

**For:** State and County Offices

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**Conservation Contract Maintenance System (CCMS) Web-Based Software**

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



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**1 Overview**

**A Background**

Currently CRP contract data is maintained in two environments, S/36 CRP contract file and web-based Conservation On-Line System (COLS). Software for a web-based CCMS has now been developed. CCMS will become the repository for all CRP contract information for active contracts. Contracts currently maintained in:

- S/36 will be migrated to CCMS
- COLS will be moved to CCMS.

**Note:** COLS will continue to be used during the offer process for current and future signups.

**B Purpose**

This notice informs State and County Offices that:

- CRP Contract Maintenance functionality in S/36 will be disabled on December 6, 2013
- COLS and Conservation Payments will be disabled during the migration starting on December 13, 2013
- CRP Contract Maintenance functionality through CCMS will be deployed on or about December 23, 2013.

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<b>Disposal Date</b>	<b>Distribution</b>
July 1, 2014	State Offices; State Offices relay to County Offices

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### 2 Deploying CCMS

#### A Activities Available in CCMS

CCMS will allow County Offices to complete the following activities:

- view and print CRP-1's for existing contracts
- revise acreage, farm/tract/CLU information, practices, and producers on an existing CRP contract
- divide existing CRP contracts
- terminate existing CRP contracts
- complete in and out transfers for existing CRP contracts
- reinstatements
- view reports.

CCMS will allow State Offices to complete the following activities:

- view and print CRP-1's for existing contracts
- revise incorrect start dates
- view reports.

#### B Migration

Migration is expected to begin **December 6, 2013**. After migration begins, the following systems will be disabled according to the following:

- S/36 CRP functionality will be disabled after COB **December 6, 2013**, and shall remain disabled permanently
- COLS and Conservation Payments will be disabled after COB **December 13, 2013**, and shall remain disabled until CCMS is brought online on or about December 23, 2013
- EFCRP, BCAP, Soils Data Management System, Conservation Cost Share System, and Farm Records will be offline after COB **December 13, 2013**, until Saturday **December 14, 2013**.

#### C Migration Completion

Migration is expected to be completed by December 22, 2013. CCMS is expected to be available on or about December 23, 2013. After migration, all CRP contracts will be maintained in CCMS.

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### 2 Deploying CCMS (Continued)

#### D Impact on FY 2013 Payments

During the migration period, offices will not be able to issue any payments that are processed through the Conservation Payment System. This includes but is not limited to CRP, SAFE, and EFCRP annual rental, SIP, PIP, BCAP, or GRP payments. County Offices shall make all efforts to issue outstanding payments before the December 6, 2013, shutdown.

#### E Action

County Offices shall ensure that:

- all COLS contracts in a “revision” status, pending the COC approval date, have the COC approval date entered before the beginning of data migration, December 6, 2013
- any pending updates for FY 2013 payments are entered before the beginning of data migration, December 6, 2013
- complete end-of-day on December 6, 2013, to transmit any outstanding S/36 CRP data.

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### 3 Contact Information

#### A County Office Contact

For questions about this notice County Offices shall contact the State Office.

#### B State Office Contact

For questions about this notice, State Offices shall contact 1 of the following:

- Beverly Preston for policy questions by either of the following:
  - e-mail at **Beverly.Preston@wdc.usda.gov**
  - telephone at 202-720-9563
  
- Michael Walter for questions about CCMS by either of the following:
  - e-mail at **Michael.Walter@ny.usda.gov**
  - telephone at 816-926-7902
  
- Kelly Worley for questions about COLS by either of the following:
  - e-mail at **Kelly.Worley@wdc.usda.gov**
  - telephone at 202-720-9646.