

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

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**Agricultural Resource  
Conservation Program  
2-CRP (Revision 5)**

**Amendment 16**

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



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**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraphs 35 A, 131 C and E, and 401 A and B have been amended to include references to CCC-933.

Subparagraph 66 B has been amended to provide the CRP practices available for general signup 45.

Subparagraph 66 D has been amended to correct that SIP for CP33 is \$15.

Subparagraph 101 A has been amended to provide that the maximum weighted average SRR for general signup offers is \$240 per acre. There is no limitation for the calculated maximum payment rate for continuous signup offers, including CREP and FWP.

Subparagraph 151 D has been amended to remove that land under other easements, or other legal restrictions, that require a resource-conserving cover be maintained throughout any part of the proposed contract period, is ineligible to be offered for CRP. This statement was added inadvertently in Amendment 15.

Subparagraph 293 B has been amended to correct the EBI point ranges for Factors N1 and N5. There are no zero point values for either factor.

Subparagraph 335 C has been amended to provide that if land has non-Native American owners who are unknown, CRP-1 may be approved without the non-Native American owners' signatures if the total non-Native American owner share is 25 percent or less.

Subparagraph 339 B has been amended to provide that omitted records include any timely filed signup 45 offer not successfully loaded and/or submitted by the end of signup, COB June 14, 2013, or COB June 21, 2013, where County Offices used a register.

Subparagraph 339 C has been amended to provide that all signup 45 erroneous and omitted offers must be processed by COB September 6, 2013, with the exception of offers determined eligible through the appeals process.

## Amendment Transmittal (Continued)

### A Reasons for Amendment (Continued)

Subparagraph 402 C has been amended to provide that for signup 45, the effective date of CRP-1 shall be October 1, 2013, for either of the following:

- new land
- acreage that is currently enrolled in CRP at the time of signup that expires on September 30, 2013, and is re-enrolled during signup 45.

Subparagraph 461 E has been removed because information on multi-county producers is no longer applicable.

Subparagraphs 462 C through E have been amended to remove the program code for SIP, PIP, and WRI. The program code found in 1-FI should be used to make SIP, PIP and WRI payments.

Subparagraph 546 J has been amended to provide the new date for the updated CRP-1 Appendix. The new date is May 7, 2013. CRP-1 Appendix will apply to all continuous signup 44 and general signup 45 contracts.

Subparagraph 691 G has been amended to provide that if a county has a value in the “D2” column, the county is eligible for STC approval of emergency haying and grazing.

Exhibit 20 has been amended to update the CRP signup period table to include signup 44 and signup 45 signup dates and program years.

Exhibit 26 has been amended to update EBI from signup 43 to signup 45. No other changes to EBI were made.

Exhibit 29 has been amended to provide an example of the revised CRP-1 Appendix to include language at 4 A (10) about how PIP and SIP are attributed for payment limitation purposes.

Exhibit 61, subparagraph C has been amended to indicate that payment amounts can be recorded for 2012, 2013, and 2014. County Offices can record payment amounts for 2012, 2013, and 2014, but they will not be processed and sent to NPS until the payment due date.

**Note:** A forthcoming Information Bulletin will be issued when the software is installed to allow entry of TIP payment information for 2013 and 2014.

Exhibit 62 has been added to provide information about:

- the TIP SharePoint site
- requirements for reporting TIP contract modifications.

**Amendment Transmittal (Continued)**

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## 34 COC Policies and Responsibilities (Continued)

### B COC Responsibilities (Continued)

- ensure that producers receive complete, accurate, and timely program information about CRP by providing information through:
  - program leaflets, newsletters, and print media
  - meetings
  - radio, television, and video
- document actions taken in COC minutes and include the following:
  - all factors considered
  - justification of all determinations
  - reference to applicable handbook procedures.

**Note:** See paragraph 603 for noncompliance.

## 35 CED Responsibilities for CRP

### A CED Responsibilities

CED's shall:

- approve AD-245 for the following:
  - conservation practices
  - changes in extent and C/S, including increases if supported by NRCS or TSP
- extend the time to complete practice or report performance
- determine the following:
  - sufficiency of signatures
  - authority of persons signing in a representative capacity
  - contributions of individual or individuals sharing in establishing the practice
  - estimate for report of accomplishment
  - eligible cropland acres
  - \*--eligible marginal pastureland acres
  - reviewing and verifying documentation submitted to determine cropping history--\*
- approve conservation plans

**35 CED Responsibilities for CRP (Continued)**

**A CED Responsibilities (Continued)**

- approve CRP-1 and CRP-1R, except for CRP-1’s involving lands owned by STC, COC, CED, or other County Office employees
- approve CRP-1G Addendum
- ensure that County Offices follow provisions issued by COC, DD, State Offices, and this handbook
- ensure that all automated processes are completed in a timely manner
- report incorrect software calculations, discrepancies, and problems to SED, through DD
- report to SED and the State Office Program Specialist, through DD, incomplete or incorrect procedures in this handbook
- ensure that all pertinent information and program deadlines are publicized
- ensure that signature deadlines are carefully monitored for reconstituted farms, designating payment shares, and necessary supporting documentation, such as AD-1026, \*--CCC-502, CCC-526, CCC-901, CCC-926 as applicable, CCC-931, or CCC-933, as applicable.--\*

**36 PT Responsibilities for CRP**

**A PT Responsibilities**

PT’s shall:

- follow the provisions in this handbook
- report the following to CED:
  - incorrect software calculations and discrepancies
  - incomplete or incorrect procedures in this handbook.

66 National Practices (Continued)

**\*--B CRP Practices for Signup 45**

The following provides eligible practices and CRP-1 length for signup 45.--\*

<b>Practice</b>	<b>CRP-1 Length</b>
CP1	10
CP2	10
CP3	10
CP3A	10 to 15 <u>1/</u>
CP4B	10 to 15 <u>1/</u>
CP4D	10
CP12 <u>2/</u>	10 to 15
CP25	10 to 15 <u>1/</u>
CP42	10

1/ Producer shall elect a contract period between 10 and 15 years.

2/ CP12 is only available in conjunction with certain other practices. The length of CRP-1 is determined by the practice used in conjunction with CP12. See Exhibit 11.

## 66 National Practices (Continued)

## C CRP Practices for Continuous Signup

The following provides eligible practices and CRP-1 length for the continuous signup.

Practice	CRP-1 Length
CP1 <u>2/</u>	10
CP2 <u>2/</u>	10
CP3 <u>2/</u>	10
CP3A <u>2/</u>	10 to 15 <u>1/</u>
CP4B <u>2/</u>	10 to 15 <u>1/</u>
CP4D <u>2/</u>	10
CP5A	10 to 15 <u>1/</u>
CP8A	10
CP9	10
CP10 <u>4/</u>	10
CP15A	10
CP15B	10
CP16A	10 to 15 <u>1/</u>
CP17A	10 to 15 <u>1/</u>
CP18B	10
CP18C	10
CP21	10 to 15 <u>1/</u>
CP22	10 to 15 <u>1/</u>
CP23	10 to 15 <u>1/</u>
CP23A	10 to 15 <u>1/</u>
CP24	10
CP27	10 to 15 <u>1/</u>
CP28	10 to 15 <u>1/</u>
CP29	10 to 15 <u>1/</u>
CP30	10 to 15 <u>1/</u>
CP31	10 to 15 <u>1/</u>
CP33	10
CP35A-I	10 <u>3/</u>
CP36	10 to 15 <u>1/</u>
CP37	10 to 15 <u>1/</u>
CP38	Determined based on agreement.
CP39	10 to 15 <u>1/</u>
CP40	10 to 15 <u>1/</u>
CP41	10 to 15 <u>1/</u>
*--CP42	10--*

1/ Producer shall elect a contract period between 10 and 15 years.

2/ Practices eligible within approved wellhead protection areas only. See paragraph 181.

3/ Practices eligible only in States and counties authorized for EFCRP.

4/ Practice eligible within approved wellhead protection areas only and only eligible for enrollment before March 14, 2011.

66 National Practices (Continued)

D CRP Practices, Signup Types, Contract Lengths, and Incentives (Continued)

Practice Number And Name	Continuous	General	Contract Length	SIP	PIP	Rental Rate Incentive	Maximum Maintenance Incentive Rate
CP33, Habitat Buffers for Upland Birds	X		10 ***	Y *--(\$15)--*	Y	N	
CP35A, Emergency Forestry - Longleaf Pine- New	X		10	N	N	N	
CP35B, Emergency Forestry - Longleaf Pine- Existing	X		10	N	N	N	
CP35C, Emergency Forestry - Bottomland Hardwood - New	X		10	N	N	N	
CP35D, Emergency Forestry - Bottomland Hardwood - Existing	X		10	N	N	N	
CP35E, Emergency Forestry - Softwood - New	X		10	N	N	N	
CP35F, Emergency Forestry - Softwood - Existing	X		10	N	N	N	
35G, Emergency Forestry - Upland Hardwood - New	X		10	N	N	N	
35H, Emergency Forestry - Upland Hardwood - Existing	X		10	N	N	N	

## 66 National Practices (Continued)

## D CRP Practices, Signup Types, Contract Lengths, and Incentives (Continued)

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Practice Number And Name	Continuous	General	Contract Length	SIP	PIP	Rental Rate Incentive	Maximum Maintenance Incentive Rate
35I, Emergency Forestry - Mixed Trees - Existing	X		10	N	N	N	
CP36, Longleaf Pine - Establishment	X		10-15	Y (\$10)	Y	N	
CP37, <u>2/</u> Duck Nesting Habitat	X		10-15	Y (\$10)	Y	Y (20 percent)	
CP38A, SAFE - Buffers	X		10-15	Y (\$10)	Y	N	
CP38B, SAFE - Wetlands	X		10-15	Y (\$10)	Y	N	
CP38C, SAFE - Trees	X		10-15	Y (\$10)	Y	N	
CP38D, SAFE - Longleaf Pine	X		10-15	Y (\$10)	Y	N	
CP38E, SAFE - Grass	X		10-15	Y (\$10)	Y	N	
CP39, FWP Constructed Wetland	X		10-15	Y (\$10)	Y	Y (20 percent)	
CP40, FWP Aquaculture Wetland Restoration	X		10-15	Y (\$10)	Y	Y (20 percent)	
CP41, FWP Flooded Prairie Wetlands	X		10-15	Y (\$10)	Y	Y	
CP42, Pollinator Habitat		X	10	N	N	N	
CP42, Pollinator Habitat	X		10	Y (\$15)	N	N	

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2/ Incentives apply for contracts approved after November 3, 2008.

67-80 (Reserved)

**Part 5 SRR's and Maximum Payment Rates****101 Maximum Payment Rates****A About Maximum Payment Rates**

Before the producer submits an offer on CRP-1, the County Office shall calculate and inform the producer of the maximum payment rate for the eligible acreage being offered. The maximum payment rate is the maximum per acre rental rate that CCC is willing to pay for the eligible acreage offered. Offers submitted in excess of the calculated maximum payment rate shall be automatically rejected.

A separate maximum payment rate will be calculated for each offer based on:

- posted SRR tables
- soils MUSYM and acreage data collected and recorded on CRP-2
- incentive amounts, when applicable for continuous CREP and FWP offers
- maintenance rates, as applicable.

\*--The maximum weighted average SRR for general signup offers is \$240 per acre. There is no limitation for the calculated maximum payment rate for continuous signup offers,--\* including CREP and FWP.

**B SRR Tables**

The SRR tables will show the individual maximum SRR for groups of soils by using the NRCS soil map unit symbols based upon the soil survey ID. These groupings rates are established based on similar productivity levels. Therefore, one SRR may be used for more than 1 soil. However, each soil grouping will have only one SRR.

SRR's are:

- based on the relative productivity of the soil type and the pre-established dryland cash rental rate estimate for the county
- maintained by State Offices using the CRP Soils Database Management System.

**102 Reviewing and Adjusting Soil Map Unit Symbols and SRR's****A Symbol and SRR Adjustments**

FSA posts SRR's for cropland based on soil map units using unique soil map unit symbols. To facilitate using standardized soils data within USDA, the soil map unit symbols used for SRR posting need to be reviewed periodically to ensure that they match symbols patterns currently published in the soils legends of NRCS' FOTG.

Additionally, some new SRR's and soil map unit symbols may need to be approved for CRP use to reflect recent soil survey changes by NRCS.

\*--All SRR and soil map unit symbol maintenance will be completed by State Offices.

For questions or concerns on changing SRR's and/or soil map unit symbols, contact Jean Agapoff by e-mail at [jean.agapoff@ca.usda.gov](mailto:jean.agapoff@ca.usda.gov).

County Offices that require the addition of a soil map unit symbol and SRR must submit a request to the State Office.--\*

**B Soil Map Unit Symbol Update Responsibilities**

The National Office, in conjunction with NRCS, shall ensure that rental rates are established for all cropped soils in each county using NRCS's most current soil survey legend from FOTG, including proper uppercase and lowercase patterns for those symbols using alphabetic letters.

\*--For those new soil map units with new symbols, State Offices and NRCS are authorized to update symbols, CRP soil attributes, and SRR's immediately in the FSA Intranet Soils--\* Data Management System at <https://indianocean.sc.egov.usda.gov/soilDbMgnt/SoilWelcome.do>.

**131 AGI Provisions****A Policy for CRP-1's Approved May 13, 2002, Through September 30, 2008**

Beginning May 13, 2002, an average AGI limitation became effective for certain programs, including CRP.

