007	40.5	$32.63	13,312.9	227,380.4	0.0	1,007,938.5	0.23880	256	ACCEPTABLE	N
8063	0005427	0001963	2007	37.4	$32.94	13,350.3	227,380.4	0.0	1,007,938.5	0.23883	256	ACCEPTABLE	N
8063	0000857	0003143	2007	156.1	$33.79	13,506.4	227,380.4	0.0	1,007,938.5	0.23899	255	ACCEPTABLE	N
8063	0000909	0001098	2007	902.7	$36.32	14,409.1	227,380.4	0.0	1,007,938.5	0.23989	255	ACCEPTABLE	N
8063	0002386	0001175	2007	20.2	$26.84	14,429.3	227,380.4	0.0	1,007,938.5	0.23991	254	ACCEPTABLE	N
8063	0005757	0012692	2007	36.9	$32.41	14,466.2	227,380.4	0.0	1,007,938.5	0.23994	254	ACCEPTABLE	N
8063	0001065	0000808	2007	10.6	$35.31	14,476.8	227,380.4	0.0	1,007,938.5	0.23995	254	ACCEPTABLE	N
8063	0004421	0002322	2007	85.4	$36.37	14,562.2	227,380.4	0.0	1,007,938.5	0.24004	254	REJ CROP LIMIT	N
8063	0000328	0002303	2007	334.2	$36.49	14,896.4	227,380.4	0.0	1,007,938.5	0.24037	252	REJ CROP LIMIT	N

401 Offer Ranking Reports (Continued)

D Validation Reports – Final Cycle

Error Validation Reports are primarily produced during signups and in the interim period after a signup has ended but before Ranking Reports are issued (see subparagraph 311 B). For some signups, enough data errors or questionable data exists to produce a final Validation Report at the same time that the Ranking Reports are issued. When this is necessary, it is considered a part of that process because it would need to be utilized in conjunction with the "Acceptable and Rejected Offers Report" to optimize data accuracy before producer notification. Any offers listed on final cycle validation reports **must** be reviewed and resolved **before** producer notification of offer acceptance or rejection.

402 Processing Acceptable and Rejected Offers

A Non-Automated Processing

Policy for specific actions to be taken relative to each signup will be issued through 1 or more CRP Notices in conjunction with policy established in 2-CRP and will include:

- review for data accuracy
- corrective action
- application of county cropland limitation
- notification of producers
- approval by COC
- deadlines for actions.

B Transferring Offers Data File to System 36 Contract Software

After all non-automated steps have been completed (see paragraph 403 A), the offer data will need to be transmitted from the web-based COLS to System 36 contract files. See paragraph 310 for instructions for transmitting approved offers to System 36. See paragraph 800 for instructions for recording the transmitted offer from COLS into System 36.

403 Errors, Omissions, and Appeals

A Signup Software Temporarily Disabled After Signup Ends

COLS software for signup will be disabled for a period of time after each signup ends, to accommodate national offer ranking analysis. Software will be reopened, after Ranking Reports are issued, for processing of errors, omissions, and appeals. When the software is reopened, it will calculate and display EBI subfactor N6a so the total EBI can be used to determine if corrected or newly entered offers are acceptable. Specific dates the software will be disabled and reopened for the applicable signup will be noted in a CRP Notice.

B Correcting Errors

Before General CRP signup 26, all updates to accepted CRP offers were calculated and processed manually. Beginning with signup 26, updates to the offer file because of errors, omissions, appeals, or for certain other offer corrections are processed through the same software as used for the applicable signup. The corrections may be processed after the software is reopened. For:

- signup 26, error correction for offers **must** be completed through the AGSS software (see paragraphs 900 through 912 for detailed instructions)

- signup 29 and subsequent general signups, for offers:

    - already transmitted to System 36 contract file, see paragraph 913
    - not yet transmitted, see subparagraphs C through F.

403 Errors, Omissions, and Appeals (Continued)

C Reprocessing Erroneous Offers

If offer data is determined to be erroneous and offer has **not** been transmitted to System 36, County Offices shall reprocess the offer through the "Edit" function in applicable signup software, updating or correcting the erroneous data.

Step	Action
1	Following instructions in paragraph 304 for signups 29 and greater to access COLS "Edit" function.
2	Select the appropriate offer for editing and continue processing through COLS, updating or correcting data as needed.
3	Verify that all entries are correct on EBI/Land Eligibility Screen, CLICK "Save".
4	On Submit Offer Screen, recertify and verify that the submission date for this offer is the same as the date on the original CRP-1, CLICK "Submit".

Note: Policy in 2-CRP and a signup specific CRP Notice will detail additional, non-automated steps to follow for review, documentation, and decision-making purposes.

D Processing Omitted Offers Completed in COLS, But Not Submitted

If a previously submitted offer was accessed for editing and **not** recertified or submitted on COLS Submit Offer Screen before the offer signup cutoff date, the offer is considered omitted. County Offices shall follow this table to process omitted offers that were entered in COLS before the end of signup, but not submitted.

Step	Action
1	Following instructions in paragraph 304 to access COLS "Edit" function for signups 29 and greater.
2	Select the appropriate offer for editing and continue processing through COLS, updating or correcting data as needed.
3	Verify that all entries are correct on EBI/Land Eligibility Screen, CLICK "Save".
4	On Submit Offer Screen, recertify and enter the submission date, CLICK "Submit".

Note: Policy in 2-CRP and a signup specific CRP Notice will detail additional, nonautomated steps to follow for review, documentation, and decision making purposes.

403 Errors, Omissions, and Appeals (Continued)

E Processing Omitted Offers Deleted in COLS

Offers that were deleted in COLS and **not** re-entered are **not** available for editing and submission by the County Office. In some instances, County Offices may have inadvertently deleted an acceptable offer and subsequently the offer was **not** submitted. Software will only allow State Office users to enter a "New Offer" after COLS is reopened for editing.

State Offices will enter the initial offer information into COLS on the Enrollment Information Screen using documentation provided by the County Office.

Once State Offices have named the scenario and clicked "Save" on the Enrollment Information Screen, the offer can be accessed and completed by the County Office using COLS "Edit Offer" process (see paragraph 304) for signup 29 and greater.

F Changing Program Year

The following table provides instructions to change the program year when policy allows a change of program year for an offer before becoming a contract.

Step	Action
1	Following instructions in paragraph 304 to access COLS "Edit" function for signups 29 and greater.
2	On the Enrollment Information Screen, select the desired program year from the drop-down box.
3	On the Enrollment Information Screen, CLICK "Save" and continue processing COLS, making no other changes to offer data, until the EBI/Land Eligibility Screen appears.
4	Verify that all entries are correct on EBI/Land Eligibility Screen, CLICK "Save".
5	On the Submit Offer Screen, recertify and verify that the submission date for this offer is the same as the date on the original CRP-1, CLICK "Submit".

404-499 (Reserved)

Part 5 (Reserved)

500-599 (Reserved)

Part 6 Continuous Signup

600 Web-Based Continuous Signup Application Processing

A Overview

Future software enhancements to Conservation web-based applications will allow processing of all continuous signup contract applications on the Web. This Part will be updated with applicable software procedure as web applications are implemented. Until these applications are available, continue to refer to the following handbooks for software processing information.

B Contract Processing

Refer to 1-CRP for System 36 contract processes.

C C/S

Refer to:

- 1-CONSV for System 36 C/S processes
- 2-CRP for C/S policies.

D Incentive Payments

Refer to 2-CRP and 1-FI for issuing CRP-SIP, PIP, and 20 percent incentive payments.

601-699 Reserved

Part 7 Farmable Wetlands Pilot Program

700 Web-Based FWP Application Processing

A Overview

Future software enhancements to Conservation web-based applications will allow processing of all FWP contract applications on the Web. This Part will be updated with applicable software procedure as web-based applications are implemented. Until these applications are available continue to refer to the following handbooks for software processing information.

B Contract Processing

Refer to 1-CRP for System 36 contract processes.

C C/S

Refer to:

- 1-CONSV for System 36 C/S processes
- 2-CRP for C/S policy.

D Incentive Payments

Refer to 2-CRP and 1-FI for issuing CRP-SIP, PIP, and 20 percent incentive payments.

701-799 Reserved

Part 8 Recording General Signup Offers in System 36 Contract Files

800 Adding Contract Offers from COLS to System 36

A Offers With 1 Lifespan

This table provides steps to add contract offers transmitted from COLS that include single or multiple practices that all have the same lifespan. Enter **only** the responses indicated.

Note: See subparagraph 800 B to add contracts resulting from offers that include practices with multiple lifespans.

Important: Before recording approved contracts in System 36, County Offices shall ensure that the county signup data file for the applicable signup number is updated in System 36 by following 1-CRP, paragraphs 269 and 270.

Step	Action	Result	Comments
1	On Application Selection Screen FAX07001: • Enter “5”, “Conservation” • PRESS “Enter”.	Conservation Main Menu EEA000 will be displayed.	
2	On Menu EEA000: • Enter “3”, “CRP Contract File” • PRESS “Enter”.	Conservation CRP Contract File Menu EPCA00 will be displayed.	
3	On Menu EPCA00: • Enter “4”, “Update Contract File 10 & up” • PRESS “Enter”.	Conservation CRP Contract File Screen EPCR0001 will be displayed.	
4	On Screen EPCR0001: • enter contract number • Enter “1”, “Add Contract” • PRESS “Enter” (screen will blink) • Enter for the applicable signup number • PRESS “Enter”.	Conservation Offer Selection Screen EPCR0301 will be displayed.	The user shall enter the next available contract number.

800 Adding Contract Offers from COLS to System 36 (Continued)

A Offers With 1 Lifespan (Continued)

Step	Action	Result	Comments
5	On Screen EPCR0301: • enter offer tract number • enter program year • PRESS "Enter".	CRP Contracts Basic Contract Data Screen EPCR1001 will be displayed.	The user must create a separate contract offer for practices having multiple lifespans. See subparagraph 800 B for instructions
6	On Screen EPCR1001: • enter date approved • enter farm cropland • PRESS "Enter". **Note:** If the offer contains noncropland expired trees or WBP, these acres **must** be manually loaded as marginal pasture land on Screen EPCR1001.	CRP Contract CRP-2 Data Screen EPCR1501 will be displayed.	The **warning** message, "Acres Appr may be > cropland available for CRP in future", will be displayed, if applicable. PRESS "Enter" to continue.
7	On Screen EPCR1501: • all data is pre-filled but can be edited, if necessary • PRESS "Enter". **Note:** PRESS "Enter" through Screens EPCR1701, EPCR1705, and EPCR1801.	CRP Contracts Practice Selection Screen EPCR2001 will be displayed.	On Screens EPCR1701, EPCR1705, and EPCR1801, no data can be entered or modified when adding contracts using the offer file. Edits to data on these screens **must** be done through COLS, if applicable.

800 Adding Contract Offers from COLS to System 36 (Continued)

A Offers With 1 Lifespan (Continued)

Step	Action	Result	Comments
8	On Screen EPCR2001: • verify that the pre-selected practices are correct • PRESS "Enter".	Screen: • EPCR2401 will be displayed for 10-year practices • EPCR2801 will be displayed for up to 15-year practices.	Only offers with practices with the same lifespans are pre-populated for a CRP-1. The user **must** create a separate contract for offers with different lifespans. See subparagraph 800 B for instructions.
9	On Screen EPCR2401 or EPCR2801: • estimated C/S can be edited • actual C/S can be added • PRESS "Enter".	Screen MCA91001 will be displayed.	
10	On Screen MCA91001: • select applicable producers • PRESS "Cmd5" to complete the transaction.	Screen EPCD3501 will be displayed.	
11	On Screen EPCD3501: • verify that all applicable producers are selected • PRESS "Cmd2" to go to the next process.	Screen EPCD4001 will be displayed.	
12	On Screen EPCD4001: • enter producers' shares • PRESS "Enter".	Screen EPCR8001 will be displayed.	
13	On Menu EPCR8001, PRESS "Cmd16".	The contract will be added.	

Note: The steps in this table will only be available for processing after successfully transmitting the offer from COLS to System 36. See subparagraph 310 A.

800 Adding Contract Offers from COLS to System 36 (Continued)

B Multiple Lifespans

This table provides steps to add a contract resulting from an offer with practices having multiple lifespans. Enter **only** the responses indicated.

Step	Action	Result	Comments
1	Follow steps 1 through 3 in subparagraph D to access Screen EPCR0001.	Conservation CRP Contract File Screen EPCR0001 will be displayed	
2	On Screen EPCR0001: • enter contract number • ENTER "1", "Add Contract" • PRESS "Enter" (screen will blink) • enter signup number • PRESS "Enter".	Conservation Offer Select Screen EPCR0301 will be displayed	The user shall enter the next available contract number.
3	On Screen EPCR0301: • enter offer tract number • enter program year • PRESS "Enter" • select all practices having the same lifespan • Press "Enter".	CRP Contracts Basic Contract Data Screen EPCR1001 will be displayed.	The user **must** create a separate contract for offers with practices having multiple lifespans.
4	On Screen EPCR1001: • enter date approved • enter farm cropland • PRESS "Enter". **Note:** If the offer contains noncropland expired trees or WBP, these acres must be loaded manually as marginal pastureland on Screen EPCR1001.	CRP Contracts CRP-2 Data Screen EPCR1501 will be displayed.	The **warning** message, "Acres Appr may be > cropland available for CRP in future:" will be displayed, if applicable. PRESS "Enter" to continue.

800 Adding Contract Offers from COLS to System 36 (Continued)

B Multiple Lifespans (Continued)

Step	Action	Result	Comments
5	On Screen EPCR1501: • all data is pre-filled, but can be edited if necessary • PRESS "Enter" **Note:** PRESS "Enter" through screens EPCR1701, EPCR1705, and EPCR1801.	CRP Contracts Practice Select Screen EPCR2001 will be displayed.	On screens EPCR1701, EPCR1705, and EPCR1801, no data can be entered or modified when adding contracts using the offer file. Edits to data on these screens **must** be done through COLS and retransmitted to update CRP-1.
6	On Screen EPCR2001, verify that the pre-selected practices and practice lifespan are correct.	Screen: • EPCR2401 will be displayed for 10 year practices • EPCR2801 will be displayed for up to 15 year practices.	
7	On Screen EPCR2401 or EPCR2801, as applicable, PRESS "Enter".	Screen MCA91001 will be displayed.	
8	On Screen MCA91001: • select applicable producers • PRESS "Cmd5" to complete the transaction.	Screen EPCD3501 will be displayed.	

800 Adding Contract Offers from COLS to System 36 (Continued)

B Multiple Lifespans (Continued)

Step	Action	Result	Comments
9	On Screen EPCD3501: • verify that all applicable producers are selected • PRESS "Cmd2" to go to the next process	Screen EPCD4001 will be displayed.	
10	On Screen EPCD4001: • enter producers' shares • PRESS "Enter".	Screen EPCR8001 will be displayed.	
11	On Screen EPCR8001, PRESS "Cmd16".	Contract is added.	
12	Repeat steps 2 through 11 for practices with multiple lifespans **not** added to the 1st contract created using this offer data.	Separate contracts will be recorded for practices with multiple lifespans from the same offer.	The user will enter the same tract number from the offer in step 3.

Note: COLS printed 2 separate CRP-1's for offers with practices having multiple lifespans of 10 years up to 15 years.

Ensure that separate contracts and contract folders are created for each CRP-1 from the offer. From this point on, the contracts are handled as individual and separate CRP-1's.

801-899 (Reserved)

Part 9 CRP Contract Maintenance

900 Overview

A Corrections to General Signup 26 and Later CRP Contracts

Signup 26 and later signups utilize software that functions independently from System 36. When corrections that may affect EBI are needed to offer data from signup 26 and later signups the data must be corrected in the appropriate signup software. This part provides automation procedure to correct CRP contracts from signups 26 and later.

Section 1 Correcting Signup 26 Contracts

901 Correcting Signup 26 Offers

A Correcting Existing Contracts

For the signup 26 offer process, County Offices were provided AGSS PC/Server software that was installed on selected PC's in County Offices. In rare instances, County Offices may need to modify signup 26 contract offer data.

If data needs to be changed, users may need to modify the offer through AGSS software and import again to System 36.

Paragraphs 902 through 912 identify each screen users will encounter in AGSS and how to modify and save the data.

Contact the State Office if County Offices need access to AGSS software and it is no longer available on a County Office PC.

B Correcting Previously Pulled Contracts

Once contract corrections have been processed in AGSS, access the contract through the correction process in System 36. Screen EPC031 will prompt the user if the data is to be updated on the existing contract.

Entering:

- "Y" will allow the system to transmit the modified data (modified through AGSS and import to System 36) to be updated to the existing contract

- "N" will not update the existing contract data.

902 AGSS Startup Screen Overview

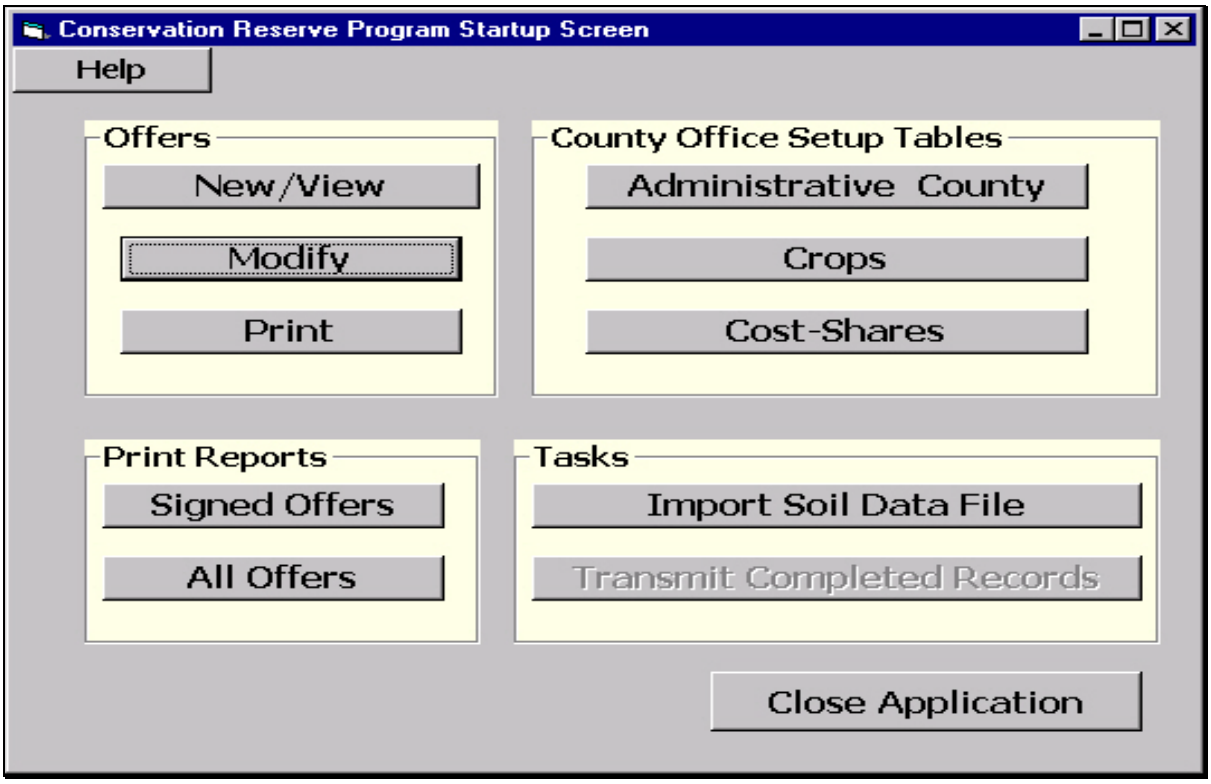
A Conservation Reserve Program Startup Screen

Follow instructions provided in the installation documentation to start the application.

The 1st screen to appear will be the Conservation Reserve Program Startup Screen that enables users to:

- create new
- view existing
- modify
- print reports
- submit transmittals.

Each of the options displayed on the Conservation Reserve Program Startup Screen are described in detail in the following subparagraphs.



902 AGSS Startup Screen Overview (Continued)

B New/View Button

CLICK “New/View” to:

- initiate a new offer
- view an offer previously entered into the system
- search through the database to select an offer to modify
- open the Conservation Reserve Program (Screen 1) Screen, displayed in subparagraph 904 A, that allows users to enter background, enrollment, and personal information for the producer.

C Modify Button

CLICK “Modify” to make changes to both complete and incomplete offers.

To modify an offer, the user **must** do the following:

- CLICK “New/View” to select the offer
- CLICK “Main” to return to the Conservation Reserve Program Startup Screen
- CLICK “Modify” and the Conservation Reserve Program (Screen 1) will be displayed

Notes: Users can update any information on any of the screens for the offer, except the offer type.

To complete the update, continue to the last screen and CLICK “Done”.

Note: Ending the modification process before user clicks “Done” will **not** save the changes.

902 AGSS Startup Screen Overview (Continued)

D Print Button

CLICK "Print" to:

- print out a hard copy of an offer
- open Conservation Reserve Program (Screen 1) in the view only mode that allows users to select the offer to print.

To select an existing offer, CLICK "Records**"** or "Search" that control the forward or backward flow through the offer records in the database. Once a record is selected, CLICK "CRP1" or "CRP2" to print the offer.

E Administrative County Button

CLICK "Administrative County" to enter data into CRP Offer System software database for Administrative County Offices and addresses administered at the local Service Center.

Note: This process is necessary to ensure that each producer's offer can be associated with the correct Administrative County Office.

Step	Action
1	CLICK "Enter New". This will clear all boxes in the "Enter Administrative County Offices" window.
2	CLICK "State" drop-down arrow and select the correct State abbreviation for the Administrative County Office; or, if an address has been previously entered, type in the first 2 letters of the State name and select the appropriate State from the drop-down menu.
3	CLICK "Office Name" drop-down arrow and select the correct Administrative County Office.
4	CLICK "Administrative County Code" drop-down arrow and select the correct code for the Administrative County Office. **Note:** This will trigger CRP software to add the Town/City name and the rest of the information needed to complete the window.
5	CLICK "Save" to store the information in the database and "OK**"** in the confirmation window. **Note:** Repeat Steps 1 through 5 as needed to add additional Administrative County Offices or to store information for combined offices.
6	CLICK "Next" to view the data previously entered for County Offices.
7	CLICK "Return**"** to close the window and return to the Conservation Reserve Program Startup Screen.

902 AGSS Startup Screen Overview (Continued)

F Crops Button

CLICK “Crops” to enter crops into the database.

Step	Action
1	Click drop-down arrow next to the First Crop Name box and select a crop that is common in user’s area. **Note:** If there are producers who double-crop, go to the Second Crop Name box, and repeat Step 1.
2	CLICK “Add” to insert the crop name you want to save to the database.
3	CLICK “Save” to save the crop to the database.
4	CLICK “OK” in the confirmation window. **Note:** To add more crop names or combined crop names, repeat Steps 1 through 4.
5	Once the user has finished using this window, CLICK “Return” to close the window and return to the Conservation Reserve Program Startup Screen.

G Cost-Shares Button

CLICK “Cost-Shares” and follow these steps to enter C/S data into CRP software database.

Note: C/S information entered will be available later in many of the screens used during the automated offer application process.

Step	Action
1	In the Enter Cost-Share window, click right or left arrow near the bottom of the window to select the practice for which you need to enter the new C/S’s.
2	Click inside the Currently Available box and type the new C/S amount for the practice.
3	Once the rates have been updated for all practices, CLICK “Return” to close the window and return to the Conservation Reserve Program Startup Screen.

902 AGSS Startup Screen Overview (Continued)

H Signed Offers

Under the Print Reports Section, CLICK “Signed Offers” to display a listing of all signed offers. Click the printer icon on the toolbar to print the listing.

After viewing or printing the signed offers, CLICK “X” (close) at the top right corner of the window to close the view display and return to Conservation Reserve Program Startup Screen.

I All Offers Button

CLICK “All Offers” to display a listing of all offers, both signed and unsigned. Click the printer icon on the toolbar to print the listing.

After viewing or printing the offers, CLICK “X” (close) at the top right corner of the window to close the view display and return to Conservation Reserve Program Startup Screen.

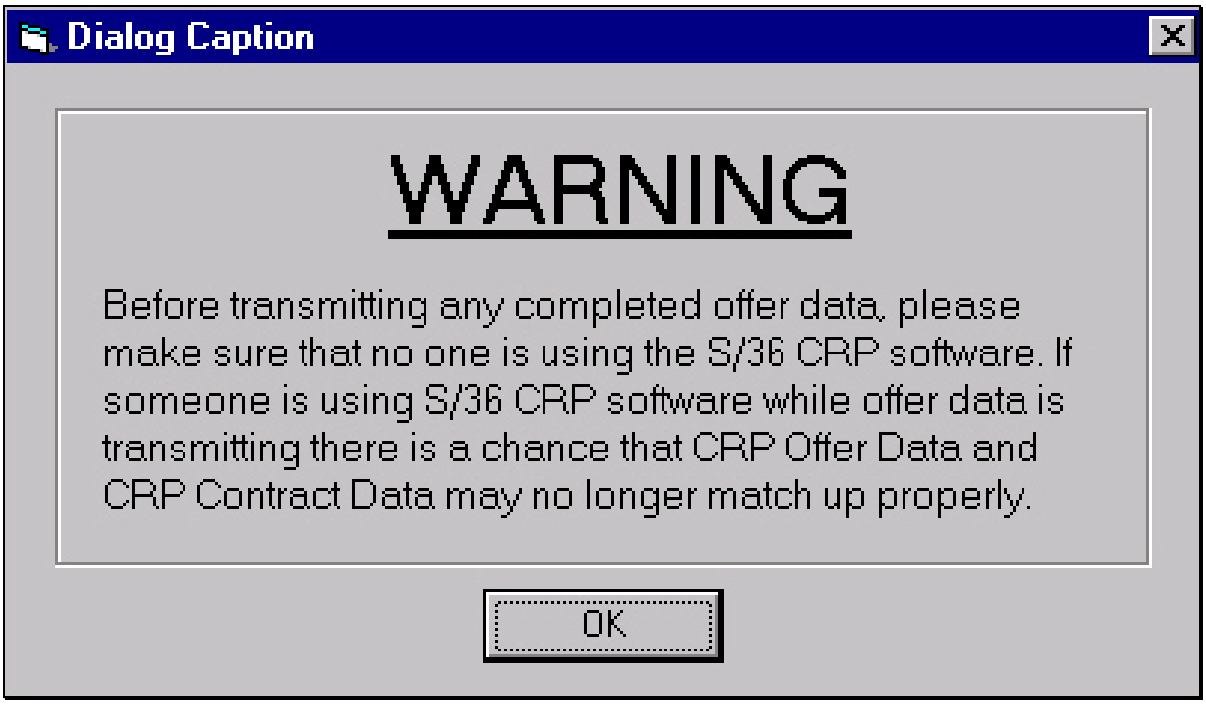
902 AGSS Startup Screen Overview (Continued)

J Import Soil Data File Button

CLICK “Import Soil Data File” to download the new soil data for user’s county from FSA web site.

K Transmit Completed Records Button

CLICK “Import Transmit Completed Records” and according to the following dialog box that is displayed, be sure that **no** employees are using System 36 CRP Software, and then CLICK “OK”.



Access the Record Transmission window and fill in the appropriate data to transmit completed records.

L Close Application Button

CLICK “Close Application” to close CRP software.

903 Toolbar Elements

A Overview

This paragraph describes the toolbar elements found in any of the CRP Offer System screens. Most of the screens used in the system contain the same primary toolbar elements (buttons and ID boxes). These elements will help users navigate through the screens, keeping track of the offer being processed.

CRP Offer System toolbars:

- are located at the top of screens
- will have variations from screen to screen
- have all elements described in this paragraph.

B Toolbar ID Boxes

The data in the Toolbar ID boxes are pre-populated from the information entered in earlier screens. These ID boxes enable users to check to ensure that the correct offer is being processed. The ID boxes are listed as follows:

- Admin County
- Tract Number
- Program Year
- Offer Type
- Acres of Enrollment.

If inaccurate information is displayed in **any** of the ID boxes, CLICK “Previous” (repeatedly, if necessary), to return to Conservation Reserve Program (Screen 1) so that the data can be corrected.

903 Toolbar Elements (Continued)

C Toolbar Buttons

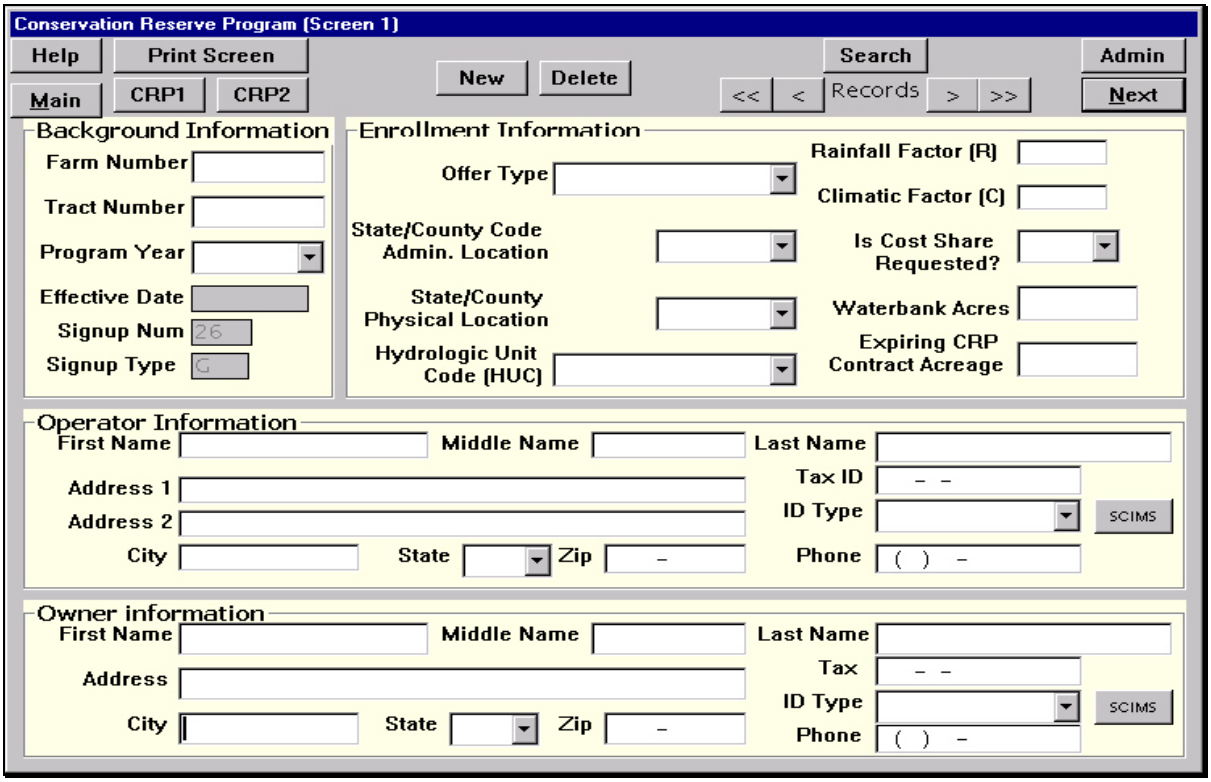
This table provides the functions of the toolbar buttons.

Button	Description
Add Crop	Allows users to access the Populate with Crops Information Screen. For more information, click "Crops" button.
Admin	Allows users to add additional Administrative County Offices to the database.
Cost-Share	Allows users to enter or modify C/S rates for various practices.
CRP-1	Prints CRP-1 for displayed offer.
CRP-2	Prints CRP-2 for displayed offer.
Delete	Deletes the currently displayed record. **Note:** A password is required. Currently: • the password is "Admin" • the password is case sensitive • do **not** type the quotes.
Done	Saves the displayed offer record to the database and returns user to the Conservation Reserve Program Startup Screen.
Help	Enables users to access the online user guide.
Main	Allows users to go to the Conservation Reserve Program Startup Screen.
New	Clears the screen and prepares the software for a new offer entry.
Previous/Next	Allows users to move to the previous screen to review changes or to move to the next screen, if all required elements are complete on the displayed screen.
Print Screen	Enables users to print the displayed screen.
Search	Starts a routine that allows users to search through records.

904 Conservation Reserve Program (Screen 1)

A Overview

Conservation Reserve Program (Screen 1) is used for all offer types and **must** be completed when processing an application for any producer making an offer under signup 26.



Conservation Reserve Program (Screen 1) enables users to collect information identifying the producer's farm number, tract number, and other critical information needed to begin processing the offer.

An alert message will be displayed and certain boxes will turn yellow as a cautionary measure, if an attempt is made to proceed to the next screen without entering all needed Conservation Reserve Program (Screen 1) data.

The 4 sections of Conservation Reserve Program (Screen 1) are:

- Background Information
- Enrollment Information
- Operator Information
- Owner Information.

