

For: State and County Offices

Returning ECP and EFRP Funds

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

There is extensive demand for limited ECP and EFRP funds due to many significant natural disasters. At times, demand is greater than the funds available. Funds no longer needed to provide cost shares in County Offices and not returned to the national reserve limits FSA’s ability to provide cost shares for other disasters.

1-ECP, subparagraph 83 B, and 1-EFRP, subparagraph 67 B, provide that ECP and EFRP funds **shall be returned** to CEPD as soon as it is determined that funds are no longer needed for the disaster in which funds were originally allocated.

B Purpose

This notice requires State Offices to immediately:

- perform a review of all ECP and EFRP funds balances in both Conservation Funds Ledger System (CFLS) and Electronic Funds Management System (eFMS)
- return all unneeded, unused, slipped, and deobligated funds in both CFLS and eFMS to the National Office.

Disposal Date	Distribution
August 1, 2016 3-15-16	State Offices; State Offices relay to County Offices

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2 State Office Action

A Reviewing All ECP and EFRP Funds Balances With County Offices

State Offices shall:

- review all ECP and EFRP ledger balances in the CFLS for all Disaster ID's with County Offices and eFMS for all budget fiscal years as applicable
- Tip:** States may access the Current Balance Summary Report in CFLS. By selecting the applicable Program Accounting Code, leaving the disaster ID field blank, and selecting your applicable State, the report generated should list all disaster IDs for your State for review.
- identify and report any available balances to be returned to the National Office for reallocation to pending ECP and EFRP disaster requests
 - adjust the applicable county allocations in CFLS and EFMS by subtracting the applicable allocation amounts.

Note: Reducing the county allocation amount allows those funds to become available to the State reserve. Funds released from the county reserve to the State reserve can be claimed by the National Office.

B Reporting Review Results

State Offices shall report the necessary information in Exhibit 1 and Exhibit 2 in the provided format by **COB April 1, 2016**, as follows:

- go to the ECP and EFRP SharePoint site at:
<https://sharepoint.fsa.usda.net/states/cepd/ecp/default.aspx>
- at the ECP Documents location, select “**ECP Funds Return Form**”
- at the EFRP Documents location, select “**EFRP Funds Return Form**”
- complete the forms and e-mail copies to the following:
 - Greg Edwards at gregory.edwards@wdc.usda.gov
 - Michele Proctor at michele.proctor@wdc.usda.gov.

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2 State Office Action (Continued)

B Reporting Review Results (Continued)

A negative report is required. If a State Office has recently returned funds to the National Office, indicate the date of the funds return notification and submit a negative report.

States that do not complete the report to return funds or submit a negative report by April 1, 2016, will have **all available funds** swept by the National Office.

C Contact Information

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact Greg Edwards by either of the following:
 - e-mail to **gregory.edwards@wdc.usda.gov**
 - telephone at 202-720-5784.

State Office Reporting Format

The following is an example of the ECP Funds Return form to be completed and submitted by States Offices by COB, **April 1, 2016**, at <https://sharepoint.fsa.usda.net/states/cepd/ecp/default.aspx>.

Note: A negative report is **required**.

ECP Report of Returned Funds	
1 State Office: _____	
2 Total amount of ECP funds to be returned to the National Office: _____	
ECP Accounts	
(4040, 4050, 4053 for ECP C/S) Specify PAC: (4600, 4051, 4055 for ECP TA)	Amount Returned
Disaster ID _____ PAC _____	
Submitted by: _____, SED Date: _____	

State Office Reporting Format

The following is an example of the EFRP Funds Return form to be completed and submitted by States Offices by COB, **April 1, 2016**, at <https://sharepoint.fsa.usda.net/states/cepd/ecp/default.aspx>.

Note: A negative report is **required**.

EFRP Report of Returned Funds	
1 State Office: _____	
3 Total amount of EFRP funds to be returned to the National Office: _____	
EFRP Accounts	
Specify PAC: (3340, 3344, 3347 for EFRP C/S)	Amount Returned
Disaster ID _____ PAC _____	
Submitted by: _____, SED Date: _____	