This provision is effective beginning with the 2003 crop year. The average AGI limitation provides that an individual or entity shall not be eligible to receive certain benefits, during a crop year, if the average AGI of the individual or entity exceeds \$2.5 million, and less than 75 percent of the average AGI of the individual or entity is derived from farming, ranching, or forestry operations. See 1-PL.

**Note:** If a succession occurs to CRP-1 approved May 13, 2002, through September 30, 2008, the successor must meet the AGI provisions in 1-PL.

**B Policy for CRP-1's Approved Beginning October 1, 2008**

The average AGI limitation provides that a person or legal entity shall be ineligible to receive certain benefits, during a crop year if the average adjusted gross nonfarm income of the person or legal entity exceeds \$1 million, unless at least 66.66 percent of the average AGI of the person or legal entity is average adjusted gross farm income. See 4-PL.

**Note:** If a succession occurs to CRP-1 approved beginning October 1, 2008, the successor must meet the AGI provisions in 4-PL.

**C AGI Certification**

All producers with a share greater than zero, including members of entities and joint operations, **must** provide a certification of average AGI according to 1-PL or 4-PL, as applicable. For CRP, certifications of average AGI are binding for the life of CRP-1.

\*--CCC-526, CCC-926, CCC-931, or CCC-933, as applicable, must be filed before CRP-1 is--\* approved. AGI determinations for CRP are for the contract period. See subparagraph 131 G for contract revision AGI requirements.

**D Exception for Lands of Special Significance**

The Administrator may allow a waiver to the \$1 million AGI limitation on a case-by-case basis for land that is determined to be environmentally sensitive land of special significance.

Waivers must be submitted to DAFP according to Exhibit 16.

131 AGI Provisions (Continued)

**E Determining Which AGI Rule Applies to Contract**

The following provides guidance on which:

- payment limitation and rules apply to CRP contracts
- AGI certification form should have been filed or must be filed at the time of contract approval.

**Note:** Follow 4-PL to determine which business types are required to file AGI certifications.

Original Contract Approved →	Before May 13, 2002				On or After May 13, 2002, and Before October 1, 2008	On or After October 1, 2008
	No		Yes			
Rex Extended	No		Yes			
Contract Extended in 2009	No	Yes	No	Yes		
AGI Rule	4-PL		1-PL		4-PL	1-PL
Required Form	Not Subject to AGI Provisions	CCC-926 or CCC-931	CCC-526 or CCC-526C	CCC-926 or CCC-931	CCC-526 or CCC-526C	CCC-926, CCC-931, or *--CCC-933--*

**Note:** For CRP continuous contracts approved between May 13, 2002, and September 30, 2002, that were effective for program year 2002, AGI provisions are **not** applicable. See subparagraph A for additional information.

**F AGI Requirements for Producers Associated with Original Contracts**

Beginning June 4, 2012, follow this table to determine the requirements for filing an AGI certification form for producers.

**Note:** See subparagraph E to determine which AGI certification form should be filed.

If the producer is an entity or joint operation, all members with an ownership share are required to file the applicable AGI certification if the entity/joint operation is required to file the certification.

IF the producer's share is...	AND the producer is...	THEN the AGI certification is...
0 percent		not required.
greater than 0 percent	<ul style="list-style-type: none"> <li>• an individual</li> <li>• entity without members</li> </ul>	required for the producer.
	<ul style="list-style-type: none"> <li>• joint operation</li> <li>• entity with members</li> </ul>	required for: <ul style="list-style-type: none"> <li>• the producer, except for a joint operation</li> <li>• each member with an ownership share greater than 0 percent.</li> </ul>

## 151 Eligible Land Criteria (Continued)

**C Land Enrolled in Other Programs**

If all other eligibility criteria are met, the following land may be offered for CRP:

- land currently under Pub. L. 566 or Pub. L. 534 long-term contracts, if approved for modification by NRCS
- cropland that has had a permanent cover, including trees, established under EQIP, WHIP, CSP, or the Conservation Security Program, that is no longer within practice lifespan requirements.

**Examples:** Cropland on which permanent vegetative cover has been established under EQIP and still under EQIP lifespan requirements is not eligible for enrollment in CRP.

A farm under a WHIP contract that has only a part of the otherwise eligible cropland devoted to a permanent cover may have the WHIP contract modified, if approved by NRCS, to allow enrollment of acreage not devoted to a permanent cover into CRP.

**Note:** See subparagraph D for land ineligible for enrollment in CRP.

**D Ineligible Acreage**

The following acreage is ineligible to be offered in CRP:

- Federally owned land unless the producer submitting the offer has a lease for the CRP-1 period

**Note:** Federal entities are ineligible to receive CRP payments and cannot become a successor-in-interest to CRP-1.

- land on which a Federal agency restricts the use in a mortgage or an easement

\* \* \*

## 151 Eligible Land Criteria (Continued)

**D Ineligible Acreage (Continued)**

- acreage permanently under water, including acreage currently enrolled in CRP

**Exception:** Acreage devoted to either of the following may be eligible to be offered if all other eligibility requirements are met:

- CP9, Shallow Water Area for Wildlife
  - water, according to paragraph 429.
- land under CSP, EQIP, GRP, or WHIP that meets either of the following criteria:
    - has had a permanent cover, including trees, established and is still within the practice lifespan requirements
    - is under agreement and is scheduled to have a permanent cover, including trees, established regardless of whether any practice has been started or C/S paid.

**Notes:** Canceling or modifying the contract or agreement or refunding C/S shall not make the acreage eligible to be offered for enrollment.

Certain otherwise eligible cropland acreage enrolled in a WHIP contract may be eligible for enrollment in CRP if the contract is approved for modification by NRCS. See subparagraph C.

Acreage under contract or agreement, which are management or structural in nature and does not require establishment or enhancement of a permanent cover, may be offered for enrollment if all other eligibility requirements are met. All acreage offered for enrollment in CRP that is under an EQIP contract **must** be terminated from the EQIP contract before CRP-1 is approved. The EQIP contract **must** be modified to remove this acreage according to EQIP Manual.

**Examples:** Following are examples of management or structural practices:

- strip cropping
- no-till systems
- underground pipelines
- terraces that do not require permanent cover.

**Section 1 Ranking and Selection Process****293 National Ranking and Selection Process****A About the National Ranking Plan**

The national ranking process was developed by FSA, in consultation with NRCS, ERS, EPA, FS, FWS, and other agencies. The process is designed to prioritize CRP offers based on environmental criteria and cost. The process uses an EBI that includes 6 national ranking factors: 5 factors that quantify the relative environmental benefits of each offer, and 1 cost factor that quantifies cost on a per acre basis.

The National Office shall determine the rank of each offer within States where the national ranking process will be used by adding the sum of the scores received for all environmental factors and applying a cost factor. Offers will be ranked from highest to lowest total score.

**Note:** The EBI scores assigned to each factor are applied generally to all eligible offers; therefore, the EBI point system is not appealable. The information used to determine the individual EBI score for a specific offer may be appealed.

The National Office shall use scores for the national environmental ranking factors to determine the actual ranking of the offers received.

The 5 national environmental ranking factors will be collected for all offers.

293 National Ranking and Selection Process (Continued)

**B National Ranking Factors**

The following are the 6 national ranking factors.

<b>Factor</b>	<b>Description</b>	<b>Point Ranges</b>
N1	Wildlife Habitat Cover Benefits	*--10 through 100--*
N2	Water Quality Benefits From Reduced Erosion, Runoff, and Leaching	0 through 100
N3	On-Farm Benefits of Reduced Erosion	0 through 100
N4	Enduring Benefits	0 through 50
N5	Air Quality Benefits	*--3 through 45--*
N6	Cost/Acre	to be determined

Scoring criteria for each national ranking factor are listed in Exhibit 26.

FSA will determine environmental scores for factors N1 through N5 for each offer during and shortly after signup.

**Note:** Offers under continuous signup are not evaluated. See paragraph 181.

The National Office shall determine the cost factor using the CRP per acre offer. If 2 offers have the same environmental ranking score, the 1 with the lower per acre rental rate shall receive a higher ranking.

For general signup, when the applicable cropland limit for the county is reached, the residency of the owner or operator that submitted the offer will be used to determine the acceptability of the offer when more than 1 offer has an equivalent EBI score, plus cost.

**Example:** The EBI (environmental benefits plus cost) cutoff level in Bucks County, Pennsylvania is 250 points. Bucks County is 20 acres from the 25 percent cropland limit.

Offer A (250 EBI points and 20 acres in size) is from an out of State landowner with an operator from Montgomery County, Pennsylvania.

Offer B (250 EBI point and 20 acres in size) is from a local Bucks County farmer.

Offer B will be selected for enrollment in the program.

**335 Signature Requirements (Continued)****C Requirement Exceptions**

The requirements for signatures apply unless:

- a trustee of BIA representing the native Americans owning the land signs on their behalf

**Note:** All CRP-1's signed by BIA representative on behalf of Native Americans owning the land shall be reviewed by RA. COC shall not approve CRP-1 until RA determines that the required signatures have been obtained.

- a native American has a restrictive 5-year BIA farm lease that has been extended according to BIA provisions.

**\*--Exception:** If the land has non-Native American owners who are unknown, CRP-1 may be approved without the non-Native American owners' signatures if the total non-Native American owner share is 25 percent or less.

See 3-CM for recording unknown owners or operators in Farm Records.--\*

**336 Submitting Offers After Signup Deadline**

**A Register of Offers**

County Offices shall complete a register of producers at the County Office as of COB on the final date for submitting offers. If all offers cannot be processed by the final date, the producers listed on the register shall be:

- assisted as soon as possible after the final date for submitting offers
- considered to have submitted their offers on time.

**B Late-Filed Offers**

Only offers filed before the deadline for submitting offers are eligible.

Using CRP-36 (Exhibit 5), advise producers who submit offers after the deadline that late-filed offers are not eligible.

**Note:** Producers listed on the register are not considered late-filed offers.

**338 Succession to Offers (Continued)****C Succession When Producer Who Submitted Offer Dies**

Succession-in-interest rights apply to any acceptable CRP offer when the:

- producer who submitted the offer dies before CRP-1 approval
- person or entity taking title to the land elects to succeed to the offer.

The person or entity taking title to the land may succeed to an acceptable offer, if all of the following are met:

- producer that submitted the offer met all eligibility requirements
- successor signs CRP-2, item 27, acknowledging acceptance of offer as originally submitted

**Note:** No modifications to the original offer are authorized. Successor can not modify or revise the original offer.

- successor meets all other eligibility requirements before CRP-1 is approved.

Successor shall be liable for any liquidated damages.

**D Notify Eligible Successors**

COC shall notify eligible successors to offers that:

- they have 60 calendar days from the date of notification to succeed to the acceptable offer
- the offer will be null and void if it is not succeeded to by an eligible successor within 60 calendar days of notification
- no revisions or modifications, other than succession to the original offer, are authorized.

## 339 Errors and Omissions Policy

### A Identifying Erroneous Records

Erroneous offer records include:

- errors detected in ranking data elements
- changes to CRP-2 data elements:
  - including changes to offered acreage because of measurement service
  - resulting from appeal or technical redeterminations.

Any timely-filed offers found by County Offices to contain incorrect ranking data are considered erroneous. Changes in the CRP-2 data may result in any of the following:

- offer being ineligible
- EBI score increasing
- EBI score decreasing.

A change made to acres of a soil may change the maximum payment rate or the EBI score and may require the offered rental rate to be adjusted by the producer.

### B Identifying Omitted Records

Omitted records include:

- \*--any timely filed eligible signup 45 offer not successfully loaded and/or submitted by the end of signup, COB June 14, 2013, or COB June 21, 2013, where County Offices used--\* a register
- timely-filed offers which were originally determined ineligible and not ranked that are determined eligible through the appeals process or any technical redeterminations.

**Important:** Late-filed offers are **not** omitted offers. Both CRP-1 and CRP-2 must be completed and signed by an eligible producer and received in the County Office by the end of signup to constitute an offer. CRP-1 or CRP-2 alone does **not** constitute an offer.

**Note:** See 1-APP for handling appeals.

**339 Errors and Omissions Policy (Continued)****C Policy About Errors and Omissions**

All **eligible** offers that were omitted and all submitted offers that are later determined erroneous shall be reprocessed by the County Office using the COLS software to determine whether the offer is acceptable. This includes all offers for which CRP-1 has **not** been approved, including those where the producers have been issued letters indicating the offer was acceptable. For errors detected after approving CRP-1, see paragraph 638.

**Important:** Only COLS software shall be used by County Offices to process omitted and erroneous offers. See subparagraph D. County Offices must submit a copy of the “Offer Scenario” printed from the COLS Submit Offer Screen to the State Office to verify that the omitted or corrected offer was entered into the COLS software. Erroneous and omitted offers must be entered into the COLS software.

COC shall reject any offer that is determined to be unacceptable, including offer records for which producers have been issued letters of acceptability. When offers are determined to be ineligible after CRP-1 has been approved, County Offices shall follow paragraph 638.

**\*--Note:** All signup 45 erroneous and omitted offers must be processed by **COB September 6, 2013**, with the exception of offers determined eligible through the **--\*** appeals process.

**D Handling Erroneous Offers With Decreases in Maximum Payment Rate**

Certain erroneous offer data may cause a change and subsequent recalculation of the maximum payment rate. If the maximum payment rate (“Maximum Payment Rate” block in COLS) is decreased because of the recalculation, then the producer must agree to accept the lower of either of the following:

- recalculated maximum payment rate
- original rental rate offer.