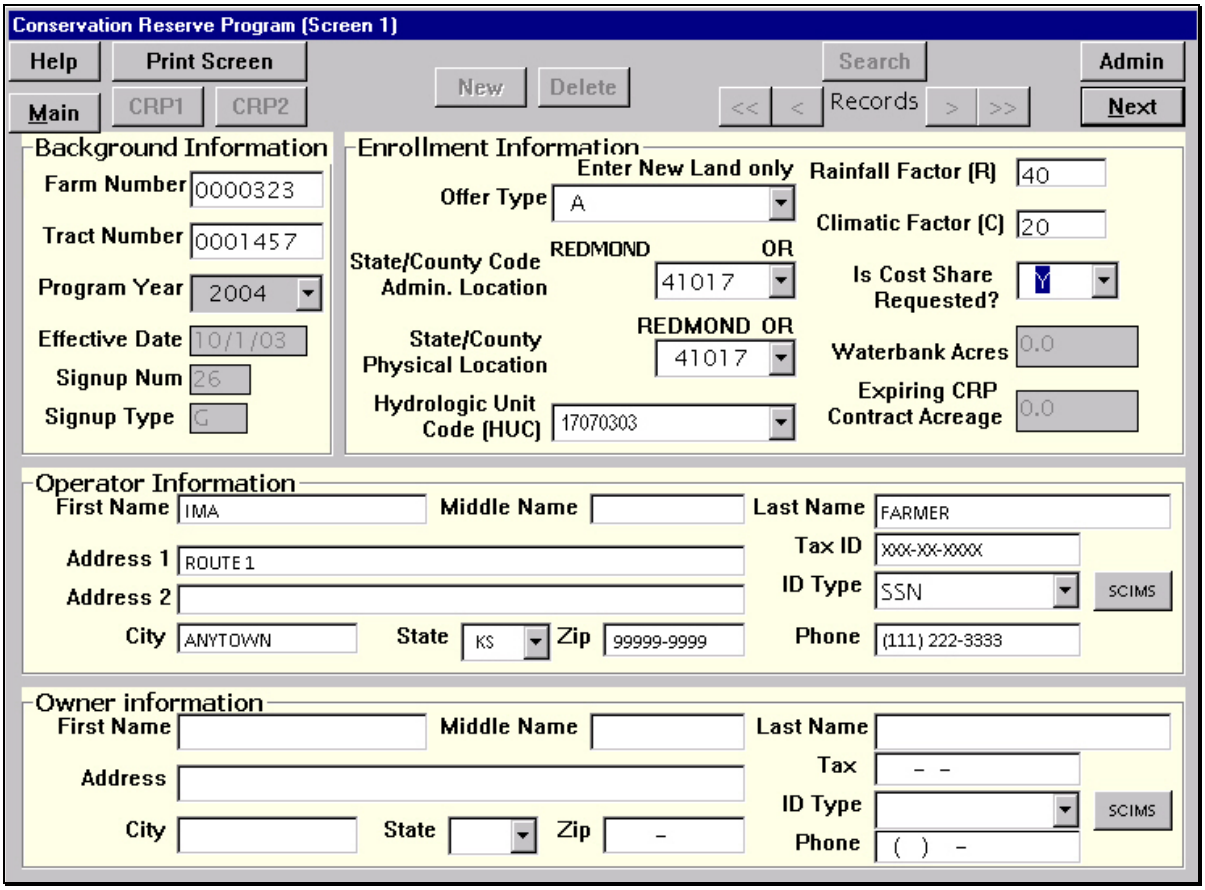
904 Conservation Reserve Program (Screen 1) (Continued)

A Overview (Continued)

The software will lead users through each box in sequential order, starting with Farm Number box.

Note: Once a work instruction is completed, a link at the bottom of the page will enable the user to jump to the next work instruction.

When the user has finished entering data into Conservation Reserve Program (Screen 1), the screen should look similar to the following example.



905 Conservation Reserve Program (Screen 1) Background Information

A Farm Number Box

The Farm Number box stores the unique 7-digit code that identifies the producer's farm. If user clicks "New" at the top of the screen, data from all boxes will be cleared on this screen.

Click inside the Farm Number box and type the farm number that identifies the land that is being offered.

Note: The farm number can be modified at any time. Any number up to 7 digits can be entered. Do **not** use commas. All farm numbers **must** be 7-digits; if less than 7-digits are entered, the software automatically adds the appropriate number of "leading zeroes" in front of the number entered to ensure that 7 digits are entered into the box.

The farm number **must** be an active farm number in the administrative county where the farm record is maintained.

B Tract Number Box

Note: Complete the Farm Number box before accessing this box.

Click inside the Tract Number box and enter the tract number where the offered land is located.

Note: The tract number **cannot** be modified during the modify offer process. User can enter any 7-digit number from 1 to 9999999. Do **not** use commas.

An offer **cannot** be entered using the same tract number more than once for a program year. If the tract number is the same for 2 offers, then the program year **must** be different. If the tract number and program year are the same for 2 offers, then the State and county code administrative location **must** be different for the 2 offers. The producer can only make 1 offer per tract per program year. The Tract Number box is 1 of the 3 critical pieces of data that FSA uses to manage a producer's offer. FSA combines this data with the data in the Program Year box and the State/County Administrative Location box to create the "primary key" that is used in the database to identify each offer. Each offer has a unique primary key.

905 Conservation Reserve Program (Screen 1) Background Information (Continued)

C Program Year Box

Note: Complete the Tract Number box **before** accessing this box.

Click drop-down arrow next to the Tract Number box to select the program year for which the producer wants to submit an offer.

Note: Select only 2004 or 2005 depending upon the producer's offer.

The program year is 1 of the 3 critical pieces of data that FSA uses to identify a producer's offer. FSA combines this data with the data in the Tract Number box and the State/County Administrative Location box to create the "primary key" that is used in the database to identify each offer. Each offer has a unique primary key.

D Effective Date Box

Note: Complete the Program Year box before accessing this box.

The data for the Effective Date box will be entered automatically. When the program year is selected, the software automatically enters the correct effective date, signup number, and signup type.

The effective date represents the date the contract period begins for the program year selected in the previous box.

E Signup Num Box

Note: Complete the Effective Date box **before** accessing the Signup Number box.

The data for the Signup Number box will be entered automatically. When the program year is selected, the software automatically enters the correct effective date, signup number, and signup type.

The default data, "26" represents general signup 26. This version of CRP software can **only** be used for signup 26.

905 Conservation Reserve Program (Screen 1) Background Information (Continued)

F Signup Type Box

Note: Complete the Signup Number box **before** accessing this box.

The data for the Signup Type box will be entered automatically. When the program year is selected, the software automatically enters the correct effective date, signup number, and signup type.

906 Conservation Reserve Program (Screen 1) Enrollment Information

A Offer Type Box

Note: Complete the Signup Type box before accessing this box.

Click drop-down arrow next to the Offer Type box, select the type of offer the producer wants to submit, and verify selection by reading the description of the Offer Type that is displayed above the box.

Select the Offer Type from the drop-down menu, based on the land the producer wants to submit, from the following.

- **A** is for an offer of entirely "**New Land**" (land that is not currently under CRP contract)
- **B** is for an offer of land that is "**Expiring CRP Land**" (land that is under CRP contract and is expiring on September 30, 2003)
- **C** is for an offer of land composed of both "**New Land and Expiring CRP Land**"
- **D** is for an offer of land that is "**Expired Waterbank Land**" (land previously under a waterbank contract which has expired)
- **E** is for an offer of land composed of both "**New Land and Waterbank Land**"
- **F** is for an offer of land composed of both "**Waterbank Land and Expiring CRP Land**"
- **G** is for an offer of land composed of "**New Land, Waterbank Land, and Expiring CRP Land**."

Once selected, the Offer Type **cannot** be changed, even if the user attempts to bring the offer back up by the Modify Offer option.

If the Offer Type needs to be changed, the user **must** 1st delete the entire offer from the record and then enter a new offer with the correct offer type.

906 Conservation Reserve Program (Screen 1) Enrollment Information (Continued)

B State/County Code Admin. Location Box

Note: Complete the Offer Type box **before** accessing this box.

Click drop-down arrow next to the State/County Code Admin. Location box and select the correct State/county code. The name of the Service Center city and State will be automatically inserted above the State/County Code Admin. Location box after exiting the box.

Select from the drop-down menu a county code that was previously entered into the database through the Enter Administrative County Addresses Screen.

Note: If the required code is **not** available in the drop-down menu, CLICK "Admin" located at the top right of Conservation Reserve Program (Screen 1), access the Enter Administrative County Addresses, and enter the correct code. After entering and saving the new code, CLICK "Return". The system will return to Conservation Reserve Program (Screen 1) to allow continuation of processing the current offer.

The State/County Code Administrative Location is the:

- same as FIPS Code Administrative Location
- ID of the administrative main office for the producer's State/county.

Note: Location of the records for the offered land determines which code user selects.

FSA uses FIPS codes to identify States and counties. The codes are listed in 1-CM. However, some FIPS codes in 1-CM are FSA-modified codes and are not the official FIPS codes. Modified FIPS codes are used for administrative location of the offered land; however, only official FIPS codes are used for the physical location of the offered land.

The State/County Code Administrative Location is 1 of the 3 critical pieces of data that FSA uses to manage a producer's offer. FSA combines this data with the data in the Tract Number box and the Program Year box to create the "primary key" that is used in the database to identify each offer. Each offer has a unique primary key.

906 Conservation Reserve Program (Screen 1) Enrollment Information (Continued)

C State County Code Physical Location Box

Note: Complete the State/County Code Admin. Location box **before** accessing this box.

Click drop-down arrow next to the State County Code Physical Location box. FIPS codes will be displayed for all counties physically bordering the administrative county. Select the correct code for the offered land. If the needed FIPS code is not listed, type in the correct code.

FSA uses FIPS codes to identify States and counties. FIPS codes are listed in 1-CM. However, some of FIPS codes in 1-CM are FSA-modified codes and are **not** the official FIPS codes. Modified FIPS codes are used for administrative location of the offered land; however, **only** official FIPS codes are used for the physical location of the offered land.

The State/County Code Administrative Location is 1 of the 3 critical pieces of data that FSA uses to manage a producer's offer. FSA combines this data with the data in the Tract Number box and the Program Year box to create the "primary key" that is used in the database to identify each offer. Each offer has a unique primary key.

In some cases, a producer's offered land may cross the boundaries of 2 areas identified by 2 codes. If this situation is encountered, use the code where 51 percent or more of the offered land is located.

D Hydrologic Unit Code (HUC) Box

Note: Complete the State/County Code Physical Location box **before** accessing this box.

Click drop-down arrow next to the Hydrologic Unit Code (HUC) box and select the correct code for the producer's offer.

These are 8-, 10-, 11-, 12-, or 14-digit codes. Select from the values present in drop-down menu that are based on FIPS code physical locations.

If a needed, 10-, 11-, 12-, and 14-digit HUC is not in the drop-down list, select at least an 8-digit code that contains the correct HUC digits and enter the rest of the digits.

Note: The first 8 digits **must** be available in the drop-down list. HUC **cannot** be entered if there is not a base 8-digit code already in the list.

906 Conservation Reserve Program (Screen 1) Enrollment Information (Continued)

E Rainfall Factor (R) Box

Note: Complete Hydrologic Unit Code (HUC) box **before** accessing this box.

When HUC is selected, the software automatically enters the default Rainfall Factor and Climatic Factor (FSA Revised Universal Soil Loss Equation) for the county where the land is physically located.

The software will automatically enter a valid value from the database, using the State/County Code Physical Location as the determining criteria.

To overwrite the data, use the correct 3-digit number. Valid entries are from "0" to "999".

F Climatic Factor (C) Box

Note: Complete the Rainfall Factor (R) box **before** accessing this box.

When HUC is selected, the software automatically enters the default Rainfall Factor and Climatic Factor. If the data is incorrect, the correct data can be entered by the user. Valid entries are from "0" to "999".

Note: If Climatic Factor is overwritten by user, the data **must** be consistent with NRCS FOTG.

The Climatic Factor indicates the potential climatic impact on wind erosion for a particular county EI rating for the county.

G Is Cost Share Requested? Box

Note: Complete the Climatic Factor (C) box **before** accessing this box.

Click drop-down arrow next to the box and select yes (Y) or no (N). Producer is awarded:

- zero EBI points (in N6b) for "**Y**"
- 10 EBI points (in N6b) for "**N**".

906 Conservation Reserve Program (Screen 1) Enrollment Information (Continued)

H Waterbank Acres Box

Note: Complete the Is Cost Share Requested? box, **before** accessing this box.

Make **no** entry in the Waterbank box unless the offer type involves expired waterbank acres, in which case enter the acres being offered that are expired waterbank acres. The system will automatically enter "0", if the offer type does **not** involve waterbank acres.

Notes: If the software requires an entry and the producer is **not** offering waterbank acres, the offer type has **not** been recorded correctly.

Data in this box will vary depending on the Offer Type, as follows:

Offer Type A, B, or C: not applicable; automatically filled with a "0"

Offer Type D, E, F, or G: applicable; click inside the box and enter a number greater than zero.

I Expiring CRP Contract Acreage Box

Note: Complete the Is Cost Share Requested? box **before** accessing this box.

Make **no** entry in the Expiring CRP Contract Acreage box unless the offer type involves expiring CRP acres, in which case enter the acres being offered that are expiring CRP acres. The system will automatically enter "0", if the offer type does **not** involve expiring CRP acres.

Notes: If the software requires an entry and the producer is not offering waterbank acres, the offer type has **not** been recorded correctly.

Entries are in acres and tenths of an acre.

907 Conservation Reserve Program (Screen 1) Operator and Owner Information

A Overview

The Operator and Owner Information sections contain virtually the same boxes. Enter data into the boxes in the same manner for both sections.

B Using SCIMS for Automated Data Entry

To initiate an automated process that inputs the data in the appropriate boxes:

- CLICK "ID Type" drop-down arrow
- select ID type
- enter the tax ID number in the Tax ID box
- CLICK "SCIMS".

C Manual Data Entry

Required information may be entered manually if SCIMS is not functioning. Click inside each box and type in the correct data. This information will be used to fill-in the operator information on the automated CRP-1 and CRP-2.

D Verification of Conservation Reserve Program (Screen 1)

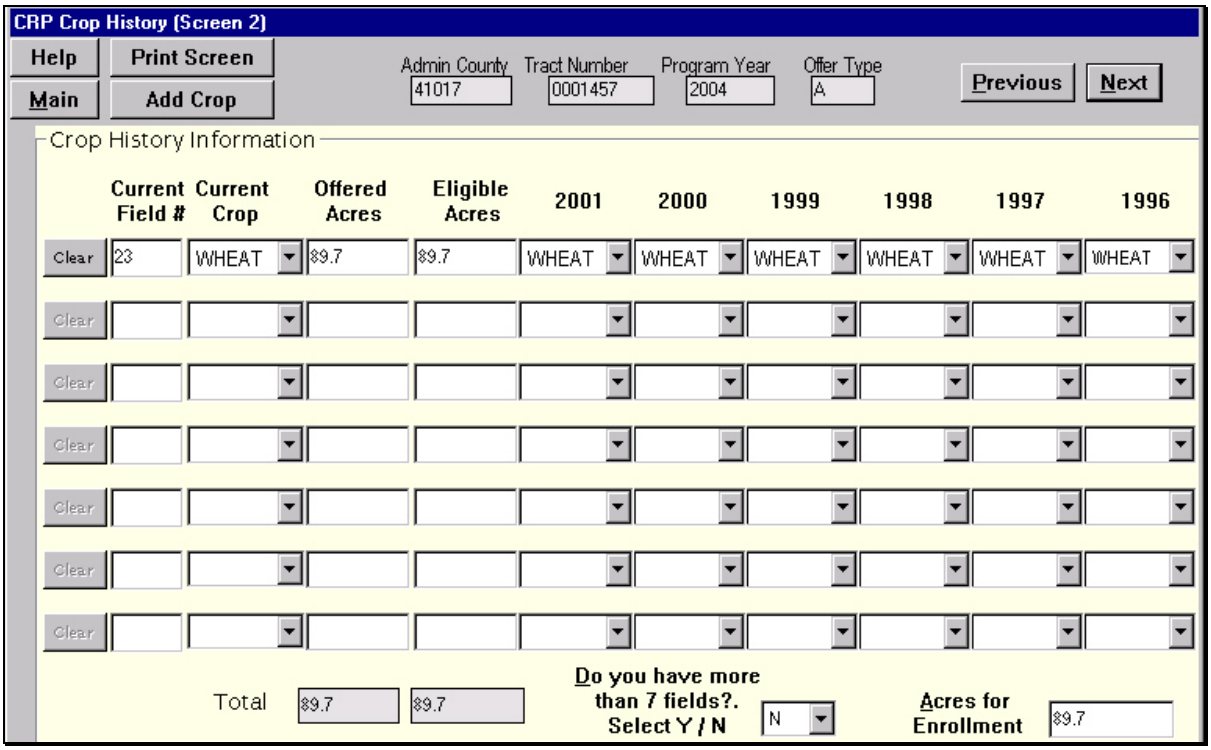
Review **all** data entered on Conservation Reserve Program (Screen 1) before moving on to CRP Crop History (Screen 2). Ensure that **all** of the information is accurate.

Note: The offer type **cannot** be changed once CRP Crop History (Screen 2) is started.

908 CRP Crop History (Screen 2)

A Overview

The following is an example of CRP Crop History (Screen 2).



908 CRP Crop History (Screen 2) (Continued)

A Overview (Continued)

CRP Crop History (Screen 2):

- is used for **all** offer types
- **must** be completed for all offers under signup 26
- enables users to record crop history data, total offered acres, and total eligible acres to be used when determining eligibility
- allows users to enter crop history for up to 7 fields for each of the 6 years.

Note: If additional fields are needed, CLICK "Do you have more than 7 fields?" drop-down menu at the bottom of the screen and select "Y". Additional fields **must** be recorded manually as additional records.

Print a blank screen as a manual form to record the additional fields. Total the acres manually. Users will **not** be able to enter the totals of Offered and Eligible acres at the bottom of the screen but will be able to enter Acres for Enrollment equal to the total of all acres including those on the manual form.

If additional crops are needed that are not listed in the drop-down menu on this screen, CLICK "Add Crop" on CRP Crop History (Screen 2) toolbar and follow the process for adding new crops (a series of windows must be completed).

Note: After adding the additional crops, the user will be returned to CRP Crop History (Screen 2) to continue processing the offer.

Four years of crop history between the years 1996 and 2001 **must** be entered.

Note: Follow the sequential numbering scheme, starting with Current Field Number box, and proceeding to the last box on this screen.

908 CRP Crop History (Screen 2) (Continued)

B Current Field Number Box

Click inside the Current Field Number box and type in a 7-character alpha-numeric field number.

To verify this data, use either of the following:

- producer's records and the farm map CRP designation
- FSA-578 that contains data for the current year.

All data for a specific field number **must** be entered on the same row. Multiple rows **cannot** be used for the same field number.

C Current Crop Number Box

Note: Complete the Current Field Number box **before** accessing this box.

Click drop-down arrow next to the Current Crop Number box and select the correct crops planted in the field identified in the Current Field box to the immediate left of Current Field Number box.

Note: Only crops on the drop-down menu are allowed.

Crop names in the drop-down menu are populated during the Conservation Reserve Program Startup Screen process. To add additional crops, use the Populate with Crops Information window.

D Offered Acres

Note: Complete Offered Acres box **before** accessing this box.

Click inside the box and type the number of acres the producer wants to offer in the field identified in the Current Field Number box, located at the far left of the row. Enter:

- acres and tenths of an acre
- any 7-digit number from .1 to 99999.9, without any commas.

908 CRP Crop History (Screen 2) (Continued)

E Eligible Acres Box

Note: Complete the Offered Acres box before accessing this box.

Click inside the Eligible Acres box and enter the total number of the producer's offered acres, in acres and tenths of an acre, that are eligible for signup 26.

Note: Enter any 7-digit number from .1 to 99999.9, **without** commas; however, the number entered into this box:

- **must** be equal to or less than the number in the Offered Acres box
- **must** be greater than or equal to the number in the Acres for Enrollment box; to verify this data, check the producer's map designation
- **cannot** exceed the number of total acres on the farm available for CRP.

F Years Boxes

Note: Complete the Eligible Acres **box** before accessing this box.

Click drop-down arrow next to appropriate years (1996-2001) and select the crops raised that year in the field or subfield identified at the far left of the row.

Note: Only crops listed on the drop-down menu are allowed. If planted crops are not on the drop-down menu, CLICK "Add Crop" at the top of the page to access the routine to add additional crops to the drop-down menu.

Crop history must be entered for at least 4 of the 6 years.

908 CRP Crop History (Screen 2) (Continued)

G Total Boxes

Note: Complete the Years boxes **before** accessing these boxes.

Box Title	Action
Total Offered Acres	The software will automatically calculate the total. **Note:** Total **cannot** exceed the number of total acres on the farm available for CRP.
Total Eligible Acres	The software will automatically calculate the total. **Note:** Total **cannot** exceed the number of total acres offered.
Do You Have More Than 7 Fields?	The box will default to "N". **Note:** If more than 7 fields are necessary, change the default to "Y" to eliminate the validation that requires the entry in "Total Eligible Acres" box to be equal to or greater than the entry in "Acres for Enrollment" box. Enter the additional fields on a manual form for totaling and then add to the entry from this screen.
Total Acres for Enrollment	The "Total Acres for Enrollment" box is located to the lower right of CRP Crop History (Screen 2). Click inside the box and enter the number of acres the producer wants to enroll. **Note:** The total **cannot** exceed the total "Eligible Acres" for the offer.

Note: All calculations in the "Total" boxes are of a maximum length of 7-digits (.1 to 99999.9), including the decimal, and without commas.

Exception: If the "Do you have more than 7 fields?" box is flagged "Y", the software will not validate the "Total Acres for Enrollment" entry because acres for fields not listed on the screen are not included in the "Total Eligible Acres" box.

909 CRP Practice Information

A Overview

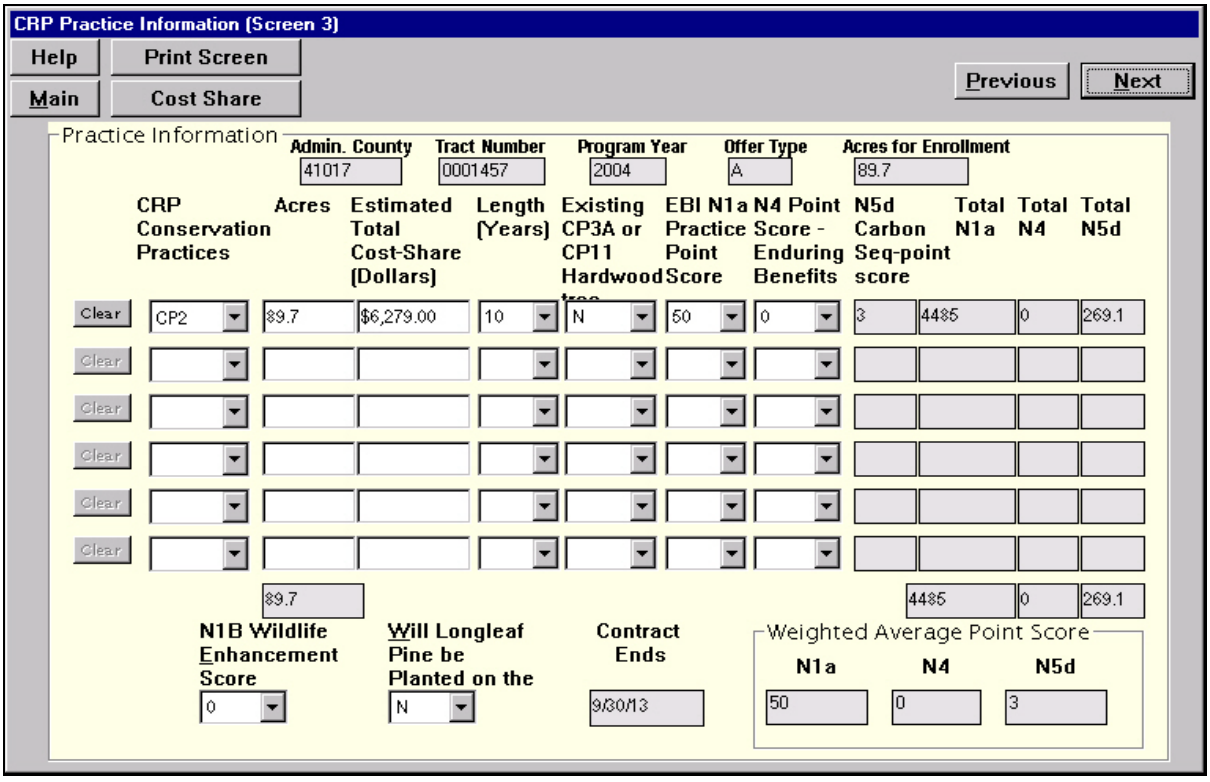
CRP Practice Information (Screen 3):

- is used for all offer types
- must be completed when processing an application for any producer making an offer under signup 26
- enables users to enter specific practices that the producer wants to install on the acres for a CRP contract.

Note: The producer may select multiple practices. Much of the scoring data displayed will be automatically filled based on the practices selected.

Follow the sequential numbering scheme, starting with the CRP Conservation Practices box and proceeding to the last box on this screen.

When the user finishes entering data into CRP Practice Information (Screen 3), the screen should look similar to the following.



909 CRP Practice Information (Continued)

B CRP Conservation Practices Box

Click the drop-down arrow next to the CRP Conservation Practices box and select the conservation practice chosen by the producer. The following table provides a list of practice information.

Practice Code	Practice Name	Minimum Length (Years)	Maximum Length (Years)	Eligible for Cost-share
CP1	Establishment of Permanent Grasses and Legumes	10	10	Yes
CP2	Establishment of Permanent Native Grasses	10	10	Yes
CP3	Tree Planting	10	10	Yes
CP3A	Hardwood Tree Planting	10	15	Yes
CP4B	Permanent Wildlife Habitat, Corridors	10	15	Yes
CP4D	Permanent Wildlife Habitat	10	10	Yes
CP10	Vegetative Cover, Grass Already Established	10	10	Yes
CP11	Vegetative Cover, Trees Already Established	10	10	Yes
CP12	Wildlife Food Plot	10	15	No
CP23	Wetland Restoration	10	15	Yes
CP25	Rare and Declining Habitat	10	15	Yes

The total number of practice acres for all practice codes on an offer **must** equal the total acres for enrollment, even if the acres for enrollment are changed. The same practice CP1 may be entered multiple times provided that it has a different point score associated with each instance of the practice.

909 CRP Practice Information (Continued)

C Acres Box

Note: Complete the CRP Conservation Practices box **before** accessing this box.

Enter the applicable acres associated with the practice in the acres box.

The total acres:

- entered for practices **cannot** exceed the number in the Acres for Enrollment box at the top of the screen

- for all rows in this screen will be automatically calculated and entered into the Total box beneath the Acres column.

Enter any 7-digit number from .1 to 99999.9, without commas.

Examples: Producer wants to enroll:

- 10.0 acres of a CP3A with a 50 point cover score (N1a)
- two CP3A practices, totaling both of the following:

  - 7.3 acres of CP3A (40 point cover score-N1a)
  - 2.7 acres of CP3A (10 point cover score-N1a).

D Estimated Total Cost-Share (Dollars) Box

Note: Complete the Acres box **before** accessing this box.

The software will compute and automatically fill the Estimated Total Cost-Share (Dollars) box by multiplying the acres of the practice times the C/S rate established for that particular practice when the acres are entered.

From the county table, the result of the average estimated C/S per acre times the acres for the selected practice (CP1, CP2, etc.) will be the default value entered into this box. The value can be overwritten.

909 CRP Practice Information (Continued)

E Length (Years) Box (Practice Lifespan)

Note: Complete the Estimated Total Cost-Share (Dollars) box **before** accessing this box.

Click drop-down arrow next to the Length (Years) box and select the lifespan from the list.

The length of years per practice is determined by the practice. The length for the practice:

- can be increased up to the maximum length
- **cannot** be decreased below the minimum length.

F Existing CP3A or CP11 Hardwood Tree Box

Note: Complete the Length (Years) box **before** accessing this box.

Click drop-down arrow next to the Existing CP3A or CP11 Hardwood Tree box and select "Yes" or "No".

Note: The correct answer is "No", except for practices CP11, CP3A, and CP25.

Select "Yes", if there are existing HWT's on 100 percent of the land offered into the program. Existing HWT's will impact the enduring benefit service. HWT values for applicable practice and offer type are as follows:

- CP1 practice is "No".
- CP3A for a new planting is "No"
- CP11 for an existing HWT planting is "Yes".

909 CRP Practice Information (Continued)

G EBI N1a Practice Point Score Box

Note: Complete the Existing CP3A or CP11 Harwood Tree box before accessing this box.

Click inside the EBI N1a Practice Point Score box and a drop-down menu will be displayed containing available point scores depending on the practice and cover mix the producer indicated that he or she will plant or currently has.

H N4 Point Score - Enduring Benefits Box

Note: Complete the EBI N1a Practice Point Score box before accessing this box.

Click inside the N4 Point Score - Enduring Benefits box and the software will automatically calculate the score.

Select from the default data provided in the drop-down menu for each box. Alternatively, the software will enter the default data depending on the offer type and other information entered into the system in earlier screens.

I N5d Carbon Seq-point Score Box

Note: Complete the N4 Point Score - Enduring Benefits box before accessing this box.

The data will be automatically filled by the software.

The calculation is based on the practice selection.

Practice selection will determine the points awarded.

909 CRP Practice Information (Continued)

J Total N1a Box

Note: Complete the N5d Carbon Seq-point Score box before accessing this box.

The data will be automatically filled by the software.

The calculation is based on the practice selection.

K Total N4 Box

Note: Complete the Total N1a box **before** accessing this box.

The data will be automatically filled by the software.

The calculation is based on the practice selection.

L Total N5d Box

Note: Complete the Total N4 Box **before** accessing this box.

The data will be automatically filled by the software.

The calculation is based on the practice selection.

M N1B Wildlife Enhancement Score Box

Note: Complete the Total N5d box **before** accessing this box.

Click drop-down arrow next to the N1B Wildlife Enhancement Score box and select the score chosen by the producer as determined by the wildlife enhancement activity the producer agrees to conduct.

Note: No activity - 0 points.

Food plots - 5 points.

Water development for wildlife- 20 points.

Enhancement of a monoculture grass stand to enhance wildlife benefits - 20 points.

If food plot score is selected, practice CP12 must be 1 of the practices being performed.

909 CRP Practice Information (Continued)

N Will Longleaf Pine Be Planted on the Entire Acreage? Box

Note: Complete the N1B Wildlife Enhancement Score box **before** accessing this box.

Click drop-down arrow next to the Will Longleaf Pine Be Planted on the Entire Acreage? box and select "Y" or "N". Answer:

- "No", if any of the offer will **not** be planted to long leaf pine
- "Yes", **only** if the entire offered acreage will be planted to long leaf pine.

O Contract Ends Box

Note: Complete the Will Long Leaf Pine Be Planted box **before** accessing this box.

The Contract Ends box defaults to a contract ending date for 10 year contracts. If practices with lifespans longer than 10 years are to be installed, click inside the Contract Ends box and enter the correct lifespan.

Note: This is an automated process; the entry depends on the program year and practices selected by the producer.

P Weighted Average Point Scores for N1a, N4, and N5d Boxes

Note: Complete the Contract Ends box **before** accessing this box.

This is an automated process based on the values entered into EBI N1a, N4, and N5d boxes.

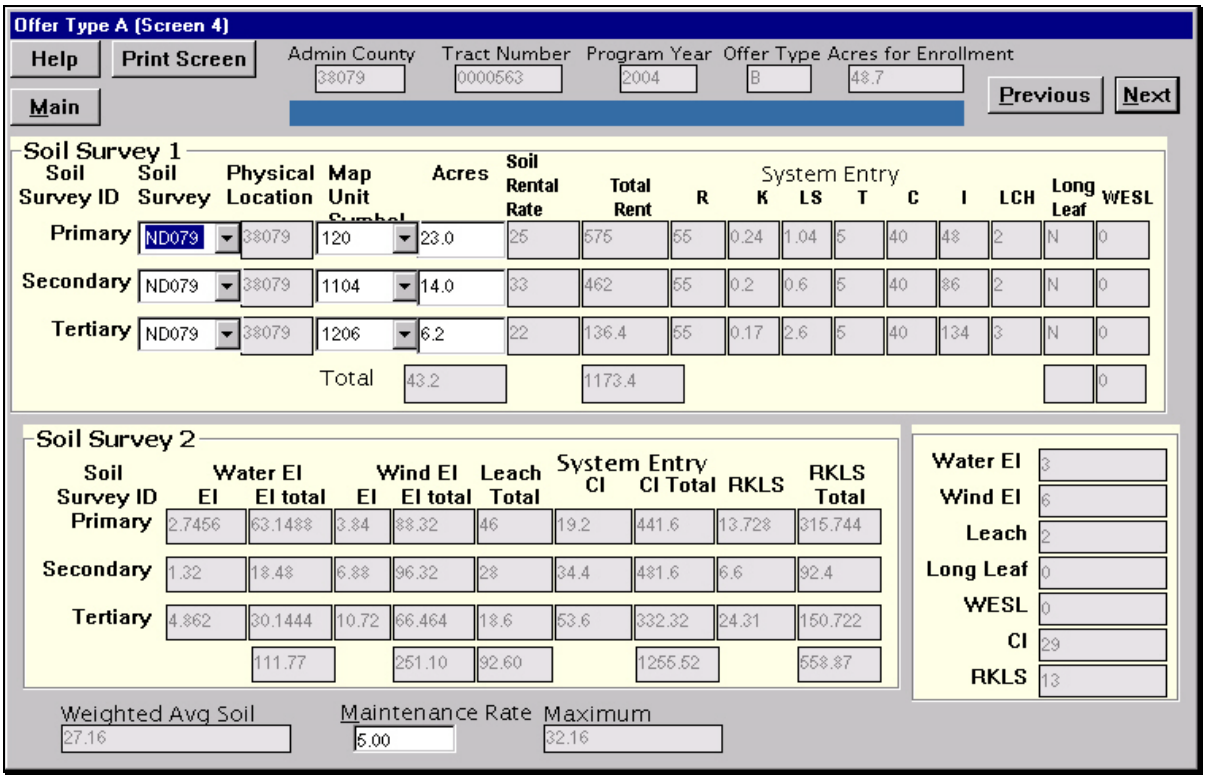
The software uses data from the Soils database, if applicable, to calculate and enter the data into the N1a, N4, and N5d boxes.

