

For: State and County Offices

CRP Cropland Aggregation From Field Level

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

MIDAS Release 2.2 included a change to the method by which updates to CRP cropland are entered in Customer Relationship Management (CRM) Farm Records. Tract level CRP cropland will now be automatically calculated from the field level instead of being a manual entry. Tract level CRP cropland will be calculated by totaling all CRP acreage from fields with:

- attributes in the field level “CRP Data” assignment block (CRP Contract Number, Expiration Date, and Practice Number)
- “3-CM Cropland Indicator” set to “Yes”.

Tract level CRP cropland is no longer editable. Changes to tract level CRP cropland shall now be made by modifying CRP attributes in the “CRP Data” assignment block of fields with “3-CM Cropland Indicator” set to “Yes”.

B Purpose

This notice provides instructions for updating CRP cropland when CRP contracts become effective, terminated, voluntarily withdrawn, and/or revised.

2 Updating CRP Cropland for New CRP Contracts

A Overview

When a new CRP contract is approved, the CRP cropland for the tract must be increased on or **after** the date the CRP contract becomes effective, but **before** rollover to the subsequent year.

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2 Updating CRP Cropland for New CRP Contracts (Continued)

A Overview (Continued)

Example: CRP contract approval date is May 1, 2015.

CRP contract effective date is October 1, 2015.

The CRP cropland **must** be updated on or after October 1, 2015, but before October 1, 2016.

To increase CRP cropland for a tract, the “3-CM Cropland Indicator” shown in the “Field Land Data” assignment block for the field enrolled in CRP **must** indicate “Yes”, and CRP attributes shall be added to the “CRP Data” assignment block for all fields associated with the new CRP contract. CRP attributes include CRP contract number, expiration date, and practice number.

Note: CRP cropland is not updated at the tract or farm level when CRP attributes for new CRP Marginal Pastureland (MPL) contracts are entered because CRP MPL acres are limited to noncropland. The “3-CM Cropland Indicator” for CRP MPL fields **must** indicate “No”.

B 3-CM Cropland Indicator

The “3-CM Cropland Indicator” is displayed in the “Field Land Data” assignment block. Following is an example of the “Field Land Data” assignment block.



The screenshot shows a software interface for the "Field Land Data" assignment block. It contains the following fields:

Land Class Code:	2 - Cropland	HEL Status:	HEL
Acres:	36.16	3-CM Cropland Indicator:	Yes

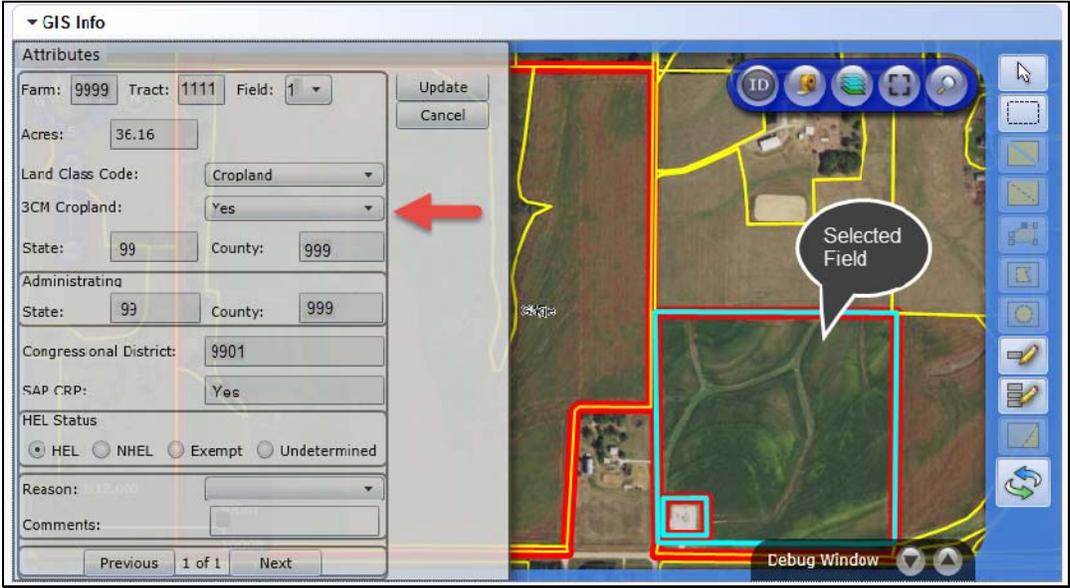
A red arrow points to the "3-CM Cropland Indicator" field, which is set to "Yes".