**Note:** The producers may withdraw the offer without assessment of liquidated damages.

**E Handling Erroneous Offers with Increases in Maximum Payment Rate**

If the maximum payment rate (“Maximum Payment Rate” block in COLS) is increased because of the recalculation, then the producer must agree to the offered rental rate from the original CRP-2. If the producer does **not** agree to accept the offered rental rate from the original CRP-2, then the producer may withdraw the offer without liquidated damages.

**340 Processing Offers**

**A Reviewing Offers**

\*--COC or CED shall ensure that:--\*

- producers have submitted offers for CRP-1 by tract and year
- CRP-2 was signed by 1 eligible producer
- CRP-1 was signed
- CRP-1 signers have an interest in designated acres
- CRP-1's contain at least 1 eligible signature

**Note:** Notify producers that they have 30 calendar days from the date of notification informing them that their offer was acceptable to obtain **all** signatures, or CRP-1 will not be approved.

- offers that are not acceptable are kept on file for 1 year after the acceptable offer list is received.

**B Submitting Offers for the National Office Ranking**

County Office shall ensure all offers are submitted COB on the end of signup for review and evaluation by the National Office.

See COLS User Guide for submitting offers to the National Office for ranking.

**C Request for Information**

After data is reported to the State Office, inform anyone who requests data that the request **must** be submitted in writing according to 2-INFO.

**Note:** Release requested information only according to 2-INFO.

## Part 12 Approving CRP-1's

## 401 Approving and Numbering CRP-1's

## A Requirements Before Approval

Before approving CRP-1's, County Offices shall:

- ensure that a separate CRP-1 is completed for:
  - each CRP-2 or CRP-2C
  - practices with different lifespans

**Note:** See paragraphs 211 and 332.

- determine acres to be enrolled by completing a paid-for measurement service

**Exceptions:** Measurement service is not required for:

- official fields
- any acreage currently enrolled that has been reoffered and accepted, if the specific area accepted was measured before enrollment.

**Notes:** In early signup periods, offers were accepted by farm. Offers are now required to be by tract. If acreage currently enrolled were required to be reoffered separately because the acreage is located on more than 1 tract, the acreage is required to be measured.

\*--The use of TERRA is considered a measurement service. No measurement service fee is charged for the use of TERRA. If staking and referencing or in office measurement, other than TERRA, is performed, see 2-CP, paragraph 460 for fees.--\*

- adjust the acreage on CRP-1 as appropriate according to the completed measurement service
- ensure that DCP acres and CRP acres do not exceed cropland on the farm, according to subparagraph 401 B
- complete approved farm reconstitutions

## 401 Approving and Numbering CRP-1's (Continued)

## A Requirements Before Approval (Continued)

- complete a second party review of all eligibility requirements and maximum payment rate calculations
- \*--ensure that CCC-931 or CCC-933, as applicable, has been filed for all producers with--\* a share greater than zero, including members of entities and joint operation, and updated in the web-based Subsidiary Eligibility System before CRP-1 approval

**Notes:** CCC-931 **must** be filed to ensure that CRP participants are aware of payment eligibility for new CRP contracts or revised CRP contracts where there is a succession. This does **not** require that a prospective CRP participant be eligible for payments, **only** that CCC-931 be filed.

If a zero share producer revises their share, the appropriate AGI form is required. See paragraph 131.

- review the multiple county producer list with other County Offices
- ensure county cropland limit eligibility according to Part 4

**Note:** The first five CREP offers per county **must** be reviewed by STC before COC or CED approval.

- determine the total annual rental rate for the acreage being offered and all previously approved CRP-1's
- ensure that NRCS has terminated all applicable WBP agreements.

**Note:** File a copy of the terminated WBP agreement in the producer's CRP folder.

## 401 Approving and Numbering CRP-1's (Continued)

**B Approving Contracts**

Approve CRP-1's if:

- offer is included on the list of acceptable offers

**Note:** This is not applicable to continuous signup contracts.

- for continuous signup CRP-1's, all applicable requirements according to paragraph 181 have been met
- all required signatures have been obtained on all related CRP forms and plans
- a conservation plan is approved for the acreage
- \*--the current CCC-931 or CCC-933, as applicable, has been filed for all producers with--\* a share greater than zero and updated in the web-based Subsidiary Eligibility System
- the conservation plan is consistent with policies in paragraph 366
- DCP contract acres and CRP acres do not exceed the cropland on the farm.

If the total acres, excluding any marginal pastureland, such as WBP noncropland acres based on the effective date of CRP-1's, exceeds DCP cropland for the farm, the producer shall designate which of the following to reduce:

- CRP acres being offered
- DCP acreage
- GRP acreage being offered.

**Important:** Land transitioned under TIP CRP-1R is not subject to DCP base reduction.

**Notes:** Reduction of CRP acres offered shall be completed before the end of the applicable signup period.

The reduction of applicable acres shall be to the extent the total CRP and DCP cropland acreage does not exceed the cropland for the farm.

Acreage enrolled in an approved CRP-1 cannot be reduced.

County Offices shall calculate the number of acres on a farm that may be enrolled in CRP or GRP without requiring a reduction to DCP base acres at the time the producer submits CRP-2, CRP-2C, or CCC-920.

## 401 Approving and Numbering CRP-1's (Continued)

**B Approving Contracts (Continued)**

When the producer determines to reduce DCP base acres on a farm because of enrollment into CRP or GRP, the producer **must** complete CCC-505 at the time the acres are being offered for CRP or GRP.

**Note:** Some producers may elect to modify the number of acres to be offered for CRP or GRP instead of reducing DCP base acres on the farm.

Reduce DCP acreage and complete CCC-505 according to 1-DCP.

- acreage determinations have been made and verified by a \* \* \* measurement service

**Exceptions:** Measurement service is not required for:

- official fields
- any acreage currently enrolled that has been reoffered and accepted, if the area accepted was measured before enrollment.

**Notes:** In early signup periods, offers were accepted by farm. Offers are now required to be by tract. If acreage currently enrolled were required to be reoffered separately because the acreage is located on more than 1 tract, the acreage is required to be measured.

\*--The use of TERRA is considered a measurement service. No measurement service fee is charged for the use of TERRA. If staking and referencing or in office measurement, other than TERRA, is performed, see 2-CP, paragraph 460 for fees.--\*

- all acreage eligibility determinations have been made.

**402 CRP-1 Period****A Length of Time**

The CRP-1 period shall be 10 through 15 FY's. See Exhibit 32 for CRP-1 effective dates and corresponding expiration dates.

**B Example of 10-Year CRP-1**

CRP-1 period for FY 1991 CRP-1's will end on September 30, 2000.

See Exhibit 20 for signup periods and program years.

**C Effective Date**

\*--For signup 45, the effective date of CRP-1 shall be October 1, 2013, for either of the--\* following:

- new land
- acreage that is currently enrolled in CRP at the time of signup that expires on \*--September 30, 2013, and is re-enrolled during signup 45.--\*

**Notes:** Harvest of the prior year's agricultural commodity crop is permitted after October 1 without a payment reduction.

For acreage not enrolled in CRP at the time of signup, grazing is prohibited beginning, the later of, for acreage with a CRP-1 effective date of October 1:

- 10 calendar days after COC or CED approves CRP-1
- October 1 of the first year of CRP-1.

COC shall notify producers of this policy.

See paragraph 213 for effective dates and grazing restrictions of CRP-1's approved under continuous signup provisions.

**403-425 (Reserved)**



461 Maximum Annual Non-C/S Payment Limitation (Continued)

**D Successor-in-Interest CRP-1's**

Following are ways payment limitation provisions apply when CRP-1 is revised because of successor-in-interest.

- The revised CRP-1 amount cannot exceed the annual contract payment CRP-1 amount.
- The annual payment on CRP-1 shall be reduced for the successor on the revised CRP-1 if the maximum payment limitation will be exceeded.

**Note:** CRP payments may continue to heirs of owners according to 1-PL or 4-PL as applicable. See paragraph 555 for succession-in-interest provisions.

\* \* \*



## 462 Making CRP Payments

### A Rounding CRP Payments

Each of the following CRP payments shall be rounded to the nearest whole dollar using normal rules of rounding:

- annual rental payments
- CRP-SIP
- PIP
- CP23 one-time WRI payment for CRP-1's approved before November 3, 2008
- C/S payments.

### B Annual Rental Payments

Provided the participant is in compliance with the terms and conditions of CRP-1, disburse annual rental payments as designated on CRP-1.

CRP annual rental payments shall be made, when authorized:

- after:
  - certification of compliance has been received
  - certification of compliance with adjusted gross income limitation has been received according to 1-PL or 4-PL, as applicable
  - AD-1026 has been completed and signed
  - certification of compliance with 1-PL or 4-PL, as applicable, when applicable
  - October 1, for each effective year
  - receiving notice from DAFP authorizing payments to be made

**Note:** CRP annual rental payments shall **not** be made until all eligibility determinations have been made according to 1-PL or 4-PL, as applicable.

\* \* \*

- according to 1-FI and 1-CRP.

**Note:** See paragraph 465 for finality rule.

**462 Making CRP Payments (Continued)****C CRP-SIP**

CRP-SIP is a one-time incentive payment made to participants that enroll certain practices under continuous signup provisions. See paragraph 197.

Provided the participant is in compliance with the terms and conditions of CRP-1, disburse CRP-SIP's according to the shares on approved CRP-1.

CRP-SIP's shall be made, when authorized:

- after:
  - CRP-1 is approved
  - certification of compliance with adjusted gross income limitation has been received according to 1-PL or 4-PL, as applicable
  - AD-1026 has been completed and signed
  - certification of compliance with 1-PL or 4-PL, as applicable

**Note:** CRP-SIP's shall **not** be made until all eligibility determinations have been made according to 1-PL or 4-PL, as applicable.

- according to 1-FI \* \* \*.

**Note:** See paragraph 465 for finality rule.

## 462 Making CRP Payments (Continued)

**D PIP**

PIP is a one-time incentive payment made to participants that enroll land in CRP to be devoted to continuous signup practices. See paragraph 197.

Provided the participant is in compliance with the terms and conditions of CRP-1, disburse PIP's according to the shares on approved CRP-1.

PIP's shall be made, when authorized:

- after:
  - CRP-1 is approved
  - certification of compliance with adjusted gross income limitation has been received according to 1-PL or 4-PL, as applicable
  - AD-1026 has been completed and signed
  - participant signs AD-245, page 2, and reports completion of practice
  - NRCS or TSP certifies performance on AD-862
  - all necessary documents to calculate total C/S amount are obtained
  - certification of compliance with 1-PL or 4-PL, as applicable
  - partial PIP's are not authorized

**Note:** PIP's shall **not** be made until all eligibility determinations have been made according to 1-PL or 4-PL, as applicable.

- according to 1-FI \* \* \*.

**Note:** See paragraph 465 for finality rule.

## 462 Making CRP Payments (Continued)

**E CP23 and CP23A One-Time WRI Payment for CRP-1's Approved Before November 3, 2008**

CP23 and CP23A one-time WRI payment is an incentive payment to encourage the restoration of cropped wetlands. See Exhibit 11.

Provided the participant is in compliance with the terms and conditions of CRP-1, disburse CP23 and CP23A one-time WRI payment according to the shares on approved CRP-1 only for CRP-1's approved before November 3, 2008.

**Exception:** Payments for CREP CRP-1 participants must adhere to the written CREP agreements. Changes made in PIP/SIP/WRI for CRP's general and continuous signup do not automatically apply to CREP's unless those agreements indicate that these payments shall be made "according to 2-CRP" or "consistent with National CRP directives" or similarly worded reference. CREP agreements which include specific payment provisions such as "25% WRI hydrology restoration payments shall be paid for practices CP23 and CP23A" must be adhered to as written.

CP23 and CP23A one-time WRI payment shall be made, when authorized:

- after:
  - CRP-1 is approved
  - certification of compliance with adjusted gross income limitation has been received according to 1-PL or 4-PL, as applicable
  - AD-1026 has been completed and signed
  - participant signs AD-245, page 2, and reports completion of practice
  - technical agency certifies performance on AD-862
  - all necessary documents to calculate total C/S amount are obtained
  - certification of compliance with 1-PL or 4-PL, as applicable

**Note:** CP23 and CP23A one-time WRI payments shall **not** be made until all eligibility determinations have been made according to 1-PL or 4-PL, as applicable.

- according to 1-FI \* \* \*.

**Note:** See paragraph 465 for finality rule.

546 Revisions to CRP-1's (Continued)

**J Applicability of CRP-1 Appendix for CRP Offers (Continued)**

<b>IF CRP acreage was offered during...</b>	<b>THEN CRP-1 is effective for program year...</b>	<b>AND the date of the applicable CRP-1 Appendix is...</b>
continuous signup 35	2007 and 2008	May 1, 2003.
continuous signup 36	2008 and 2009	
continuous signup 37	2009 and 2010	
continuous signup 38	2010 and 2011	
general signup 39	2011	
continuous signup 40	2011 and 2012	
general signup 41	2012	
continuous signup 42	2012 and 2013	
general signup 43	2013	
*--continuous signup 44	2013 and 2014	
general signup 45	2014	

**Note:** Continuous signup 34 is used for EFCRP.

**547 Revising CRP-1 Because of Loss of Control of Land**

**A General Policies**

CRP-1 **may** need to be revised because of loss of control of land under CRP-1.