910 All Offer Types

A Overview

Offer Type A (Screen 4) is the same for **all** offer types; however, after completing this screen the user may automatically be directed to a unique sub-screen depending upon the offer type being processed. Following is an example of Offer Type A (Screen 4).

Note: Some offer types require additional sub-screens to Offer Type A (Screen 4).



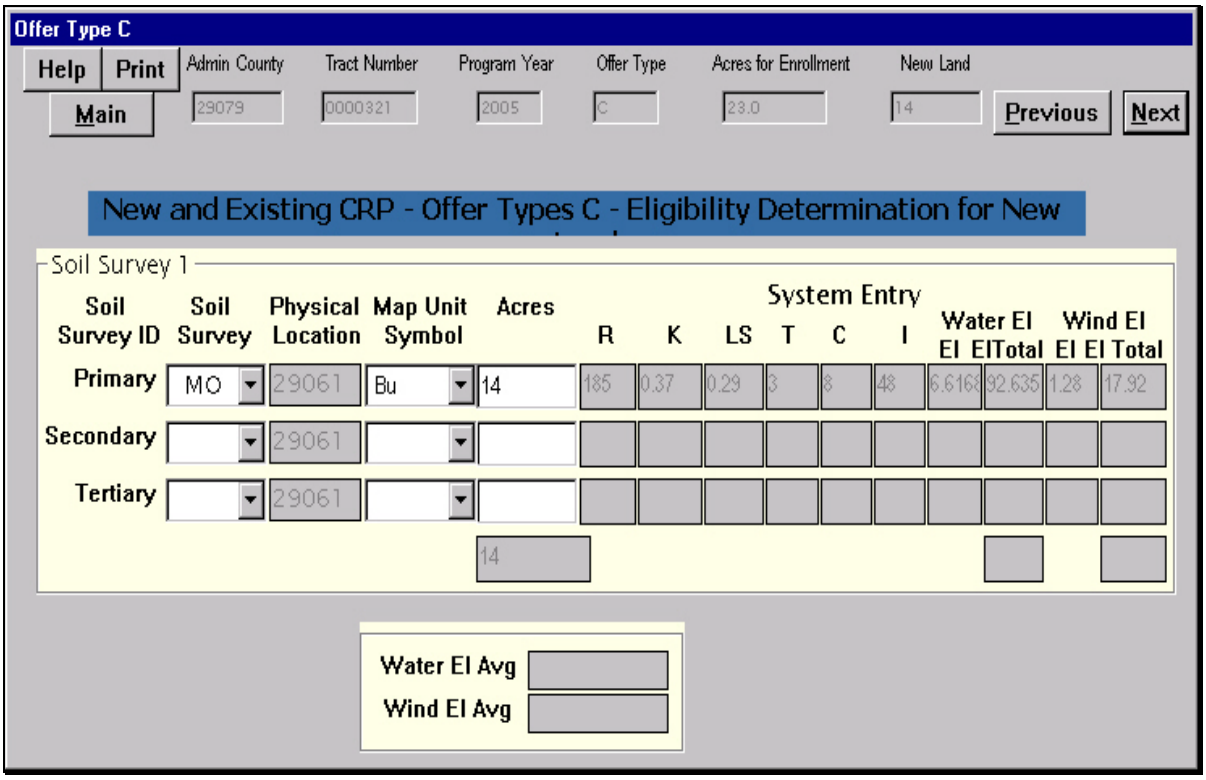
910 All Offer Types (Continued)

B Offer Type C - Eligibility Determination Sub-Screen Overview

The New and Existing CRP - Offer Types C - Eligibility Determination for New Sub-Screen:

- is to determine the average wind and water erosion EI for the new land being offered
- will be displayed after the maximum SRR for the offer has been determined on Offer Type A (Screen 4).

Enter the predominant soils and acreage for the new land. When the predominant soils have been entered the software will calculate the average EI for both water and wind.



910 All Offer Types (Continued)

C Offer Type D (Screen 4 WB): Water Bank Payment Rate Calculator Sub-Screen Overview

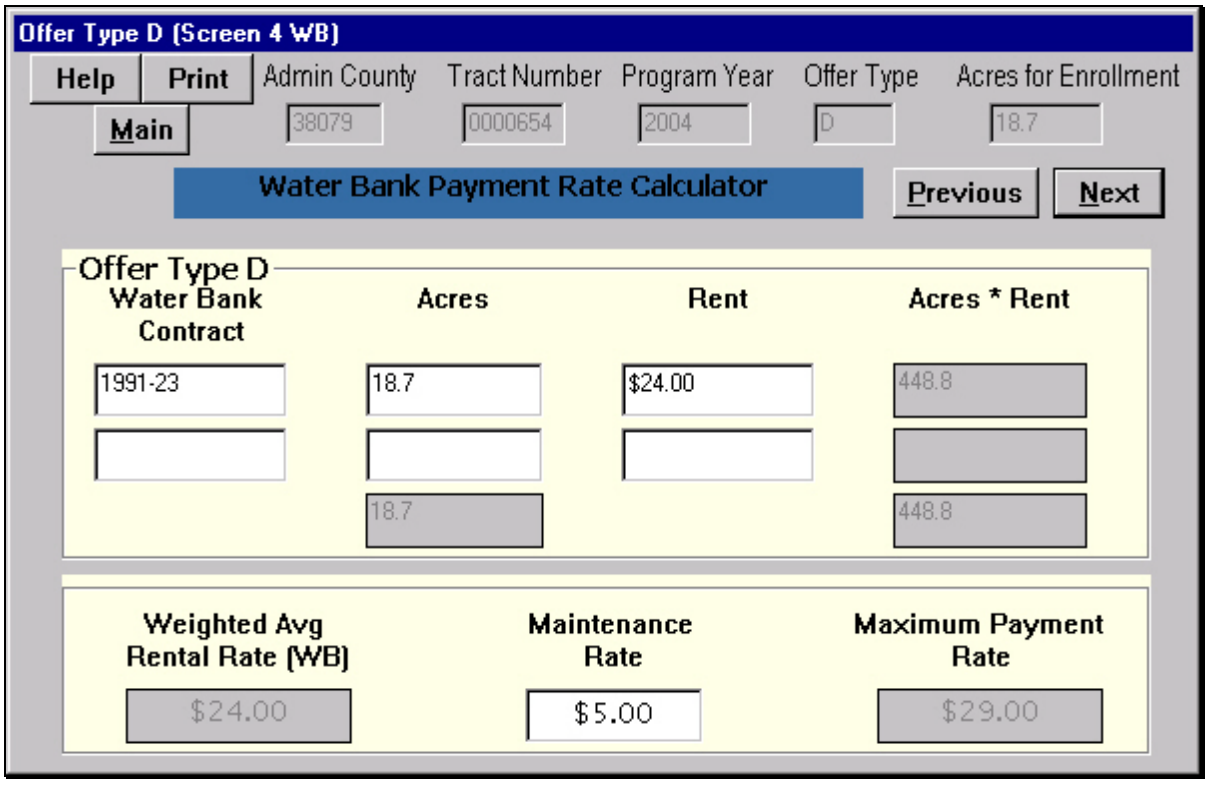
The Water Bank Payment Rate Calculator Sub-Screen is to calculate MPR for acres offered that were under an expired waterbank contract. Obtain the expired waterbank contract number and the rental rate from the expired contract furnished by the producer or available from NRCS and Enter the following:

- information in the applicable boxes
- acres that are eligible to be offered for CRP in the Acres box

Note: Up to 2 contracts can be entered.

A default rate of $5 is displayed. If this is **not** correct, click inside the Maintenance Rate box and enter the correct rate.

MPR will be displayed.

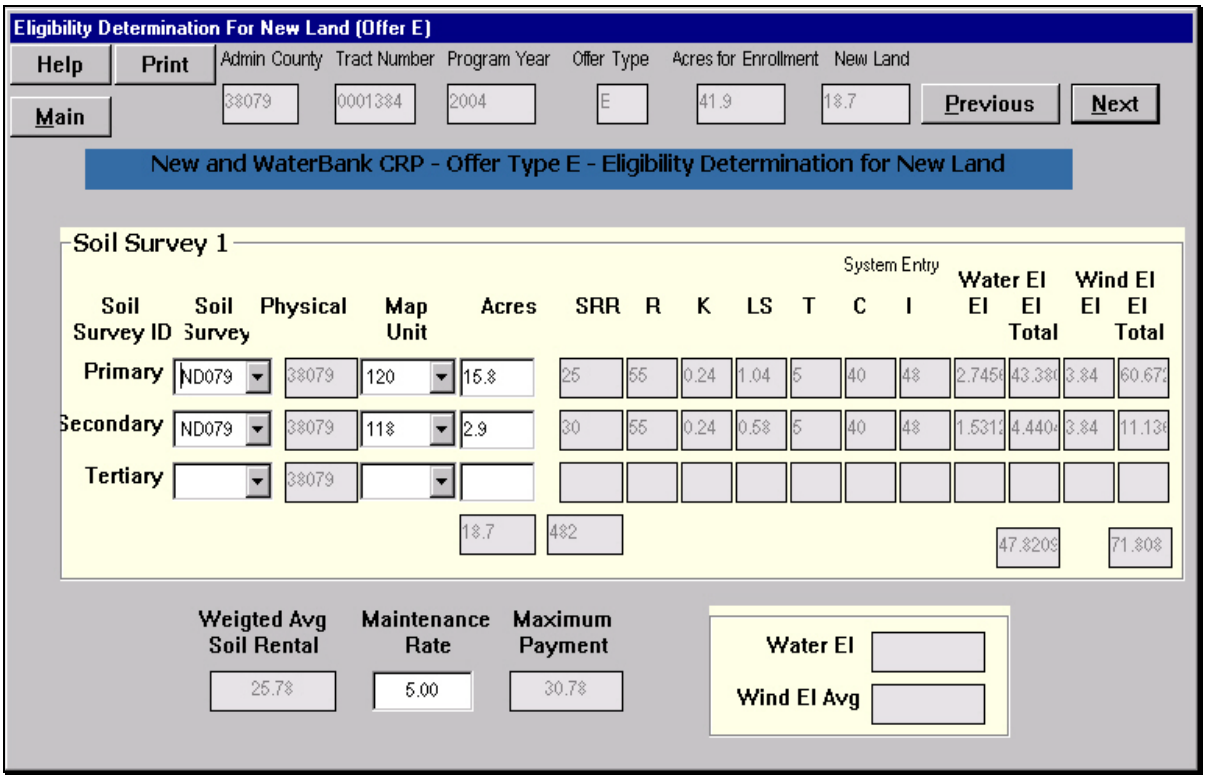


910 All Offer Types (Continued)

D Eligibility Determination For New Land (Offer E) Sub-Screen Overview

The New and WaterBank CRP - Offer Type E - Eligibility Determination for New Land Sub-Screen is to determine the wind and water EI and MPR for the new land based on SRR's of the soils. For the new land being offered, Enter:

- predominant soils (up to 3)
- acres for each MUSYM
- maintenance rate.



910 All Offer Types (Continued)

E Eligibility Rental Rate Determination (Offer E, F, and G) Sub-Screens Overview

Depending on the offer type, the displayed sub-screens will vary, according to the following.

- Rental Rate Determination For **New Land Offered (Offer E)** Screens determine:
  - wind and water EI for the new land
  - MPR based on SRR's of the soils for the new land
  - MPR for waterbank acres
  - MPR for the entire offer using the weighted average of the rental rates for new and waterbank lands.

E Eligibility Rental Rate Determination (Offer E, F, and G) Sub-Screens Overview (Continued)

- Rental Rate Determination for **Expiring CRP Land Offered (Offer F)** Screens determine:

  - rental rate of the expiring CRP acres being offered
  - MPR for expired waterbank land
  - MPR for the entire offer.

910 All Offer Types (Continued)

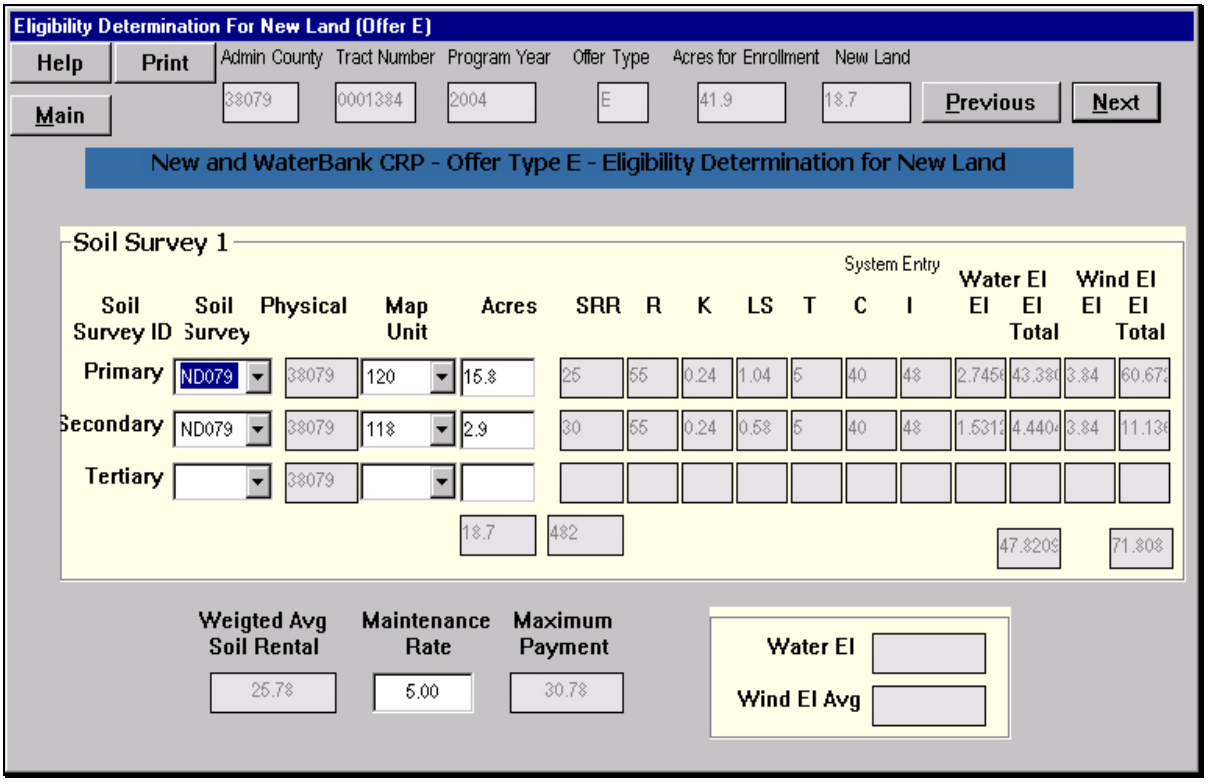
E Eligibility Rental Rate Determination (Offer E, F, and G) Sub-Screens Overview (Continued)

- Rental Rate Determination For **Combined New Land and Expiring CRP Land (Offer G)** Screens determine:
  - rental rate for expired waterbank acres
  - MPR for the entire offer using the weighted average rates for waterbank, expiring CRP, and new land
  - SRR for new and expiring CRP land based on the predominant soils on those acres.

In the 1st sub-screen, for **new land being offered**, Enter:

- predominant soils (up to 3)
- acres for each MUSYM
- maintenance rate.

This is an example of the New and WaterBank CRP - Offer Type E - Eligibility Determination for New Land Screen.



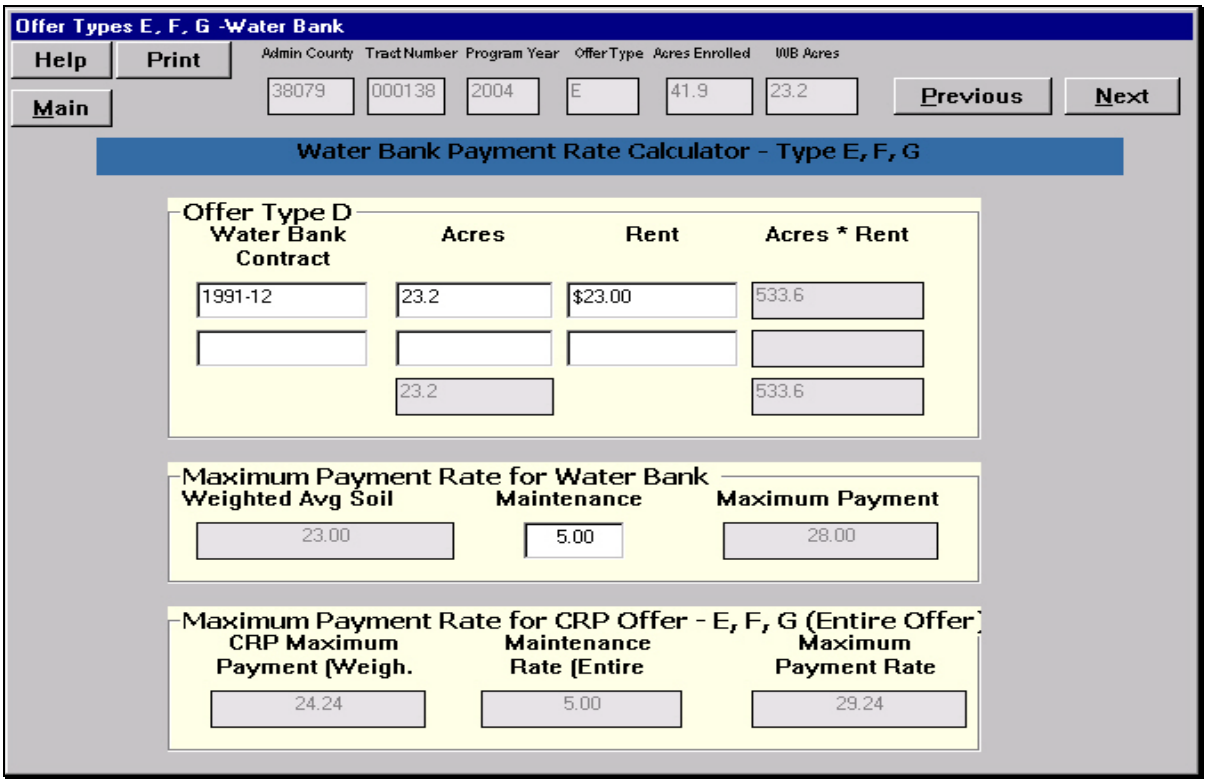
910 All Offer Types (Continued)

E Eligibility Rental Rate Determination (Offer E, F, and G) Sub-Screens Overview (Continued)

In the 2nd sub-screen, for **new land being offered**, Enter:

- waterbank contract number
- acres from that contract that are eligible and will be enrolled
- per acre rental rate from the waterbank contract
- maintenance rate for the waterbank acres being offered.

This is an example of the Water Bank Payment Rate Calculator - Type E, F, G Screen.



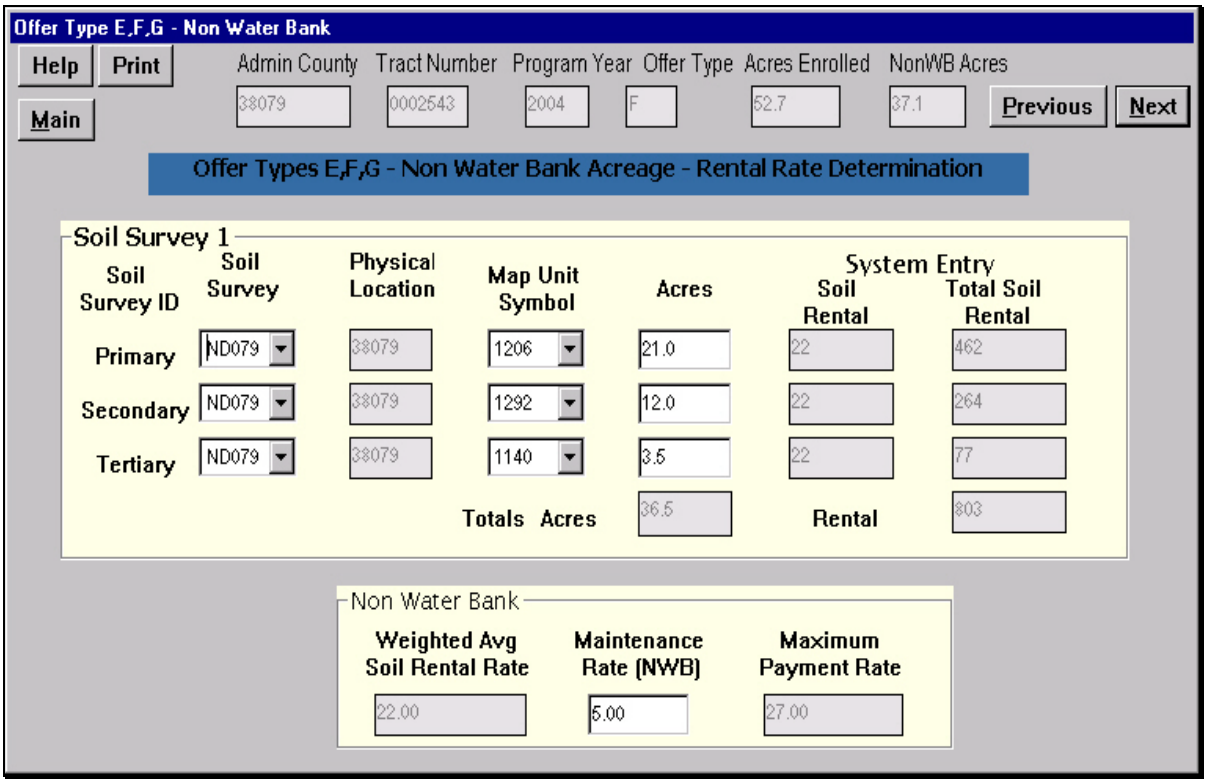
910 All Offer Types (Continued)

E Eligibility Rental Rate Determination (Offer E, F, and G) Sub-Screens Overview (Continued)

In the 1st sub-screen, for **expiring CRP land offered (Offer F)**, Enter:

- predominant soils (up to 3)
- acres for each MUSYM
- maintenance rate.

This is an example of the Offer Types E, F, G - Non Water Bank Acreage - Rental Rate Determination Screen.



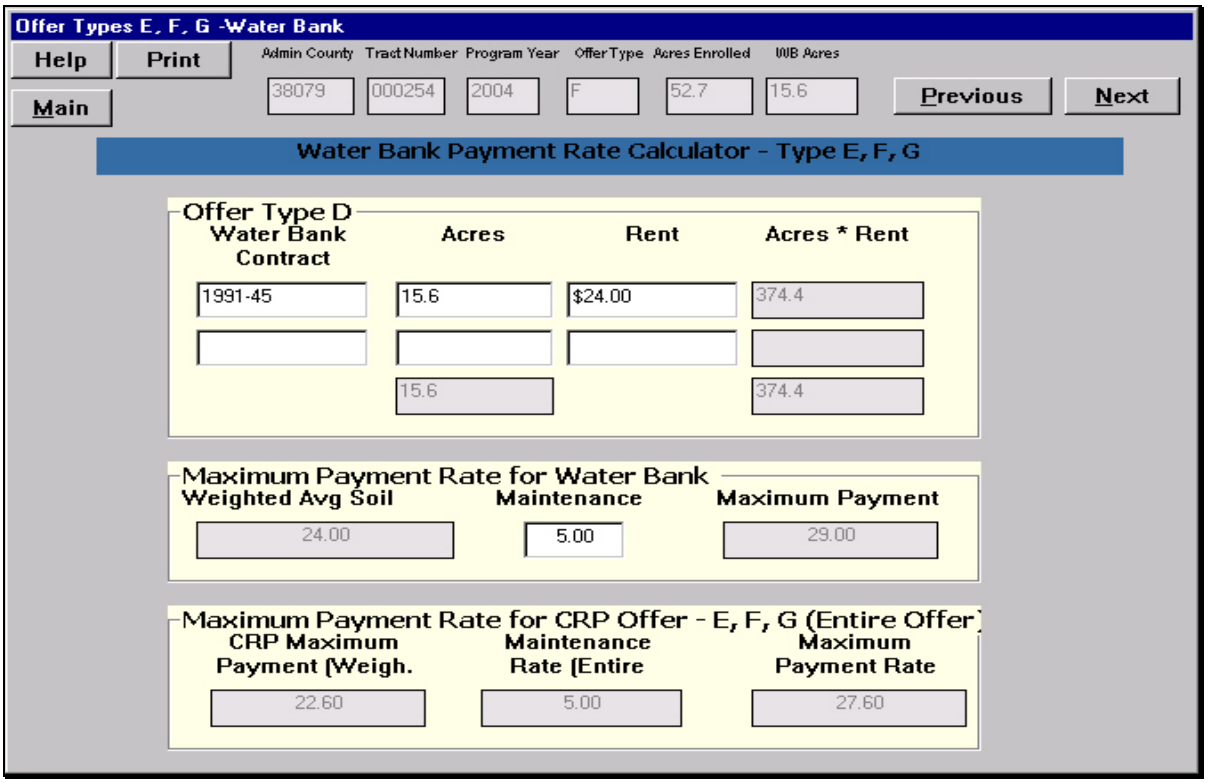
910 All Offer Types (Continued)

E Eligibility Rental Rate Determination (Offer E, F, and G) Sub-Screens Overview (Continued)

In the 2nd sub-screen, for **expiring CRP land offered (Offer F)**, Enter:

- waterbank contract number
- acres from that contract that are eligible and will be enrolled
- per acre rental rate from the waterbank contract
- maintenance rate for the waterbank acres.

The software will calculate MPR for the entire offer by calculating the weighted average MPR's for both the expiring CRP and expired waterbank land. This is an example of the Water Bank Payment Rate Calculator - Type E, F, G Screen.



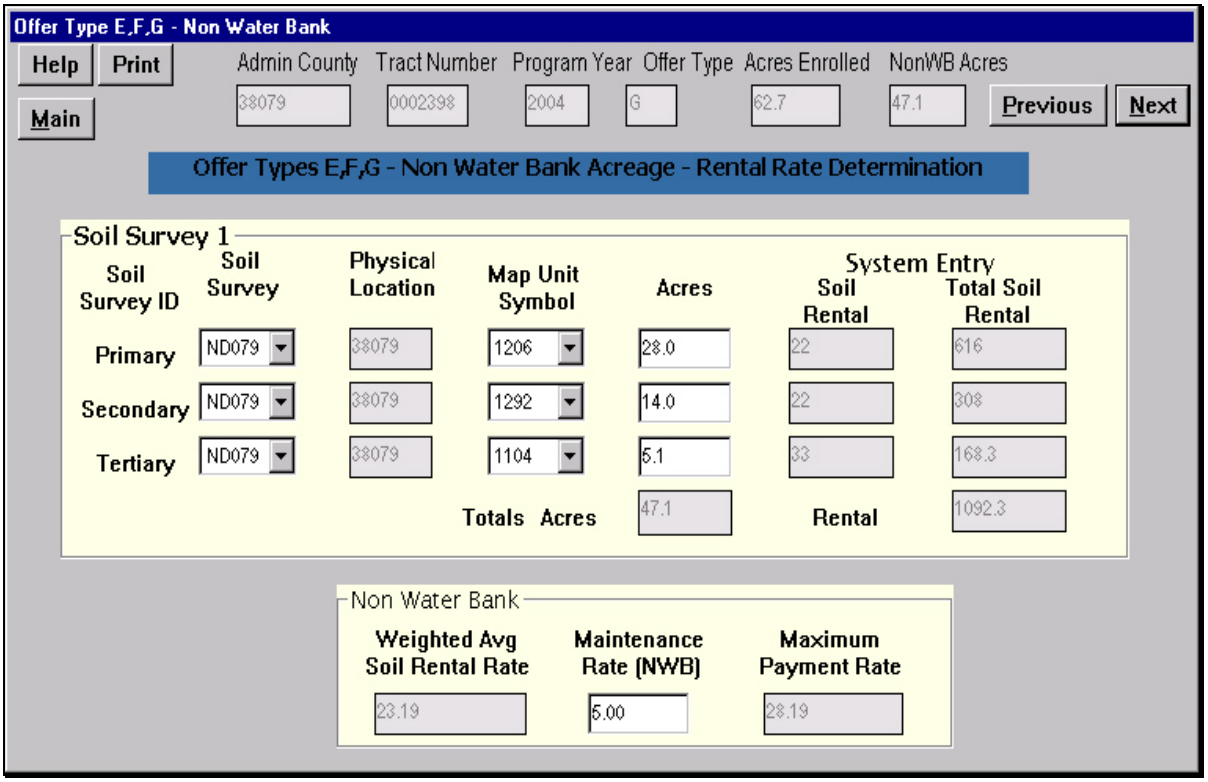
910 All Offer Types (Continued)

E Eligibility Rental Rate Determination (Offer E, F, and G) Sub-Screens Overview (Continued)

In the 1st sub-screen, for **combined new land and expiring CRP land offered (Offer G)**, Enter:

- predominant soils (up to 3)
- acres for each MUSYM
- maintenance rate.

This is an example of the Offer Types E, F, G - Non Water Bank Acreage - Rental Rate Determination Screen.



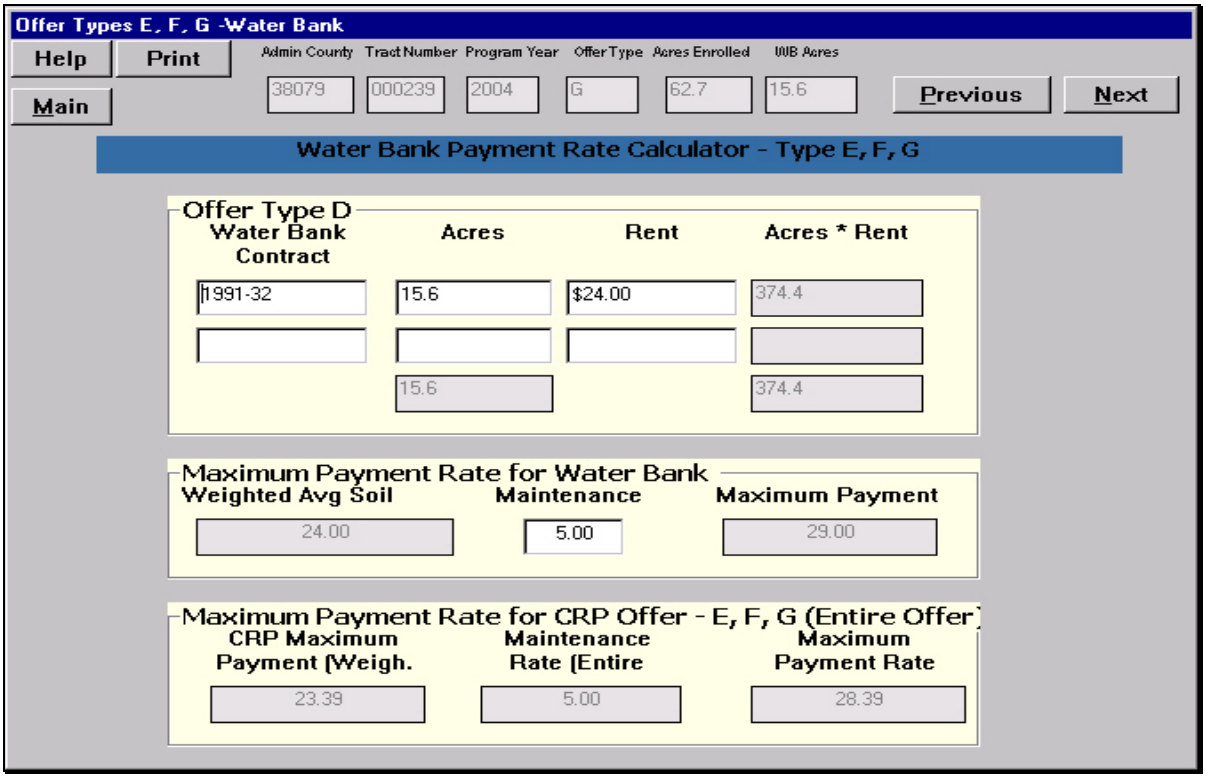
910 All Offer Types (Continued)

E Eligibility Rental Rate Determination (Offer E, F, and G) Sub-Screens Overview (Continued)

In the 2nd sub-screen, for **combined new land and expiring CRP land offered (Offer G)**, Enter:

- waterbank contract number
- acres from that contract that are eligible and will be enrolled
- per acre rental rate from the waterbank contract
- maintenance rate for the waterbank acres.

This is an example of the Water Bank Payment Rate Calculator - Type E, F, G Screen.



911 Completing Offer Types E, F, G - Non Water Bank Acreage - Rental Rate Determination Screen

A Soil Survey Box

Soils data may be required on up to 3 soil types for each primary, secondary, and tertiary offer. Users **must** at least enter data for the primary soil. The other 2 levels may **not** apply to all offers, depending on the number of different soils present in the offered acreage.

Click drop-down arrow next to the Soil Survey box and select the Soil Survey ID.

The software will automatically insert the correct FIPS code for the physical location based on input on Conservation Reserve Program (Screen 1).

