

For: State and County Offices

Grassland Reserve Program (GRP) “Active Contract Due to Expire” Report

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

The GRP application currently does not expire contracts when they reach their contract end date. Expiring contracts is an important step in reflecting an accurate status of the contract, and to effectively deobligate funds.

The GRP Application will now be providing State and County Offices an “Active Contracts Due to Expire” Report in preparation to begin systematically expiring GRP contracts, easements, and cost share agreements.

B Purpose

This notice provides State and County Offices, information about the “Active Contracts Due to Expire” Report and actions that **must** be taken on contracts pending expiration.

The “Active Contracts Due to Expire” Report will be available in the GRP application on December 9, 2016.

Additional information is forthcoming about the expiration process. This notice instructs the field offices to review the report and address contracts, easements and cost share agreements **before** they are set to an “Expired” status in the system.

Disposal Date December 1, 2017	Distribution State Offices; State Offices relay to County Offices
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2 The “Active Contracts Due to Expire” Report

A Report

The “Active Contracts Due to Expire” Report provides the user a list of contracts set to expire within the parameters selected when running the report.

The following is an example of the Reports Screen showing the new report option.



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2 The “Active Contracts Due to Expire” Report (Continued)

A Report (Continued)

The following is an example of the “Expiring Contracts Report Selection” Screen showing the date range selection when creating the report.



Active Contracts Due to Expire Date Range	Description
All	All contracts not yet expired with a status of “Application Approved”.
90 days	All contracts with a status of “Application Approved” and with a contract end date falling within the next 90 days.
Month	All contracts with a status of “Application Approved” and with a contract end date falling within the next 30 days.
Next Week	All contracts with a status of “Application Approved” and with a contract end date falling within the next 7 days.

The following is an example of the “Active Contracts Due to Expire” Report.

U.S. DEPARTMENT OF AGRICULTURE										
Prepared 11/30/2016										
PROGRAM: GRASSLAND RESERVE PROGRAM FARM SERVICE AGENCY										
Active Contracts Due to Expire Report : Contracts Expiring in 90 Days										
ADMINISTRATIVE STATE	ADMINISTRATIVE COUNTY	CONTRACT NUMBER	CONTRACT STATUS	ACRES APPROVED	FARM NUMBER	TRACT NUMBER	ALLOTTED FUNDS	REMAINING COSTSHARE FUNDS	PRIMARY PRODUCER NAME	CONTRACT END DATE
State	County	200601001	Approved	29.5	9999	999	\$200.00	\$105.00	John W. Smith	3/5/2016

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2 The “Active Contracts Due to Expire” Report (Continued)

A Report (Continued)

The following provides the fields available on the “Active Contracts Due to Expire” Report and their descriptions.

Field	Description
Administrative State	Administrative State of the contract.
Administrative County	Administrative County of the contract.
Contract Number	Contract number associated the contract.
Contract Status	Status of the contract Contracts with the following statuses will NOT be displayed on the “Active Contracts Due to Expire” report: <ul style="list-style-type: none">• revision in process• division in process• transfer in process• termination in process.
Acres Approved	Acres approved on the contract.
Farm Number	Farm number associated to the contract.
Tract Number	Tract number associated with the contract.
Allotted Funds	Funds allotted to the contract.
Remaining Cost-Share Funds	Represents the obligated contract value (acres * rate * duration) associated with the contract.
Primary Producer Name	Primary producer associated with the contract.
Contract End Date	The date the contract ends.

B Accessing the “Active Contract Due to Expire” Report

The “Active Contracts Due to Expire” Report will be available in the GRP application under the GRP Menu, Reports titled “Active Contracts Due to Expire” on December 9, 2016.

C Updating the Contract to “Expired” Status

In the future, the system will automatically set the contract status to “Expired” 180 days after the contract end date is reached, unless there are outstanding annual payments due. Easements and Cost Share agreements will be updated to a status of “Expired” regardless of payment status. This expiration process will be performed on a nightly basis. More information will be provided before the systematic expiration of contracts is implemented in the software.

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2 The “Active Contracts Due to Expire” Report (Continued)

D Reviewing the Report

In the future, once 180 days after the contract end date has been reached and all annual payments have been made, the contract will systematically be set to “Expired” status and funds will be de-obligated. Therefore, it is important that users review this report regularly to ensure that all contracts, easements, and cost share agreements are current and all payments have been issued as timely as possible. More information will be provided before the systematic expiration of contracts is implemented in the software.

3 Action

A County Office

County Offices shall review the “Active Contracts Due to Expire” Report and take any action on the contract, easement, or cost share agreement before the status is set to “Expired” (180 days). These actions may include, but are not limited, to the following:

- all the information on the report is correct
- contracts, easements and agreements are correct and up-to-date
- cost share receipts have been entered
- all eligible payments have been made.

Any issues that cannot be resolved by the County Office shall be elevated to the State Office.

B State Office

State Offices shall ensure that County Offices follow the actions in this notice.

Any issues that cannot be resolved by the State Office shall be elevated to the National Office by loading them on the Contracts and Applications SharePoint web site at https://sharepoint.fsa.usda.net/mgr/dafp/PECD/Payment_Issues/Lists/Contract%20and%20Application%20Issues/AllItems.aspx.