If loss of control occurs because of death, sale, inheritance, incompetency, foreclosure, or exercise of eminent domain, follow:

- subparagraph 630 A for conservation easements placed on CRP land
- paragraph 555 for succession-in-interest
- subparagraphs 550 B and C for other revisions
- paragraph 551 for land acquired by a Federal agency
- paragraph 552 for separate person determination for husband and wife
- paragraph 571 for:
  - land acquired by eminent domain
  - terminations
  - terminations because of foreclosure.

**B If Owner Loses Control of CRP Land**

Follow this table if owner loses control of CRP land.

<b>IF loss of control occurs...</b>	<b>THEN...</b>
on a tract of land on which all CRP-1 acres are located	revise CRP-1 and the approved conservation plan according to paragraph 546.
on part of CRP-1 acreage	<ul style="list-style-type: none"> <li>• continue CRP-1 on the remaining acreage still under control of participant</li> <li>• follow paragraph 571 for partial terminations</li> <li>• offer person acquiring control successor-in-interest rights.</li> </ul>
and CRP-1 is not continued on any part of acreage	terminate CRP-1 according to paragraph 571.

691 County Eligibility (Continued)

F Example of U.S. Drought Monitor

The following is an example of U.S. Drought Monitor.

<a href="#">Drought Monitor</a>	<a href="#">Forecasts</a>	<a href="#">What's New</a>	<a href="#">Current Conditions</a>	<a href="#">About Us</a>	<a href="#">Archive</a>	<a href="#">Contact Us</a>	<a href="#">Links</a>	<a href="#">Home</a>
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The data cutoff for Drought Monitor maps is Tuesday at 7 a.m. Eastern Standard Time. The maps, which are based on analysis of the data, are released each Thursday at 8:30 a.m. Eastern Time.

**NOTE: To view regional drought conditions, click on map below. State maps can be accessed from regional maps.**

# U.S. Drought Monitor

June 15, 2010  
Valid 8 a.m. EDT

**Intensity:**

- D0 Abnormally Dry
- D1 Drought - Moderate
- D2 Drought - Severe
- D3 Drought - Extreme
- D4 Drought - Exceptional

**Drought Impact Types:**

- Delineates dominant impacts
- A = Agricultural (crops, pastures, grasslands)
- H = Hydrological (water)

The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. See accompanying text summary for forecast statements.

**Released Thursday, June 17, 2010**

*Author: Laura Edwards, Western Regional Climate Center*

<http://drought.unl.edu/dm>

To compare current drought conditions with last week's map, click [here](#).

To view tabular statistics of this week's Drought Monitor, click [here](#).

To view tabular statistics for the Drought Monitor archive, click [here](#).

To view Drought Monitor Change Maps, click [here](#).

691 County Eligibility (Continued)

G Submitting County Request

COC’s requesting emergency haying or grazing shall access the Drought Monitor Data Downloads Screen at [http://droughtmonitor.unl.edu/dmshps\\_archive.htm](http://droughtmonitor.unl.edu/dmshps_archive.htm). In the center of the screen is a data table. The following is an example of the data table. Each line of the table corresponds to the date of the weekly Drought Monitor Map.

Date	KMZ	Shapefiles		GML	WMS	Statistics		
2011-08-02	<u>KMZ</u>	<u>SHP</u>	<u>Impacts</u>	<u>GML</u>	<u>WMS</u>	<u>U.S.</u>	State	<u>County</u>
2011-07-26	<u>KMZ</u>	<u>SHP</u>	<u>Impacts</u>	<u>GML</u>	<u>WMS</u>	<u>U.S.</u>	<u>State</u>	<u>County</u>

For the applicable week, COC’s shall CLICK “County” in the “Statistics” column on the table. A spreadsheet will be displayed that lists all States and counties in alphabetical order. The following is an example.

Week	FIPS	County	State	Nothing	D0	D1	D2	D3	D4	ValidStart	ValidEnd
20110802	1001	Autauga County	AL	0	100	100	61.82	0	0	2011-08-02	2011-08-08
20110802	1003	Baldwin County	AL	0	100	100	97.66	0	0	2011-08-02	2011-08-08
20110802	1005	Barbour County	AL	0	100	100	95.06	60.64	0	2011-08-02	2011-08-08
20110802	1007	Bibb County	AL	0	100	100	100	0	0	2011-08-02	2011-08-08
20110802	1009	Blount County	AL	100	0	0	0	0	0	2011-08-02	2011-08-08
20110802	1011	Bullock County	AL	0	100	100	100	0.07	0	2011-08-02	2011-08-08

Scroll down the table to the appropriate State and county. The data within each drought category column represent the percent of the county at each drought level.

**Example:** Barbour County, Alabama, has:

- 100 percent of the county > “D0” condition
- 100 percent of the county at “D1” or “D0” condition
- 95.06 percent of the county at “D2”, “D1”, or “D0” condition
- 60.64 percent of the county at “D3”, “D2”, “D1”, or “D0” condition
- 0 percent of the county at “D4” condition.

\*--If the county has a value in the “D2”, “D3”, or “D4” column, then the county is eligible for STC approval of emergency haying and grazing.--\*

## 808 CRP-1R Provisions

### A CRP-1R Duration

CRP-1R begins on October 1 that is the day after the CRP-1 scheduled expiration date and ends 2 years following the CRP-1 expiration date of September 30.

**Exception:** For CRP contracts that expired in 2008 or 2009, the beginning date of CRP-1R is October 1, 2010.

**Note:** Preparing or installing certain conservation practices may occur up to 1 year before the beginning date of CRP-1R according to paragraph 806.

**Example:** A retired operator has land under CRP contract that expires on September 30, 2010. The retiring operator and SDA farmer signed CRP-1R on June 14, 2010, and the retired operator modified the CRP-1 conservation plan to make conservation land improvements in the last year of CRP-1. COC or CED approved the modified conservation plan and CRP-1R on August 1, 2010. CRP-1R goes into effect October 1, 2010.

### B CRP-1R Payments

Retired or retiring owners or operators with an approved CRP-1R may receive up to 2 additional annual rental payments **after CRP-1 expires** provided that the retired or retiring owner or operator is **not** a family member of the beginning or SDA farmer or rancher according to the definition of family member in Exhibit 2.

**Note:** See:

- Exhibit 60 for general information about TIP payments
- Exhibit 61 for additional information about recording TIP payments
- \*--Exhibit 62 for handling contract modifications for payment processing.--\*

**Example:** The retired or retiring farmer and a nonfamily member beginning or SDA farmer or rancher completed and signed CRP-1R on May 17, 2010, for CRP-1 scheduled to expire on September 30, 2010. The CRP-1R period is October 1, 2010, through September 30, 2012. The retired or retiring owner or operator may receive the first CRP-1R payment after October 1, 2011, and the final TIP payment after October 1, 2012, provided all other payment eligibility criteria are met.

**808 CRP-1R Provisions (Continued)****C CRP TIP Payment Limitation**

Payment limitation as applicable for other CRP-1's will be applied to CRP-1R annual rental payments.

**D CRP TIP AGI Provisions**

The AGI determination of the expiring CRP-1 will continue for the additional 2 years for annual rental payments under TIP.

**E Succeeding to CRP-1R**

\*--A new owner of land, purchased from the retired owner or operator, that was transitioned under TIP and is under a long-term lease with a beginning or SDA farmer or rancher, may succeed to an approved CRP-1R, provided the successor continues to honor the lease with the beginning or SDA farmer or rancher and all the provisions of CRP-1R are met.

**Important:** To ensure TIP payments are issued correctly, all succession-in-interest to CRP-1R's must be reported to Kimberly Wright, CEPD, Conservation Automation Branch, by e-mail at **kimberly.wright@wdc.usda.gov**.\*

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

The following lists the required report of this handbook.

Reports Control Number	Title	Reporting Period	Submission Date	Negative Reports	Reference
CEP-58R	Status of CRP Research Project Report	Annually	State Offices submit to Director, CEPD by end of FY	Not required	636

Forms

The following lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-245	Request for Cost Shares		Text, Ex. 2, 41
AD-862	Conservation Reporting and Evaluation System		Text, Ex. 11
AD-893	Recommendation of Percent of Cropland To Be Enrolled in CRP/WRP	83	81
AD-894	Request for Cropland Waiver	82	81
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		Text, Ex. 60
CCC-36	Assignment of Payment		465
CCC-37	Joint Payment Authorization		465
CCC-502	Farm Operating Plan		35, 519, Ex. 60
CCC-505	Voluntary Permanent CAB/Contract Acreage Reduction		401
CCC-526	Payment Eligibility Average Adjusted Gross Income Certification		35, 131, Ex. 60
CCC-674	Certification for Contracts, Grants, Loans, and Cooperative Agreements	Ex. 6	6
CCC-770 CRP1	CRP Contract Approval Checklist	Ex. 35	7
CCC-770-CRP2	CRP Cost Share Payment Checklist	Ex. 35	7
CCC-770-CRP3	CRP Annual Rental Payment Checklist	Ex. 35	7, 462
CCC-770-CRP4	CRP PIP, CP23, CP23A, CP37 and SIP Payment Checklist	Ex. 35	7

## Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

## Forms (Continued)

Number	Title	Display Reference	Reference
CCC-901	Members Information 2009 and Subsequent Years		35, 519
CCC-920	Grassland Reserve Program Contract		401
CCC-926 <sup>1/</sup>	Average Adjusted Gross Income (AGI) Statement		35, 131
CCC-931	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information		35, 131, 401
CCC-933	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information (For the 2013 crop, program, and fiscal years only)		35, 131, 401
CRP-1	Conservation Reserve Program Contract	Ex. 21, 31	Text, Exhibits
CRP-1 Appendix	Appendix to Form CRP-1, Conservation Reserve Program Contract	Ex. 29	Text
CRP-1 Continuation	Continuation to the Conservation Reserve Program (CRP) Contract		211
CRP-1E Addendum	Addendum Regarding Possession of Conservation Reserve Program (CRP) Property Held by Federal Agency		551
CRP-1G Addendum	CRP-1 Modification to Allow Early Land Preparation	637	35
CRP-1L	Emergency Forestry Conservation Reserve Program Contract		261, 263, 264, Ex. 11
CRP-1R	Conservation Reserve Program Transition Incentives Program Contract	810	Text, Ex. 60-62
CRP-2	Conservation Reserve Program Worksheet	333	Text, Ex. 11, 21, 26
CRP-2C	Conservation Reserve Program Worksheet (for Continuous Signup)	212	Text, Ex. 5
CRP-2F	Emergency Forestry Conservation Reserve Program Worksheet		81
CRP-20	Notice of Conservation Reserve Program (CRP) Contract Termination		551
CRP-23	Notice Regarding Accepted CRP Offers	Ex. 5	215, 341
CRP-24	Notice of Contract Approval	Ex. 5	

<sup>1/</sup> CCC-926 is obsolete; however, is still in effect for existing CRP contracts.

## Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

## Abbreviations Not Listed in 1-CM

The following lists approved abbreviations not listed in 1-CM.

<b>Approved Abbreviation</b>	<b>Term</b>	<b>Reference</b>
CAB	crop acreage base	240
COLS	Conservation Online System	81, 286, 332, 339, Ex. 21
CP	conservation practice	Text, Ex. 11, 26
CPO	Conservation Plan of Operation	669
CPA	conservation priority area	Text, Ex. 11, 18, 26
C/S	cost share	Text and Exhibits
CREP	Conservation Reserve Enhancement Program	Text
CRP-SIP	CRP-Signing Incentive Payment	Text, Ex. 11
CSP	Conservation Stewardship Program	151, 804, 806
EA	environmental assessment	Text
EBI	environmental benefits index	Text, Ex. 26
EI	erodibility index	81, 151, 774, Ex. 2, 11, 26
EFCRP	Emergency Forestry Conservation Reserve Program	66, Part 9, 546, Ex. 2, 11, 60
ESA	Endangered Species Act	366, 367
EQIP	Environmental Quality Incentives Program	Text
EWP	Emergency Watershed Protection Program	554, 571, 575, 630
EWRP	Emergency Wetlands Reserve Program	81, 571
FID	Feature ID field	181
FRPP	Farm and Ranch Lands Protection Program	554, 575, 630,
FONSI	Finding of No Significant Impact	665, 772
FOTG	Field Office Technical Guide	Text, Ex. 11, 26
FWP	Farmable Wetlands Pilot Program	Text, Ex. 11
GIS	Geographic Information System	550, 772, 773
HFRP	Healthy Forest Restoration Program	554, 575, 630
HUC	hydrologic unit code	Ex. 26
MPL	marginal pastureland	212, 312
NEPA	National Environmental Policy Act	366, 367, 716, 772
NHPA	National Historic Preservation Act	366, 367
NIFA	National Institute of Food and Agriculture	18, 82, 83, 522, 523, 775
NOAA	National Oceanic and Atmospheric Administration	367
NGO	Non-Government Organization	771, 772, 775

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in 1-CM (Continued)

Approved Abbreviation	Term	Reference
PAS	Public Affairs Staff, FSA	772
PIP	practice incentive payment	Text, Ex. 11
PLS	pure live seed	426, 491
PNIF	private nonindustrial forestland	261, 262, Ex. 2, 11
PV	present value	264
RA	regional attorney	Text
REX	re-enrollments and extensions	335, 546, 571, Ex. 20, 60
RKLS	Gross Potential Erosion or Potential Erosion	Ex. 26
RUSLE	Revised Universal Soil Loss Equation	52, 151, Ex. 26
SAFE	State Acres for Wildlife Enhancement	Text, Ex. 60
SEC	State Environmental Coordinator	367, 639, 692
SHPO	State Historic Preservation Officer	367, 772, 776
SRC	State Resource Conservationist	Ex. 11
SRR	soil rental rate	Text, Ex. 11
TERRA	Tool for Environmental Resource Results Assessment	171, 181, 286
THPO	Tribal Historic Preservation Officer	367
TIP	Transition Incentive Program	401, 576, 577, Part 21, Ex. 60-62
TIPA	Transition Incentive Program Agreement	126, 401, 463, 577
TSP	Technical Service Provider	Text, Ex. 2, 11, 26
USLE	Universal Soil Loss Equation	151
WBP	Water Bank Program	101, 401
WEQ	Wind Erosion Equation	52, 151
WESL	Wind Erosion Soils List	Ex. 26
WHIP	Wildlife Habitat Incentive Program	151, 181
WRI	wetland restoration incentive	Text, Ex. 11

Re delegations of Authority

The following table lists redelegations of authority in this handbook.