B Map Unit Symbol Box

Click drop-down arrow next to the Map Unit Symbol box and select the appropriate MUSYM from the menu.

MUSYM selected represents the primary, secondary, or tertiary soil on the offered acres, depending on which row user is entering data. Only soils on the county soils list in the database can be selected. If a soil is needed that is not displayed, contact the State Office for assistance.

C Acres Box

Click inside the Acres box. Enter the acres associated with the soil type.

Note: Enter acres and tenths of an acre up to a maximum of 7-digits, without commas.

If there are only 1 or 2 soils in the offered acreage, the acres of the soils selected **must** total the acres offered. If there are 3 or more soils present in the offered acreage, the total acres of the 3 predominant soils total less than the acres in the offer.

Note: Acres are totaled automatically. The software will **not** allow users to enter acres that cause the total acres of soils to exceed the acres for enrollment.

911 Completing Offer Types E, F, G - Non Water Bank Acreage - Rental Rate Determination Screen (Continued)

D Soil Rental Box

The Soil Rental box is automatically filled based on MUSYM selected. The data displayed comes from the soils table for the physical location county and is the rental rate associated with MUSYM selected.

Note: If problems are encountered with information from the soils tables, the State Office may have to:

- make the correction
- download the corrected table to the County Office.

E Total Soil Rental Box

The Total Soil Rental box is automatically filled based on the acres times the rental rate. Verify the amount entered.

F Totals Acres Box

The Totals Acres box is automatically filled from the acre entries from each row.

Note: Total Acres **cannot** exceed enrolled acres.

G Totals Rental Box

The Totals Rental box is automatically filled from the acres entries from each row.

911 Completing Offer Types E, F, G - Non Water Bank Acreage - Rental Rate Determination Screen (Continued)

H Weighted Avg Soil Rental Rate Box

The Weighted Avg Soil Rental Rate box is automatically filled by software calculation.

I Maintenance Rate (NWB) Box

A default rate of $5 is displayed. If this is **not** correct, click inside the Maintenance Rate (NWB) box and enter the correct rate.

Notes: This figure **cannot** be more than $5 per acre.

Enter any 7-digit number from 1 to 9999999, without commas.

Example: If users enter 1 digit, such as “4”, the software will automatically convert the digit into $4.00.

J Maximum Payment Rate Box

The Maximum Payment Rate box is automatically filled by the software.

K Offer Type A (Screen 4) Complete

After completing all entries, a “Next” button will be displayed. CLICK “Next” to continue to the next screen (see subparagraph 912).

912 EBI - Land Eligibility (Last Screen)

A Overview

On EBI - Land Eligibility (Last Screen), when user enters the producer's rental rate offer in the Rental Rate Offer box the system will calculate the:

- proposed annual contract payment (rental rate offer times the number of acres offered for enrollment) and display the amount in the Annual Contract Payment box

- EI for offered land and determine if eligibility for enrollment requirements have been met for the entire offer.

EBI - Land Eligibility (Last Screen) allows producers to:

- review the eligibility assessments

- make a decision whether to accept or reject the proposed terms

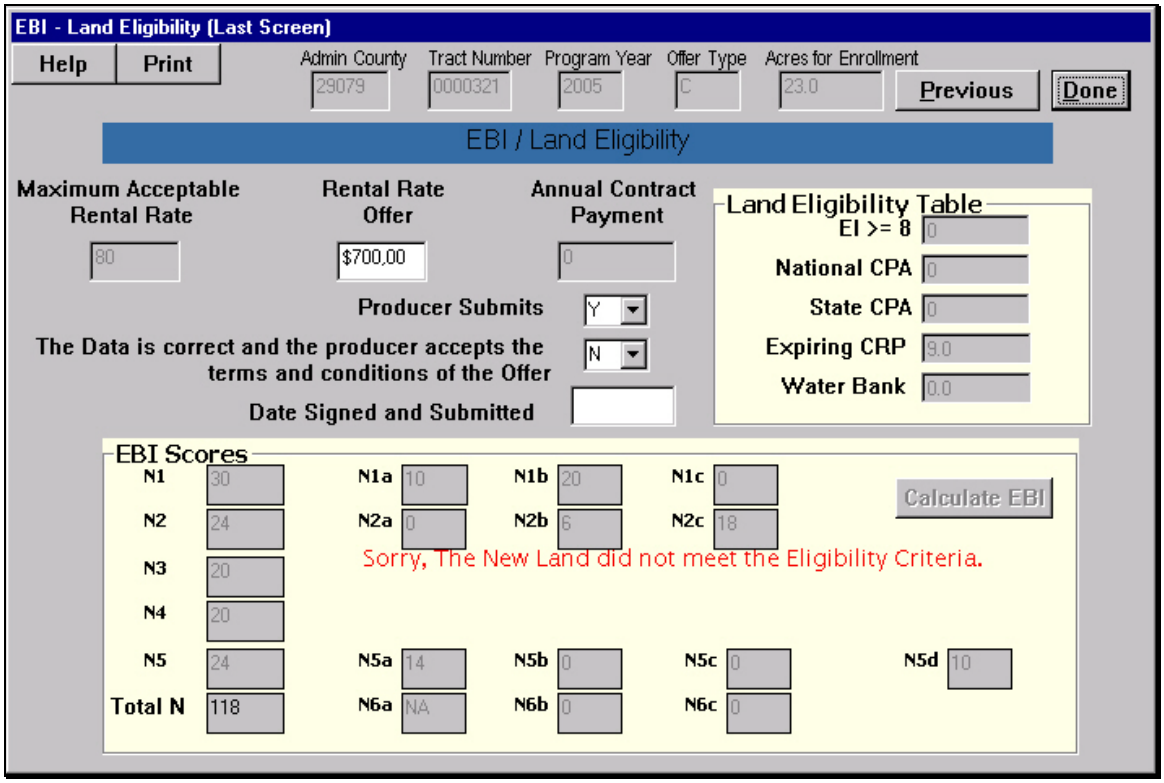
- adjust some of the participation decisions (practice selection, cover selection, wildlife enhancement, etc.) to increase or decrease EBI.

912 EBI - Land Eligibility (Last Screen) (Continued)

A Overview (Continued)

If the producer's offer is rejected:

- EBI - Land Eligibility (Last Screen) will display a rejection message similar to the following example

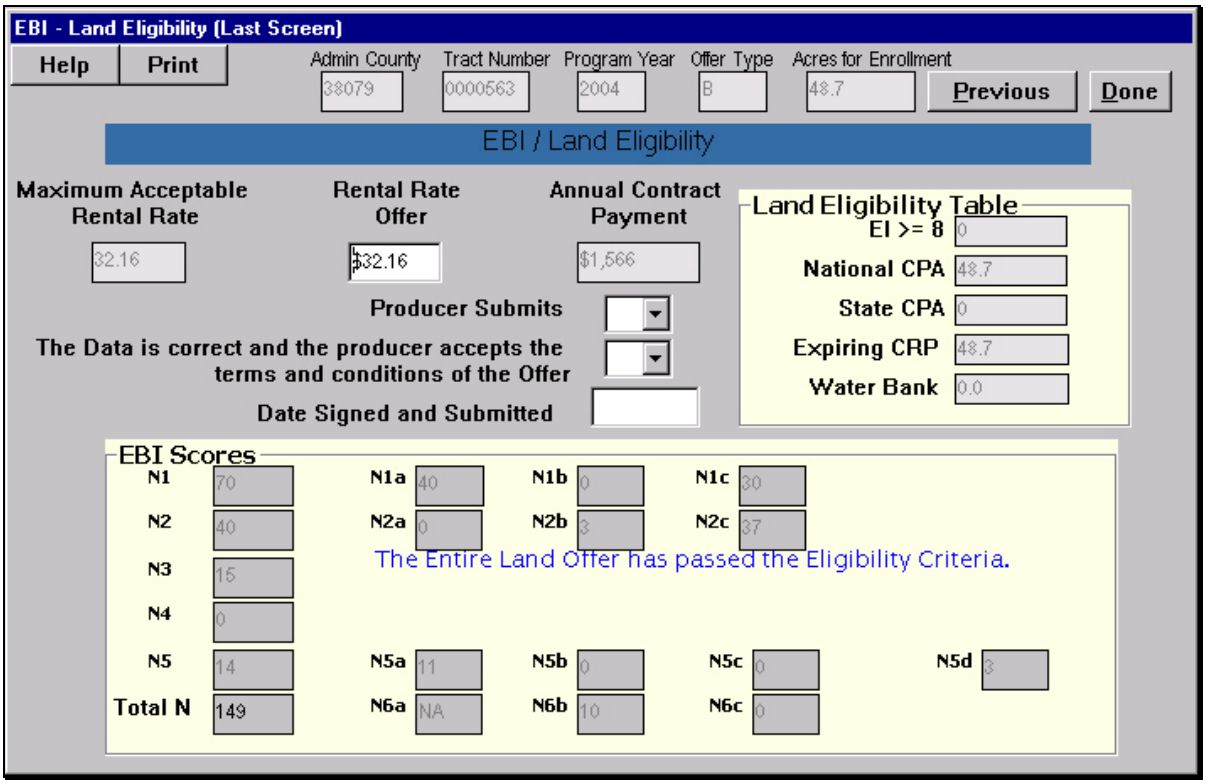


- advise the producer of the following actions that can be taken to improve the chance for eligibility:
  - make adjustments to the offer in earlier screens so that the offer is re-assessed
  - change the location and/or size of new land acreage to include soils that have a higher average EI to make the new land eligible
  - delete the current offer and submit an offer for expiring CRP (Offer B), if no new land can meet EI requirements.

912 EBI - Land Eligibility (Last Screen) (Continued)

A Overview (Continued)

When user finishes entering data into EBI - Land Eligibility (Last Screen) and the entire land offer passes the eligibility criteria for signup 26, a screen similar to the following example will be displayed.



912 EBI - Land Eligibility (Last Screen) (Continued)

B Maximum Acceptable Rental Rate Box

The Maximum Acceptable Rental Rate box is automatically filled with the sum of the maximum SRR plus the maintenance rate entered into Offer Type A (Screen 4).

C Rental Rate Offer Box

Note: Complete the Maximum Acceptable Rental Rate box **before** accessing this box.

Click inside the Rental Rate Offer box and enter the rental rate per acre the producer is willing to accept for the acres being offered for signup 26.

Notes: This rate represents the amount of money the producer is willing to accept per acre for his or her offer.

The rate entered **cannot** exceed the maximum acceptable rental rate.

Offers below the maximum acceptable rental rate may earn up to 15 additional EBI points. One point will be added to EBI (N6c) for every whole dollar the offer is below the maximum acceptable rental rate, not to exceed 15 points. Offers for more than $15 per acre less than the maximum will **not** earn additional points.

Note: The points earned will be entered in the N6c box, which is the last box in the EBI Scores Section of the screen.

912 EBI - Land Eligibility (Last Screen) (Continued)

D Annual Contract Payment Box

Note: Complete the Rental Rate Offer box **before** accessing this box.

The Annual Contract Payment box is automatically calculated based on the enrolled acreage times the entry in the Rental Rate Offer box.

E Land Eligibility Table Boxes

Note: Complete the Annual Contract Payment box **before** accessing this box.

Land Eligibility Table boxes that are automatically filled in this table represent:

- the points assigned to the producer's offer based on the values entered into this and previous screens
- all CRP eligibility categories to which the producer's offered acres can be assigned to determine whether the land is eligible for the CRP program.

The software will enter a number in each of the applicable eligibility categories that is no more than 7-digits long, from 1 to 99999.9, without commas.

To qualify for CRP, all offered acres **must** be eligible in 1 category in the table or in a combination of eligible categories.

Example 1: If a producer is offering 34.8 acres and all of the acres are eligible in the National CPA category, the producer's entire offer is eligible for CRP.

Example 2: If a producer is offering 34.8 acres and 20 of the acres are eligible because they are expiring CRP acres under National CPA, but 14.8 acres are not eligible in any category, then only the 20 acres of the offer are eligible for CRP and the entire acreage as offered is ineligible.

912 EBI - Land Eligibility (Last Screen) (Continued)

F EBI Scores Boxes

Note: Complete Land Eligibility Table boxes before accessing these boxes.
All of the data entered into these boxes must comply with guidelines provided in 2 CRP, Exhibit 19
The software automatically enters EBI scores into the EBI Scores boxes based on previous data entered into this and earlier screens. The following table describes the data in each box.

Box	Data
N1	Wildlife Habitat Cover Benefits
N1a	Cover Subfactor
N1b	Wildlife Enhancement Subfactor
N1c	Wildlife Zone Subfactor
N2	Water Quality Benefits from Reduced Erosion, Runoff, and Leaching
N2a	Water Quality Zones Subfactor
N2b	Groundwater Quality Subfactor
N2c	Surface Water Quality Subfactor
N3	On-Farm Benefits of Reduced Erosion
N4	Enduring Benefits
N5	Air Quality Benefits
N5a	Wind Erosion Impacts Subfactor
N5b	Wind Erosion Soil List (WESL) Subfactor
N5c	Air Quality Zones Subfactor
N5d	Carbon Sequestration Subfactor
N6a	Cost Subfactor
N6b	Cost Share Subfactor
N6c	Offer Less than Maximum Payment Rate Subfactor

Note: All of the data entered into these boxes must comply with guidelines provided in 2-CRP, Exhibit 19. Complete EBI Scores boxes **before** accessing this box

912 EBI - Land Eligibility (Last Screen) (Continued)

G The Data Is Correct and the Producer Accepts the Terms and Conditions of the Offer Box

Note: Complete EBI Scores boxes **before** accessing this box

IF the producer…	THEN…
signs CRP-1 and CRP-2	select "Y" in The Data Is Correct and the Producer Accepts the Terms and Conditions of the Offer box and the box will automatically be filled with the current date. **Note:** The date entered **must** match the date written on the hard copy of the offer. If the offer was actually received earlier, the automatically filled date can be overwritten with the correct date.
decides **not** to sign the offer	leave The Data Is Correct and the Producer Accepts the Terms and Conditions of the Offer box blank.

After either of the above actions is taken, the offer process is complete. CLICK "Done" in the top right corner of the screen.

H Producer Submits Offer Box

Note: Complete The Data Is Correct and the Producer Accepts the Terms and Conditions of the Offer box before accessing this box.

Select "**Y**" or "**N**" from the drop-down menu in the Producer Submits Offer box.

Section 2 Correcting General Signup Contracts

913 Correcting General Signup Offers for Signups 29 and Greater That Were Incorrectly Recorded

A Correcting a Contract After the Offer Data Has Been Transmitted From COLS to System 36

If data needs to be modified after recording a contract in System 36, but **before** payments have been issued, using data transmitted from COLS, users shall follow this table.

Step	Action
1	Delete the contract recorded in System 36 by taking option "2", "Delete Contract" on Screen EPCR001. **Note:** Do **not** delete the contract in System 36, if payments have been issued on the contract. See 1-CRP for additional information.
2	Make the applicable modifications in COLS. See 3-CRP, Part 3.
3	Transmit the modified offer to System 36 using the "transmit by tract number" method provided in COLS. See 3-CRP, subparagraph 310 B.
4	Record the contract in System 36 using COLS modified transmitted data. See 3-CRP, Part 8 and 1-CRP. **Note:** The deleted contract number from step 1 is available to be used again.

Note: System 36 provides option "5", "Correct an Existing Contract," on Screen EPCR0001 for allowable changes according to 1-CRP.

Producer data in System 36 is **not** populated from COLS and **must** be loaded when recording the contract from the offer data file.

913 Correcting General Signup Offers for Signups 29 and Greater That Were Incorrectly Recorded (Continued)

B Correcting Contracts for General Signups That Have Practices With Different Lifespans and Were Incorrectly Recorded

For offers with practices with different lifespans, the transmit option in COLS will transmit offers to System 36 and users will create separate contracts from the offer file data. If data needs to be changed on 1 or both contracts created from the offer data file, both contracts must be deleted from System 36, corrected in COLS, and re-transmitted to System 36 where the user will re-create both contracts again for each practice lifespan with the corrected data. Follow subparagraph A, steps 1 through 4 for correcting data when more than 1 contract was created because of practices with different lifespans.

C Correcting Contracts Manually Recorded

There may be situations when it is necessary for County Offices to manually record contracts in System 36.

Example: Land transferred to County Office after the offer has been made and accepted in another County Office.

To correct a contract that was loaded manually, ENTER “5”, “Correcting an Existing Contract” on Screen EPCR0001, and PRESS “Enter”. Screen EPCR1001 will be displayed. Follow 1-CRP, paragraph 290 for correcting an existing contract.

914-939 (Reserved)

Section 3 Additional Contract Maintenance Functions

940 Overview

A Future Software Enhancements

Future migration of CRP contract functions from System 36 to web-based applications will allow users to do all functions associated with maintaining contracts. Current web-based applications only allow for corrections to the offer data file. Planned web-based enhancements will allow users to do the following activities:

- revise contracts
- split contracts
- correct contracts for signups before signup 26
- cancel contracts
- terminate contracts
- extend contracts
- contract expiration notification
- special corrections.

Until web-based contract software is released, County Offices **must** continue to reference 1-CRP and process all contract maintenance functions in System 36 except for functions identified in this Part, Sections 1 and 2.

941-999 (Reserved)

Part 10 Contract Reports

1000 Overview

A Future Web-Based Enhancements

Future web-based enhancements will allow users to generate numerous contract reports such as:

- standardized
- customized for a particular:
    - producer
    - contract
    - signup
    - county
    - State.

This Part will be updated as these enhancements become available.

Note: County Offices shall continue to reference 1-CRP, and the State and County Office Information Center Menu at **http://dc.ffasintranet.usda.gov/DAFP/cepdsto.htm** for available contract reports.

1001-1099 (Reserved)

Part 11 Payments

1100 Payment Processes

A Migration

Migration of all CRP payments from System 36 to web-based applications will provide County Offices with an interface process that provides an efficient, accountable, and secure method of issuing payments. This Part will be updated with automation procedure for each of the payment processes as they become web-based. Until software is implemented, County Offices shall continue to reference existing handbooks for policy and automation direction.

B Annual Rental Payments

Refer to:

- 1-CRP for automation procedure
- 2-CRP for program procedure.

C C/S

Refer to:

- 1-CONSV for System 36 C/S processes
- 2-CRP for C/S policy.

D Incentive Payments

Refer to 2-CRP and 1-FI for issuing SIP, PIP, and other incentive payments.

1101-1199 (Reserved)

Part 12 (Reserved)

1200-1299 (Reserved)

Part 13 (Reserved)

1300-1399 (Reserved)

Part 14 (Reserved)

1400-1499 (Reserved)

Part 15 REX Processing

1500 Overview

A REX Phase I

The January 2006 REX software initial release included the following functions:

- generating and printing REX offer letters for contracts expiring September 30, 2007
- recording producer intent to pursue REX offers
- recording field compliance checks made on CRP contracts pursuing REX
- providing oversight reports for County, State, and National Office users
- producing REX summary reports.

B REX Phase II

The March 2006 REX software release added the following functions:

- revising REX contracts to correct for changes that occurred subsequent to the January 2006 quintile processing, or as a result of conversion to CLU

- recording final compliance information for contracts previously deemed not in compliance

- correcting REX ranking data for errors and omissions (**National Office function**).

- continuing REX processing (re-enrollments are considered signup 32)

- printing CRP-1F Addendum for extensions

- printing CRP-1, CRP-2, and CRP-1K for re-enrollments

- generating and printing REX offer letters for contracts expiring September 30, 2008, through September 30, 2010.

1500 Overview (Continued)

C Summary of Offer Processing Steps

The following are the functions to be performed to process REX offers.

Item	Function	For Extensions	For Re-Enrollments	Paragraph Reference
1	Notification letters generated, printed, and mailed.	Yes	Yes	1501
2	Applicable contract revisions (edits and/or splits) shall be completed.	Yes	Yes	1502 C, 1502 D
3	Ensure correct participants are on the contract.	Yes	Yes	1502 F
4	Ensure the practice and practice acres are correct on the contract.	Yes	Yes	1502 G
5	Enter the applicable compliance data.	Yes	Yes	1502 E
6	Enter the predominant soils data.	No	Yes	1502 H
7	Submit the contract offer for completion.	Yes	Yes	1502 I
8	Print the necessary forms.	CRP-1F Addendum	CRP-1, CRP-2, CRP-1K	1502 J
9	File the forms in the CRP Contract folder.	Yes	Yes	
10	Transmit data to System 36.	No	Yes	1503
11	Update System 36 software.	Yes	Yes	1504, 1505

1501 Generating and Printing Producer REX Offer Notification Letters

A Overview

Analyzing and ranking contract records into the appropriate REX quintiles have been completed at the national level by Kansas City and the National Office. The results have been downloaded/populated into COLS to use when implementing REX.

Note: Modification to quintile ranking or text of the producer REX offer notification letters **cannot** be done at State or County Office level.

B COLS Main Menu

The Welcome to the Conservation Online System Screen is the main entry screen for COLS that will be viewed by County Offices. All available COLS options, including REX, are listed in the blue menu bar located on the left side of the screen.

The default language setting is English; Spanish is not yet available for REX options.

1501 Generating and Printing Producer REX Offer Notification Letters (Continued)

C Information About the Producer REX Offer Notification Letters

Note: Before beginning any actual letter processing, it is recommended that users print the All Contracts Reports (see subparagraph 1503 B) and Summary (see subparagraph 1503 C) for each county administered by the County Office. This will provide users with information helpful in planning workload.

Separate letters will be produced for up to 3 producers per contract, based on producers with the highest share percentages. The contract number will be included in the text of the letter.

Producers with interest in more than 1 contract with a REX offer will receive a separate letter for each contract in which they are among the top 3 share percentages.

Two copies of each letter will print; 1 to mail to the producer and 1 for County Office files.

Letters:

- will print in contract number sequence, in ascending order
- have been customized with the applicable administrative County Office name, address, and CED name
- will have the date users generate the file.

Note: If the file or any individual letters are generated a 2nd time, they will print with the new date. Maintain each file copy, as proof of when the producer was originally notified, in case of appeal.

1501 Generating and Printing Producer REX Offer Notification Letters (Continued)

D Options for Generating and Printing Letters

The blue menu bar on the left side of the screens allows users several choices for generating and printing producer notification letters. Make selections based on what will work best for the volume of contracts/letters that the County Office will need to process. Generating and printing choices are as follows:

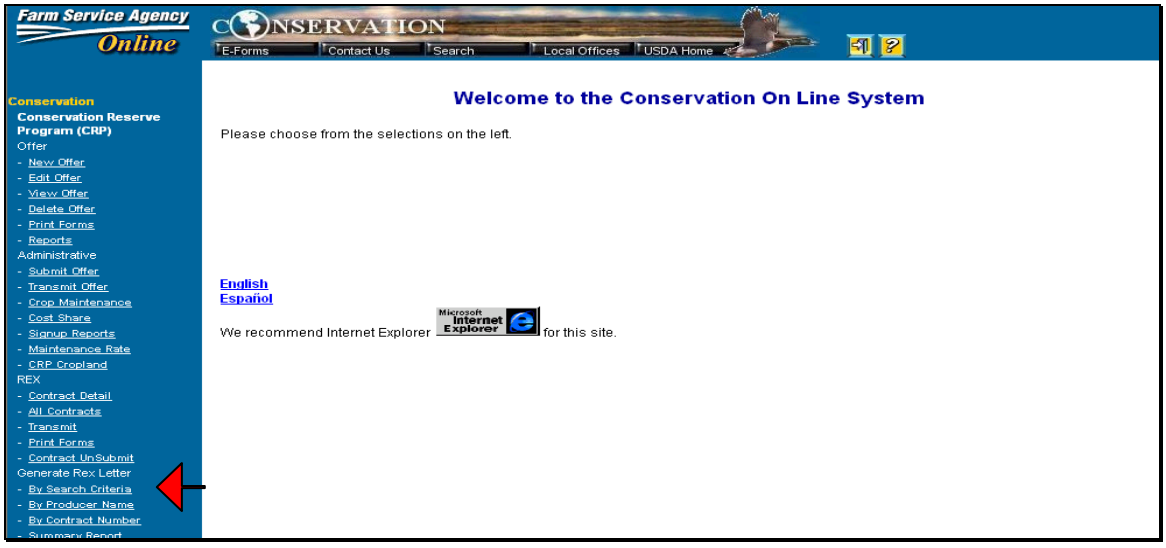
- by search criteria (see subparagraph E) to generate and print letters by batch for any of the following choices:
  - all re-enrollments
  - all extensions
  - just 2 year extensions
  - just 3 year extensions
  - just 4 year extensions
  - just 5 year extensions
- by producer name (see subparagraph F) when user knows exactly how the producer name is recorded
- by contract number (see subparagraph G).

1501 Generating and Printing Producer REX Offer Notification Letters (Continued)

E Generate REX Letters by Search Criteria

To generate producer REX offer notification letters by search criteria, do the following:

- under “Generate REX Letter”, CLICK “By Search Criteria”, complete the screen according to the following table



Box	Description
State	CLICK “State” drop-down arrow and select the correct State abbreviation. Only States that user is allowed access through eAuthentication will be displayed.
County	CLICK “County” drop-down arrow and select appropriate county. Only counties that user is allowed access through eAuthentication will be displayed. Each county in the drop-down box **must** be selected separately to generate and print notification letters for each county.
Contract Expire Year	CLICK “Contract Expire Year” drop-down arrow and select the year.
Letter Type	CLICK “Letter Type” drop-down arrow and select either of the following letter types: • re-enrollment • extension.
Years of Extension	CLICK “Years of Extension” drop-down arrow and select years of extension. If letter type selected was: • re-enrollment, then the only choice will be “all” • extension, then the choices will be “all”, “2”, “3”, “4”, or “5”.

1501 Generating and Printing Producer REX Offer Notification Letters (Continued)

E Generate REX Letters by Search Criteria (Continued)

- CLICK "Generate"

  Note: A file will open containing all letters (2 copies of each) based on the selections user made. At the end of the file is a summary list of letters in the file. Be patient, this process may take several minutes to generate for counties that have large numbers of REX offers.

- when the letters are displayed, click the printer icon on the tool bar at the top left portion of the PDF displayed window and select the desired printer through normal window operations for printing, and CLICK "OK" to print the letters and the ending report (following is an example letter).

Dear Ima Farmer

The purpose of this letter is to inform you of an opportunity to extend certain land in the Conservation Reserve Program (CRP).

About 28 million acres of land under CRP contract are scheduled to expire between 2007 and 2010. President George W. Bush announced that certain contracts would be re-enrolled or extended to preserve valuable wildlife, water, soil, and air quality benefits. The Farm Service Agency (FSA) received 5,200 public comments recommending which contracts should be re-enrolled or extended and under what terms.

Secretary Mike Johanns recently announced that CRP participants with contracts scheduled to expire between 2007 through 2010 will be offered either: 1) re-enrollment of all or any portion of the expiring contract into a new contract; or 2) extension of all or any portion of the expiring contract for a period of 2, 3, 4, or 5 years. No contract can be extended beyond 15 years.

This offer is based on the Environmental Benefits Index score when the land was enrolled and whether the land is contained within a national conservation priority area.

Regarding your CRP contract, contract number yyy which is scheduled to expire on September 30, 2009, is eligible to be extended for 4 years provided your current contract is in full compliance. This includes compliance with the cover requirements and the provision that land be maintained free from weeds, including noxious weeds, insects, and pests. A measurement service fee will be charged so that FSA employees can conduct a compliance review of your contract. Re-enrolled contracts will be for a period of 10 years unless there are restored wetlands on the contract which will be for a period of 15 years.

This offer to extend is time limited. You must contact this office before the close of business on June 2, 2006, to accept this offer and pay for the measurement service fee. This offer to extend becomes void at 12:01 am CST on June 3, 2006.

Sincerely,

1501 Generating and Printing Producer REX Offer Notification Letters (Continued)

E Generate REX Letters by Search Criteria (Continued)

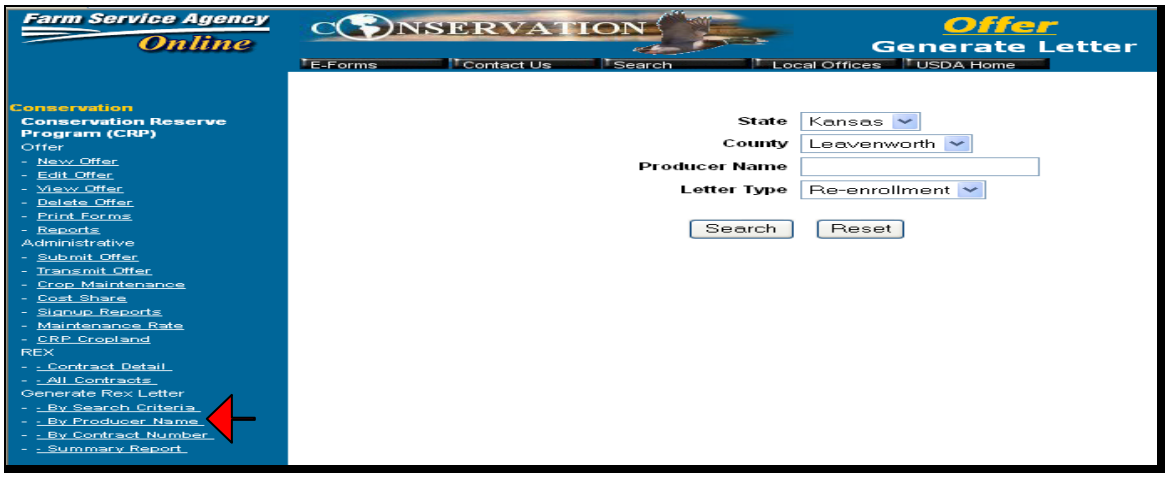
Note: If users select a county that does **not** have any REX offers, or there are no REX offers for the particular selection criteria, the following screen will be displayed with a note in blue font, near the top, “There are no contracts available for this search criteria.”

1501 Generating and Printing Producer REX Offer Notification Letters (Continued)

F Generate REX Letters by Producer Name

To generate producer REX offer notification letters by producer name, do the following:

- under "Generate REX Letter", CLICK "By Producer Name", and complete the screen according to the following table



Box	Description
State	CLICK "State" drop-down arrow and select the correct State abbreviation. Only States that user is allowed access through eAuthentication will be displayed.
County	CLICK "County" drop-down arrow and select appropriate county. Only counties that user is allowed access through eAuthentication will be displayed. Each county in the drop-down box **must** be selected separately to generate and print notification letters for each county.
Producer Name	Fill in the producer's name. If users do not get a match, try entering in just the last name. The software looks for names that contain the exact series of letters and spaces that users enter. **Examples:** If user enters only the letter "d". **All** producers with a "d" anywhere in their name will be listed. Middle initials affect matching. Entering Bill Smith will **not** return a match if the name in the system is Bill J Smith; however, entering just Smith would return a match. If users choose a letter type (re-enrollment or extension) that does **not** apply to that producer, a match will **not** return, even if the name is the same as on file.
Letter Type	CLICK "Letter Type" drop-down arrow and select either of the following letter types: • re-enrollment • extension.

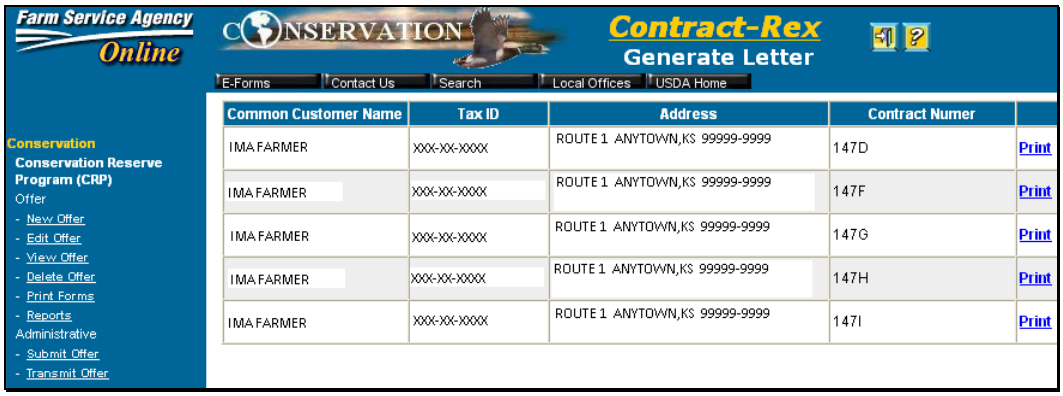
1501 Generating and Printing Producer REX Offer Notification Letters (Continued)

F Generate REX Letters by Producer Name (Continued)

- CLICK “Search”

- select which contract users want to generate and CLICK “Print”.

Notes: A file will open containing the letter (2 copies) based on user selection criteria. The following is an example of a summary list of the letter in the file that will be displayed.



The following screen will be displayed when the producer name entered does **not** exactly match a producer name that is on file.

1501 Generating and Printing Producer REX Offer Notification Letters (Continued)

G Generate REX Letters by Contract Number

To generate producer REX offer notification letters by contract number, do the following:

- under “Generate REX Letter”, CLICK “By Contract Number”, and complete the screen according to the following table

Box	Description
State	CLICK “State” drop-down arrow and select the correct State abbreviation. Only States that user is allowed access through eAuthentication will be displayed.
County	CLICK “County” drop-down arrow and select appropriate county. Only counties that user is allowed access through eAuthentication will be displayed. Each county in the drop-down box **must** be selected separately to generate and print notification letters for each county.
Contract Number	Enter the contract number in the box. If the contract number includes a suffix, then the suffix **must** be entered and it should be entered immediately after the numbers, without a space.

