

For: State and County Offices

Manually Recording Approved CRP-1R's for the Transition Incentives Program (TIP)

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

The Food, Conservation, and Energy Act of 2008 amendments to the Food Security Act of 1985, as amended, authorized \$25 million for the voluntary transition of land enrolled under an expiring CRP-1 from a retired or retiring owner or operator to a beginning or SDA farmer or rancher to return the land to production for sustainable grazing or crop production.

Retired or retiring owners and operators who qualify under TIP may be eligible to receive annual rental payments for up to 2 additional years after the CRP-1 expiration date, provided the transition is **not** to a family member as defined in 4-PL, paragraph 138.

Note: Family members of the retired or retiring owners or operators may participate in TIP; however, the additional 2 years of annual rental payments will **not** be paid.

B Purpose

This notice provides State and County Offices the following:

- instructions for manually recording approved CRP-1R's for TIP
- procedure for reporting pertinent information from the approved CRP-1R
- the deadline for completing the monthly report
- that State and County Offices **must** submit the monthly report.

Disposal Date	Distribution
January 1, 2012	State Offices; State Offices relay to County Offices and NRCS State Offices

Notice CRP-694

2 Reporting Requirements for Annual Rental Payments Under TIP

A National Office Report

The National Office will monitor the \$25 million that was made available for TIP through FY 2012. TIP funds will be monitored using an Excel spreadsheet. TIP information provided by State and County Offices to the National Office will be forwarded to Kansas City. Using the spreadsheet information, Kansas City will pull in the CRP-1 information from the CRP-1 file. CRP-1 and producer information will be used by Conservation Payments for processing the October payments. Kansas City will run a batch process in October to make TIP payments available in NPS for certifying and signing. TIP will also be made available as a payment type in Conservation Payments to allow County Office processing of individual payments if necessary. Each month's report is **only** for new CRP-1R's approved during that month. It is **not** necessary to send information on CRP-1R's that has been previously reported.

Note: The data submitted by State and County Offices **must** be verified for accuracy and signed by both the SED and State conservation specialist. This data will be used to issue payments and monitor funding.

B County Office Reports

County Offices shall provide the following information to the State Office by **COB on the 25th of each month:**

- State
- county
- TIP contract number
- TIP acres
- farm number
- tract number
- rental rate per year
- beginning date
- end date
- approval date.

Information for CRP-1R's approved in the County Office after the 25th of the month will be submitted on the following month's report.

Note: If TIP participant dies and successors are to receive the TIP payment, the County Office will need to provide the updated information to the State Office in a separate spreadsheet. The original producer and the successor's name **must** be provided along with the CRP-1 number. This spreadsheet with the producers' names **must** be encrypted for privacy reasons. The State Office will forward this spreadsheet to Sylvia Redd and Kimberly Wright at the National Office. County Offices **must** indicate in the e-mail containing the spreadsheet that this is updated information for a successor to CRP-1R.

Notice CRP-694

2 Reporting Requirements for Annual Rental Payments Under TIP (Continued)

C State Office Reporting

State Offices shall provide to the National Office, **in an Excel spreadsheet**, information derived from the approved CRP-1R's provided by the County Office and provide this information by **COB the last day of each month** until further notice. See Exhibit 1 for an example of the Excel spreadsheets that State Offices will use to provide this information to the National Office.

FAX completed TIP spreadsheets, with verification signatures, to 202-720-4619, attention Sylvia Redd and Kimberly Wright.

Note: Negative CRP-1R reports are **required**. E-mail negative reports to both of the following:

- Sylvia Redd at sylvia.redd@wdc.usda.gov
- Kimberly Wright at kimberly.wright@wdc.usda.gov.

3 Action

A State Office Action

State Offices shall:

- provide the report to the National Office by COB last day of each month until further notice
- ensure that County Offices follow the contents of this notice.

B County Office Action

County Offices shall:

- provide to the State Office, information from the approved CRP-1R's by COB on the 25th of each month until further notice
- follow the contents of this notice.

State Office TIP Reports

The following are examples of the State Office report Excel spreadsheets available on the CEPD SharePoint site at <https://fsa.sc.gov.usda.gov/states/cepd/tip/default.aspx>. Fill in the pertinent information and e-mail the reports to both of the following:

- Sylvia Redd at sylvia.redd@wdc.usda.gov
- Kimberly Wright at kimberly.wright@wdc.usda.gov.

Reformatting the spreadsheet is **not** allowed.

CRP-1R Report

State	County Name	Contract Number	Tip Acre	Farm Num	Tract Num	Rental Rate	Annual Rent Pmt	Total Rent Pmt	Beg Date	End Date	Approval Date

Successor Information

State	County	Contract No.	Original Producer	Successor Producer No.	Approval Date