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2 Updating CRP Cropland for New CRP Contracts (Continued)

B 3-CM Cropland Indicator (Continued)

If the “3-CM Cropland Indicator” is not set to “Yes”, change the value to “Yes” by taking the actions in the following table.

Step	Action
1	Select the field (highlighted in aquamarine) and CLICK “EDIT Attributes”.
2	<p>Select “Yes” from the “3CM Cropland” drop-down list.</p>  <p>Note: Ensure that “3CM Cropland Indicator” is set to “Yes” for land enrolled in CRP and “No” for land enrolled in CRP MPL.</p>
3	CLICK “Save and Sync”.

C Example of “CRP Data” Assignment Block

Following is an example of the “CRP Data” assignment block.

▼ CRP Data

CRP Contract N... 1962 Expiration Date: 09/30/2024

Practice Number: 1500490 CP2 EST PERM NATIVE GRAS

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2 Updating CRP Cropland for New CRP Contracts (Continued)

D Fields, Descriptions, and Actions

The following table provides fields, descriptions, and actions to be taken in the “CRP Data” assignment block.

Field	Description	Action
CRP Contract Number	Numeric contract number and alphabetical suffix, if applicable.	Manually enter the contract number and suffix, if applicable.
Expiration Date	Expiration date of the CRP contract.	Manually enter the expiration date in MM/DD/YYYY format, or select from the calendar widget.
Practice Number	Practice number from the CRP contract.	Select from the list of available practices by using the input help icon on the right side of the data field. After practice is selected, the “CRP Product ID” will be displayed in the “Practice Number” data field. FSA “Practice Number” and “Practice Description” will be displayed.

3 Updating CRP Cropland for Terminated or Voluntarily Withdrawn Contracts

A Overview

When an existing CRP contract is terminated or voluntarily withdrawn, the CRP cropland for the tract must be decreased on or **after** the date the termination or withdrawal becomes effective, but **before** rollover to the subsequent year.

Example: CRP contract termination date is May 15, 2015.

The CRP cropland must be updated on or after May 15, 2015, but before October 1, 2015.

Exception: If the producer chooses to receive a CRP payment in the year that the early termination takes place, the CRP attributes must remain on the field for the entire FY and shall be removed during the next FY.

To decrease CRP cropland for a tract, CRP attributes shall be removed from the “CRP Data” assignment block for all fields associated with the terminated or withdrawn CRP contract. CRP attributes include “CRP Contract Number”, “Expiration Date”, and “Practice Number”.

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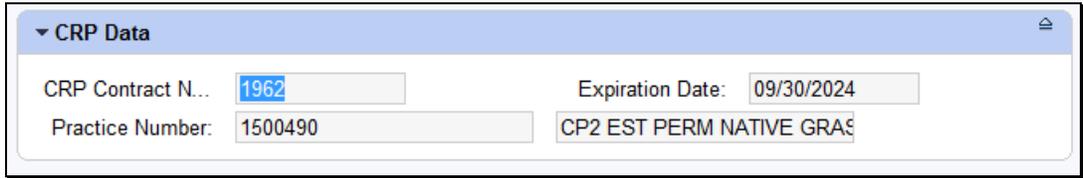
3 Updating CRP Cropland for Terminated or Voluntarily Withdrawn Contracts (Continued)

B Example of “CRP Data” Assignment Block

Following is an example of the “CRP Data” assignment block.

C Action

To remove CRP attributes from fields associated with terminated or withdrawn CRP contracts, the user shall take the actions in the following table.

Step	Action
1	On the CRM Toolbar, CLICK “Edit” .
2	One at a time, click and drag the cursor over each data field in the “CRP Data” assignment block to highlight the data field. 
3	With the data field highlighted, PRESS “Delete” key on the keyboard to delete the existing data.
4	After deleting the data from the 3 data fields (“CRP Contract Number”, “Expiration Date”, and “Practice Number”), on the CRM toolbar, CLICK “Save” . Note: Do not attempt to delete the practice description. The practice description will be removed when user clicks “Save” .

Note: CRP cropland is updated automatically when CRP contracts expire. The rollover process automatically removes all CRP attributes from fields having an expiration date on or before September 30 of the prior FY.