1501 Generating and Printing Producer REX Offer Notification Letters (Continued)

G Generate REX Letters by Contract Number (Continued)

- CLICK “Generate”.

Note: A file will open containing the letter (2 copies) based on user selection criteria. The following is an example of a summary list of the letter in the file that will be displayed.

The following screen will be displayed when the contract number entered does **not** exactly match a contract number that is on file.

1502 REX Offer Processing/Tracking

A Overview

Initial processing of extension and re-enrollment REX offers is the same. Users shall record the following information on the Contract Detail Screen:

- producer intent
- field compliance checks
- any previously unrecorded tract numbers, physical locations, or HUC's
- any previously unrecorded waterbank non-cropland acreages and contract rates
- acreage revisions because of CLU's
- revisions of contract, farm, or tract numbers or ownership that occurred subsequent to the quintile ranking of offers in January 2006
- COC compliance determinations
- final COC compliance determinations.

The All Contracts Screen provides a type of tracking report for users to quickly see what stage each contract is in.

1502 REX Offer Processing/Tracking (Continued)

B Accessing the Contract Detail Screen to Update the Contract Offer

If user knows the contract number, do the following:

- under “REX”, CLICK “Contract Detail” in the blue bar

Box	Description
State	CLICK “State” drop-down arrow and select the correct State abbreviation. Only States that user is allowed access through eAuthentication will be displayed.
County	CLICK “County” drop-down arrow and select appropriate county. Only counties that user is allowed access through eAuthentication will be displayed. Each county in the drop-down box **must** be selected separately to generate and print notification letters for each county.
Contract Number	Enter the contract number in the box. If the contract number: • includes a suffix, then the suffix **must** be entered and it should be entered immediately after the numbers, without a space • has been revised, user should search using the number that was in effect on or before January 13, 2006.

- CLICK “Search” and continue with instructions in subparagraph D.

1502 REX Offer Processing/Tracking (Continued)

B Accessing the Contract Detail Screen to Update the Contract Offer (Continued)

If user does **not** know the contract number, do the following:

- under “REX”, CLICK “All Contracts” in the blue bar

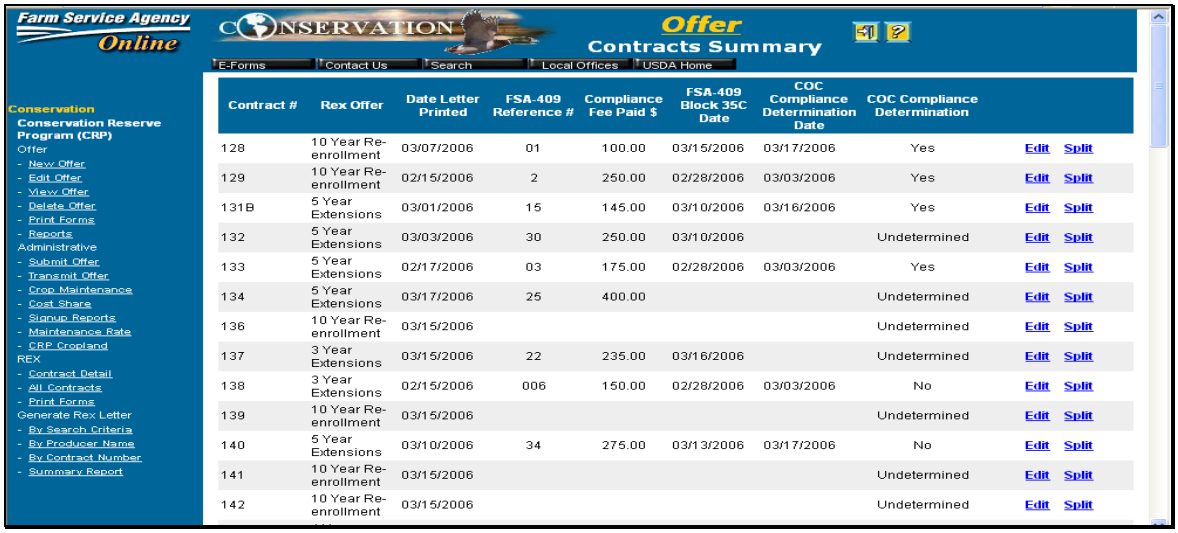
Box	Description
State	CLICK “State” drop-down arrow and select the correct State abbreviation. Only States that user is allowed access through eAuthentication will be displayed.
County	CLICK “County” drop-down arrow and select appropriate county. Only counties that user is allowed access through eAuthentication will be displayed. Each county in the drop-down box **must** be selected separately to generate and print notification letters for each county.
Contract Expire Year	Use the drop-down arrow and select year.

- CLICK “Search”

1502 REX Offer Processing/Tracking (Continued)

B Accessing the Contract Detail Screen to Update the Contract Offer (Continued)

- scroll down until user finds the correct contract number in the left column



Contract #	Rex Offer	Date Letter Printed	FSA-409 Reference #	Compliance Fee Paid $	FSA-409 Block 35C Date	COC Compliance Determination Date	COC Compliance Determination		
128	10 Year Re-enrollment	03/07/2006	01	100.00	03/15/2006	03/17/2006	Yes	Edit	Split
129	10 Year Re-enrollment	02/15/2006	2	250.00	02/28/2006	03/03/2006	Yes	Edit	Split
131B	5 Year Extensions	03/01/2006	15	145.00	03/10/2006	03/16/2006	Yes	Edit	Split
132	5 Year Extensions	03/03/2006	30	250.00	03/10/2006		Undetermined	Edit	Split
133	5 Year Extensions	02/17/2006	03	175.00	02/28/2006	03/03/2006	Yes	Edit	Split
134	5 Year Extensions	03/17/2006	25	400.00			Undetermined	Edit	Split
136	10 Year Re-enrollment	03/15/2006					Undetermined	Edit	Split
137	3 Year Extensions	03/15/2006	22	235.00	03/16/2006		Undetermined	Edit	Split
138	3 Year Extensions	02/15/2006	006	150.00	02/28/2006	03/03/2006	No	Edit	Split
139	10 Year Re-enrollment	03/15/2006					Undetermined	Edit	Split
140	5 Year Extensions	03/10/2006	34	275.00	03/13/2006	03/17/2006	No	Edit	Split
141	10 Year Re-enrollment	03/15/2006					Undetermined	Edit	Split
142	10 Year Re-enrollment	03/15/2006					Undetermined	Edit	Split

- click either of the following, as applicable:
  - "Split" in blue letters in the far right column, if both of the following are true, and then continue with instructions in subparagraph C:
    - there has been a change to the current contract since January 13, 2006, when the quintile ranking was processed
    - the contract change resulted in multiple contracts and more than 1 of the contracts will be processed as REX offers
  - "Edit" in blue letters in the far right column, according to the following, and then continue with instructions in subparagraph D:
    - for situations where a contract has been split but only 1 of the resulting contracts will be processed as a REX offer
    - to record dates of field compliance checks, COC compliance determinations, and final compliance determinations
    - to record previously unrecorded tract numbers, physical locations, or correct HUC's
    - to record acreage revised because of CLU's.

1502 REX Offer Processing/Tracking (Continued)

C Split Contract Screen

The Split Contract Screen only applies to REX offers where the existing contract has been revised since REX ranking process in January 2006, and more than 1 of the resulting contracts will be processed as REX offers.

Note: If the Split Contract Screen does **not** apply to the REX offer user is processing, skip to subparagraph D.

To access the Split Contract Screen, on the All Contracts Screen (see subparagraph B), CLICK "Split" for the applicable contract.

Notes: If any of the information in the gray portion at the top of the screen is missing or incorrect for the original contract, use the Edit option on the All Contracts Screen to correct the information before splitting the contract (see subparagraph D).

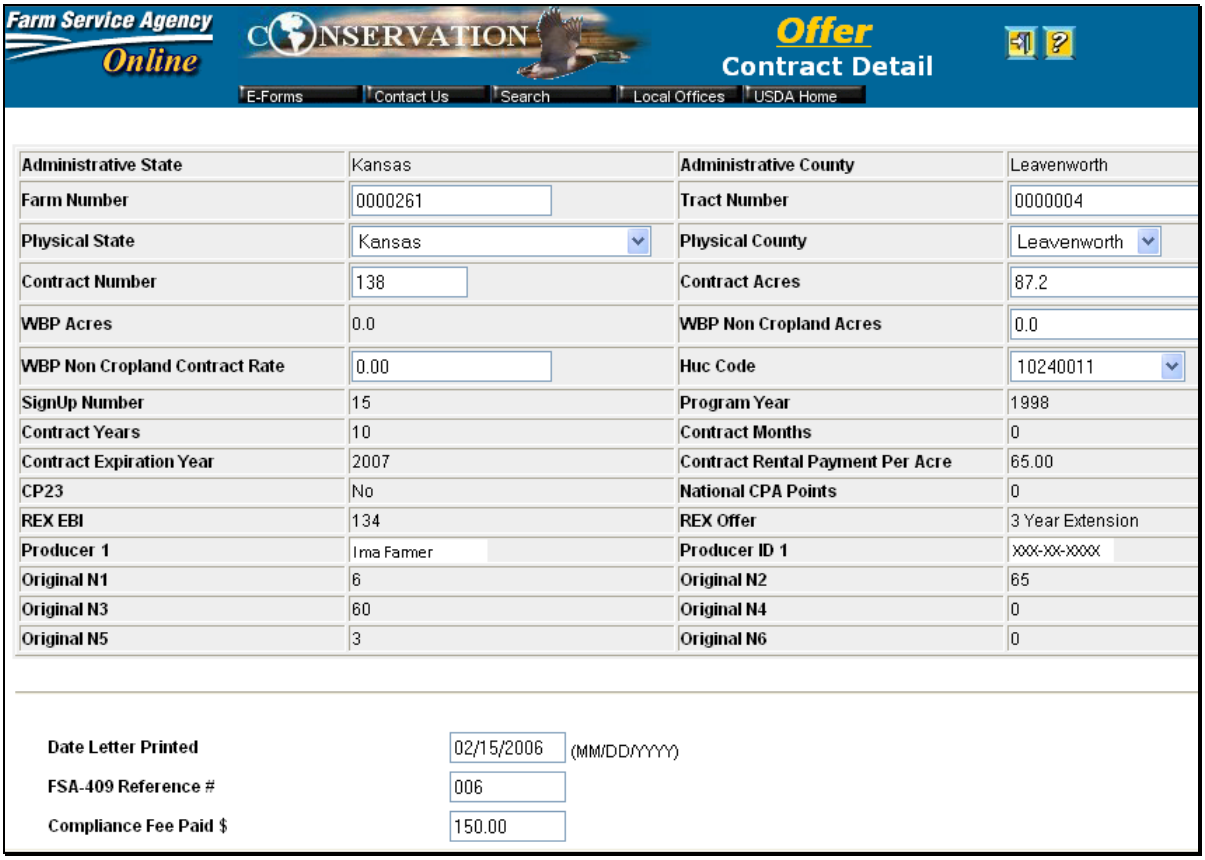
An entry is required in each of the blue outlined boxes.

The sum of the 2 resulting split contracts acres **must** total the acres of the original contract.

1502 REX Offer Processing/Tracking (Continued)

D Editing the Contract Detail Screen

REX Phase I software displayed the top portion of the Contract Detail Screen as **view only**. Phase II software allows limited editing of several fields for correction purposes or to record previously unrecorded information. Contract data displayed reflects what was active in System 36 when REX ranking was completed on January 13, 2006.



Administrative State	Kansas	Administrative County	Leavenworth
Farm Number	0000261	Tract Number	0000004
Physical State	Kansas	Physical County	Leavenworth
Contract Number	138	Contract Acres	87.2
WBP Acres	0.0	WBP Non Cropland Acres	0.0
WBP Non Cropland Contract Rate	0.00	Huc Code	10240011
SignUp Number	15	Program Year	1998
Contract Years	10	Contract Months	0
Contract Expiration Year	2007	Contract Rental Payment Per Acre	65.00
CP23	No	National CPA Points	0
REX EBI	134	REX Offer	3 Year Extension
Producer 1	Ima Farmer	Producer ID 1	XXX-XX-XXXX
Original N1	6	Original N2	65
Original N3	60	Original N4	0
Original N5	3	Original N6	0

Date Letter Printed	02/15/2006	(MM/DD/YYYY)
FSA-409 Reference #	006	
Compliance Fee Paid $	150.00	

1502 REX Offer Processing/Tracking (Continued)

D Editing the Contract Detail Screen (Continued)

The following boxes can be edited.

Box	Description
Farm Number	This entry can be overridden if it has been revised.
Tract Number	This information was not recorded for many of the earlier signups. It **must** be recorded here before users can advance past the Contract Detail Screen. If there is an entry already present, it can be overridden if it has been revised.
Physical State	This information was **not** recorded for many of the earlier signups. The software will automatically default to the same State as the administrative State, if no entry was present on the files. If this is **not** the correct physical location, use the drop-down box to select the correct physical location.
Physical County	This information was **not** recorded for many of the earlier signups. The software will automatically default to the same county as the administrative County Office, if no entry was present on the file. If this is **not** the correct physical location, use the drop-down box to select the correct physical location. If the physical location is in a different State, select State 1st because the choices in the drop-down box for county are limited to counties in that State.
Contract Number	This entry can be overridden if it has been revised.
Contract Acres	This entry can be overridden to revise as follows: • increase or decrease because of GIS/CLU measurement • decrease because of reconstitutions • decrease because of participant's option to accept REX offers on only a portion of the contract acres.
WBP Non-Cropland Acres	This entry **only** applies if the offer is for re-enrollment and there are WBP acres already on the contract. Acres entered **must** be less than or equal to WBP acres shown.
WBP Non-Cropland Contract Rate	This entry **only** applies if the offer is for re-enrollment and if there are WBP acres already on the contract. Enter the rate from the WBP contract.
HUC	If HUC listed is not correct, use the drop-down box to revise.

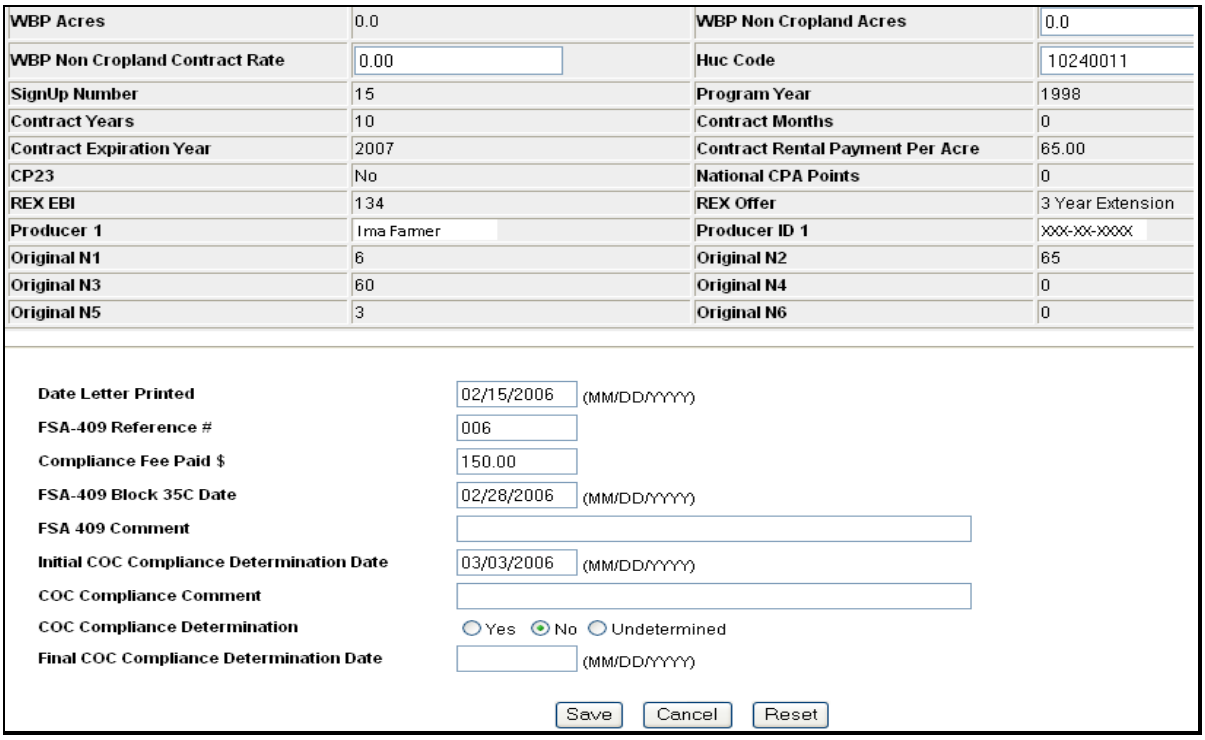
Note: If WBP non-cropland is applicable for the re-enrolled offer, then both WBP non-cropland acres and contract rate must be loaded on the Contract Detail Screen to enable the software to calculate the rate paid.

1502 REX Offer Processing/Tracking (Continued)

E Status Information on Contract Detail Screen

Offer status is displayed on the bottom of the Contracts Summary Screen.

Note: Subparagraph B provides instructions to get to the Contracts Summary Screen.



WBP Acres	0.0	WBP Non Cropland Acres	0.0
WBP Non Cropland Contract Rate	0.00	Huc Code	10240011
SignUp Number	15	Program Year	1998
Contract Years	10	Contract Months	0
Contract Expiration Year	2007	Contract Rental Payment Per Acre	65.00
CP23	No	National CPA Points	0
REX EBI	134	REX Offer	3 Year Extension
Producer 1	Ima Farmer	Producer ID 1	xxx-xx-xxxx
Original N1	6	Original N2	65
Original N3	60	Original N4	0
Original N5	3	Original N6	0

Boxes are completed according to the following table.

Box	Description
Date Letter Printed	Software automatically records the date that letters are generated/printed. The date is updated by the software, if letters are regenerated. Users can override this field.
FSA-409, Reference #	Record FSA-409 reference number assigned. The number may be modified, if REX contract is split and the resulting contracts are assigned an additional FSA-409 reference number. Numbers entered can be up to 9 digits.
FSA-409, Compliance Fee Paid $	Enter the amount of the fee paid, in whole dollars, from FSA-409, block 15. **Note:** Fee amount may be modified if REX contract is split; numbers entered can be up to 9 digits long. Only 1 fee is required per contract regardless of the number of producers on the contract. An entry is **required**; if a date is entered in FSA-409, block 35C.
FSA-409 Date Box	Enter the date from FSA-409, block 35 C when the person checking CRP acreage for compliance has signed and returned FSA-409 to the County Office. Date **must** be on or after the date in the Date Letter Printed box and but not after the current date or the date in the COC Compliance Determination Date box.

1502 REX Offer Processing/Tracking (Continued)

E Status Information on Contract Detail Screen (Continued)

Box	Description	
FSA-409, Comment	Using this field is optional. It is available to allow County Offices to enter any written comments from the field inspector.	
Initial COC Compliance Determination Date	Record the date that COC makes the initial compliance determination. The date **must** be all of the following: • on or after the date in the Date Letter Printed box • on or after the date in the FSA-409, block 35C • not later than the current date.	
COC Compliance Comment	Use of this field is optional. It is available to County Offices to enter COC comments applicable to the compliance determination.	
COC Compliance Determination	Only 1 circle may be filled in. The default will be "Undetermined".	
	IF compliance determination is...	**THEN processing...**
	undecided	**cannot** continue until determination is "Yes" or "No".
	yes	can continue.
	no	**cannot** continue until final determination is "Yes". **Note:** If the initial compliance determination is "No", REX will display a Final Compliance Determination Date box to allow for a subsequent determination in case the producer takes action to bring the contract into compliance.
Final COC Compliance Determination Date	Record the date that COC makes the final compliance determination. The date **must** be all of the following: • on or after the date in the Date Letter Printed box • on or after the date in the FSA-409 Block 35C Date box • not later than the current date.	

- CLICK "Save" at the bottom of the screen.

Note: If user receives an error message for any of the date fields, asking user to check the date, make sure that user has entered each date in the mm/dd/yyyy format, with all 4 digits of the year specified.

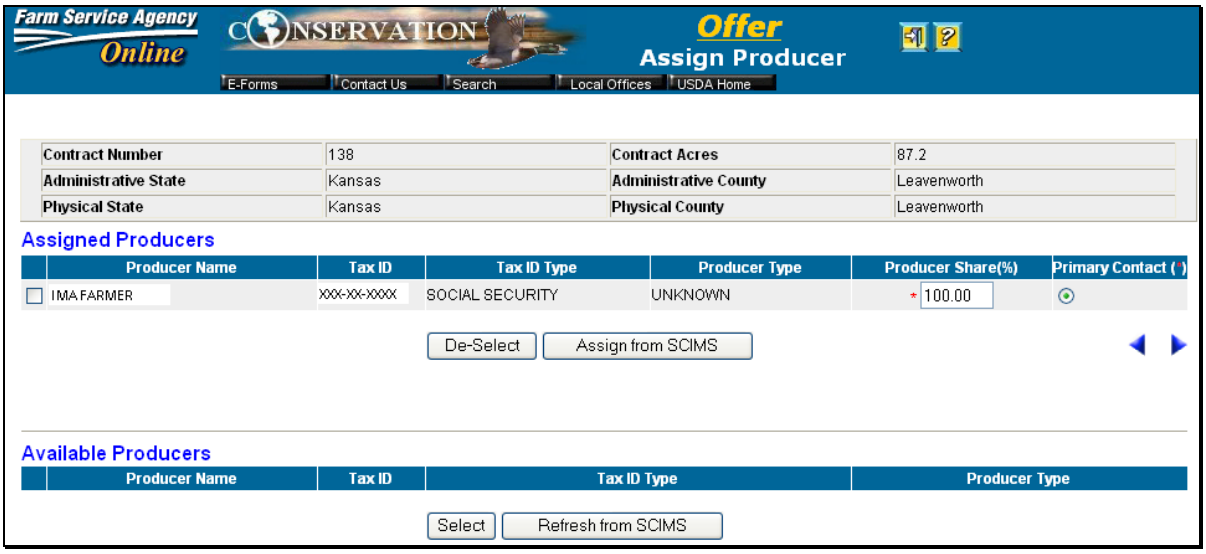
1502 REX Offer Processing/Tracking (Continued)

F Assign Producer Screen

Important: County Offices **must** ensure that the correct producers are on the REX contract. REX will generate the required forms for signatures pre-filled from REX software.

The REX software "assign producer" function allows County Offices to review, revise, and/or add producers, as applicable. This function is similar to offer processing used in general signups 29 and 33. When County Offices have completed the Assign Producer Screen, the software will update the producers. Users shall click either of the following:

- left blue arrow to return to Contract Detail Screen
- right blue arrow to proceed to Manage Practices Screen.



All participants with an interest on the contract shall be assigned on the top portion of the Assigned Producers section, even if the share is zero. This will enable the software to print the applicable forms with the required producers for signatures.

Notes: Shares **must** total 100 percent.

A primary contact **must** be selected from the list of assigned producers, if not already selected.

Producers can be "Assigned from SCIMS" or "Refreshed from SCIMS" and selected, if the producer does **not** initially display on the screen.

1502 REX Offer Processing/Tracking (Continued)

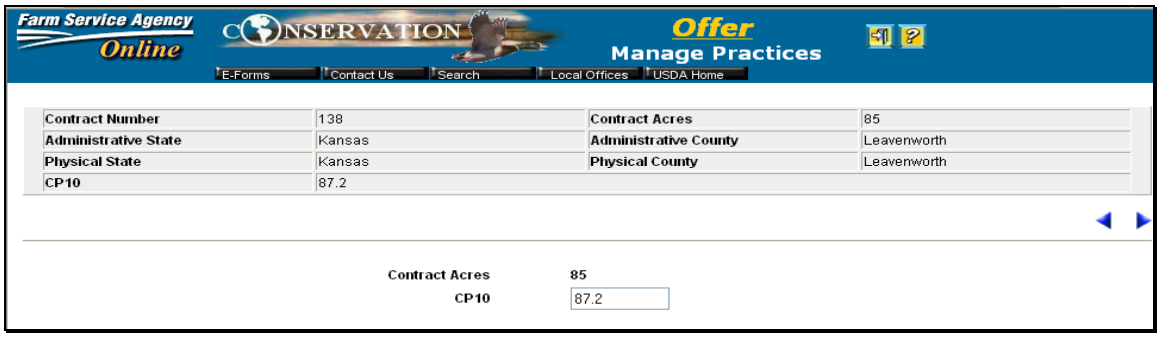
G Manage Practices Screen

If the acreage of the contract has been revised, County Offices shall also revise the applicable practice acres to reflect the acreage revision on the contract.

On the following screen:

- contract acres were revised from 87.2 acres to 85 acres, under the Contract Detail Screen Edit option, because of GIS/CLU measurement; CP10 practice acres shall be revised on the Manage Practices Screen to reflect the contract acreage revision to 85 acres

- there is only 1 practice on the contract; however, if there is more than 1 practice, the practice acres **must** total the revised contract acreage.



After the total practice acres are revised to match the contract acres, CLICK “Save” and the left and right blue arrows ◀ ▶ will appear. Click the:

- left blue arrow to return to the Assign Producer Screen
- right blue arrow to proceed to the:

  - Soil Calculation Screen for re-enrollments
  - Submit Contract Screen for extensions.

1502 REX Offer Processing/Tracking (Continued)

H Soil EI Calculation Screen

The Soil EI Calculation Screen:

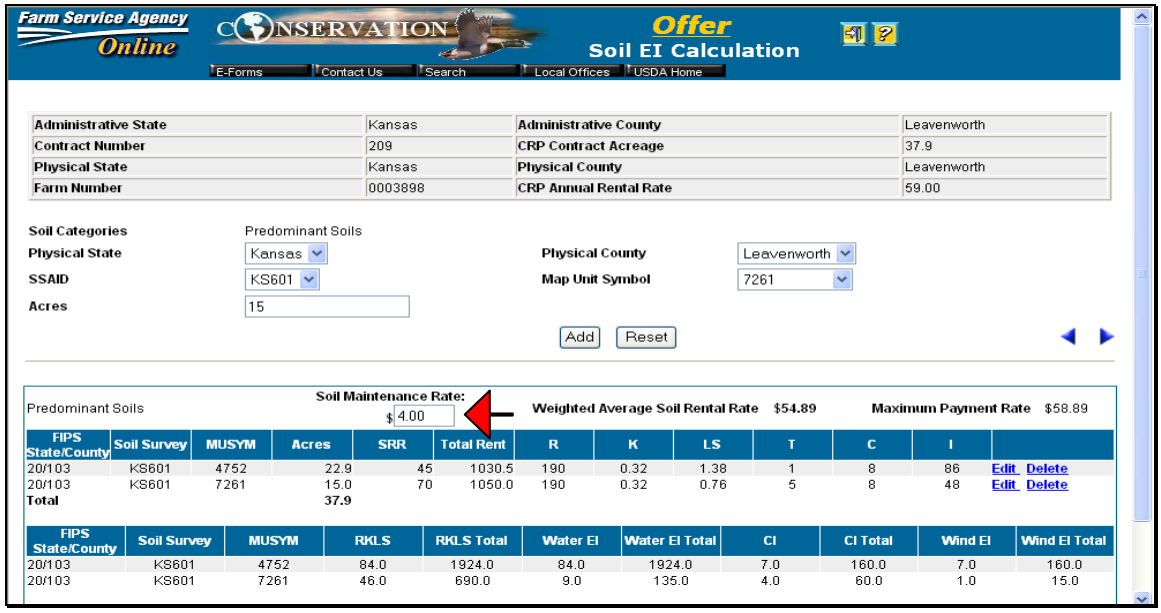
- **only** applies to re-enrollments; if users are processing an extension, skip to subparagraph I

- is provided to recalculate the weighted average SRR's for re-enrolled contracts, based on the updated SRR's currently posted on SDMS.

Soils information, for up to 3 predominant soils on the offer, **must** be entered.

Note: Enter the soils 1 at a time, CLICK "Add" after each soil, and the soil will be added to the bottom of the screen. County Offices may use GIS tool printout to load the updated soils data on this screen.

The soil maintenance rate (box near the middle of the screen) **must** be between .00 and 4.00.



1502 REX Offer Processing/Tracking (Continued)

H Soil EI Calculation Screen (Continued)

Boxes are completed according to the following table.

Box	Description
Physical State	Defaults to the administrative State. Changes can be made by using the drop-down box.
Physical County	Defaults to the administrative County Office. Changes can be made by using the drop-down box.
Soil Survey Area ID	Only SSAID's present on SDMS with at least 1 "active complete" soil MUSYM will be listed in the drop-down box. Contact the State Office if a SSAID is needed, but not available on the list.
Map Unit Symbol	Only MUSYM's present on SDMS that are considered "active complete" soils for SSAID selected will be listed in the drop-down box. Contact the State Office if a soil is needed, but not available on the list.
Acres	Number of acres for this MUSYM, within the offer.

The bottom of the screen displays the soil summary. If information for 1 or more of the soils is incorrect, CLICK:

- "Edit" to revise only the acres
- "Delete" to remove that MUSYM.

Note: User **must** CLICK "Confirm Delete" to complete the deletion process.

If for the entire offer, there are:

- 1 or 2 soils, the total of the soils acreage entered **must** equal the offered acreage

- 3 or more soils, the total soil acreage entered will be less than or equal to the offered acreage.

The blue continue arrow ▶ will be displayed, allowing users to continue to the Submit Offer Screen, when soils acreages have been entered.

1502 REX Offer Processing/Tracking (Continued)

H Soil EI Calculation Screen (Continued)

Once the County Office enters the applicable soils, REX software will recalculate and display the weighted average SRR. The soil maintenance rate is also displayed. The weighted average SRR plus the soil maintenance rate equals the new MPR for the re-enrolled contract. The producer can accept the new MPR or a reduced rate.

Note: MPR **cannot** exceed $204 per acre for REX re-enrollment contracts.

1502 REX Offer Processing/Tracking (Continued)

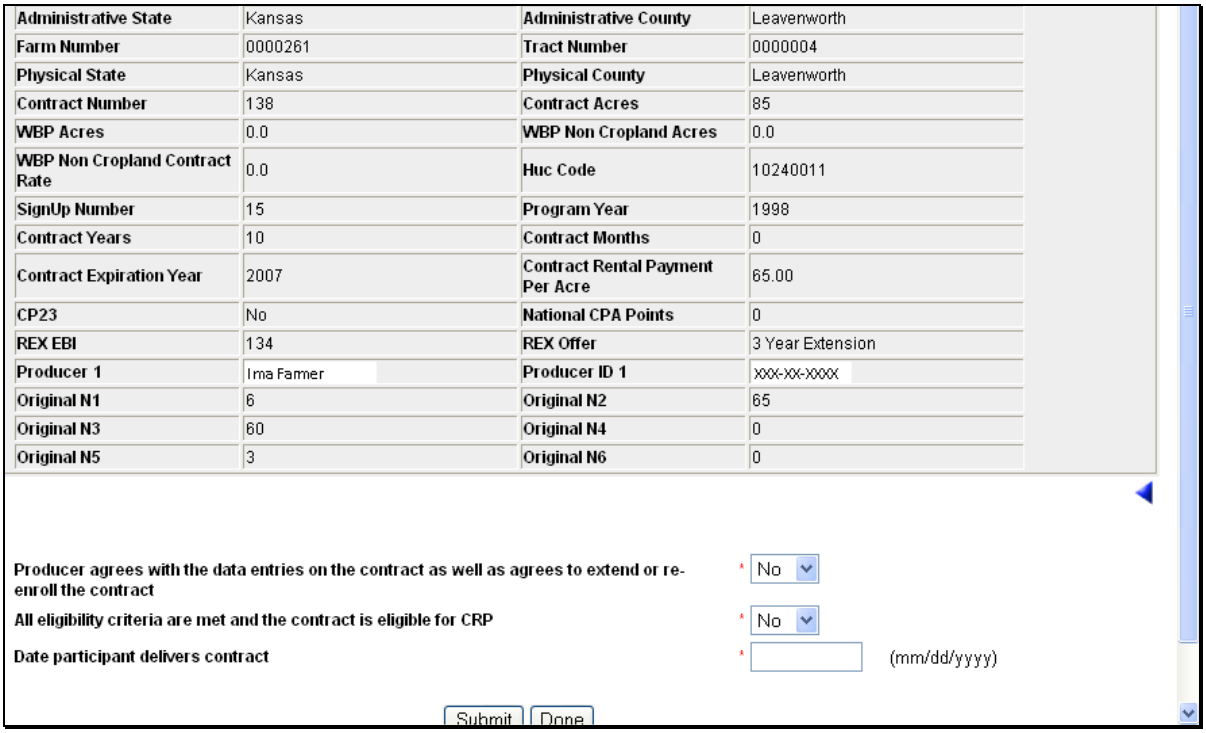
I Submit Contract Screen (Continued)

The Submit Contract Screen allows County Offices to:

- review the data for a REX offer
- answer 2 eligibility questions
- enter a date the offer information was finalized
- submit the offer.

"Submit" will only be available if all required data has been entered. Submitting a REX offer is required for the software to be able to print forms.

The following screen is an example of the Submit Contract Screen for an extension contract.