Redelegation	Reference
STC may delegate an official representative to sign documents.	31
COC may delegate to CED the responsibility to approve requests for haying and grazing.	664, 680, 693, 716, 720, 721, 741

**CRP Signup Periods**

The following provides the number and dates of CRP signup periods by program year.

<b>Signup Number</b>	<b>Date</b>	<b>Program Year</b>
1	3-3-86 through 3-14-86	1986
2	5-5-86 through 5-16-86	1986 and 1987
3	8-4-86 through 8-15-86	1986 and 1987
4	2-9-87 through 2-27-87	1987 and 1988
5	7-20-87 through 7-31-87	1987 and 1988
6	2-1-88 through 2-19-88	1988 and 1989
7	7-18-88 through 8-31-88	1988 and 1989
8	2-6-89 through 2-24-89	1989 and 1990
9	7-17-89 through 8-4-89	1989 and 1990
10	3-4-91 through 3-15-91	1991
11	7-8-91 through 7-19-91	1992
12	6-15-92 through 6-26-92	1993
13	9-11-95 through 9-22-95	1996 and 1997
14 *	9-3-96 through 9-30-97	1997 and 1998
15	3-3-97 through 3-28-97	1998 and 1999 <u>1/</u>
16	10-14-97 through 11-14-97	1998 and 1999 <u>2/ 3/</u>
17 *	10-1-97 through 9-30-98	1998 and 1999
18	10-26-98 through 12-11-98	2000
19 *	10-1-98 through 9-30-99	1999 and 2000
20	1-18-2000 through 2-11-2000	2001

\* Denotes continuous signup numbers.

1/ Acreage currently enrolled in CRP that expires September 30, 1997, is eligible to be offered for enrollment only with a program year of 1998. See paragraph 151.

2/ Acreage currently enrolled in CRP that expires September 30, 1998, is eligible to be offered for enrollment only with a program year of 1999. See paragraph 151.

3/ Acreage previously enrolled in CRP that expired September 30, 1997, is eligible to be offered for enrollment with a program year of 1998 or 1999. See paragraph 402.

**CRP Signup Periods (Continued)**

<b>Signup Number</b>	<b>Date</b>	<b>Program Year</b>
21 *	10-1-99 through 4-6-2000	2000 and 2001
22 *	4-6-2000 through 9-30-2000	2000 and 2001
23 *	10-1-2000 through 9-30-2001	2001 and 2002
24 *	10-1-2001 through 9-30-2002	2002 and 2003
25 *	10-1-2002 through 9-30-2003	2003 and 2004
26	5-5-2003 through 6-13-2003	2004 and 2005
27 *	5-5-2003 through 9-30-2003	2003 and 2004
28 *	10-1-2003 through 9-30-2004	2004 and 2005
29	8-30-2004 through 9-24-2004	2006 and 2007
30 *	10-1-2004 through 9-30-2005	2005 and 2006
31 *	10-1-2005 through 9-30-2006	2006 and 2007
32 **	2-1-2006 through 12-31-2006	2008 through 2011
33	3-27-2006 through 4-28-2006	2007
34 *	7-17-2006 through 10-20-2006	2007 and 2008
35 *	10-1-2006 through 9-30-2007	2007 and 2008
36 *	10-1-2007 through 9-30-2008	2008 and 2009
37 *	10-1-2008 through 9-30-2009	2009 and 2010
38 *	10-1-2009 through 9-30-2010	2010 and 2011
39	8-2-2010 through 8-27-2010	2011
40 *	10-1-2010 through 9-30-2011	2011 and 2012
41	3-14-2011 through 4-15-2011	2012
42 *	10-1-2011 through 9-30-2012	2012 and 2013
43	3-12-2012 through 4-6-2012	2013
*--44	5-13-2013 through 9-30-2013	2013 and 2014
45	5-20-2013 through 6-14-2013	2014--*

\* Denotes continuous signup numbers.

\*\* Denotes REX.

\*--Note: See paragraph 171 for continuous signup number, dates, and program year information.--\*

**EBI and National Ranking Factors (Continued)**

**2 National Ranking Factor N1 - Wildlife Habitat Cover Benefits (Continued)**

**C Subfactor N1b - Cover**

Subfactor N1b - Wildlife Improvement (0 to 20 points maximum).

Producers must be notified that, if accepted in CRP, food plots must be maintained for the term of CRP-1. Producers offering food plots must be notified of the planting and maintenance requirements before the offer is submitted.

Points are based on the following table. Maximum point score is 20 points. The factors are **not** additive.

Producers must be informed before signup that the acreage must be maintained for the life of the contract according to practice standards.

<b>*--Wildlife Enhancement Signup 45--*</b>		<b>Points</b>
Conversion of at least 51 percent of a primarily monoculture stand to a mixture of native species that provide wildlife habitat benefits. <u>1</u> /		20
Establishment of pollinator habitat CP42 that remains in the location of CRP-1. The habitat size, shape, and composition must meet the following requirements.		20
<b>Size</b>		
<b>CRP Acreage Offered</b>	<b>Habitat Size Requirement</b>	
Less than 10 acres	At least 1 acre of pollinator habitat. Habitat areas must be at least .5 acre.	
10 acres or greater	At least 10 percent of acreage offered in pollinator habitat. Habitat areas must be at least .5 acre.	

EBI and National Ranking Factors (Continued)

2 National Ranking Factor N1 - Wildlife Habitat Cover Benefits (Continued)

C Subfactor N1b - Cover (Continued)

*--Wildlife Enhancement Signup 45--*						Points
Annual or permanent food plot (CP12) that remains in the same location for the contract length or rotated food plot for which the location changes during CRP-1 length. CP12 food plots must be consistent with NRCS FOTG up to 10 percent of a field, not to exceed 5 acres per field.						5
<b>Example:</b> A producer would like to enroll 200 acres. Field 1 is 120 acres, Field 2 is 45 acres, and Field 3 is 35 acres.						
Field	Size	NRCS FOTG Limit	10 Percent Limit	5 Acres	Limited CP12	
1	120	12	12 acres	5	5	
2	45	4.5	4.5 acres	5	4.5	
3	35	3.5	3.5 acres	5	3.5	
13.0						
<b>Note:</b> CP12, the NRCS FOTG standard, is limited by the lessor of either 10 percent of the field size or 5 acres/field for the food plot. The 5 acres of food plot may be either one 5-acre food plot or 2 or more food plots where the cumulative total would be $\leq 5$ acres.						

1/ At least 51 percent of the land enhanced must be on a stand comprised of primarily a monoculture (fescue, crested wheatgrass, bermuda grass, etc.) on expired (such as a contract that expired in 2010) and/or expiring CRP land. In the case of a monoculture of trees (such as loblolly pine), the contract shall be on land expiring.

**Note:** Expiring CRP land with trees loses its cropland status after the expiration of the contract.

Points are not awarded for land in a crop production (wheat field, corn ground, etc.).

**EBI and National Ranking Factors (Continued)**

**3 National Ranking Factor N2 - Water Quality Benefits From Reduced Erosion, Runoff, and Leaching (Continued)**

**C Subfactor N2b - Groundwater Quality (Continued)**

The COLS software determines the weighted average leach index for the 3 predominant soils and looks up the appropriate county specific value. Table values are based on:

- leach index for acres offered
- county pesticide leaching potential
- county nitrogen leaching potential
- population obtaining drinking water from wells in each county.

**Example:** A 110-acre field is offered composed of 2 soil map units. 70 acres have a leach index of 1, and the remaining 40 acres have a leach index of 3. The average leach index is  $(70 \times 1) + (40 \times 3) \div 110 = 1.73$ , which is rounded to the nearest whole number 2. Based on the following sample table, if the acres were located in Barbour County, Alabama, a value of 12 would be entered for subfactor B.

	*--Ground Water Subfactor for Signup 45--*		
	Leach Index		
County	1	2	3
1001 - Autauga	6	13	20
1003 - Baldwin	8	12	16
1005 - Barbour	8	12	16
1007 - Bibb	8	12	20
1009 - Blount	2	8	14

**D Subfactor N2c - Surface Water Quality**

Surface water quality benefits score. (0 to 45 points maximum)

This subfactor evaluates the:

- potential amount of sediment that is delivered to water courses
- population within the watershed that would benefit most directly from improved surface water quality

**EBI and National Ranking Factors (Continued)**

**3 National Ranking Factor N2 - Water Quality Benefits From Reduced Erosion, Runoff, and Leaching (Continued)**

**D Subfactor N2c - Surface Water Quality (Continued)**

- the stream density and estimated sediment loadings that occur because of agriculture.

EPA studies have found that sediment is the primary water quality problem in the majority of rivers and streams.

The software tool will determine the weighted average RKLS for the 3 predominant soils for the offered acreage. Round RKLS to the nearest whole number using normal rules of rounding. Use the appropriate table value for the watershed in which at least 51 percent of the acreage is physically located.

For example:

	<b>*--Surface Water Subfactor - RKLS for Signup 45--*</b>				
<b>Watershed</b>	< 4	4 ≤ RKLS < 7	7 ≤ RKLS < 11	11 ≤ RKLS < 23	RKLS ≥ 23
01010001	1	5	10	15	21
01010002	1	5	10	15	21
01010003	5	10	15	22	27

**4 National Ranking Factor N3 - On-Farm Benefits of Reduced Erosion**

**A Summary**

On-Farm Benefits of Reduced Erosion. (0 to 100 points maximum)

The score for the weighted average EI for the 3 predominant soils on the land offered is determined by the greater of EI for:

- sheet and rill erosion (based off of RUSLE)
- wind erosion (based off of wind erosion equation).

**Note:** EI must be a whole number. Use normal rules of rounding.

Use the highest EI value (for the 3 predominate soils of the acreage offered) of either sheet and rill or wind erosion (do not add together). Use the table in subparagraph B to award points for the offer based on the highest EI value.

**EBI and National Ranking Factors (Continued)**

**4 National Ranking Factor N3 - On-Farm Benefits of Reduced Erosion (Continued)**

**B EI Chart**

EI (higher of wind or water EI) (0 to 100 points maximum)

<b>EI - Sheet and Rill or Wind</b>	<b>Points</b>
Less than 4	<b>0</b>
4	1
5	2
6	4
7	7
8	11
9	16
10	22
11	29
12	37
13	46
14	56
15	67
16	79
17	92
18	97
19	98
20	99
21 +	100

**EBI and National Ranking Factors (Continued)**

**5 National Ranking Factor N4 - Enduring Benefits**

**A Summary**

Enduring Benefits Beyond CRP-1 Period. (0 to 50 points maximum)

The N4 evaluates the likelihood that the practice established will persist and be maintained beyond the life span of CRP-1 and will provide benefits beyond the contract period

Land established with certain existing vegetation types, such as hardwood trees, softwood trees, or shrubs, is less likely to be returned to crop production after contract expiration. In addition, land re-established to a wetland ecosystem, or rare or declining habitat, is also less likely to return to crop production at the end of the contract period.

The N4 score is the sum of the weighted average scores using the N4 table provided below. To determine the N4 value, calculate the weighted average value for **all practices** using the N4 table. Round the result to the nearest whole number using the normal rules of rounding.

Use the following table to award N4 points. Score zero points if none of the following practices are offered.

**Note:** The practice selected must be appropriate for the site. Trees should not be selected on sites where trees are not a part of the ecosystem. For example: A tree stand should not be planted on a site where the climax vegetation for the site is range. The vegetation should be consistent with the ecosystem of the site.

**Important:** Food plots (CP12) are awarded 0 points.

*--N4 Table - Signup 45--*	Points
New hardwood tree (CP3A), longleaf pines, or Atlantic White Cedar plantings and CP25 where the plant community is existing or will be established to primarily trees	50
Existing or enhanced stand of hardwood Trees, Longleaf pine, and/or Atlantic White Cedar (CP3A)	40
New pine/softwood tree (CP3)	30
CP25, where the plant community is existing or will be established to a primarily grass and/or shrub complex or CP42	25
Existing pine/softwood tree (original contract signed as CP3)	20
All other conservation practices not listed (CP1, CP2, CP4B, CP4D)	0

**EBI and National Ranking Factors (Continued)**

**5 National Ranking Factor N4 - Enduring Benefits (Continued)**

**A Summary (Continued)**

Determine the weighted average value for enduring benefits using the appropriate value in the N4 table times the appropriate acres. Divide the sum by the total **acres on the offer**. Round the result to the nearest whole number using the normal rules of rounding. The result is the N4 score.

