

For: State and County Offices

FY11 ECP and EFRP Training

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

On November 17, 2010, FSA published an interim rule to implement the Emergency Forest Restoration Program (EFRP), authorized through amendments under the Food, Conservation, and Energy Act of 2008, Section 8203. See Notice EFRP-2 for additional information on EFRP implementation.

EFRP’s purpose is to make payments available to owners of nonindustrial private forestland who are approved for program participation and carry out emergency measures to restore land that is damaged by a natural disaster.

In FY 2011, EFRP will be implemented for the first time and ECP will move from DOS-based CRES to a web-based Cost Share Software (CSS). As a result, 1-EFRP was published for EFRP, and a number of changes have occurred with ECP forms and software.

To continue to address the emergency conservation needs under ECP, and address emergency forest restoration needs under EFRP, the County Offices must answer participants’ questions and assist participants with application for ECP and EFRP. To achieve these objectives, County Office employees **must**:

- understand the importance of ECP and EFRP practices
- be trained in ECP and EFRP policies and software
- be able to assist participants with applying for EFRP and ECP.

EFRP implementation will begin on December 6, 2010. Applications and agreements under any new ECP or EFRP disaster designation, beginning December 6, 2010, will be processed, using CSS, Conservation Funds Ledger System, and Program Provisioning Software. Applications and agreements under any ECP disaster designation approved **before** December 6, 2010, will continue to be managed in CRES. Additional information on the ECP transition and EFRP implementation will be included in future notices. Because of this ECP transition and EFRP implementation, training is imperative to be prepared for disasters.

Disposal Date	Distribution
January 1, 2011	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

B Purpose

This notice:

- informs State Offices of **mandatory** State and County Office training requirements
- provides deadlines for completing training
- instructs State Offices to submit training completion reports to CEPD.

2 Training

A Requirements

All State Office conservation specialists and technicians shall complete the web-based FY11 ECP and EFRP Training by December 6, 2010. State Offices shall ensure that at least CED and 1 other employee in each County Office complete the web-based FY11 ECP and EFRP Training before implementing ECP or EFRP.

Note: Training modules should be available within 24 hours of this notice.

B Training Modules

The FY11 ECP and EFRP Training will be accessible at <http://fsaintranet.sc.gov.usda.gov/fsa/dafp/training/> and shall include:

- Part 0, Introduction
- Part 1, Basic EFRP Information
- Part 2, EFRP Practice Provisions
- Part 3, EFRP Requests
- Part 4, EFRP Payments
- Part 5, EFRP Compliance
- Part 6, EFRP Pooling Agreements
- Part 7, ECP and EFRP Environmental Compliance
- Part 8, ECP and EFRP Cost Share Forms
- Part 9, ECP and EFRP Software.

Note: Parts 1 through 6 do **not** have to be completed by employees in counties with no private forestland.

C Training Certification

County Offices shall include a certification on the memorandum, requesting implementation for any new ECP or EFRP designation, dated before January 3, 2011, that CED and at least 1 other employee in the County Office has completed the FY11 ECP and EFRP Training. Submit the names to the Training Officer or State AgLearn Administrator. The State AgLearn Administrator will record the completion of FY11 ECP and EFRP Training (FSA-HQ-DAFP-014).

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3 Conference Calls

A Conference Calls for State Office Employees

CEPD will conduct 2 **required** conference calls for State Office conservation specialists to ask and answer questions about the training modules, as follows:

- November 30, 2010, from 2 p.m. to 4 p.m. e.t.
- December 6, 2010, from 2 p.m. to 4 p.m. e.t.

B Conference Calls for County Office Employees

CEPD encourages State Offices to conduct conference calls with County Office employees to discuss any questions about the ECP and EFRP training modules.

4 Action

A County Office Action

CED's must send an e-mail to the State Office by COB, January 3, 2011, certifying that CED and at least 1 other County Office employee completed the FY11 ECP and EFRP Training.

B State Office Action

State Office shall e-mail ECP-PM a list of all State Office employees that have completed the FY11 ECP and EFRP Training by noon e.t. December 6, 2010.

State Offices shall **not** allow any ECP or EFRP request from County Offices where training has not been certified according to subparagraph 2 C or 4 A to be forwarded to the National Office for consideration.

5 Contact

A County Offices

If there are questions about this notice, County Offices shall contact the State Office.

B State Offices

If there are questions about this notice, State Offices shall contact Katina Hanson, ECP Program Manager, by either of the following:

- e-mail to **katina.hanson@wdc.usda.gov**
- telephone at 202-720-0062.