Administrative State	Kansas	Administrative County	Leavenworth
Farm Number	0000261	Tract Number	0000004
Physical State	Kansas	Physical County	Leavenworth
Contract Number	138	Contract Acres	85
WBP Acres	0.0	WBP Non Cropland Acres	0.0
WBP Non Cropland Contract Rate	0.0	Huc Code	10240011
SignUp Number	15	Program Year	1998
Contract Years	10	Contract Months	0
Contract Expiration Year	2007	Contract Rental Payment Per Acre	65.00
CP23	No	National CPA Points	0
REX EBI	134	REX Offer	3 Year Extension
Producer 1	Ima Farmer	Producer ID 1	XXX-XX-XXXX
Original N1	6	Original N2	65
Original N3	60	Original N4	0
Original N5	3	Original N6	0

Producer agrees with the data entries on the contract as well as agrees to extend or re-enroll the contract * No

All eligibility criteria are met and the contract is eligible for CRP * No

Date participant delivers contract * (mm/dd/yyyy)

Submit Done

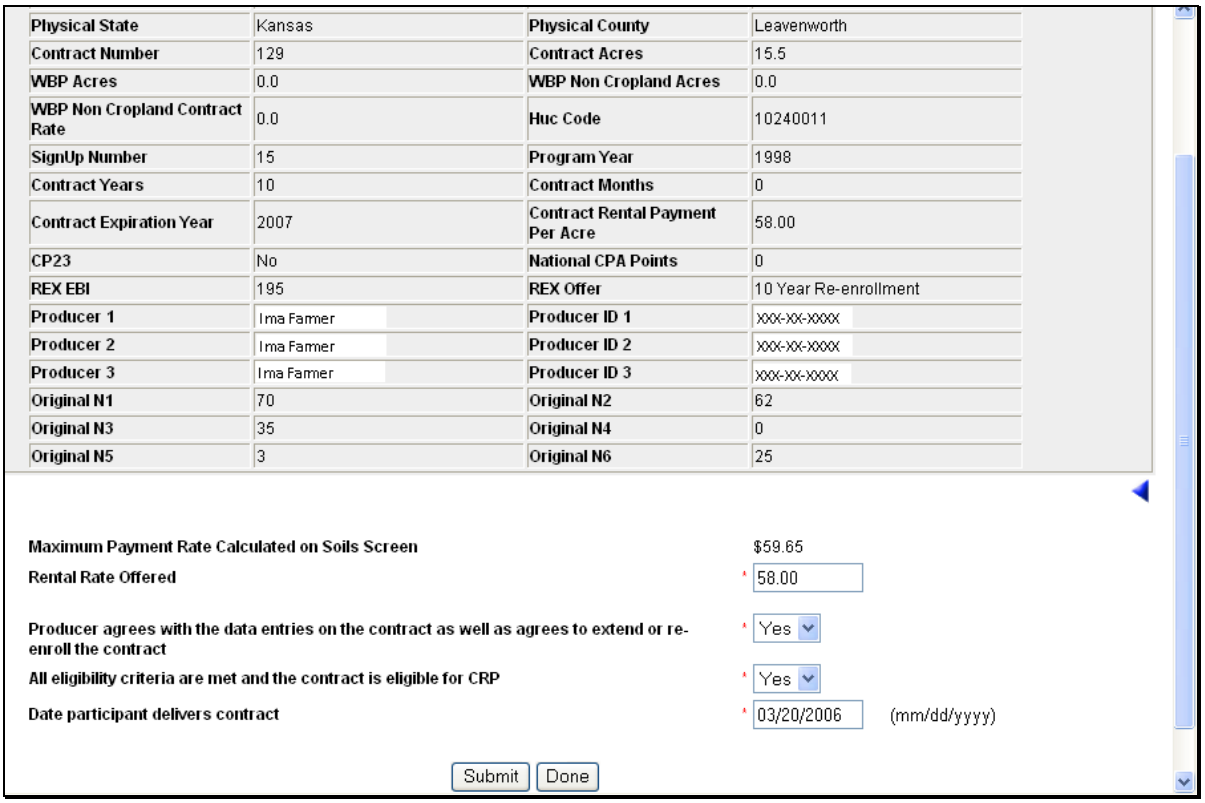
To submit the **extension** contract offer:

- the answer to both of the questions at the bottom of the screen **must** be "Yes"
- the date the participant delivers the contract **must** be present
- user **must** CLICK "Submit".

1502 REX Offer Processing/Tracking (Continued)

I Submit Contract Screen (Continued)

The screen below is an example of the Submit Contract Selection Screen for a re-enrollment contract.



Physical State	Kansas	Physical County	Leavenworth
Contract Number	129	Contract Acres	15.5
WBP Acres	0.0	WBP Non Cropland Acres	0.0
WBP Non Cropland Contract Rate	0.0	Huc Code	10240011
SignUp Number	15	Program Year	1998
Contract Years	10	Contract Months	0
Contract Expiration Year	2007	Contract Rental Payment Per Acre	58.00
CP23	No	National CPA Points	0
REX EBI	195	REX Offer	10 Year Re-enrollment
Producer 1	Ima Farmer	Producer ID 1	xxx-xx-xxxx
Producer 2	Ima Farmer	Producer ID 2	xxx-xx-xxxx
Producer 3	Ima Farmer	Producer ID 3	xxx-xx-xxxx
Original N1	70	Original N2	62
Original N3	35	Original N4	0
Original N5	3	Original N6	25

Maximum Payment Rate Calculated on Soils Screen $59.65

Rental Rate Offered * 58.00

Producer agrees with the data entries on the contract as well as agrees to extend or re-enroll the contract * Yes

All eligibility criteria are met and the contract is eligible for CRP * Yes

Date participant delivers contract * 03/20/2006 (mm/dd/yyyy)

Submit Done

To submit the **re-enrollment** contract offer:

- user **must** enter the rental rate offered, as indicated by the participant
- the answer to both of the questions at the bottom of the screen **must** be “Yes”
- the date the participant delivers the contract **must** be entered
- user must CLICK “Submit”.

Note: System 36, Conservation CRP Contract File software, has been enhanced to allow REX re-enrolled contracts to be recorded and the extended contracts to be modified. The option to transmit re-enrollment contract data from COLS to System 36 is located under REX on the left blue navigation bar of COLS. See Paragraph 1503 for instructions for transmitting REX re-enrolled contracts to System 36.

1502 REX Offer Processing/Tracking (Continued)

J Printing REX Forms

Once REX contracts are completed and submitted, the software provides County Offices the option to print the following:

- CRP-1's
- CRP-1F Addendum's
- CRP-1K's
- CRP-2's.

To print, under REX on the left side of COLS, CLICK "Print Forms" and a Search Contract Screen will be displayed. County Office users **must** enter the contract number for the REX offer they want to print.

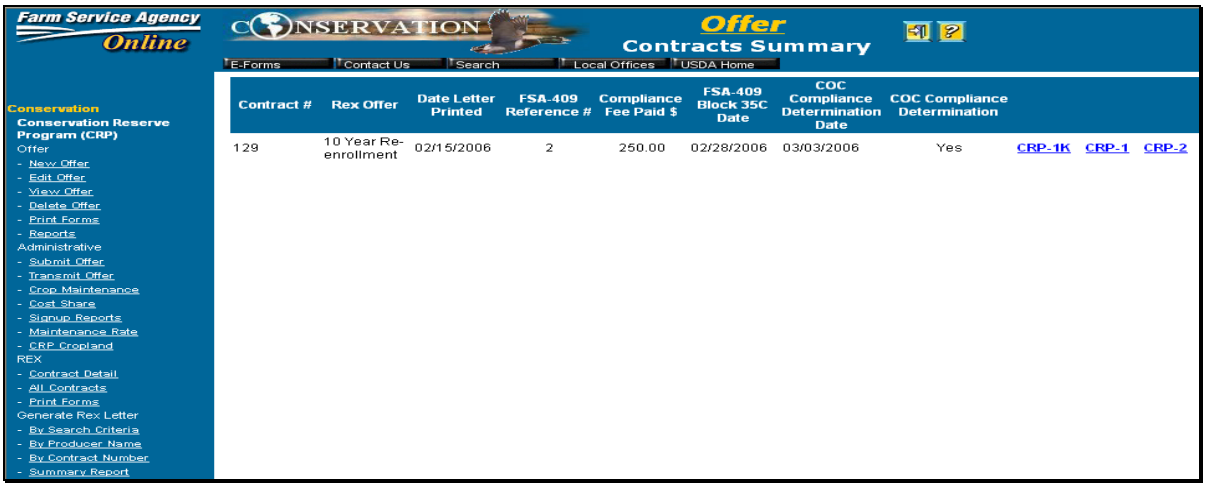
Note: If the contract selected has **not** been completed and submitted, REX software will display the error message, "There is no contract available," on the Search Contract Screen. The user will need to access the contract number on the Contract Detail Screen, complete, and submit the contract.

1502 REX Offer Processing/Tracking (Continued)

J Printing REX Forms (Continued)

The following screen is an example of the "Print Forms" selection for an **extension** contract.

The following screen is an example of the "Print Forms" selection for a **re-enrollment** contract.



1502 REX Offer Processing/Tracking (Continued)

J Printing REX Forms (Continued)

County Office users **must** click the:

- blue forms link for each form to generate the pre-filled re-enrollment or extension forms for the selected contract and The software will display the applicable form

- printer icon when the forms is displayed to print each form.

The forms generated and printed in REX are, for REX:

- re-enrollments:

  - CRP-1's
  - CRP-1K's
  - CRP-2's

- extensions, CRP-1F Addendum's.

K Contract UnSubmit

COLS software provides a method to reverse the submitted status. Once a REX contract has been submitted as completed, the yes values for the eligibility fields **cannot** be changed on the last screen in COLS/REX process. If participants choose to withdraw a REX offer that has already been submitted, CLICK "Contract UnSubmit" under "Print Forms" on the left blue navigation menu on most screens in COLS. The following screen is an example of "Contract UnSubmit" option.

1502 REX Offer Processing/Tracking (Continued)

K Contract UnSubmit (Continued)

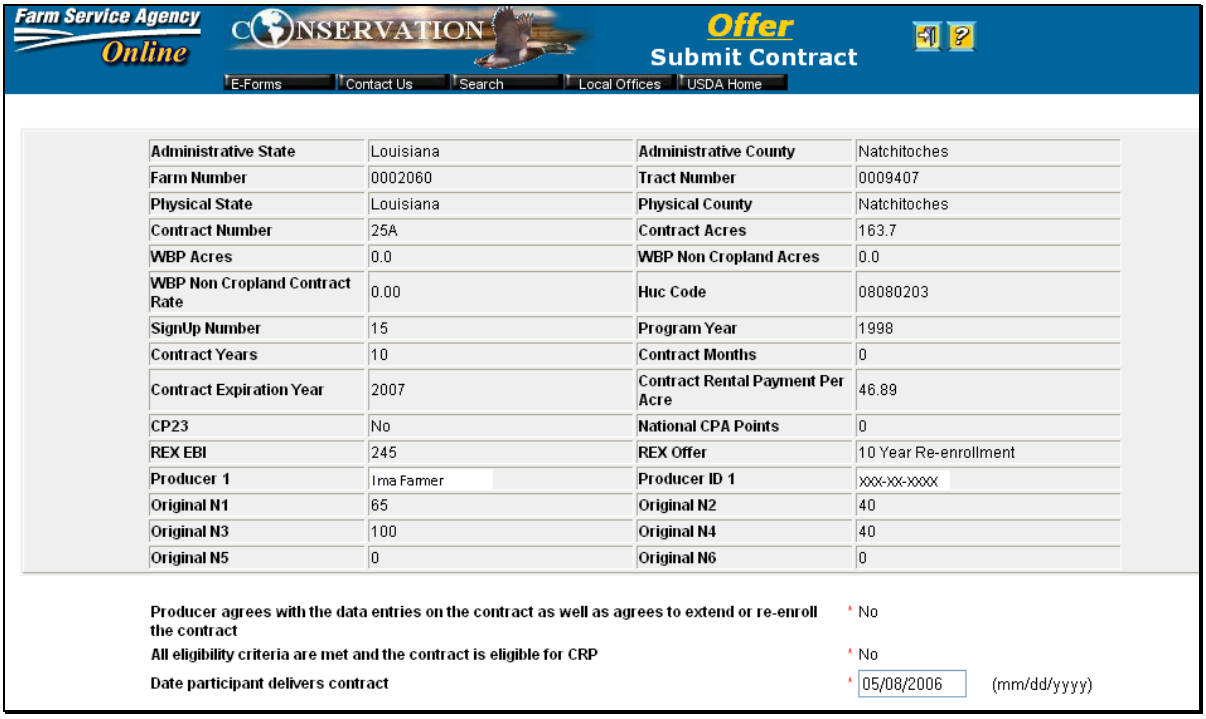
Once the “Contract UnSubmit” option is selected, the user must enter the REX contract number to be unsubmitted.

1502 REX Offer Processing/Tracking (Continued)

K Contract UnSubmit (Continued)

On Submit Contract Screen, CLICK "UnSubmit" and the offer will no longer be in the submitted status. REX offer will no long be available to print forms and transmit to System 36 to record the contract (for REX re-enrollment offers for signup 32).

The following screen is an example of the option provided to unsubmit a previously submitted offer.



Administrative State	Louisiana	Administrative County	Natchitoches
Farm Number	0002060	Tract Number	0009407
Physical State	Louisiana	Physical County	Natchitoches
Contract Number	25A	Contract Acres	163.7
WBP Acres	0.0	WBP Non Cropland Acres	0.0
WBP Non Cropland Contract Rate	0.00	Huc Code	08080203
SignUp Number	15	Program Year	1998
Contract Years	10	Contract Months	0
Contract Expiration Year	2007	Contract Rental Payment Per Acre	46.89
CP23	No	National CPA Points	0
REX EBI	245	REX Offer	10 Year Re-enrollment
Producer 1	Ima Farmer	Producer ID 1	XXX-XX-XXXX
Original N1	65	Original N2	40
Original N3	100	Original N4	40
Original N5	0	Original N6	0

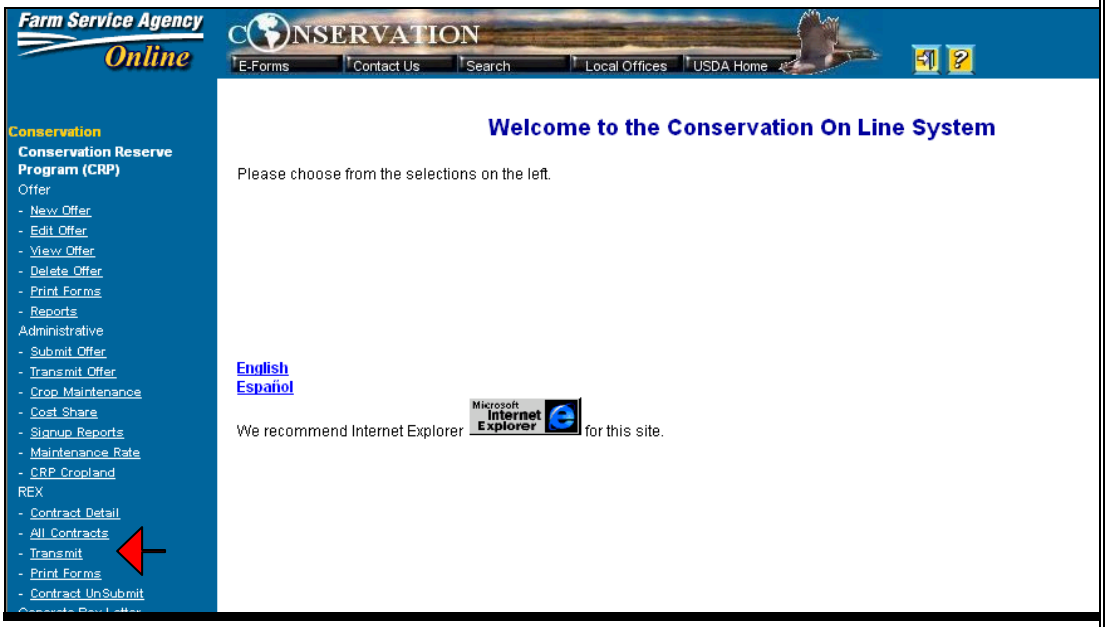
Producer agrees with the data entries on the contract as well as agrees to extend or re-enroll the contract	* No	
All eligibility criteria are met and the contract is eligible for CRP	* No	
Date participant delivers contract	* 05/08/2006	(mm/dd/yyyy)

1503 Transmitting Re-Enrolled CRP Signup 32 Offers to System 36 Offer File

A Transmitting CRP Offers for Re-Enrollments

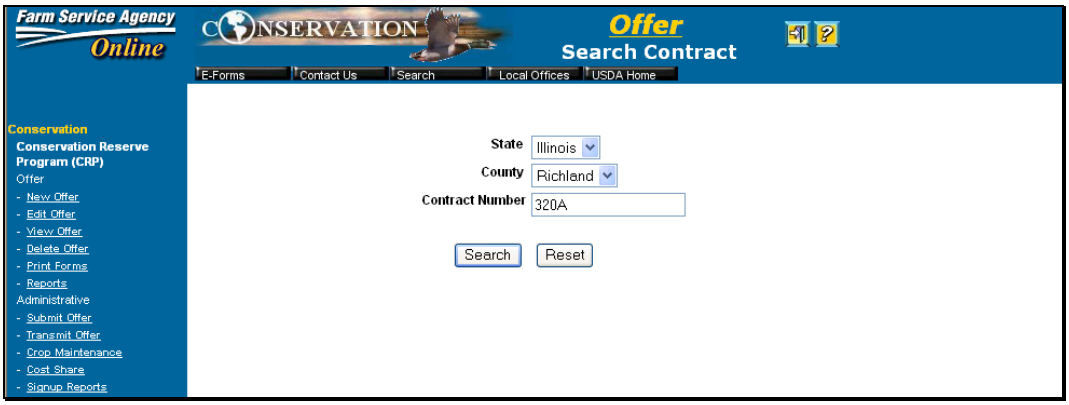
Once re-enrolled contracts are completed in COLS/REX and submitted, the software provides the function to transmit the offer data to System 36 offer file database and record the contract.

To transmit CRP offers from the COLS database to System 36 offer file, **follow these steps in order**. Repeat the process for each county administered by the County Office.

Step	Action
1	Access CRP COLS Intranet application from FSA Intranet Home Page at **http://intranet.fsa.usda.gov/fsa/**. Under "Links", CLICK "FSA Applications". On FSA Applications Screen, under "Conservation", CLICK "Conservation On-Line System". On the Warning Screen, CLICK "Continue". On the eAuthentication login Screen, enter eAuthentication ID and password and CLICK "Login".
2	On the Welcome to the Conservation On Line System Screen, under "REX", CLICK "Transmit".  The Offer Search Contract Screen will be displayed.

1503 Transmitting Re-Enrolled CRP Signup 32 Offers to System 36 Offer File (Continued)

A Transmitting CRP Offers for Re-Enrollments (Continued)

Step	Action
3	To select: • **1** contract at a time, enter the applicable re-enrolled contract number when completed and submitted and CLICK “Search” • **all** offers submitted for re-enrollments, leave the “Contract Number” field blank, CLICK “Search”, and all re-enrollment offers completed and submitted will be displayed. 

1503 Transmitting Re-Enrolled CRP Signup 32 Offers to System 36 Offer File (Continued)

A Transmitting CRP Offers for Re-Enrollments (Continued)

Step	Action
4	If the option to select: • **1** contract at a time is selected, only the selected contract on the Offer Contract Summary Screen will be displayed and transmitted • **all** contracts is selected, all contracts on the Offer Contract Summary Screen will be displayed and transmitted. CLICK "Send" to transmit the selected re-enrollment offer or offers to System 36 offer data file. **Note:** Clicking "Cancel" will cancel the transmit request for this contract and the Offer Search Contract Screen will be redisplayed.

1504 Recording Re-Enrolled CRP Signup 32 Contracts

A Recording Re-Enrolled CRP Signup 32 Contracts to System 36 Contract File

Important: Before recording approved re-enrolled contracts for signup 32 in System 36, County Offices shall ensure that the county signup data file is updated in System 36 according to 1-CRP, paragraphs 269 and 270. The following provides the signup number, expiration year, program year, and effective date of contracts for REX signup 32.

REX Signup 32			
Signup Number	**Expiration Year**	**Program Year**	**Effective Date of Contract**
SU32	2007	2008	October 1, 2007
	2008	2009	October 1, 2008
	2009	2010	October 1, 2009
	2010	2011	October 1, 2010

To add contract re-enrolled offers transmitted from COLS/REX to System 36, **follow these steps in order** and enter **only** the responses indicated.

Step	Action	Result	Comments
1	On Application Selection Screen FAX07001: • ENTER “5”, “Conservation” • PRESS “Enter”.	Conservation Main Menu EEA000 will be displayed.	
2	On Menu EEA000: • ENTER “3”, “CRP Contract File” • PRESS “Enter”.	Conservation CRP Contract File Menu EPCA00 will be displayed.	
3	On Menu EPCA00: • ENTER “4”, “Update Contract File 10 & up” • PRESS “Enter”.	Conservation CRP Contract File Screen EPCR0001 will be displayed.	
4	On Screen EPCR0001: • enter **new** contract number • ENTER “1”, “Add Contract” • PRESS “Enter” (screen will blink) • ENTER “32” for the signup number • PRESS “Enter”.	Conservation Offer Selection Screen EPCR0301 will be displayed.	The user shall enter the next available contract number.

1504 Recording Re-Enrolled CRP Signup 32 Contracts (Continued)

A Recording Re-Enrolled CRP Signup 32 Contracts to System 36 Contract File (Continued)

Step	Action	Result	Comments
5	On Screen EPCR0701: • enter **old contract** number • PRESS "Enter".	CRP Contracts Basic Contract Data Screen EPCR1001 will be displayed.	
6	On Screen EPCR1001: • enter date approved • enter farm cropland • PRESS "Enter". **Note:** If the offer contains noncropland waterbank acres, these acres must be loaded as marginal pasture land on Screen EPCR1001.	CRP Contract CRP-2 Data Screen EPCR1501 will be displayed.	The **warning** message, "Acres Appr may be > cropland available for CRP in future", will be displayed if applicable. PRESS "Enter" to continue.
7	On Screen EPCR1501: • all data on this screen is pre-filled but can be edited if necessary • PRESS "Enter". **Note:** PRESS "Enter" through Screens EPCR1701, EPCR1705, and EPCR1801.	CRP Contracts Practice Selection Screen EPCR2001 will be displayed.	On Screens EPCR1701, EPCR1705, and EPCR1801, data **cannot** be entered or modified when adding contracts transmitting from the offer file. Edits to data on these screens must be done through COLS, if applicable.
8	On Screen EPCR2001: • verify that the pre-selected practices are correct • PRESS "Enter". **Important:** If practices changes are applicable according to the approved conservation plan for REX signup 32, the contract **must** be "revised" in System 36 after it has been transmitted from COLS/REX and recorded in System 36 CRP contract file.	Screen EPCR2401 will be displayed for 10-year re-enrollments. Screen EPCR2801 will be displayed for up to 15-year re-enrollments.	

1504 Recording Re-Enrolled CRP Signup 32 Contracts (Continued)

A Recording Re-Enrolled CRP Signup 32 Contracts to System 36 Contract File (Continued)

Step	Action	Result	Comments
9	On Screen EPCR2401 or EPCR2801: • estimated cost-share can be edited • actual cost-share can be added • PRESS “Enter”.	Screen MCA91001 will be displayed.	
10	On Screen MCA91001: • select applicable producers • PRESS “Cmd5” to complete the transaction.	Screen EPCD3501 will be displayed.	
11	On Screen EPCD3501: • verify that all applicable producers are selected • PRESS “Cmd2” to go to the next process.	Screen EPCD4001 will be displayed.	
12	On Screen EPCD4001: • enter producers’ shares • PRESS “Enter”.	Screen EPCR8001 will be displayed.	
13	On Menu EPCR8001, PRESS “Cmd16”.	The contract will be added.	

1504 Recording Re-Enrolled CRP Signup 32 Contracts (Continued)

B Correcting a Re-Enrolled Contract for Signup 32 After the Offer Data Has Been Transmitted From COLS/REX

If it is determined the data needs to be modified after recording a contract in System 36 using data transmitted from COLS, users shall modify data according to the following.

Step	Action
1	Delete the contract recorded in System 36 on Screen EPCR0001, option "2", "Delete Contract". Do **not** delete once a payment has been issued for a contract.
2	Make the applicable modifications in COLS/REX.
3	Transmit the modified offer to System 36 using the "transmit" method provided in COLS/REX. See paragraph 1503.
4	Record the contract in System 36 using the COLS modified transmitted data. **Note:** The deleted contract number from step 1 is available to be used again.

Important: Users are **not** permitted to change or add data in System 36 that is populated from COLS/REX with the following exceptions:

- Screen EPCR1001, "Farm number"
- Screen EPCR1501, "State/County Code of Physical Location"
- Screen EPCR1501, "All Land in Administering County? Y or N" (defaults to Y)
- Screen EPCR1501, "HUC Number"
- Screen EPCR2401 or EPCR2801, "Estimated C/S and Actual C/S".

Note: System 36 provides on Screen EPCR0001, option "5", "Correct an Existing Contract", for allowable changes according to the exceptions listed after a contract has been recorded and updated in System 36.

Producer data in System 36 is **not** populated from COLS/REX and **must** be loaded when recording the contract from the offer data file. Since this data is **not** pre-populated, it can be corrected by the user on Screen EPCR0001, using option "5", "Correct an Existing Contract".

Note: For re-enrollment contracts, the producer data must also be edited in COLS/REX to reprint CRP-1, CRP-2, and CRP-1K with corrected procedures for signatures.

1504 Recording Re-Enrolled CRP Signup 32 Contracts (Continued)

C Correcting Manually Recorded Contracts

There may be situations when it is necessary for County Offices to manually record contracts in System 36. To manually load a re-enrolled contract in System 36, the County Office shall leave the "Old Contract Number" field blank on Screen EPCR0701 and PRESS "Enter" to continue.

To correct a contract that was loaded manually and not transmitted from COLS/REX, on Screen EPCR0001:

- ENTER "5", "Correcting an Existing Contract"
- PRESS "Enter".

Screen EPCR1001 will be displayed. Correct an existing contract according to 1-CRP, paragraph 330.

1505 Extending REX Contracts in System 36

A REX Contract Extensions Processing

When COLS/REX extension offers are completed, submitted as complete, and CRP-1F has been printed and signed by applicable participants, the County Office shall process the extension in System 36.

System 36 has been modified to allow REX CRP contracts to be extended for 1, 2, 3, 4, or 5 year extensions, as applicable.

County Offices shall make REX contract modifications according to the following.

Step	Action
1	Ensure that only CRP-1's scheduled to expire are approved. Do **not** approve CRP-1F Addendum for extensions for contracts, if the extension would exceed 15 years. **Note:** COLS/REX software is used to generate and print the required CRP-1F.

2	Load all extensions into System 36 by:
	
	• September 29, 2006, for REX contracts that expire September 30, 2007
	• December 29, 2006, for REX contracts that expire:
	
	  • September 30, 2008
	  • September 30, 2009
	  • September 30, 2010.
	
	Note: For extensions that are only for a portion of the contract, County Offices shall revise the contract in System 36 before loading the extension according to 1-CRP, paragraph 302.

3	For participants that extend CRP-1 on only a part of the acreage under CRP-1, revise CRP-1 according to 1-CRP in System 36, to designate on separate CRP-1's the acres: • expiring on September 30 of applicable year • being extended through September 30 of applicable year for the number of years of extension as reflected on CRP-1F printed from COLS/REX software. Extensions shall be recorded in System 36 by the dates in step 2.

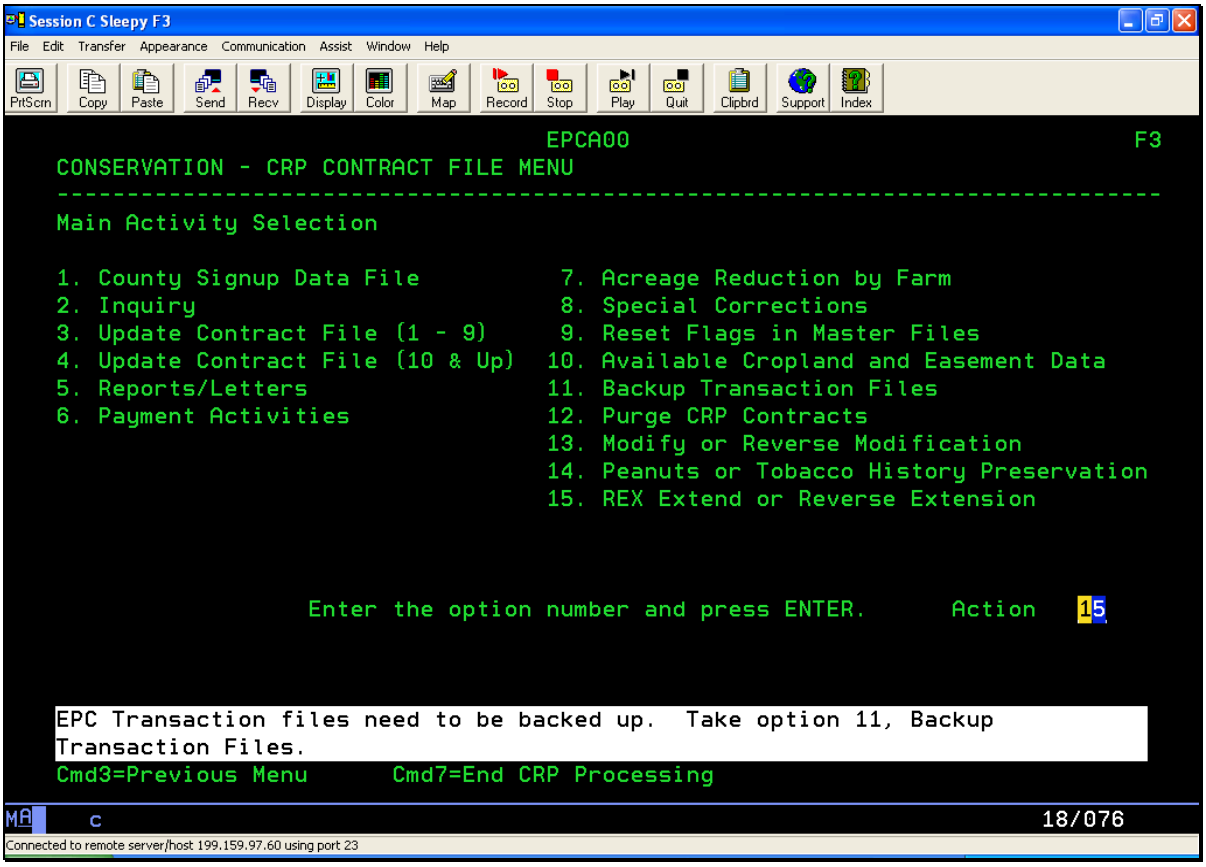
Note: COLS/REX does **not** transmit contract extensions to System 36. The primary purpose of COLS/REX software for extensions is to generate and print CRP-1F Addendums for participants' signatures. The actual contract extension at this time is done solely in System 36.

Important: When only a portion of the contract acreage is to be extended, COLS/REX extension contracts **must** be edited in COLS after System 36 revision to ensure that CRP-1F, item 2 is printed with the correct contract revision number and the correct contract revision number is extended in System 36.

1505 Extending REX Contracts in System 36 (Continued)

A REX Contract Extensions Processing (Continued)

On Conservation – CRP Contract File Menu EPCA00, option “15”, “REX Extend or Reverse Extension” provides REX contract extensions access.

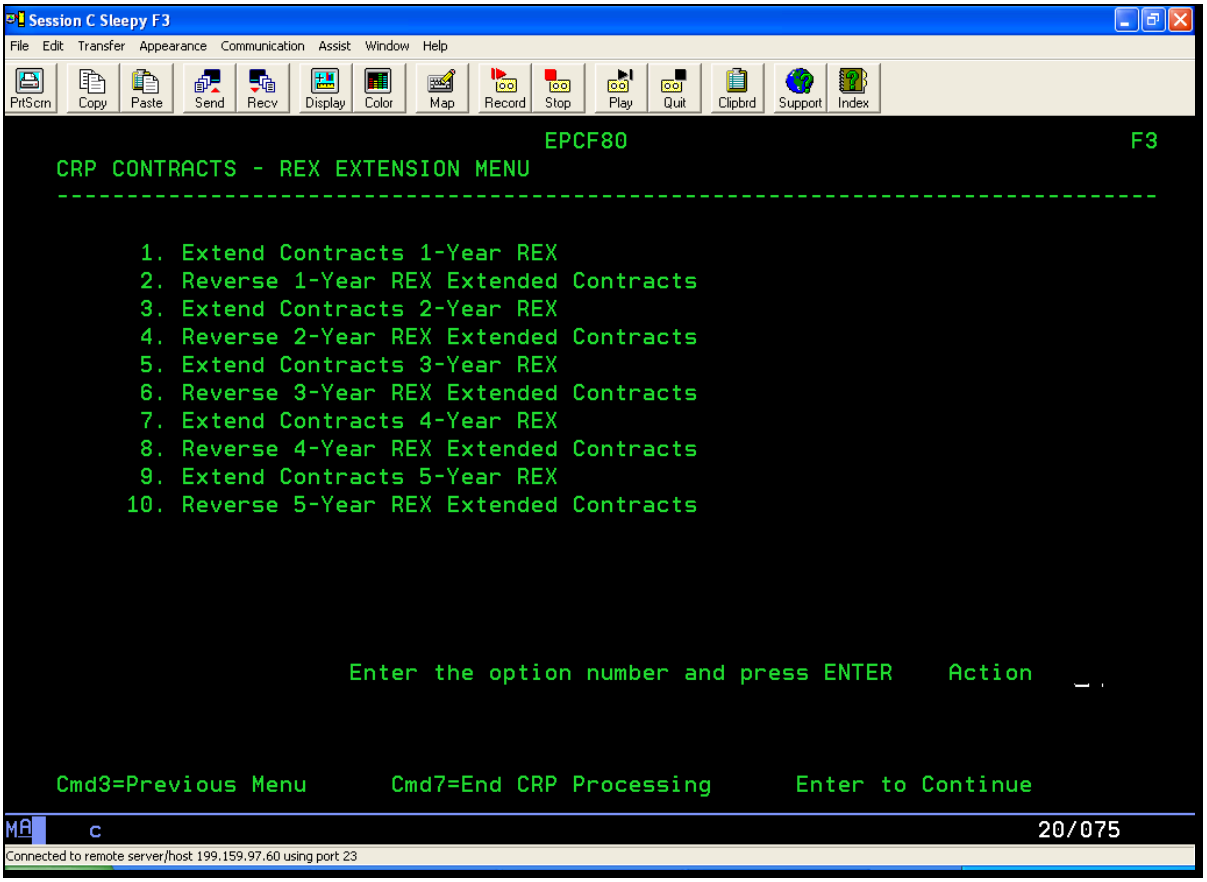


1505 Extending REX Contracts in System 36 (Continued)

A REX Contract Extensions Processing (Continued)

CRP Contracts – REX Extension Menu EPCF80 provides REX contract extensions options.