**\*--Example:** A 100-acre office is comprised of 50 acres of new hardwood planting (CP3A) and 50 acres of existing pine trees (CP3).

The N4 score is:

50 acres of (CP3A) hardwoods (with a practice status of "N") X 50 points/acre =  
**2,500 points**

50 acres of (CP3) pine (with a practice status of existing) X 20 points/acres =  
**1,000 points--\***

**3,500 points**

3,500 points ÷ 100 acres = 35 points

N4 score = 35 points.

**EBI and National Ranking Factors (Continued)**

**6 National Ranking Factor N5 - Air Quality Benefits From Reduced Wind Erosion**

**A Summary**

National Ranking Factor N5 - Air Quality Benefits From Reduced Wind Erosion

This factor evaluates air quality improvements from reducing airborne dust and particulate (PM 10) from cropland wind erosion that causes damage to nearby affected population concentrations. In addition it provides points for the value of CRP land for Carbon \*--Sequestration. (3 to 45 points maximum)--\*

The formula is:  $N5 = N5a + N5b + N5c + N5d$ .

The air quality factor is comprised of 4 components. The first component (N5a) is based on the potential wind erosion, distance weighted population that may be impacted by wind erosion. The potential wind erosion erodibility shall be based on the weighted average value for the climatic factor (C) and soil erosion index (I).

The second component (N5b) is the impact associated with wind erosion of soils that contain material which is likely to be suspended in the air. Acreage offered is comprised of at least 51 percent or more of soils that are either of the following will be awarded 5 points:

- volcanic soils, or soils that are covered with volcanic material
- soils that are formed in organic material.

The third component (N5c) evaluates areas:

- where agriculture significantly impacts air quality (nonattainment of air quality standards)
- that are located within 50 miles of Class 1 air quality areas (National Parks with high quality air standards).

The fourth component (N5d) provides points based on the relative ability to sequester carbon. This factor is based on the weighed average for the conservation practices using the N5d table.

**EBI and National Ranking Factors (Continued)**

**6 National Ranking Factor N5 - Air Quality Benefits From Reduced Wind Erosion (Continued)**

**E Carbon Sequestration, Subfactor N5d**

**N5d Carbon Sequestration Factor (0 to 10 points maximum)**

This factor provides a relative index of the projected carbon sequestration benefits of CRP cover types over the expected life of the practice. This is a weighted average for the all practice on the contract using the values in the table.

<b>*--N5d Carbon Sequestration Table for Signup 45--*</b>	
<b>Practice</b>	<b>Points</b>
CP3, CP3A, CP25 (primarily trees)	10
CP25 (primary grass complex), CP42	5
CP4D, CP4B	4
CP1, CP2	3
*--CP12 (must be associated with practices according to Exhibit 11, page 43)--*	0

**7 National Ranking Factor N6 - Cost**

**A Summary**

The points will be determined using the formula:  $N6 = N6a + N6b$

The cost factor provides weight to assist in optimizing environmental benefits per dollar of CRP rental payments. Greater weight is provided to offers with lower costs.

**B Subfactor N6a - Cost**

The number of points will be determined after signup ends and will be based on the producer rental rate offer.

**Note:** Offers with lower per acre rental rates may increase the probability that the offer will be acceptable.

**EBI and National Ranking Factors (Continued)**

**7 National Ranking Factor N6 - Cost (Continued)**

**C Subfactor N6b - Offer Less Than the Maximum Payment Rate**

Offers below the maximum payment rate (0 to 25 points).

\*--Offers for which the Rental Rate Per Acre Offered is below the maximum per acre payment--\*  
rate, on a percentage basis, are award points. The formula to calculate the percentage below  
maximum payment rate is:  $1 - (\text{Rental Rate Per Acre Offered} / \text{maximum payment rate})$ .

Points will be awarded for **whole percent** below the maximum payment rate, based on the  
\*--following. Percentage values are **truncated** to a whole number.--\*

<b>Percent Below Maximum Payment Rate</b>	<b>N6b Points</b>
1	2
2	4
3	6
4	8
5	10
6	12
7	14
8	16
9	18
10	20
11	21
12	22
13	23
14	24
>=15	25

**Examples:** The maximum payment rate for an offer is \$100 per acre. The producer offers a  
per acres rental rate of \$90. The offer is 10 percent below the maximum payment  
rate. The offer is awarded 20 points.

The maximum payment rate for an offer is \$100 per acres. The producer offers a  
per acres rental rate of \$89.10. The offer is 10.9 percent below the maximum  
payment rate. The offer is awarded 20 points.

CRP-1 Appendix, Appendix to Form CRP-1, Conservation Reserve Program Contract

The following is an example of CRP-1 Appendix.

\*--

<p>This form is available electronically. <b>CRP-1 (Appendix)</b> (05-07-13)</p>	<p>See CRP-1 for Privacy Act and Paperwork Reduction Act Statements.</p>
<p>U. S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation</p>	
<p><b>APPENDIX TO FORM CRP-1, CONSERVATION RESERVE PROGRAM CONTRACT</b></p>	
<p><b>NOTE:</b> The authority for collecting the following information is Pub. L. 107-171. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.</p>	
<p><b>1. DEFINITIONS</b></p>	
<p>The following definitions are applicable to the Conservation Reserve Program (CRP) Contract:</p>	
<p><b>A. <u>CRP contract or CRP-1</u></b> means the program documents including form CRP-1, the applicable contract appendix, conservation plan and the terms of any required easement, if applicable, entered into between CCC and the participant. Such contract shall set forth the terms and conditions for participation in the CRP and receipt of CRP payments.</p>	
<p><b>B. <u>Current agricultural market value</u></b> for offer evaluation purposes means the amount in dollars per acre as determined by CCC to be the adjusted price at which the land placed in the CRP could be rented based on the average cash rental rate, or equivalent, per acre, and which is paid for dryland cropland at the time at which this contract is signed by the participant.</p>	
<p><b>C. <u>Vegetative cover</u></b> means perennial or permanent grasses, legumes, forbs, and shrubs with a life span of 10 years or more, or trees.</p>	
<p><b>D.</b> All other words and phrases, unless the context of subject matter otherwise requires, shall have the meanings assigned to them in the regulations governing the Conservation Reserve Program which are found at 7 CFR Part 1410.</p>	
<p><b>2. ELIGIBILITY REQUIREMENTS FOR CONSERVATION RESERVE PROGRAM</b></p>	
<p><b>A.</b> By signing the CRP contract, the participant, except in the case of persons qualifying solely as a tenant, certifies that such participant will control the land subject to the contract for the contract period and, if applicable, any easement period and shall, upon demand, provide evidence to CCC demonstrating that such participant will control the land for that period.</p>	
<p><b>B.</b> Land otherwise eligible for the CRP shall not be eligible, except as agreed otherwise, in writing, by CCC, if the land is subject to a deed or other restriction prohibiting the production of agricultural commodities or where a benefit has or will be obtained from a Federal agency in return for the participant's agreement not to produce such commodities on the land during the same time as the land would be enrolled in the CRP. By offering land for enrollment, the participant certifies as a condition for payment that no such restrictions apply to such land.</p>	
<p><b>3. RESTRICTIONS ON PAYMENTS TO FOREIGN PERSONS</b></p>	
<p><b>A.</b> Any person who enters into this CRP contract or participates in such contract at any time who is not a citizen of the United States or an alien lawfully admitted into the United States for permanent residence under the Immigration and Nationality Act (8 U.S.C. 1101 et. seq.) shall be ineligible to receive annual rental payments under this contract unless such person meets the requirements of 7 CFR Part 1400 which shall be applicable to this contract.</p>	
<p><b>B.</b> Persons succeeding to a CRP contract subject to a reduction in payment under this paragraph 3 for any preceding party shall not be eligible for payments during the contract period greater than those that could have been received by such preceding party.</p>	

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**CRP-1 Appendix, Appendix to Form CRP-1, Conservation Reserve Program Contract  
(Continued)**

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CRP-1 (Appendix) (05-07-13)

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**4. AGREEMENT**

**A. The participant agrees:**

- (1) That the applicable CRP-2 and CRP-1 and its addenda shall be considered an offer to enter into the Conservation Reserve Program on the terms specified on Form CRP-1 and its addenda. The offer, until revoked, may be accepted by CCC provided further, that liquidated damages may apply in the case of a revocation as specified elsewhere in this Appendix;
- (2) To place eligible land into the CRP for a period of 10 years, or as agreed to by CCC for a longer period not to exceed 15 years, from the effective date of the CRP contract executed by CCC;
- (3) To comply with the terms and conditions of the Conservation Plan;
- (4) To establish, maintain, and replace, as specified in the CRP contract, the practices agreed to in the Conservation Plan;
- (5) Not to harvest or sell, nor otherwise make commercial use of, trees or forage or other cover on the CRP land including the shearing or shaping of trees for future use as Christmas trees (the participants may conduct pruning, thinning, stand improvement, or other activities consistent with customary forestry practices on land that is planted to trees); provided further, however, that CCC may, in its discretion and only in writing or by publication intended for a general allowance for CRP lands in particular States or regions, permit, in certain emergencies, certain commercial uses, as specified by CCC, which may be conditioned on a reduction in CRP payments otherwise payable under this contract;
- (6) Not to undertake any action on land under the participant's control which tends to defeat the purposes of this contract, as determined by CCC;
- (7) To annually certify crop and land use for the farm with the CCC on the appropriate form, accurately listing all land enrolled in CRP on the farm, not later than the final reporting date determined and announced by the Farm Service Agency, or successor agency;
- (8) To control on land subject to a CRP contract all weeds, insects, pests and other undesirable species to the extent necessary to ensure that the establishment and maintenance of the approved cover is adequately protected and to provide such maintenance as necessary to avoid an adverse impact on surrounding land, taking into consideration water quality, wildlife and other factors;
- (9) Not to disturb the acreage under contract during the primary nesting and brood rearing season for wildlife, except as approved by CCC;
- (10) To annually file required forms as requested by CCC for payment limitation determinations. For purposes of the annual payment limitation for each participant, Signing Incentive Payments (SIP) and Practice Incentive Payments (PIP) shall be attributed towards such annual limitation in the following ways: 1) SIP, for purposes of this contract, shall be attributed to the Fiscal Year in which the participants CRP contract was approved by CCC; and 2) PIP, for purposes of this contract, shall be attributed to the Fiscal Year in which the participant completed the practice associated with that PIP, as evidenced by the participants signature date on Form AD-245 or FSA-848B, and as otherwise determined by CCC.
- (11) To file applicable forms required by CCC for Adjusted Gross Income (AGI) determinations;
- (12) That it is understood any payment or portion thereof due any participant will be made by CCC without regard to any question of title under State law, and without regard to any claim or lien which may be asserted by a creditor, except agencies of the U. S. Government. Offsets for debts owed to agencies of the U. S. Government shall be made prior to making any payments to participants or their assignees.
- (13) To perform certain periodic management activities described in the conservation plan to maintain the approved cover such as light disking, burning, etc.

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**CRP-1 Appendix, Appendix to Form CRP-1, Conservation Reserve Program Contract  
(Continued)**

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CRP-1 (Appendix) (05-07-13)

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**B.** CCC agrees, subject to the availability of funds:

- (1) To share the cost with owners and operators of establishing an eligible practice, or an identified unit thereof, agreed to in the Conservation Plan as described herein, except that, in no case may the share of CCC exceed an amount equal to 50 percent of the price at which the land placed in the CRP could be sold for use as farmland at the time at which this contract is signed by the participant, unless the CCC otherwise approves such amount, provided further, that such approval must specifically reference the particular land placed in the CRP under this contract;
- (2) To pay the agreed-upon annual rental payment, including any incentive payment, based upon the shares to which the parties have agreed as set forth on Form CRP-1 for a period of years not in excess of the contract period;
- (3) To pay to the participant, to the extent required by CCC regulations, an interest penalty on cost-share payments, incentive payments, and all annual rental payments not made by the date, as determined by CCC, that the payment is due;
- (4) To make annual rental payments after October 1 of each year of the contract period.

**5. CONSERVATION PLAN**

**A.** Subject to the approval of CCC, the Conservation Plan will include some or all of the following information and requirements:

- (1) The vegetative or water cover to be established on the CRP land;
- (2) A tree planting plan, developed in cooperation with the Forest Service, if trees are to be established as the vegetative cover on the CRP land;
- (3) A schedule of completion dates for establishment of the cover on the CRP land;
- (4) The level of environmental benefits which must be attained on the CRP land;
- (5) Any other practices required for the establishment or maintenance of the cover on the CRP land including weed, insect, pest, and other controls of undesirable species, and such maintenance as necessary to avoid an adverse impact on surrounding land as determined appropriate by CCC, taking into consideration the needs of water quality, wildlife concerns, and other factors.
- (6) The acreage will not be disturbed during the primary nesting season for wildlife as determined by CCC.
- (7) Management activities authorized by paragraph 6.

**B.** By signing the Conservation Plan, the participant agrees to implement the practices specified in such Conservation Plan on the CRP land even if such practices differ from those listed on Form CRP-1.

**6. MANAGEMENT ACTIVITIES**

Subject to the approval of CCC, the Conservation Plan may include managed grazing or harvesting of the cover on the CRP land, including biomass, as necessary to avoid an adverse impact on surrounding land, as determined appropriate by CCC, taking into consideration the needs of the vegetative cover, wildlife concerns, and other factors. Managed grazing or harvesting may be conditioned on a reduction in CRP payments otherwise payable under this contract, as determined by CCC.