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4 Updating Field Level CRP Data for Revised CRP Contracts

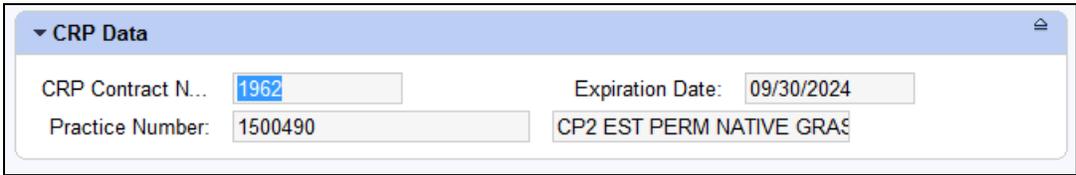
A Overview

In many cases, revisions to CRP contracts do not result in a change to the number of acres enrolled in CRP, and; therefore, do not require specific action by the user to update CRP cropland. However, action may be required in CRM Farm Records as a result of CRP contract revisions for the following situations:

- additions or changes to suffix on existing CRP contracts
- CRP contracts being divided into multiple contracts.

B Updating Suffix

If a contract suffix is added or changes, the CRP contract number **must** be updated in the “CRP Data” assignment block for all fields associated with the CRP contract. Modify the CRP contract number to add or modify the suffix by taking the actions in the following table.

Step	Action
1	On the CRM Toolbar, CLICK “Edit”.
2	Click and drag the cursor over the “CRP Contract Number” field in the “CRP Data” assignment block to highlight the data field. 
3	Type the revised CRP contract number and suffix over the existing data.
4	On the CRM toolbar, CLICK “Save”.

C CRP Contracts Divided Into Multiple Contracts Because of Partial Termination

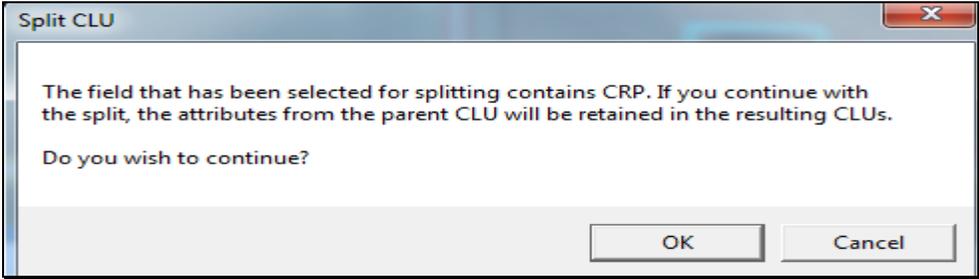
When a partial termination of a CRP contract occurs, the CRP cropland of the tract containing the land enrolled in CRP is reduced and the contract number for the land that continues to be enrolled in CRP will either have a suffix added to the contract number or the existing suffix for the contract number will change.

Example: Farm1, Tract 1, Field 1 contains 20 acres enrolled in CRP contract 100. The owner of the farm terminates .75 acres to build a house. The remaining 19.25 acres will continue to be enrolled in CRP contract 100B. Field 1 must be divided into 2 fields. Field 2 will contain .75 acres and field 3 will contain 19.25 acres. After the division is complete, all attributes in the “CRP Data” assignment block for Field 2 must be removed and the “CRP Contract Number” attribute in the “CRP Data” assignment block for Field 3 must be updated to the new contract number.

4 Updating Field Level CRP Data for Revised CRP Contracts (Continued)

C CRP Contracts Divided into Multiple Contracts Because of Partial Termination (Continued)

Update field level CRP Data for partial terminations according to the following table.

Step	Action
1	Divide the acres to be terminated into separate fields from the fields that will remain enrolled in CRP using the “ Split the Selected CLU ” tool in the “GIS Info” assignment block. When splitting CLU, the following warning message will be displayed. CLICK “OK” . <div data-bbox="386 653 1365 932" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>
2	The “Split CLU” attributes pop-up box will be displayed. Edit attributes, if necessary, in the “Split CLU” attributes box and CLICK “Save” .
3	CLICK “Save and Sync” to finish splitting the field.
4	Remove CRP attributes from the “CRP Data” assignment block of the resulting fields being terminated from CRP according to instructions in subparagraph 3 C.
5	Process the partial termination in the Conservation Contract Maintenance System (CCMS) according to instructions in the CCMS User Guide.
6	Update the CRP contract number for the fields remaining in CRP according to instructions in subparagraph B.