Note: System 36 allows the option to “Reverse (X)-Year REX Extended Contracts”.



1506 Reports

A Overview

There are 2 types of reports with information about REX. They are:

- changing; reports that may vary throughout the course of signup

  Note: Instructions are in subparagraph B. The Letter Notification Print Report changes based on the offers users select to generate/print; however, the only thing that changes in the letter content is the print date.

- static; reports with static information are available at **http://dc.ffasintranet.usda.gov/DAFP/cepdsto.htm**.

  Note: Instructions are in subparagraph C.

B Reports Available Through COLS

The following reports are available through COLS:

- Letter Notification Print Report
- Summary Report
- Contract Detail Report
- All Contracts Report.

1506 Reports (Continued)

B Reports Available Through COLS (Continued)

<table>
<tr><th>Title</th><th>Description</th></tr>
<tr><td>Letter Notification Print Report</td><td>This report will:

• automatically print each time County Office users select 1 of the options to generate and print notification letters (see subparagraphs 1501 E, F, and G).

• only include the letters selected at that time and is intended as a tool for County Office users to verify that all letters requested by the option selected did print.

• print immediately after the letters.

Use the:

• 1st blank column as a manual check-off when comparing letters that printed to those listed on the report.

• 2nd blank column for a purpose determined by users County Office.

• last column for recording manual notes beneficial to the user.

This is a sample Letter Notification Print Report.

<table>
<tr><th>Contract Number</th><th>Producer Name</th><th>REX Offer</th><th>Contract Expiration Year</th><th>Letter Printed Date</th><th></th><th></th><th>Notes</th></tr>
<tr><td>20</td><td>Ima Farmer</td><td>10 Yr Re-enroll</td><td>2007</td><td>01/30/2006</td><td></td><td></td><td></td></tr>
<tr><td>20</td><td>Ima Farmer</td><td>10 Yr Re-enroll</td><td>2007</td><td>01/30/2006</td><td></td><td></td><td></td></tr>
<tr><td>25</td><td>Ima Farmer</td><td>10 Yr Re-enroll</td><td>2007</td><td>01/30/2006</td><td></td><td></td><td></td></tr>
</table>
</td></tr>
</table>

1506 Reports (Continued)

B Reports Available Through COLS (Continued)

Title	Description
Summary Report	This report: • is intended as a tool for the County Office users to aide in monitoring the letter notification and contract data loading processes • may be accessed multiple times throughout the REX process, the information on it will be a "snapshot" of the status of REX offer processing at that moment • can be viewed from the Generate REX Letter Section of the blue, CLICK "Summary Report". This is a sample Summary Report Selection Screen that will be displayed. Complete the screen as follows. **Box** / **Description** State — Use the drop-down arrow and select appropriate State. Only States that user is allowed access through eAuthentication will be displayed. County — Use the drop-down arrow and select appropriate county. Only counties that user is allowed access to through eAuthentication will be displayed. Each county in the drop-down box **must** be selected separately to generate and print the notification letters for each county. CLICK "Generate".

1506 Reports (Continued)

B Reports Available Through COLS (Continued)

Title	Description
Summary Report (Cntd)	The following is an example of a Summary Report: • after all letters have been printed • before any producers have indicated intent to accept the REX offer by paying the compliance fee.

County Office Report

State Name	: Kansas	Number of Contract Compliance Fee Paid	: 0
County Name	: Leavenworth	Percent of Contract Compliance Fee Paid	: 0
Total REX Offers [1]	: 65	Number of Contract Compliance Field Checks Completed	: 0
Total Letters [2]	: 83	Number of Contracts in Compliance	: 0
Total Letters Printed [3]	: 83	Number of COC Compliance Determinations Made	: 0
Percent of Letters Printed	: 100		

1. Total REX Offers: The total number of REX offers in the County.
2. Total Letters: Total number of Participant letters to be printed. This total does not include the duplicate file copy letters.
3. Total Letters Printed: Total number of letters that have been printed.

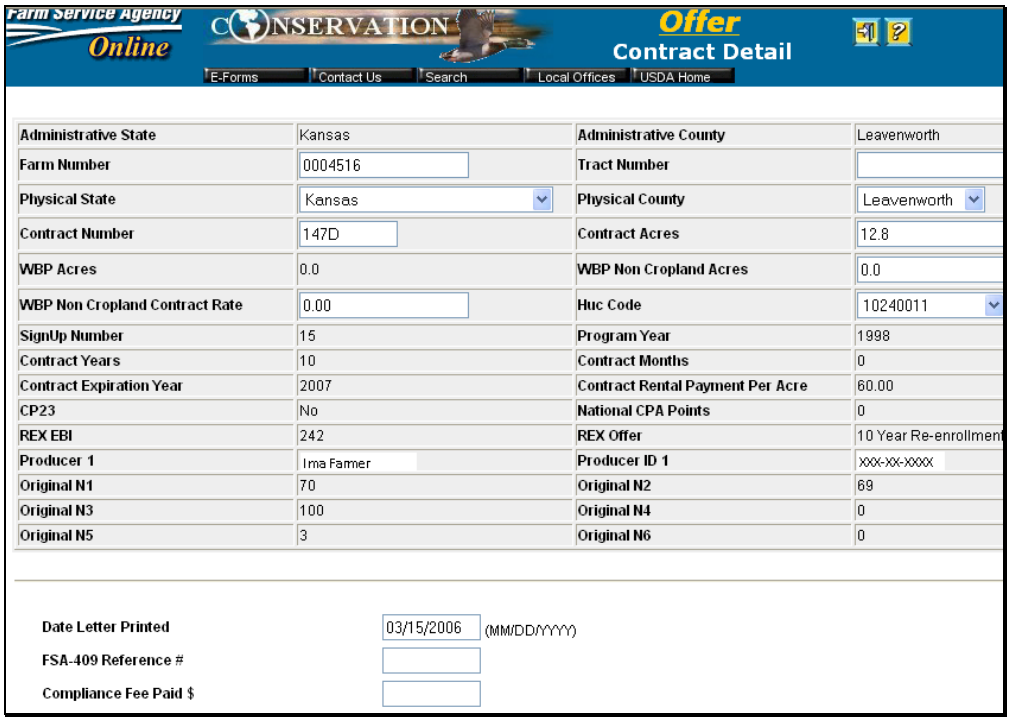
1506 Reports (Continued)

B Reports Available Through COLS (Continued)

Title	Description
Contract Detail Report	The Contract Detail Screen has 2 purposes: • to provide a report of detail contract information • a means to update certain information. This subparagraph provides the screens report function. To view detailed information about any contract with a REX offer, under the REX Section, CLICK “Contract Detail”. This is a sample Contract Detail Selection Screen that will be displayed. Complete the screen as follows. **Box** / **Description** State — Use the drop-down arrow and select appropriate State. Only States that user is allowed access through eAuthentication will be displayed. County — Use the drop-down arrow and select appropriate county. Only counties that user is allowed access to through eAuthentication will be displayed. Each county in the drop-down box **must** be selected separately to generate and print the notification letters for each county. CLICK “Search”.

1506 Reports (Continued)

B Reports Available Through COLS (Continued)

Title	Description
Contract Detail Report (Cntd)	The Contract Detail Screen will display up to 5 producers on the contract, even though the letter notification process will only generate and print letters for the first 3 producers on the contract. **Note:** State Office users will only have **view** access to this screen. This is a sample Contract Detail Report. 

Farm Service Agency Online — CONSERVATION — Offer — Contract Detail

E-Forms | Contact Us | Search | Local Offices | USDA Home

Administrative State	Kansas	Administrative County	Leavenworth
Farm Number	0004516	Tract Number	
Physical State	Kansas	Physical County	Leavenworth
Contract Number	147D	Contract Acres	12.8
WBP Acres	0.0	WBP Non Cropland Acres	0.0
WBP Non Cropland Contract Rate	0.00	Huc Code	10240011
SignUp Number	15	Program Year	1998
Contract Years	10	Contract Months	0
Contract Expiration Year	2007	Contract Rental Payment Per Acre	60.00
CP23	No	National CPA Points	0
REX EBI	242	REX Offer	10 Year Re-enrollment
Producer 1	Ima Farmer	Producer ID 1	xxx-xx-xxxx
Original N1	70	Original N2	69
Original N3	100	Original N4	0
Original N5	3	Original N6	0

Date Letter Printed 03/15/2006 (MM/DD/YYYY)

FSA-409 Reference #

Compliance Fee Paid $

1506 Reports (Continued)

B Reports Available Through COLS (Continued)

Title	Description
All Contracts Report	The All Contracts Screen: • provides a list of all contracts with REX offers • can be used as a tool to track the status of the offers • serves as an access point for the Contract Detail Screen. To access the All Contracts Screen, under the REX Section, CLICK "All Contracts". The following is a sample All Contracts Selection Screen. Complete the screen as follows. **Box** / **Description** State — Use the drop-down arrow and select appropriate State. Only States that user is allowed access through eAuthentication will be displayed. County — Use the drop-down arrow and select appropriate county. Only counties that user is allowed access to through eAuthentication will be displayed. Each county in the drop-down box **must** be selected separately to generate and print the notification letters for each county. Contract — Use the drop-down arrow and select appropriate expiration year. CLICK "Search".

1506 Reports (Continued)

B Reports Available Through COLS (Continued)

Title	Description
All Contracts Report (Cntd)	This is a sample All Contracts Report. To exit the All Contracts Screen, user can click: • any REX link in the left blue menu • "Offer" in large yellow letters at the top of the screen.

Contract #	Rex Offer	Date Letter Printed	FSA-409 Reference #	Compliance Fee Paid $	FSA-409 Block 35C Date	COC Compliance Determination Date	COC Compliance Determination	
128	10 Year Re-enrollment	03/07/2006	01	100.00	03/15/2006	03/17/2006	Yes	Edit Split
129	10 Year Re-enrollment	02/15/2006	2	250.00	02/28/2006	03/03/2006	Yes	Edit Split
131B	5 Year Extensions	03/01/2006	15	145.00	03/10/2006	03/16/2006	Yes	Edit Split
132	5 Year Extensions	03/03/2006	30	250.00	03/10/2006		Undetermined	Edit Split
133	5 Year Extensions	02/17/2006	03	175.00	02/28/2006	03/03/2006	Yes	Edit Split
134	5 Year Extensions	03/17/2006	25	400.00			Undetermined	Edit Split
136	10 Year Re-enrollment	03/15/2006					Undetermined	Edit Split
137	3 Year Extensions	03/15/2006	22	235.00	03/16/2006		Undetermined	Edit Split
138	3 Year Extensions	02/15/2006	006	150.00	02/28/2006	03/03/2006	No	Edit Split
139	10 Year Re-enrollment	03/15/2006					Undetermined	Edit Split
140	5 Year Extensions	03/10/2006	34	275.00	03/13/2006	03/17/2006	No	Edit Split
141	10 Year Re-enrollment	03/15/2006					Undetermined	Edit Split

1506 Reports (Continued)

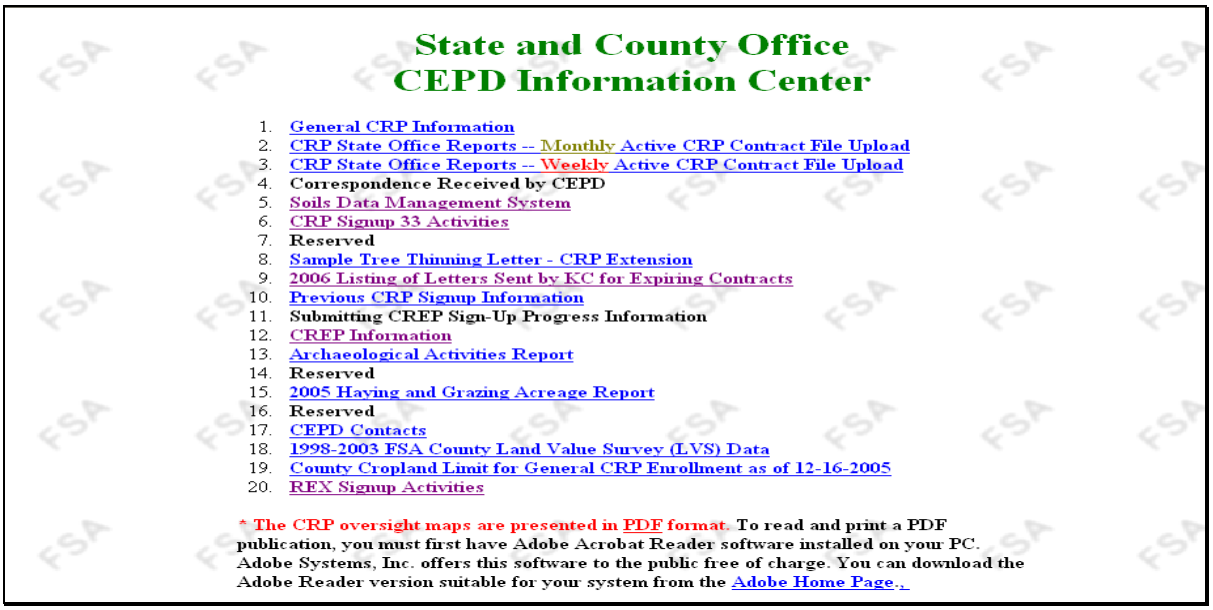
C Reports Available Through the State and County Office CEPD Information Center

The following reports are available through the State and County Office CEPD Information Center at **http://dc.ffasintranet.usda.gov/DAFP/cepdsto.htm**:

- Contract Detail for 2007 Contract Expirations REX Offers and Ranking Factor Report
- Contract Summary for 2007 Contract Expirations REX Offers Made Report
- Acreage Summary for 2007 Contract Expirations REX Offers Made Report
- Contract Detail for 2008 through 2010 Contract Expirations REX Offers and Ranking Factors Report
- Contract Summary for 2008 through 2010 Contract Expirations REX Offers Made Report
- Acreage Summary for 2008 through 2010 Contract Expirations REX Offers Made Report

To access the reports, on State and County Office CEPD Information Center Screen:

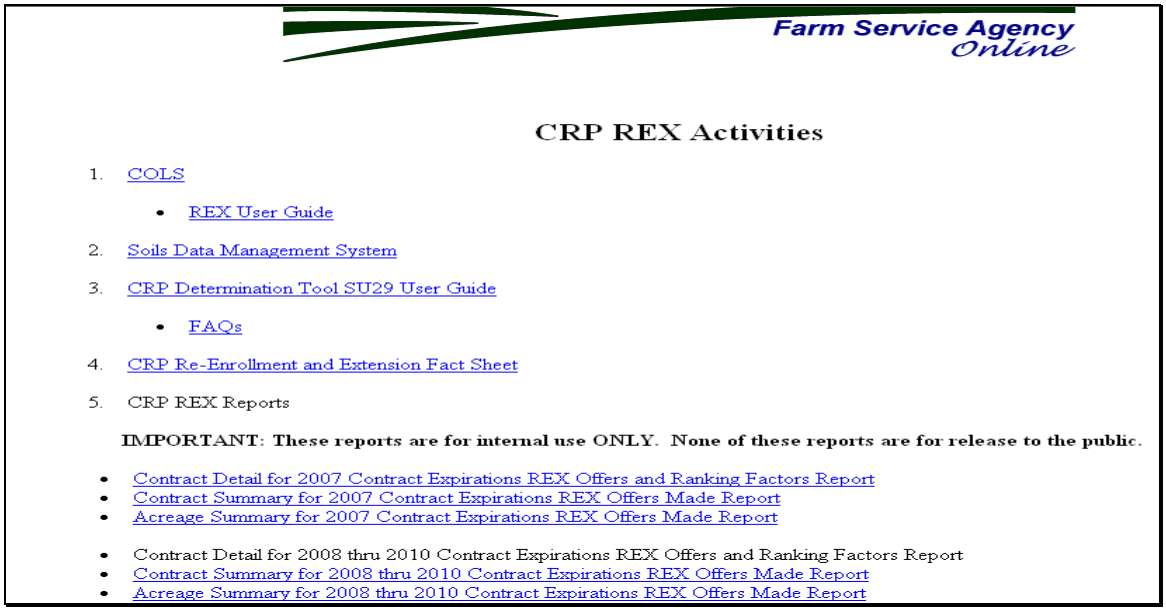
- CLICK “20. REX Signup Activities.”



1506 Reports (Continued)

C Reports Available Through the State and County Office CEPD Information Center (Continued)

- on CRP REX Activities Screen, under item 5. CRP REX Reports, click link for the report user wants to view.

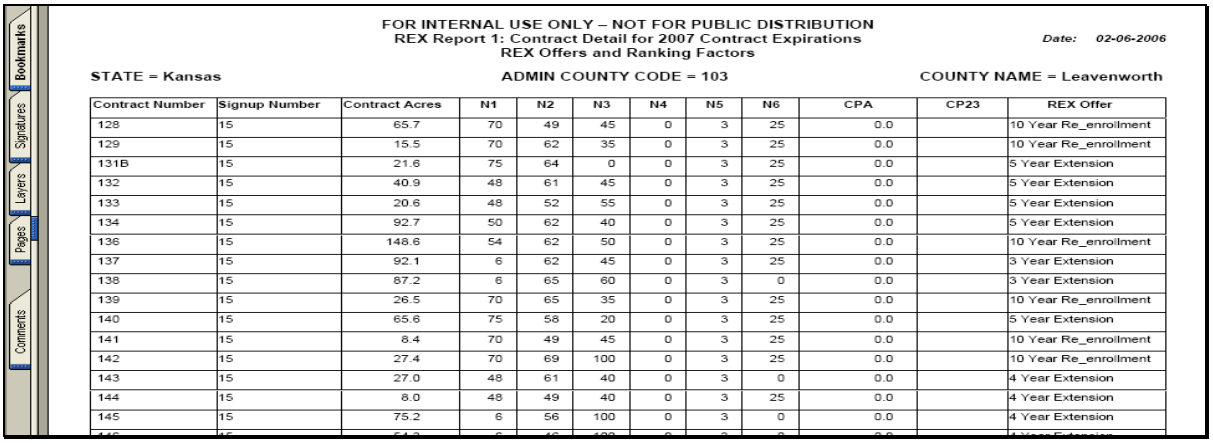


Note: For the Contract Detail Report, a map will be displayed for users to select which State user wants to view, before the report is displayed.

1506 Reports (Continued)

C Reports Available Through the State and County Office CEPD Information Center (Continued)

This is a sample Contract Detail for 2007 Contract Expirations, REX Offers and Ranking Factors Report that lists each contract and information specific to it, including the original ranking scores.



FOR INTERNAL USE ONLY – NOT FOR PUBLIC DISTRIBUTION
REX Report 1: Contract Detail for 2007 Contract Expirations
REX Offers and Ranking Factors

Date: 02-06-2006

STATE = Kansas | ADMIN COUNTY CODE = 103 | COUNTY NAME = Leavenworth

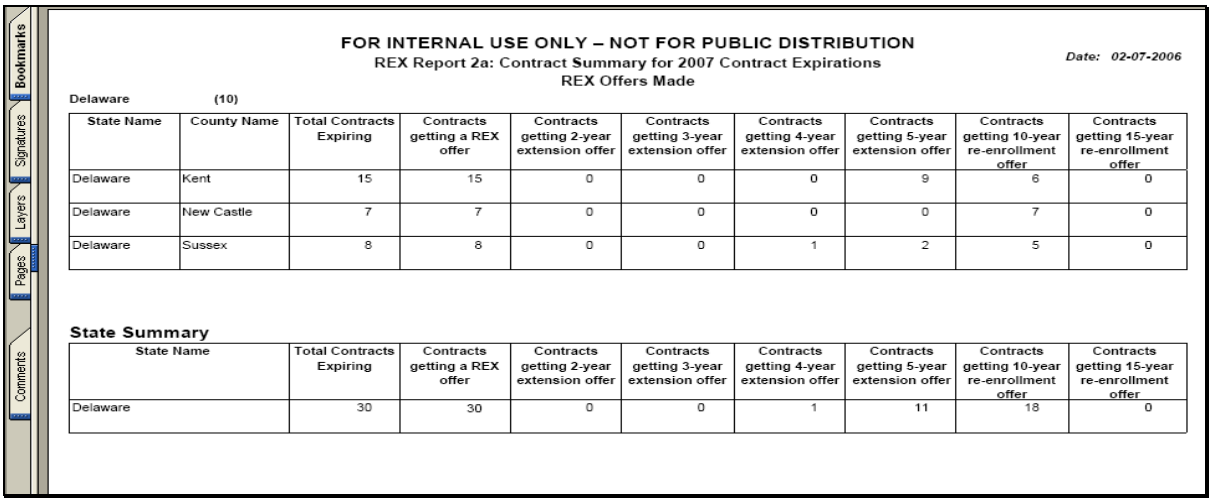
Contract Number	Signup Number	Contract Acres	N1	N2	N3	N4	N5	N6	CPA	CP23	REX Offer
128	15	65.7	70	49	45	0	3	25	0.0		10 Year Re_enrollment
129	15	15.5	70	62	35	0	3	25	0.0		10 Year Re_enrollment
131B	15	21.6	75	64	0	0	3	25	0.0		5 Year Extension
132	15	40.9	48	61	45	0	3	25	0.0		5 Year Extension
133	15	20.6	48	52	55	0	3	25	0.0		5 Year Extension
134	15	92.7	50	62	40	0	3	25	0.0		5 Year Extension
136	15	148.6	54	62	50	0	3	25	0.0		10 Year Re_enrollment
137	15	92.1	6	62	45	0	3	25	0.0		3 Year Extension
138	15	87.2	6	65	60	0	3	0	0.0		3 Year Extension
139	15	26.5	70	65	35	0	3	25	0.0		10 Year Re_enrollment
140	15	65.6	75	58	20	0	3	25	0.0		5 Year Extension
141	15	8.4	70	49	45	0	3	25	0.0		10 Year Re_enrollment
142	15	27.4	70	69	100	0	3	25	0.0		10 Year Re_enrollment
143	15	27.0	48	61	40	0	3	0	0.0		4 Year Extension
144	15	8.0	48	49	40	0	3	25	0.0		4 Year Extension
145	15	75.2	6	56	100	0	3	0	0.0		4 Year Extension

1506 Reports (Continued)

C Reports Available Through the State and County Office CEPD Information Center (Continued)

This is a sample Contract Summary for 2007 Contract Expirations, REX Offers Made Report that lists county summary total numbers of contracts in each REX category.

Note: State summary total numbers of contracts are provided at the end of each State.



Bookmarks Signatures Layers Pages Comments

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REX Report 2a: Contract Summary for 2007 Contract Expirations
REX Offers Made

Date: 02-07-2006

Delaware (10)

State Name	County Name	Total Contracts Expiring	Contracts getting a REX offer	Contracts getting 2-year extension offer	Contracts getting 3-year extension offer	Contracts getting 4-year extension offer	Contracts getting 5-year extension offer	Contracts getting 10-year re-enrollment offer	Contracts getting 15-year re-enrollment offer
Delaware	Kent	15	15	0	0	0	9	6	0
Delaware	New Castle	7	7	0	0	0	0	7	0
Delaware	Sussex	8	8	0	0	1	2	5	0

State Summary

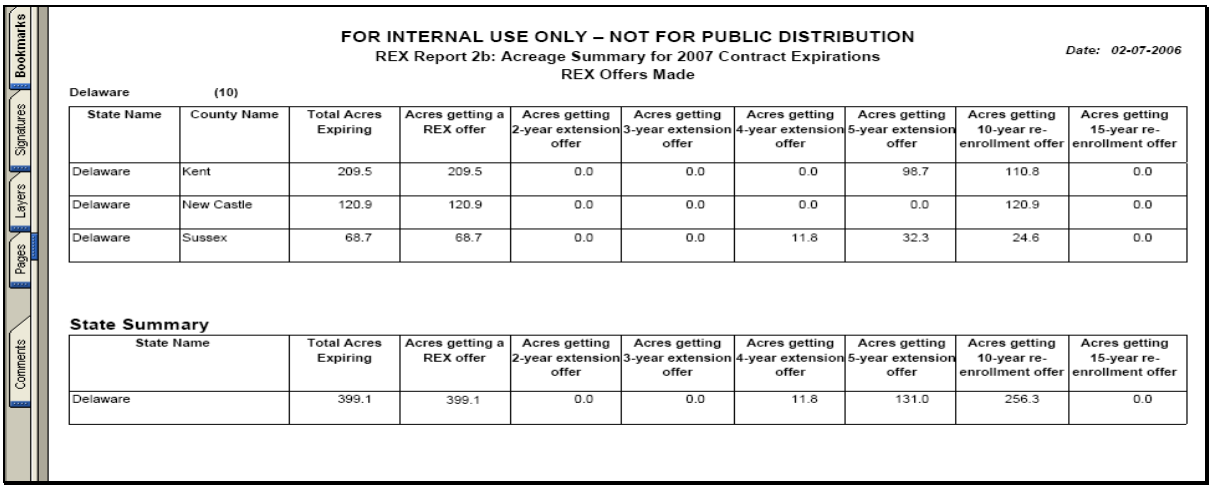
State Name	Total Contracts Expiring	Contracts getting a REX offer	Contracts getting 2-year extension offer	Contracts getting 3-year extension offer	Contracts getting 4-year extension offer	Contracts getting 5-year extension offer	Contracts getting 10-year re-enrollment offer	Contracts getting 15-year re-enrollment offer
Delaware	30	30	0	0	1	11	18	0

1506 Reports (Continued)

C Reports Available Through the State and County Office CEPD Information Center (Continued)

This is a sample Acreage Summary for 2007 Contract Expirations, REX Offers Made Report that lists county summary total numbers of acreages in each REX category.

Note: State summary total numbers of acreages are provided at the end of each State.



Bookmarks | Signatures | Layers | Pages | Comments

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REX Report 2b: Acreage Summary for 2007 Contract Expirations
REX Offers Made

Date: 02-07-2006

Delaware (10)

State Name	County Name	Total Acres Expiring	Acres getting a REX offer	Acres getting 2-year extension offer	Acres getting 3-year extension offer	Acres getting 4-year extension offer	Acres getting 5-year extension offer	Acres getting 10-year re-enrollment offer	Acres getting 15-year re-enrollment offer
Delaware	Kent	209.5	209.5	0.0	0.0	0.0	98.7	110.8	0.0
Delaware	New Castle	120.9	120.9	0.0	0.0	0.0	0.0	120.9	0.0
Delaware	Sussex	68.7	68.7	0.0	0.0	11.8	32.3	24.6	0.0

State Summary

State Name	Total Acres Expiring	Acres getting a REX offer	Acres getting 2-year extension offer	Acres getting 3-year extension offer	Acres getting 4-year extension offer	Acres getting 5-year extension offer	Acres getting 10-year re-enrollment offer	Acres getting 15-year re-enrollment offer
Delaware	399.1	399.1	0.0	0.0	11.8	131.0	256.3	0.0

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None.

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
CRP-1	Conservation Reserve Program Contract		Text
CRP-1F Addendum	CRP-1 Modification to Extend the Contract Expiration Date for _____ Year		1500, 1502
CRP-1K	Statement of Contract Compliance and Acknowledgment of Such Continued Compliance as a Requirement for Re-Enrollment and for Benefits Under Re-Enrollment		1500, 1502, 1504
CRP-2	Conservation Reserve Program Worksheet		Text
CRP-2C	Conservation Reserve Program Worksheet (For Continuous Signup)		302
FSA-409	Measurement Service Record		1502
FSA-578	Report of Acreage		908

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in 1-CM

This table lists approved abbreviations not listed in 1-CM.

Approved Abbreviation	Term	Reference
AGSS	ACCESS General Signup System	403, 901
CLU	common land unit	302, 1500, 1502
COLS	Conservation Online System	Text, Ex. 5
CPA	conservation priority area	308
CRP-SIP	CRP-Signing Incentive Payment	600, 700
EAS	Extensible Authorization System	200
EBI	environmental benefits index	Text
EI	erodibility index	213, 906, 910
EFCRP	Emergency Forestry Conservation Reserve Program	1
FIPS	Federal Information Processing Standards	906, 911
FOTG	Field Office Technical Guide	906
FWP	Farmable Wetlands Pilot Program	700
GIS	Geographic Information System	Text
GSOP	General Signup Offer Process	302, 913
HUC	Hydrologic Unit Code	302, 906, 1502
HWT	hardwood trees	200, 302, 909, Ex. 4
LLP	longleaf pine	302
MPLRR	marginal pastureland rental rate	210, 212
MPR	maximum payment rate	302, 910
MUSYM	map unit symbol	210, 212, 302, 910, 911, 1502
NASIS	National Soil Information System	210
PIP	practice incentive payment	600, 700
REX	re-enrollments and extensions	1, 307, Part 15
SCIMS	Service Center Information Management System	302, 907, 1502
SDMS	Soils Data Management System	200, 210, 212, 302, 1502
SRR	soil rental rates	210, 212, 302, 910, 1502
SSAID	soil survey area ID	200, 210, 213, 302, 1502
SSURGO	Soil Survey Geographic Database	210

Redelegations of Authority

None.

Definitions of Terms Used in This Handbook

Annual Rental Payment

The annual rental payment is the annual payment specified in CRP-1 made to a participant to compensate the participant for placing eligible cropland under CRP.

Conservation Plan

The conservation plan is the plan scheduling the installation of conservation practices required for adequate erosion control on eligible cropland. The conservation plan shall include the approved vegetative cover and other required conservation necessary for establishing and maintaining cover.

Conserving Use

Conserving use means a use of cropland with such rotation requirement, if any, as may be specified by DAFP, for any alfalfa and other multi-year grasses and legumes planted during 1996 through 2001, any summer fallow during 1996 through 2001, and in the case of land previously enrolled in the program where the grass cover required by CRP-1 continues to be maintained as though still enrolled. Where the land use for a year qualifies as a "conserving use", the land for that year shall, for the purposes of eligibility under 7 CFR 1410.6 (a)(1), be considered to have been planted to an "agricultural commodity".

Cost-Share Payment

The cost-share payment is the payment provided by USDA to help CRP participants establish approved conservation practices required in CRP-1.

CRP Contract or CRP-1

The CRP Contract or CRP-1 is an approved agreement, including the conservation plan, entered into in writing between COC and the participant that sets forth the terms and conditions for the participant in CRP.

Erodibility Index (EI)

EI is the factor used to determine the inherent erodibility of a soil without management by dividing the potential average annual rate of erosion for each soil by the predetermined soil loss tolerance (T) value for the soil.

Participant

A participant is an owner or operator who has entered into CRP-1.

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Reference
	Control Panel	3
EPCA00	Conservation - CRP Contract File Menu	1505
EPCF80	CRP Contracts - REX Extension Menu	1505
	CRP (Screen 1)	904
	CRP Crop History (Screen 2)	908
	CRP Practice Information (Screen 3)	909
	CRP REX Activities	4
	CRP Signup 33 Activities	200, 401, 1506
	CRP Signup Report	308
	CRP Startup Screen	902
	eAuthentication Login	4, 200, 301
	eAuthentication Warning	4, 200, 301
	EBI - Land Eligibility (Last Screen)	912
	EI Calculations	213
	Enrollment Information	302, 305
	Eligibility Determination for New Land (Offer E)	910
	FSA Applications	4, 200, 210, 301
	FSA Intranet Home	4, 200, 210, 301
	My Computer	1501
	Offer - Assign Producer	1504
	Offer - Calculate Offer	302
	Offer - Contract Detail	1502, 1506
	Offer - Contracts Summary	1502, 1506
	Offer - Copy Scenario	303
	Offer - Cost Share	200
	Offer - Crop History	302
	Offer - Crop Maintenance	200
	Offer - EBI / Land Eligibility	302
	Offer - Enrollment Information	302, 306
	Offer - Expiring Hardwood Tree	302
	Offer - Find Land By Farm	302
	Offer - Find Land By Tract	302
	Offer - Generate Letter	1501
	Offer - Manage Practices	1502
	Offer - Offer Search Results	303, 304, 306, 307, 309

Menu and Screen Index (Continued)

Menu or Screen	Title	Reference
	Offer - Practices	302
	Offer - Producer Information	302
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General Signup Screen Flowchart for COLS

The following table provides a flowchart through COLS.