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**CRP-1 Appendix, Appendix to Form CRP-1, Conservation Reserve Program Contract  
(Continued)**

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CRP-1 (Appendix) (05-07-13)

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**7. COST-SHARE PAYMENTS**

- A. Subject to the availability of funds, cost-share payments shall be made available upon a determination by CCC that an eligible practice, or an identifiable unit thereof, has been established in compliance with the conservation plan and with appropriate standards and specifications.
- B. CCC will not make cost-share payments in excess of 50 percent of the actual or average cost of establishing the eligible practice specified in the Conservation Plan as determined by CCC. It is understood that all cost-shares from all sources must be reported to CCC and that a reduction in the CCC cost-share may be made if there are other cost-shares received. Such reductions will be made to the extent required or allowed by the program regulations.
- C. Except as otherwise provided for in program regulations, cost-share assistance may be made available under the CRP only for the establishment or installation of an eligible practice. In order to receive cost-share assistance, the participant, upon completion of the practice, must file Form AD-245 or similar form approved by CCC, for approval by CCC.

**8. PROVISIONS RELATING TO TENANTS AND LANDLORDS**

- A. Payments shall not be paid under this CRP contract if CCC determines that:
  - (1) The landlord or operator has:
    - (a) when the acreage offered is not enrolled in the CRP at the time of signup:
      - (i) not provided tenants who have an interest in the acreage being offered at the time of signup an opportunity to participate in the benefits of the program;
      - (ii) reduced the number of tenants on the farm as a result of or in anticipation of enrollment in the CRP.
    - (b) when the acreage offered is enrolled in the CRP at the time of signup, not provided tenants with an interest in the CRP contract acreage an opportunity to participate in the benefits of the program if:
      - (i) the tenants are otherwise involved in farming other acreage, as determined by CCC, on the farm at the time of signup; or
      - (ii) the tenants have an interest in the acreage being offered on the effective date of the new CRP-1.
  - (2) The landlord or operator has deprived any tenant of any benefits to which such tenant would otherwise be entitled.
  - (3) If any such conditions as identified in (1) and (2) occur or are discovered after payments have been made, all or any part of the payments, as determined by CCC, must be refunded with interest and no further payments shall be made.
- B. After this CRP contract is approved, the operator or tenant may, with the approval of CCC, be replaced for purposes of the CRP contract and for payments to be made under the contract if such tenant or operator, as determined by CCC:
  - (1) terminates their tenancy voluntarily or for some reason other than being forced to terminate their tenancy by the landowner or operator in anticipation as, or because of, participation in the program;
  - (2) fails to maintain tenancy, as determined by CCC, throughout the CRP contract period;
  - (3) files for bankruptcy and the trustee or debtor in possession fails to affirm this CRP contract;
  - (4) dies during the term of this CRP contract and the administrator of the operator or tenant's estate (or a similar person with authority to administer the affairs of the operator or tenant) fails to succeed to this contract within the time required by CCC; or
  - (5) was removed for cause, as determined by CCC.

--\*

**CRP-1 Appendix, Appendix to Form CRP-1, Conservation Reserve Program Contract  
(Continued)**

\*--

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C. The removal of an operator or tenant from the agreement shall not release the operator or tenant from liabilities for actions arising before such removal.

**9. ERRONEOUS REPRESENTATION AND SCHEME AND DEVICE**

A. A participant who is determined to have erroneously represented any fact affecting a determination with respect to this CRP contract and the regulations applicable to this CRP contract, adopted any scheme or device which tends to defeat the purposes of this CRP contract, or made any fraudulent representation with respect to this contract will not be entitled to payments or any other benefits made in accordance with this CRP contract and the participant must refund to CCC all payments received by such participant, plus interest and liquidated damages thereon, with respect to the CRP contract. Such liquidated damages will be determined in accordance with paragraph 10 of this Appendix.

B. Unless CCC regulations provide otherwise, refunds determined to be due and owing to CCC in accordance with this CRP contract will bear interest at the rate which CCC was required to pay for its borrowings from the United States Treasury on the date of the disbursement by CCC of the monies to be refunded. Interest will accrue from the date of such disbursement by CCC.

C. The remedies provided under paragraph 9A of this Appendix shall be applicable in addition to any remedies under criminal and civil fraud statutes, including 18 U.S.C. 268, 287, 371, 641, 1001; 15 U.S.C. 714m; and 31 U.S.C. 3729, or any other remedy available under law.

**10. LIQUIDATED DAMAGES**

It is mutually agreed that in the event the CRP contract is breached by the participant, the CCC will suffer substantial damages which may not be possible to quantify with certainty. Therefore, in addition to the refund of payments received plus interest due, for breach of contract prescribed in this contract, the participant agrees to pay an amount equal to the product obtained by multiplying: (1) 25 percent of the rental payment rate per acre on Form CRP-1 by, (2) the number of acres that are the subject of the CRP contract. Such amount shall be due as liquidated damages in addition to such other damages or amounts as may be due, and not as a penalty.

**11. NOTIFICATION OF CHANGES TO TERMS AND CONDITIONS OF THE CONTRACT**

CCC agrees that, if any changes of any terms and conditions of this CRP contract, including changes necessary to reconcile the practices listed on the CRP-1 to those specified in the conservation plan, become necessary prior to the date that this contract is approved on behalf of CCC, CCC will notify the persons signing the CRP-1 of such change and such person will be given 10 days from the date of notification in which to agree to the revised terms and conditions or to withdraw from the offer. The participant agrees to notify the CCC of an intention to withdraw from the offer within 10 days from the date of the issuance of such notice and further agrees that failure to notify the CCC will constitute agreement to the revised terms and conditions.

**12. CORRECTIONS**

CCC reserves the right to correct all errors arising from entering data or computations in the contract.

**13. TERMINATION OF CONTRACT; JOINT LIABILITY**

If a participant fails to carry out the terms and conditions of this CRP contract but CCC determines that such failure does not warrant termination of this CRP contract, CCC may require such participant to refund, with interest, payments received under this CRP contract, or require the participant to accept such adjustments in the subsequent payment as are determined to be appropriate by CCC. Participants that sign the CRP-1 with zero percent interest in the annual rental payment shall not be held responsible for contract compliance.

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**CRP-1 Appendix, Appendix to Form CRP-1, Conservation Reserve Program Contract  
(Continued)**

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**14. CONTRACT MODIFICATIONS**

A. CCC may modify this contract to add, or substitute certain practices when:

- (1) The installed practice failed to adequately control erosion through no fault of the participants;
- (2) The installed measure has deteriorated because of conditions beyond the control of the participants; or
- (3) Another practice will achieve at least the same level of environmental benefits.

B. Concurrence of NRCS and the conservation district may be obtained by CCC when modifications to this contract involve a technical aspect of a participant's Conservation Plan.

**15. EFFECTIVE DATE AND CHANGES TO CONTRACT**

A. The CRP contract is effective when, as determined by CCC, it has been signed by the participants and an authorized representative of CCC. Except as otherwise determined by CCC, as permitted by regulations or other law, the CRP contract may not be revoked or revised unless by mutual agreement between the parties. If, after the effective date of this contract, CCC determines that the offered acreage was erroneously enrolled or otherwise ineligible for enrollment, CCC may terminate the contract. Such termination shall not effect payments already made to the participants as of the time of termination. Within the dates established by CCC, the CRP contract must be signed by all required participants.

B. In the event that a statute is enacted during the period of this CRP contract which would materially change the terms and conditions of this CRP contract, the CCC may require the participants to elect between acceptance of modifications in this CRP contract consistent with the provisions of such statute or termination of this CRP contract.

**16. TRANSFER OF LAND**

A. If a new owner or operator purchases or obtains the right and interest in, or right to occupancy of, the land subject to this contract, such new owner or operator, upon the approval of CCC, may become a participant to a new CRP contract under the same terms and conditions with CCC covering such transferred land;

B. With respect to the transferred land, if the new owner or operator becomes a successor to the existing CRP contract, the new owner or operator shall assume all obligations under such contract of the previous participant;

C. If the new owner or operator becomes a successor to a CRP contract with CCC:

- (1) Cost-share payments shall be made to the participant who established the practice; and
- (2) Annual rental payments to be paid during the fiscal year when the land was transferred shall be divided in an equitable manner, as determined by CCC.

D. A new owner or operator will not be eligible to succeed to the CRP contract or receive payments under the contract if a previous participant in the contract maintains or acquires any interest of any kind in the property including, but not limited to, present, future, or conditional interests, or reversionary interests, or any option with respect to the property. In addition, unless otherwise approved in writing by CCC for the particular contract, a new owner or operator will not be eligible to succeed to the CRP contract, if a lender has or will obtain an option to purchase the property, any other right of occupancy, or share in the equity in the property which is not conditional on a foreclosure or other remedy for nonpayment of debt or on a voluntary transfer by the person seeking to succeed to the CRP contract.

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**CRP-1 Appendix, Appendix to Form CRP-1, Conservation Reserve Program Contract  
(Continued)**

\*--

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- E. The participant certifies that no person has, or will, obtain an interest in the property that would render the new owner or operator to be ineligible to succeed to the CRP contract under the provisions of this paragraph. The existence or acquisition of such an interest by another person shall be considered a breach of the contract for which the CCC may terminate the contract and enforce the remedies provided in this Appendix.
- F. If a participant transfers all or part of the right and interest in, or right to occupancy of, the CRP land and the new owner or operator does not become a successor to such contract within 60 days, or such other time as determined appropriate by CCC, of such transfer, such contract will be terminated with respect to the affected portion of such land and the original participant must:
- (1) Forfeit all rights to any future payments with respect to such acreage;
  - (2) Refund all or part of the payments made with respect to such contract plus interest thereon, as determined by CCC; and
  - (3) Pay liquidated damages to CCC as specified in paragraph 10 of this Appendix.

**17. REGULATIONS TO PREVAIL**

The regulations in 7 CFR Part 1410 for the CRP are incorporated herein. In the event of a conflict between these regulations and the terms of this Appendix, the provisions of the regulations will prevail.

*The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) Persons with disabilities, who wish to file a program complaint, write to the address below or if you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).*

*If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider and employer.*

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**General Information for TIP Payments (Continued)**

**H AGI**

AGI provisions are not applicable to TIP unless the CRP contract was extended through the REX process. If extended through REX, the \$2.5 million AGI provisions are applicable.

\*--Since TIP does not have an automated contract process to determine AGI based on the--\* eligibility applicable to the expiring CRP contract, there is no way for the payment system to check AGI eligibility. Therefore County Offices shall follow this table if a producer or member does not meet AGI provisions.

<b>IF the producer on CRP-1R...</b>	<b>THEN County Offices shall...</b>
does not meet AGI provisions	<ul style="list-style-type: none"><li>• notate the ineligibility on CRP-1R</li><li>• not record the payment in the TIP payment software.</li></ul>
is an entity or joint operation and at least one member does not meet applicable AGI provisions	notify their State Office. State Offices shall contact CEPD for assistance.



## \*--TIP Payment Software

### A Introduction

Because an automated application process has not been developed for TIP, the amounts calculated through the TIP Workbook must be recorded in the web-based TIP payment process.

### B Accessing the TIP Home Page

To access the TIP Home Page, go to FSA's Applications Intranet web site at [http://fsaintranet.sc.egov.usda.gov/fsa/FSAIntranet\\_applications.html](http://fsaintranet.sc.egov.usda.gov/fsa/FSAIntranet_applications.html). Under Conservation, CLICK "TIP Payment Process".

Users will be prompted to login through the USDA eAuthentication Login Screen. Login in the normal manner and the TIP Home Page will be displayed.

The following is an example of the TIP Home Page.

USDA United States Department of Agriculture  
Farm Service Agency Transition Incentives Program (TIP)

TIP Home About FSA Help Contact Us Exit TIP Logout of eAuth

**TIP Menu**  
Welcome Bobbie Butler  
Role: County User  
**Payments**

**Select Administrative State/County**  
Year: 2012

**Select Administrative State/Countries**  
State-County: Mississippi-Coahoma

Continue

Screen ID: CPS-WEB011  
Last Modified: 08/17/2012 2:23:46 PM

Back to Top ^

--\*

**TIP Payment Software (Continued)**

**C Recording Payment Amounts**

\*--Payments can be recorded for 2012, 2013, and 2014; however, they will **not** process until the payment due date.

- Additions or changes made to 2012 payments will be processed immediately.
- 2013 installment payments will process after October 1, 2013.
- 2014 installment payments will process after October 1, 2014.

Record TIP payment amounts according to this table.

**Reminder:** Do **not** record payment amounts for producers who do **not** meet AGI provisions. See Exhibit 60, subparagraph H for additional information.