D CRP Contracts Divided into Multiple Contracts Because of Tract Division

When a tract containing CRP is divided and the land enrolled in CRP under a specific CRP contract is located on 2 or more resulting child tracts, the existing CRP contract is changed to a status of “Terminated” (replaced) in CCMS and multiple CRP contracts are created with the same contract number, but new unique contract suffixes.

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4 Updating Field Level CRP Data for Revised CRP Contracts (Continued)

D CRP Contracts Divided Into Multiple Contracts Because of Tract Division (Continued)

Update field level CRP Data for tract divisions according to the following table.

Step	Action
1	Perform the tract division within CRM Farm Records.
2	Divide the CRP contract according to instructions in the CCMS User Guide.
3	Update the CRP contract number for all fields on all resulting tracts containing new CRP contract numbers according to instructions in subparagraph B.

5 Increasing CRP Contract Acres in CCMS When Effective DCP Cropland Acres are Zero

A Overview

When CRP contract acres are updated in CCMS, the CCMS software compares the “Effective DCP Cropland” of the tract to the amount of increase in contract acres to determine if there are enough “Effective DCP Cropland” acres available to cover the increased contract cropland acreage. After implementation of MIDAS Release 2.2, “Effective DCP Cropland” will be equal to zero when all fields with “3-CM Cropland Indicator” set to “Yes” have CRP attributes in the “CRP Data” assignment block. In some cases it may be necessary to increase the acres on the CRP contract as a result of the shift to the 100th precision for contract acres in CCMS, even though the “Effective DCP Cropland” acres are equal to zero.

B Example

In the following example, Farm 999, Tract 999 contains fields 10, 11, and 12. DCP cropland and CRP cropland for the tract both equal 14.53 acres. As a result, “Effective DCP” cropland for the tract is equal to zero. CRP contract number 2 is being updated to change the payment shares. Policy requires that when an update is being made to a CRP contract for any reason, CRP contract acres are required to be updated to hundredths; therefore, CRP contract number 2 will also be updated to hundredths.

Field #	Field Acreage	3-CM Cropland Indicator	CRP Attributes	CRP Contract Acres (Before Revision)
10	1.47	No	None	Not Applicable
11	10.00	Yes	Contract #1 Expires 9-30-2022 Practice CP1	10.00
12	4.53	Yes	Contract #2 Expires 9/30/2016 Practice CP2	4.50

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5 Increasing CRP Contract Acres in CCMS When Effective DCP Cropland Acres are Zero (Continued)

C Action

Increase CRP contract acres in CCMS to match CRM Farm Records field acreage according to the following steps.

Step	Action
1	Temporarily remove CRP attributes from a field associated with the CRP contract being revised by following instructions in subparagraph 3 C. CRP Cropland for the tract is reduced and “Effective DCP Cropland” for the tract is increased.
2	Revise the contract acreage in CCMS according to instructions in the CCMS User Guide. The contract acreage will match the sum of the acreage of all fields enrolled in CRP under that specific contract number.
3	Immediately update the CRP attributes for all fields associated with the CRP contract to match the revised CRP contract number and suffix according to instructions in subparagraph 4 B. Ensure that attributes are restored to the field where the attributes were removed in step 1. Note: If multiple fields are associated with the CRP contract having its acreage revised, the acreage of the field having its CRP attributes removed in step 1 must be equal to or greater than the difference between the CRP contract acres and the sum of the field acreages for all fields associated with the contract. In the example shown in paragraph B this is equal to .03 acres (4.53 - 4.50 = .03).

6 State and County Office Action

A State Office Action

State Offices shall:

- ensure that County Offices are immediately notified of the contents of this notice
- address questions about the contents of this notice to Steve Stark by either of the following:
 - e-mail to steve.stark@wdc.usda.gov
 - telephone at 816-823-5347.

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6 State and County Office Action (Continued)

B County Office Action

County Offices shall follow the contents of this notice when:

- updating field level CRP Data to correctly reflect CRP cropland
- revising field level CRP Data to reflect current CRP contract numbers
- revising “Effective DCP Cropland” to permit increases to CRP contract acres in CCMS when “Effective DCP” for a tract is equal to zero.

Note: Consult 1-ARCPLC for restoring base acres resulting from the expiration, voluntary termination, or early release of a CRP contract.

County Offices shall address questions about the contents of this notice to the State Office specialist.