Current Screen	Screen Outcome	Additional Notes
New Offer	Select Signup	
Select Signup	Enrollment Information	
Enrollment Information	Producer Information	
Producer Information	Crop History Information	
Crop History Information	Soils Information **Note:** For aggregate of the entire offer **only**.	
Soils Information **Note:** For aggregate of the entire offer **only**.	Practice Information	
Practice Information	Soils Information for HWT's (if applicable)	**Only** if acreage entered for HWT's on Enrollment Information Screen
	Soils Information **Note:** For any additional soil categories, if applicable.	
Soils Information for HWT's (if applicable)	HWT's Information (if applicable)	**Only** if acreage entered for HWT's on Enrollment Information Screen
HWT's Information (if applicable)	Soils Information **Note:** For any additional soil categories, if applicable.	
Soils Information **Note:** For any additional soil categories, if applicable.	Calculate Offer	
Calculate Offer	EBI/Land Eligibility	
EBI/Land Eligibility	Submit Offer and Print Forms	

COLS Soils Determination Information

The following provides detailed descriptions of the various combinations of types of land and what may need to be entered.

COLS Soils Determination Information

COLS Soils Determination Information (Continued)

Case Number: 1

Description: This offer is made up entirely of new land and/or cropland included in a WBP contract. There is no Longleaf Pine on the offer.

New Land and/or Water Bank Cropland

Entire Offer - New Land and/or Water Bank Cropland

For this case, determine the predominant soils for the following areas:	GSOP will identify the area with the following description:
Area of the whole offer will be used to determine EBI, SRR and EI for eligibility determination (Case 1)	Entire Offer: Used for EBI, SRR and EI for Eligibility (Case 1)

Note: If all or part of the offer is Expired CRP (Hardwood Trees), soils for the entire offer will be used for EBI. Soils from the subportion not in Expired CRP (Hardwood Trees) will be used to determine SRR and EI for Eligibility.

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COLS Soils Determination Information (Continued)

Case Number: 2

Description: This offer is made up entirely of expiring CRP land. There is no Longleaf Pine on the offer.

Expiring CRP

For this case, determine the predominant soils for the following areas:	GSOP will identify the area with the following description:
Area of the whole offer for EBI and SRR (Case 2).	Entire Offer: Used for EBI and SRR (Case 2)

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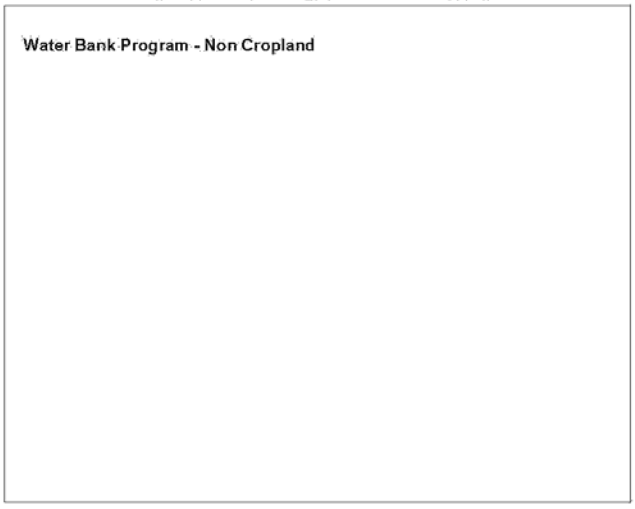
COLS Soils Determination Information (Continued)

Case Number: 3

Description: This offer is made up entirely of non-cropland included in a WBP contract. There is no Longleaf Pine on the offer

Water Bank Program - Non Cropland



For this case, determine the predominant soils for the following areas:	GSOP will identify the area with the following description:
Area of the whole offer will be used for EBI (Case 3)	Entire Offer: Used for EBI (Case 3)

COLS Soils Determination Information (Continued)

Case Number: 4

Description: This offer is made up of expiring CRP, new land and/or cropland included in a WBP contract. There is no Longleaf Pine on this offer.

New Land and/or Water Bank Program Cropland AND Expiring CRP

Subportion A: New Land and/or WBP Cropland
Subportion B: Expiring CRP

For this case, determine the predominant soils for the following areas:	**GSOP will identify the area with the following description:**
Area of the entire offer for EBI and SRR (Case 4)	Entire Offer: Used for EBI and SRR (Case 4)
Subportion A of the offer classified as new land and/or cropland included in a WBP contract (Case 4.2)	New Land/WBP Cropland subportion: Used for EI Eligibility (Case 4.2).

Note: If all or part of the offer is Expired CRP (Hardwood Trees), soils for the entire offer will be used for EBI. Soils from the subportion not in Expired CRP (Hardwood Trees) will be used to determine SRR and EI for Eligibility.

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COLS Soils Determination Information (Continued)

Case Number: 5

Description: This offer is made up of non-cropland included in a WBP contract as well as new land and/or cropland included in a WBP contract. There is no Longleaf Pine included on this offer

New Land and/or Water Bank Program Cropland AND Water Bank Program Non-Cropland

Subportion A: New Land and/or WBP Cropland
Subportion B: WBP Non-Cropland

For this case, determine the predominant soils for the following areas:	GSOP will identify the area with the following description:
Area of entire offer for EBI (Case 5)	Entire Offer: Used for EBI (Case 5)
Area of the offer classified as new land and/or cropland included in a WBP contract for SRR and EI for Eligibility (Case 5.2).	New Land/WBP Cropland subportion: Used for SRR and EI Eligibility (Case 5.2)

Note: If all or part of the offer is Expired CRP (Hardwood Trees), soils for the entire offer will be used for EBI. Soils from the subportion not in Expired CRP (Hardwood Trees) will be used to determine SRR and EI for Eligibility.

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COLS Soils Determination Information (Continued)

Case Number: 6

Description: This offer is made up of expiring CRP and non-cropland included in a WBP contract. There is no Longleaf Pine included on this offer

Expiring CRP AND Water Bank Program Non-Cropland

Subportion A: Expiring CRP
Subportion B: WBP Non-Cropland

For this case, determine the predominant soils for the following areas:	GSOP will identify the area with the following description:
Area of entire offer for EBI (Case 6	Entire Offer: Used for EBI (Case 6)
Area of the offer that is expiring CRP for SRR (Case 6.2).	Expiring CRP subportion: Used for SRR (Case 6.2)

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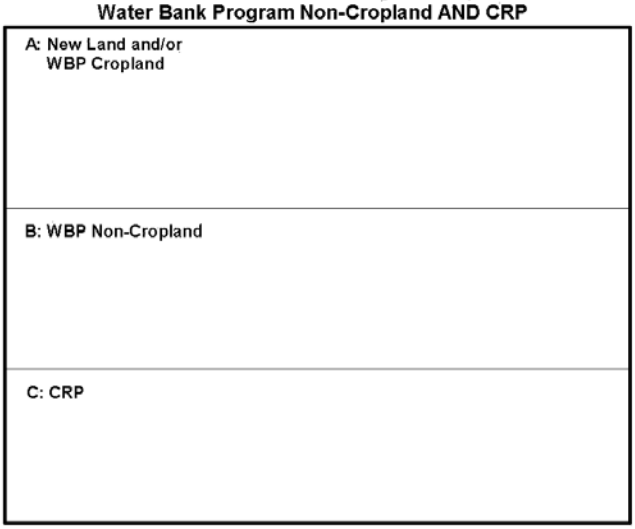
COLS Soils Determination Information (Continued)

Case Number: 7

Description: This offer is made up of Expiring CRP, non-cropland included in a WBP contract and new land and/or cropland included in a WBP contract. There is no Longleaf Pine included on this offer.

New Land and/or Water Bank Program Cropland AND Water Bank Program Non-Cropland AND CRP



For this case, determine the predominant soils for the following areas:	GSOP will identify the area with the following description:
Area of entire offer for offer EBI (Case 7).	Entire Offer: Used for EBI (Case 7)
Areas (Subportions A and C) of the offer classified as New Land/WBP cropland and expiring CRP for SRR (Case 7.2).	Expiring CRP and New Land/ WBP Cropland subportion: Used for SRR (Case 7.2)
Area (Subportion A) of the offer classified as new land and/or cropland with a WBP contract (Case 7.3).	New Land/WBP Cropland subportion: Used for EI Eligibility (Case 7.3)

Note: If all or part of the offer is Expired CRP (Hardwood Trees), soils for the entire offer will be used for EBI. Soils from the subportion not in Expired CRP (Hardwood Trees) will be used to determine SRR and EI for Eligibility.

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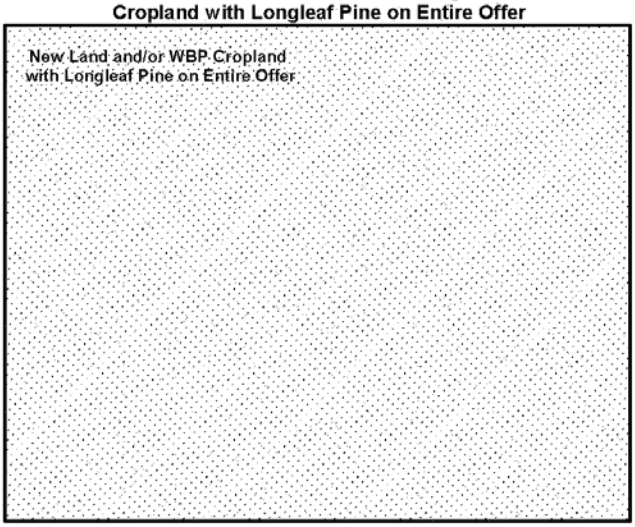
COLS Soils Determination Information (Continued)

Case Number: 8

Description: This offer is made up entirely of new land and/or cropland. Longleaf Pine practices will be established on the entire offer.

New Land and/or Water Bank Program
Cropland with Longleaf Pine on Entire Offer



For this case, determine the predominant soils for the following areas:	GSOP will identify the area with the following description:
Area of the entire offer for EBI, SRR, and Longleaf Pine suitability (Case 8).	Entire Offer: Used for EBI, SRR and Longleaf Pine Suitability (Case 8)

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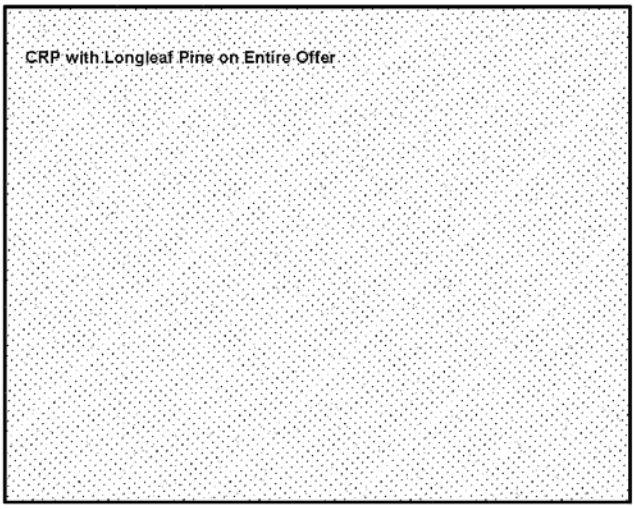
COLS Soils Determination Information (Continued)

Case Number: 9

Description: This offer is made up entirely of expiring CRP land. Longleaf Pine practices will be established on the entire offer.

CRP with Longleaf Pine on Entire Offer



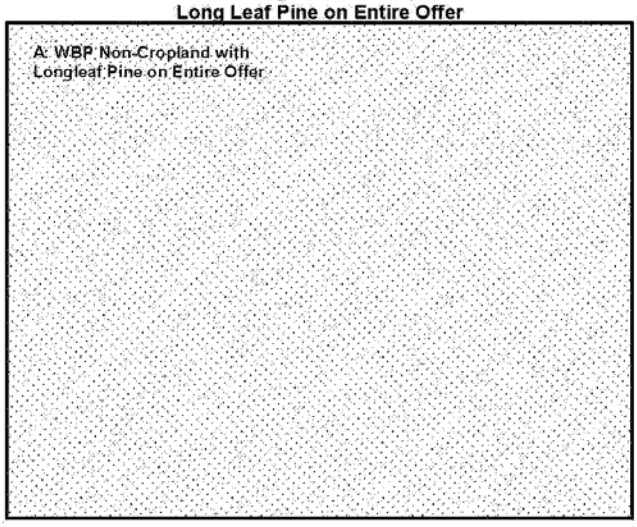
For this case, determine the predominant soils for the following areas:	**GSOP will identify the area with the following description:**
Area of the entire offer for EBI, SRR, and Longleaf Pine suitability (Case 9).	Entire Offer: Used for EBI, SRR and Longleaf Pine Suitability (Case 9)

COLS Soils Determination Information (Continued)

Case Number: 10

Description: This offer is made up entirely of non-cropland included in a WBP contract. Longleaf Pine practices will be established on the entire offer.

Water Bank Program Non-Cropland with Long Leaf Pine on Entire Offer



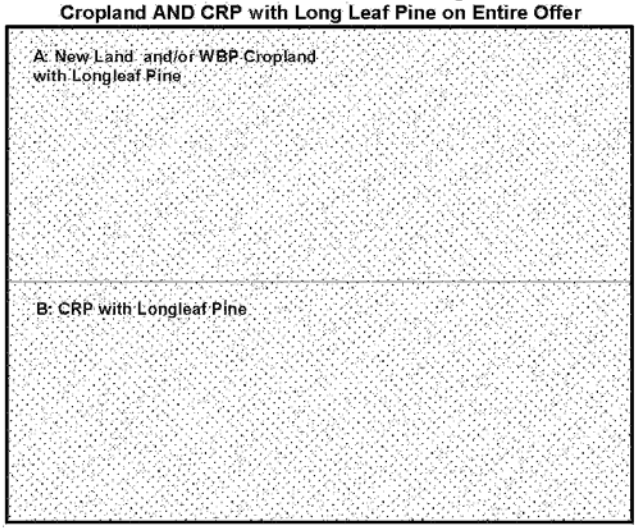
For this case, determine the predominant soils for the following areas:	GSOP will identify the area with the following description:
Area of the entire offer for EBI and Longleaf Pine suitability (Case 10).	Entire Offer: Used for EBI and Longleaf Pine Suitability (Case 10)

COLS Soils Determination Information (Continued)

Case Number: 11

Description: This offer is made up of expiring CRP, new land and/or cropland included in a WBP contract. Longleaf Pine practices will be established on the entire offer.

New Land and/or Water Bank Program
Cropland AND CRP with Long Leaf Pine on Entire Offer



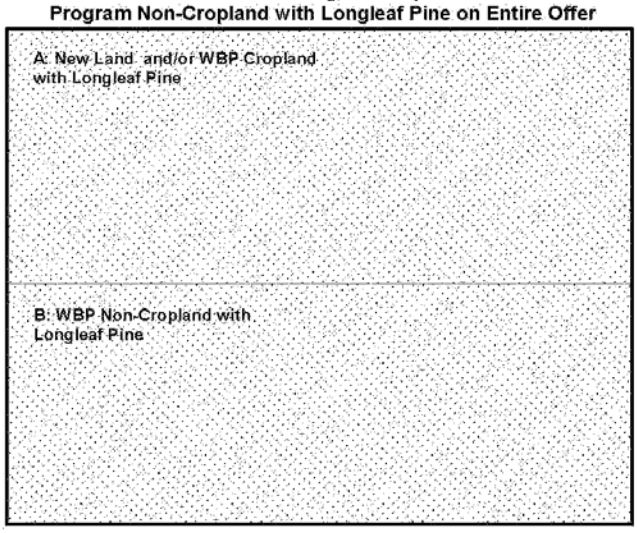
For this case, determine the predominant soils for the following areas:	**GSOP will identify the area with the following description:**
Area of the entire offer for EBI, SRR, and Longleaf Pine suitability (Case 11).	Entire Offer: Used for EBI, SRR and Longleaf Pine Suitability (Case 11)

COLS Soils Determination Information (Continued)

Case Number: 12

Description: This offer is made up of non-cropland included in a WBP contract as well as new land and/or cropland included in a WBP contract. Longleaf Pine practices will be established on the entire offer.

New Land and/or Water Bank Program Cropland AND Water Bank Program Non-Cropland with Longleaf Pine on Entire Offer



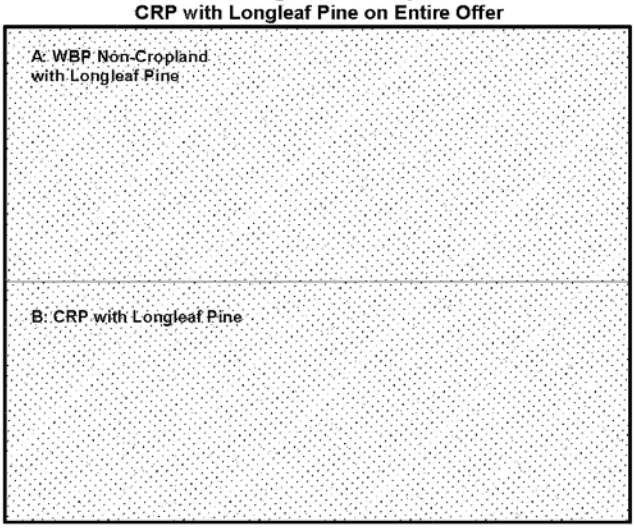
For this case, determine the predominant soils for the following areas:	**GSOP will identify the area with the following description:**
Area of the entire offer for EBI and Longleaf Pine suitability (Case 12).	Entire Offer: Used for EBI and Longleaf Pine Suitability (Case 12)
Area (subportion A) of the offer classified as New Land/WBP Cropland for SRR (Case 12.2).	New Land/WBP Cropland subportion: Used for SRR (Case 12.2)

COLS Soils Determination Information (Continued)

Case Number: 13

Description: This offer is made up of Expiring CRP and non-cropland included in a WBP contract. Longleaf Pine practices will be established on the entire offer.

Water Bank Program Non-Cropland AND CRP with Longleaf Pine on Entire Offer



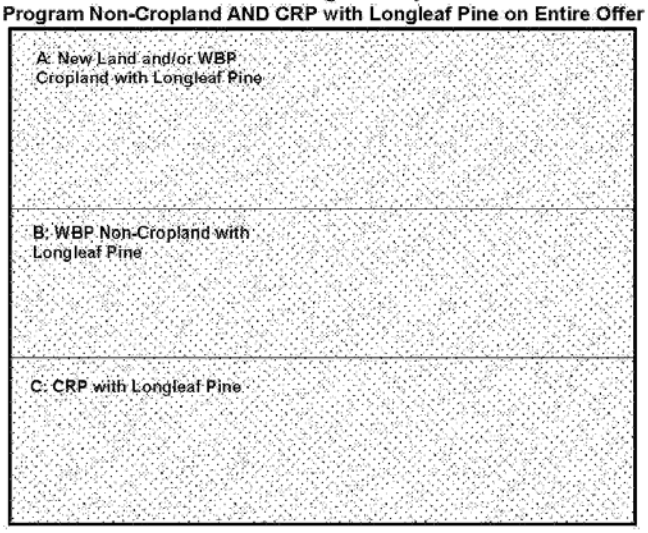
For this case, determine the predominant soils for the following areas:	GSOP will identify the area with the following description:
Area of the entire offer for EBI and Longleaf Pine suitability (Case 13).	Entire Offer: Used for EBI and Longleaf Pine Suitability (Case 13)
Area (subportion B) of the offer that is expiring CRP for SRR (Case 13.2).	Expiring CRP subportion: Used for SRR (Case 13.2)

COLS Soils Determination Information (Continued)

Case Number: 14

Description: This offer is made up of Expiring CRP, non-cropland included in a WBP contract and new land and/or cropland included in a WBP contract. Longleaf Pine practices will be established on the entire offer.

New Land and/or Water Bank Program Cropland AND Water Bank Program Non-Cropland AND CRP with Longleaf Pine on Entire Offer



For this case, determine the predominant soils for the following areas:	**GSOP will identify the area with the following description:**
Area of the entire offer for EBI and Longleaf Pine suitability determination (Case 14).	Entire Offer: Used for EBI and Longleaf Pine Suitability (Case 14)
Area (subportions A and C) of the offer classified as new land and/or cropland included in a WBP and the area of expiring CRP for SRR	Expiring CRP and the New Land/WBP Cropland subportion: Used for SRR (Case 14.2)

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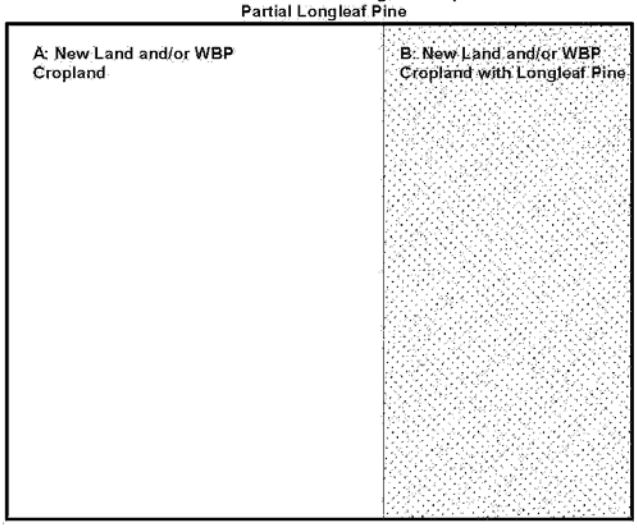
COLS Soils Determination Information (Continued)

Case Number: 15

Description: This offer is made up of new land and/or cropland included in a WBP contract. Longleaf Pine practices will be established on a portion of the offer.

New Land and/or Water Bank Program Cropland with Partial Longleaf Pine



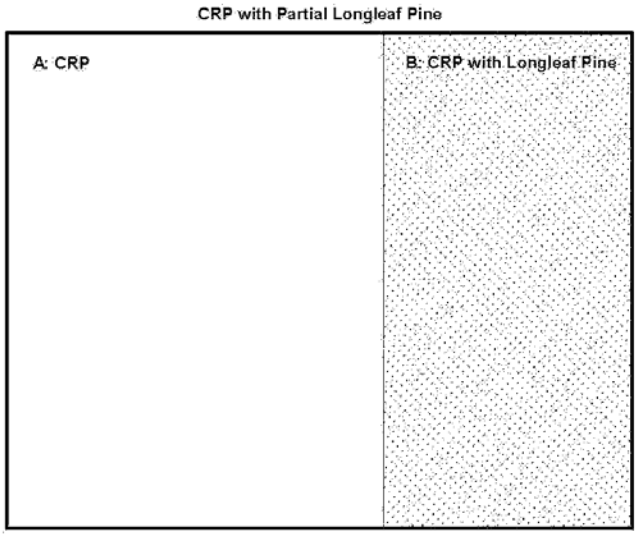
For this case, determine the predominant soils for the following areas:	GSOP will identify the area with the following description:
Area of the whole offer for EBI and SRR (Case 15).	Entire Offer: Used for EBI and SRR (Case 15)
Area (subportion B) of the offer designated for Longleaf Pine (Case 15.2).	Longleaf Pine subportion: Used for Longleaf Pine Suitability (Case 15.2)
Area (subportion A) of the offer not designated for Longleaf Pine for EI Eligibility (Case 15.3).	Non-Longleaf Pine Subportion: Used for EI Eligibility (Case 15.3)

Note: If all or part of the offer is Expired CRP (Hardwood Trees), soils for the entire offer will be used for EBI. Soils from the subportion not in Expired CRP (Hardwood Trees) will be used to determine SRR and EI for Eligibility.

COLS Soils Determination Information (Continued)

Case Number: 16

Description: This offer is made up entirely of expiring CRP land. Longleaf Pine practices will be established on a portion of the offer.

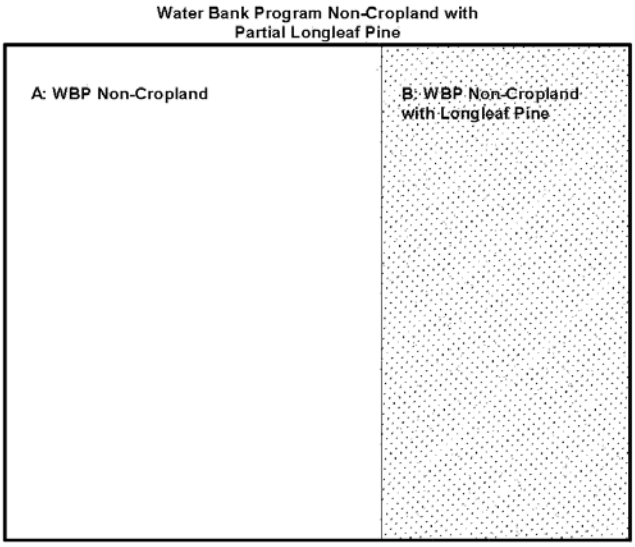


For this case, determine the predominant soils for the following areas:	GSOP will identify the area with the following description:
Area of the whole offer for EBI and SRR (Case 16).	Entire Offer: Used for EBI and SRR (Case 16)
Area (subportion B) of the offer designated for Longleaf Pine (Case 16.2).	Longleaf Pine subportion: Used for Longleaf Pine Suitability (Case 16.2)

COLS Soils Determination Information (Continued)

Case Number: 17

Description: This offer is made up entirely of non-cropland included in a WBP contract. Longleaf Pine practices will be established on a portion of the offer.



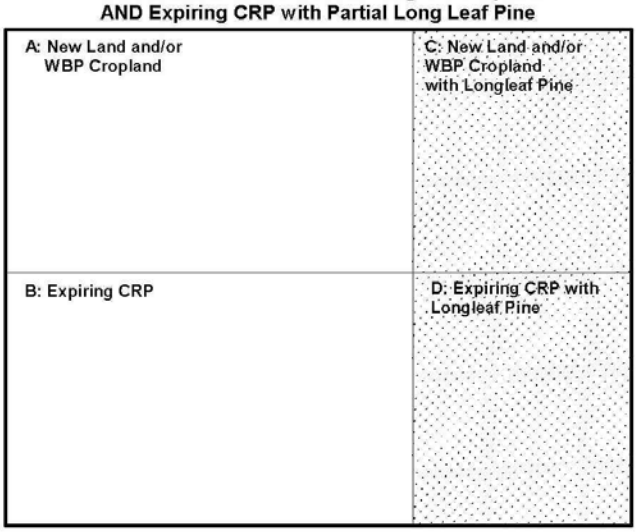
For this case, determine the predominant soils for the following areas:	GSOP will identify the area with the following description:
Area of the whole offer for EBI (Case 17).	Entire Offer: Used for EBI (Case 17)
Area (subportion B) of the offer designated for Longleaf Pine (Case 17.2).	Longleaf Pine subportion: Used for Longleaf Pine Suitability (Case 17.2)

COLS Soils Determination Information (Continued)

Case Number: 18

Description: This offer is made up of expiring CRP, new land and/or cropland included in a WBP contract. Longleaf Pine practices will be established on a portion of the offer.

New Land and/or Water Bank Program Cropland AND Expiring CRP with Partial Long Leaf Pine



For this case, determine the predominant soils for the following areas:	**GSOP will identify the area with the following description:**
Area of the whole offer for EBI and SRR (Case 18).	Entire Offer: Used for EBI and SRR (Case 18)
Areas (subportions C and D) of the offer designated for Longleaf Pine (Case 18.2).	Longleaf Pine subportion: Used for Longleaf Pine Suitability (Case 18.2)
Area (subportion A) of the offer that is New Land/WBP Cropland not designated for Longleaf Pine (Case 18.3).	New Land/WBP Cropland without Longleaf Pine subportion: Used for EI Eligibility (Case 18.3).

Note: If all or part of the offer is Expired CRP (Hardwood Trees), soils for the entire offer will be used for EBI. Soils from the subportion not in Expired CRP (Hardwood Trees) will be used to determine SRR and EI for Eligibility.

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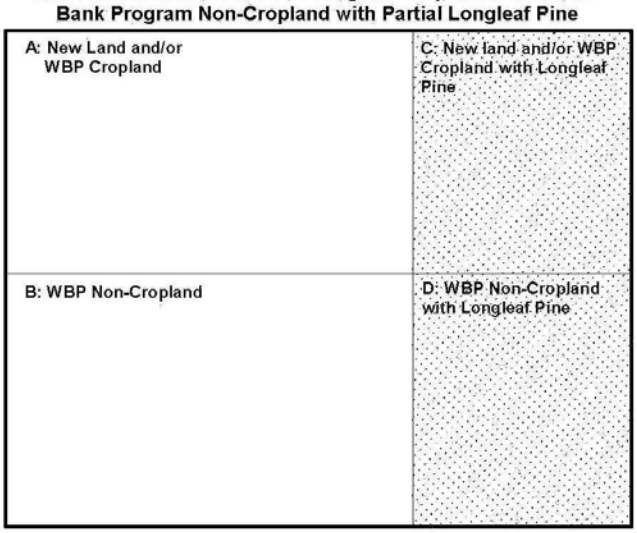
COLS Soils Determination Information (Continued)

Case Number: 19

Description: This offer is made up of non-cropland included in a WBP contract as well as new land and/or cropland included in a WBP contract. Longleaf Pine practices will be established on a portion of the offer.

New Land and/or Water Bank Program Cropland AND Water Bank Program Non-Cropland with Partial Longleaf Pine



For this case, determine the predominant soils for the following areas:	GSOP will identify the area with the following description:
Area of the whole offer for EBI (Case 19).	Entire Offer: Used for EBI (Case 19)
Areas(subportions A and C) of the offer classified as new land and/or cropland included in a WBP contract (Case 19.2).	New Land/WBP Cropland subportion: Used for SRR (Case 19.2)
Areas (subportions C and D) of the offer designated for Longleaf Pine (Case 19.3).	Longleaf Pine subportion: Used for Longleaf Pine Suitability (Case 19.3)
Area of offer that is cropland (Subportion A) but includes no Longleaf Pine practices (Case 19.4).	New Land/WBP Cropland without LL Pine subportion: Used for EI Elig. (Case 19.4)

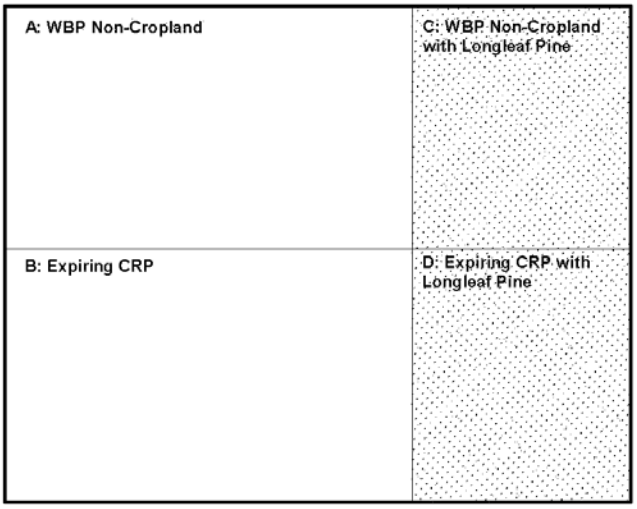
Note: If all or part of the offer is Expired CRP (Hardwood Trees), soils for the entire offer will be used for EBI. Soils from the subportion not in Expired CRP (Hardwood Trees) will be used to determine SRR and EI for Eligibility.

COLS Soils Determination Information (Continued)

Case Number: 20

Description: This offer is made up of expiring CRP and non-cropland included in a WBP contract. Longleaf Pine practices will be established on a portion of the offer.

Water Bank Program Non-Cropland AND Expiring CRP with Partial Longleaf Pine



For this case, determine the predominant soils for the following areas:	GSOP will identify the area with the following description:
Area of the whole offer for EBI (Case 20).	Entire Offer: Used for EBI (Case 20)
Areas (subportions B and D) of the offer that is expiring CRP for SRR (Case 20.2).	Expiring CRP subportion: Used for SRR (Case 20.2)
Areas (subportions C and D) of the offer designated for Longleaf Pine (Case 20.3).	Longleaf Pine subportion: Used for Longleaf Pine Suitability (Case 20.3)

COLS Soils Determination Information (Continued)

Case Number: 21

Description: This offer is made up of Expiring CRP, non-cropland included in a WBP contract and new land and/or cropland included in a WBP contract. Longleaf Pine practices will be established on a portion of the

New Land and/or Water Bank Program Cropland AND Water Bank Program Non-Cropland And Expiring CRP with Partial Longleaf Pine

A: New Land and/or WBP Cropland	D: New Land and/or WBP Cropland with Longleaf Pine
B: WBP Non-Cropland	E: WBP Non-Cropland with Longleaf Pine
C: Expiring CRP	F: Expiring CRP with Longleaf Pine

For this case, determine the predominant soils for the following areas:	**GSOP will identify the area with the following description:**
Area of the whole offer for EBI (Case 21).	Entire Offer: Used for EBI (Case 21)
Areas (subportions A, C, D, and F) of the offer classified as New Land/WBP Cropland and the area of expiring CRP for SRR (Case 21.2).	Expiring CRP and New Land/WBP Cropland subportion: Used for SRR (Case 21.2)
Subportions D, E, and F of the offer designated for Longleaf Pine (Case 21.3).	Longleaf Pine subportion: Used for Longleaf Pine Suitability (Case 21.3)
Area of the offer (Subportion A) that is New Land/WBP Cropland that does not include Longleaf Pine practices (Case 21.4).	New Land/WBP Cropland without LL Pine subportion: Used for EI Eligibility (Case 21.4)

Note: If all or part of the offer is Expired CRP (Hardwood Trees), soils for the entire offer will be used for EBI. Soils from the subportion not in Expired CRP (Hardwood Trees) will be used to determine SRR and EI for Eligibility.

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