<b>Step</b>	<b>Action</b>	<b>Result</b>
1	On the TIP Home Page: <ul style="list-style-type: none"> <li>• select the program year from the drop-down list</li> <li>• CLICK “Continue”.</li> </ul>	The Select an Administrative State/County Page will be displayed.
2	On the Select an Administrative State/County Page: <ul style="list-style-type: none"> <li>• select the administrative State and county associated with the producer’s CRP-1R</li> <li>• CLICK “Continue”.</li> </ul>	The Main Menu will be displayed.
3	On the Main Menu, CLICK “Record Calculated Payment”.	The SCIMS Search Page will be displayed.
4	The SCIMS Search Page will provide various options for selecting a producer. Enter the producer information using the desired option and select the applicable producer to continue.	The Enter New Contract Number Page will be displayed with the selected producer name.
5	On the Enter New Contract Number Page: <ul style="list-style-type: none"> <li>• enter the contract number from CRP-1R from the TIP Workbook</li> </ul> <p><b>Reminder:</b> The contract number shall be the same as the expiring CRP contract, and “TIP” shall <b>not</b> be included in the contract number.</p> <ul style="list-style-type: none"> <li>• CLICK “Continue”.</li> </ul>	The Record Calculated Payment Page will be displayed.
6	On the Record Calculated Payment Page: <ul style="list-style-type: none"> <li>• enter the payment amount for the selected producer and contract</li> <li>• CLICK “Submit”.</li> </ul>	The Record Calculated Payment Confirmation Page will be displayed.

TIP Payment Software (Continued)

C Recording Payment Amounts

Step	Action	Result
7	On the Record Calculated Payment Confirmation Page, CLICK “Confirm” to record the payment amount.	The Main Menu will be redisplayed with a message confirming the payment has been added.
8	<p>After the payment is added, an internal tracking number will be displayed with the contract number.</p> <p><b>Example:</b> In this example, the “24” is the internal control *--number for contract 451D.--*</p>  <p><b>Recommendation:</b> County Offices should record the internal control number on CRP-1R and/or the TIP Payment Report printed from the TIP Workbook process.</p>	

D Modifying/Deleting TIP Payment Amounts

Modify and delete TIP payment amounts according to the following.

Step	Action	Result
1	<p>On the TIP Home Page:</p> <ul style="list-style-type: none"> <li>select the administrative State and county associated with the producer’s CRP-1R</li> <li>CLICK “Continue”.</li> </ul>	The Main Menu will be displayed.
2	On the Main Menu, CLICK “Modify/Delete Calculated Payment”.	The SCIMS Search Page will be displayed.
3	The SCIMS Search Page will provide various options for selecting a producer. Enter the producer information using the desired option and select the applicable producer to continue.	The Select Contract Number Page will be displayed with the selected producer name.

TIP Payment Software (Continued)

D Modifying/Deleting TIP Payment Amounts (Continued)

Step	Action	Result	
4	<p>On the Select Contract Number Page:</p> <ul style="list-style-type: none"> <li>select the contract for the selected producer that needs to be modified or deleted from the drop-down list</li> </ul> <p><b>Note:</b> The internal contract number assigned when the payment was originally recorded is displayed with the contract number in the drop-down list. For example “451D (24)”.</p> <ul style="list-style-type: none"> <li>CLICK “Continue”.</li> </ul>	The Modify/Delete Calculated Payment Page will be displayed.	
5	On the Modify/Delete Calculated Payment Page the recorded payment amount will be displayed.		
	<b>IF the user wants to...</b>		<b>THEN...</b>
	modify the payment amount previously recorded		<ul style="list-style-type: none"> <li>revise the payment amount displayed</li> </ul> <p><b>*--Note:</b> The calculated contract payment amount for the producer should be entered--* regardless of amounts previously recorded and/or paid to the producer for the contract.</p> <ul style="list-style-type: none"> <li>CLICK “Modify”.</li> </ul>
delete the payment	CLICK “Delete”.	The Delete Calculated Payment Confirmation Page will be displayed.	
6	On the Modify/Delete Calculated Payment Confirmation Page, CLICK “Confirm” to modify or delete the payment amount.	The Main Menu will be redisplayed with a message confirming the payment has been modified or deleted.	

**TIP Payment Software (Continued)**

**F Record Calculated Payment Page (Continued)**

The following options are available on the Record Calculated Payment Page.

Option	Action
Change State/County	Option on the left navigation menu allows the user to go back to the TIP Home Page.
Main Menu	Option on the left navigation menu allows the user to go back to the TIP Main Menu.
Submit	Displays the confirmation page to record the payment. Once confirmed, returns to the TIP Main Menu.
Cancel	Discontinues the process and returns to the TIP Main Menu <b>without</b> saving the payment amount.

The following error messages may be displayed on the Record Calculated Payment Page if the data recorded does not meet the applicable validations. Users **must** correct these conditions before proceeding to the next applicable page.

Error Message	Corrective Action
The amount recorded in each field must be in whole dollars.	Correct the payment amount recorded by entering whole dollars without cents. The TIP Workbook is designed to round to whole dollars using traditional rounding rules.
Payment amount is empty or not numeric for account TIP.	The payment amount was either not entered or included something other than numeric values, such as a \$, comma, or character. Enter the numeric payment amount only.
Payment amount must be greater than 0.	Payment amounts being recorded for the first time must be greater than zero. Change the payment amount to continue.

**G Modify/Delete Calculated Payment Page**

The Modify/Delete Calculated Payment Page allows users to modify or delete the calculated payment amount that was previously recorded. When modifying payment amounts, the payment amount entered:

- \*--shall be the calculated contract payment for the applicable producer, contract, and year--\* from the TIP Workbook

**Example:** \$1,000 was originally recorded for the producer and contract and the payment was disbursed to the producer. It is then determined the TIP contract acres used to calculate the payment were incorrect. After correcting the acres in the TIP \*--Workbook, the revised contract payment amount is \$900.--\*

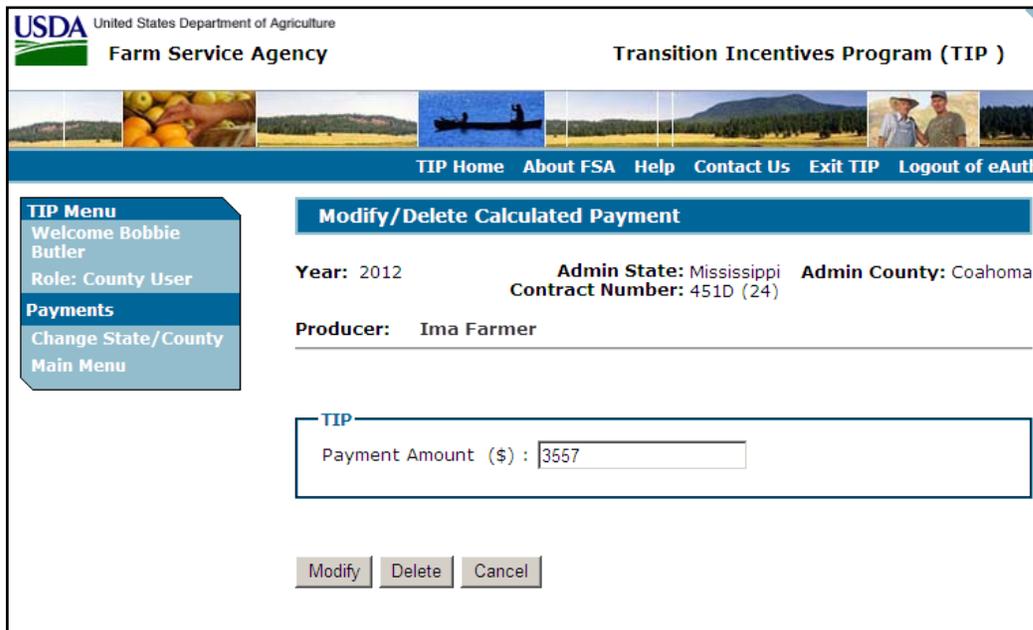
\$900 is the modified payment amount.

- must be recorded in whole dollars
- must be greater than \$0.

\*--TIP Payment Software (Continued)

G Modify/Delete Calculated Payment Page (Continued)

The following is an example of the Modify/Delete Calculated Payment Page.



The following options are available on the Modify/Delete Calculated Payment Page.

Option	Action	
Change State/County	Option on the left navigation menu allows the user to go back to the TIP Home Page.	
Main Menu	Option on the left navigation menu allows the user to go back to the TIP Main Menu.	
Modify	The Modify Calculated Payment Confirmation Page will be displayed to confirm the modified payment amount is correct. Once confirmed: <ul style="list-style-type: none"> <li>the payment triggers to reprocess to determine if the producer is over or underpaid</li> <li>TIP Main Menu will be redisplayed.</li> </ul>	
	<b>IF the producer is...</b>	<b>THEN...</b>
	underpaid	assuming all other eligibility requirements are met, the payment will be processed and sent to NPS for certification/signature the next business day.
overpaid	producer is listed on the Pending Overpayment Report. See 9-CM.	

--\*

## \*--Handling Contract Modifications for Payment Processing

### A Introduction

An automated contract process has **not** been developed for TIP contracts. As such, contract information was originally maintained on an Excel spreadsheet and uploaded to the National Office.

In August 2012, a new process was implemented to capture and maintain the contract information.

- An Excel workbook was distributed that required County Offices to record detailed contract information.
- Workbooks were uploaded to a new SharePoint site and imported into a database. A report was then posted to the SharePoint site that includes contract information for all States and counties from the upload.
- A section was added to the SharePoint site that allows State and/or County Office users to add new contracts or modify existing contract information that was uploaded.

### B TIP SharePoint Site

The TIP SharePoint site was established so all contract information could be submitted to the National Office instead of an automated contract process. Initially, the site was used to upload the TIP Workbooks that were updated by State and County Offices in August 2012.

The site is now used to:

- dispense information related to TIP
- provide a method for reporting contract changes.

Access the TIP SharePoint site at

<https://fsa.sc.egov.usda.gov/mgr/dafp/PECD/TIPpayments/default.aspx>.

### C SharePoint Authorized Users

When the SharePoint site was initially deployed, a list of users was obtained from each State Office. This list included all State and County Office users with responsibility for administering TIP.

An e-mail message should be sent to Tracey Smith at [tracey.smith@wdc.usda.gov](mailto:tracey.smith@wdc.usda.gov) to do either of the following:

- request that new users be added
- delete users that no longer are responsible for administering TIP.--\*

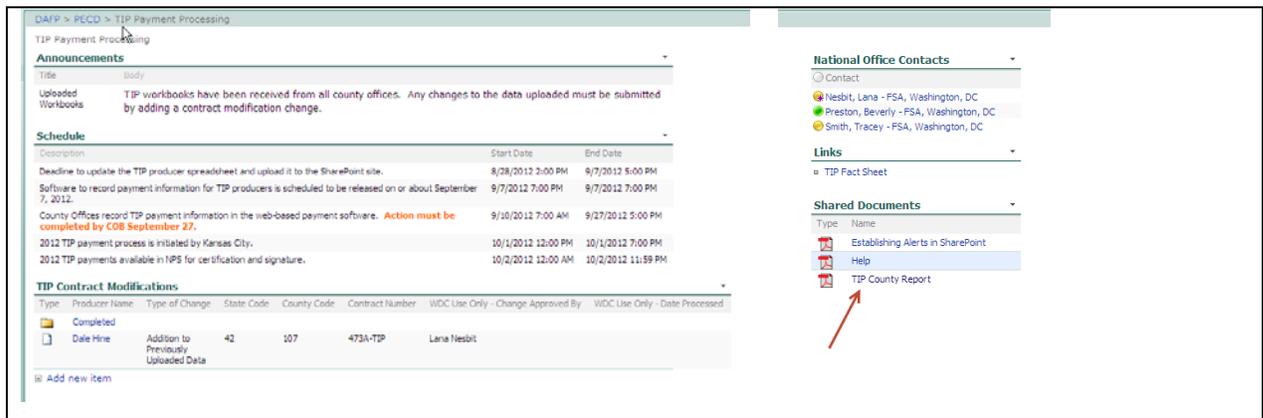
**\*--Handling Contract Modifications for Payment Processing (Continued)**

**D TIP County Report**

The TIP County Report is a comprehensive list of all TIP contracts enrolled. It is critical that this report be maintained throughout the life of TIP because the information is used to:

- oversee program activities since software is **not** available for TIP contracts
- obligate funds that must be in place to pay participating, eligible producers.

The TIP County Report can be accessed from the TIP SharePoint site by clicking the report under the “Shared Documents” section.



**E Reporting Contract Changes**

The TIP SharePoint site includes a “TIP Contract Modifications” section. State and County Offices shall ensure that all changes to TIP contract information are reported to the National Office for reasons including, but not limited to, the following:

- information uploaded through the TIP workbook process was incorrect or incomplete
- CRP-1R has been modified because of succession or revision
- CRP-1R has been terminated.--\*

**\*--Handling Contract Modifications for Payment Processing (Continued)**

**E Reporting Contract Changes (Continued)**

This table describes how to report a change to contract information.

<b>Step</b>	<b>Action</b>
1	On the TIP SharePoint site, CLICK “Add new item” under the “TIP Contract Modifications” section.
2	Complete each field, except those specifically designated as “WDC Use Only”.  <b>Note:</b> The system will compute the contract payment amounts for each installment. If the amount should be prorated, then include the prorated information in the “Comments” section.
3	CLICK “OK” to redisplay the main page of the SharePoint site with summary information for the applicable contract or producer.

**F National Office Action**

When TIP contract modification items are added to the SharePoint site, the National Office program managers receive an e-mail notification. The following is the action that is taken for each case.

- Case is reviewed to ensure that applicable program provisions have been met.
- If there are questions about the change, the State and/or County Office that submitted the information will be contacted for additional information.
- Once the modification is determined acceptable:
  - TIP contract database is updated
  - revised TIP County Report is posted that reflects the updated contract information
  - State and/or County Office is notified by e-mail that the action is completed.

**Reminder:** The information on the TIP County Report is used to obligate funds for payment processing, so it is critical that all information is accurately updated on this report.--\*

