UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: State and County Offices

**Cleaning Up CRP Inconsistencies Between Conservation Contract
Maintenance System (CCMS) and MIDAS Farm Records**

Approved by: Deputy Administrator, Farm Programs

[signature: J Michael Schmidt]

1 Overview

A Background

CRP acreage inconsistencies between CCMS and MIDAS Farm Records exist.

Correctly and promptly updating CRP contracts in CCMS and MIDAS will:

- prevent out-of-balance tracts that may result in overpayment situations where a producer is being paid on both base acres and CRP acres

- prompt a review of CCC-505 CRP reduction acres to ensure that bases are being restored properly after a termination, which can prevent underpayments to producers

- facilitate contract revisions since CCMS relies on cropland tract totals from MIDAS

- expose other problems of which the county may have been unaware of, such as duplicate CLU records or incorrectly attributed cropland

- simplify acreage reporting for future years; that is, after the fields are delineated and an initial acreage report is loaded, the data rolls over to subsequent years.

B Purpose

This notice provides information to State Office conservation specialists, State Office GIS specialists and coordinators, and County Office employees about the following:

- CRP Comparison Tool
- CRP acreage inconsistencies between CCMS and MIDAS Farm Records
- reporting issues in the PECD Contract and Application Issues SharePoint site.

Disposal Date	Distribution
October 1, 2014	State Offices; State Offices relay to County Offices

2   CRP Comparison Tool

A   Data Inconsistency Report

To provide an accurate assessment of the CRP acreage inconsistencies between CCMS and MIDAS Farm Records data, a CRP Comparison Tool has been developed. The Comparison Tool uses data from CCMS and MIDAS Farm Records to generate a report that identifies the following inconsistencies:

- the CRP contract is not found in the CRP software

- the CRP contract data is not found at the field level in MIDAS

- the CRP contract exists in both CCMS and MIDAS Farm Records, but the acres do not match

- the CRP contract exists in both CCMS and MIDAS Farm Records, but the CRP practice acres do not match

- the CRP contract exists in both CCMS and MIDAS Farm Records, but the expiration date does not match

- the CRP contract exists in both CCMS and MIDAS Farm Records, but the expiration date is inconsistent.

CCMS and MIDAS Farm Records data is generated biweekly and placed on the FSA GIS SharePoint site. A Statewide CLU python script and the following 2 documents are also available on the site:

- "Comparing CCMS Data to MIDAS"
- "Creating CRP Shapefiles from MIDAS Export".

Step	Action
1	State Office GIS specialists shall download the documents from the following link. **https://fsa.sc.egov.usda.gov/mgr/GIS/training/GIS_DATA/Forms/AllItems.aspx?RootFolder=%2Fmgr%2FGIS%2Ftraining%2FGIS%5FDATA%2FCEPD%2FCRP%2FCRP%20Practice%20Data&FolderCTID=0x0120004B62A28C29A7044D8C6FAE41A2418F63&View={4F9369F2-5129-4B89-8C89-CEB1631DC8FE}**
2	Follow the instructions in the "Creating CRP Shapefiles from MIDAS Export" document. The document will direct the user through the downloading of the MIDAS Farm Records data process and the creation of the CRP layer.
3	Follow the instructions in the "Comparing CCMS Data to MIDAS" document. The document will direct the user through the downloading of the CCMS data, running the Comparison Tool and generating a comma-separated value (CSV) table.

2   CRP Comparison Tool (Continued)

B   Example of Data Inconsistency Report

The following is an example of the Data Inconsistency Report.

admin_state	admin_county	farm_number	contract_number	error_message	acres
99	999	1294	10022	Contract not found in CRP Software	0
99	999	1900	10021	Contract not found in MIDAS	0
99	999	2249	10087	Contract acres off	260.1
99	999	2294	953B	Practice CP22 acres do not match	4.5
99	999	2331	838J	Expiration Date does not match	-15.7
99	999	2372	10145	Expiration Date not consistent	0

3   Inconsistencies Between CCMS and MIDAS Farm Records

A   Corrective Action

Follow this table for correction actions.

Error Message From CRP Comparison Report	Description	Corrective Action
Contract not found in CRP Software	A contract number was found in MIDAS, but that contract was not found in CCMS. **Notes:** In most cases, this is because a suffix was not updated in MIDAS. MIDAS does not have an option for entering CP38B with the 23A subpractice. Users should enter CP38B. This will get flagged as an inconsistency, but users do not need to fix these.	CCMS is the system of record for contract numbers. Check the contract in CCMS to determine the correct contract number, including suffix, and ensure that the contract has not been terminated or expired. If it is determined that there is CRP-1 and the contract is valid but missing from CCMS, the County Office shall report this to the State Office and the State Office shall post the contract details and attach the copy of CRP-1 to the PECD Contract and Application Issues SharePoint site for correction. If it is determined that the contract number is incorrect in MIDAS, correct the contract number in the field level "CRP Data Assignment" block.

3   Inconsistencies Between CCMS and MIDAS Farm Records (Continued)

A   Corrective Action (Continued)

Error Message From CRP Comparison Report	Description	Corrective Action
Contract not found in MIDAS	A contract number exists in CCMS, but is not found in MIDAS. **Notes:** In many cases, this is because a suffix was not updated in MIDAS or because CRP data has not been updated at the field level in MIDAS. MIDAS does not have an option for entering CP38B with the 23A subpractice. Users should enter CP38B. This will get flagged as an inconsistency, but users do not need to fix these.	If it is determined that the contract number is incorrect in MIDAS, correct the contract number in the field level "CRP Data Assignment" block. If it is determined that the contract number does not exist in MIDAS, enter the contract number and other appropriate CRP information in the field level "CRP Data Assignment" block.
Contract acres off by xxx acres	The total acreage of CLU's in MIDAS associated with the contract number does not match the contract acreage in CCMS. **Note:** Acres are rounded at the field level before summing, according to CRP procedure.	Review the CRP contract details in CCMS to ensure that the acres match the signed CRP-1. If acreage discrepancies are within the normal rules of rounding, no action is needed. CRP contract acres shall not be increased or decreased to match CLU delineated acres for rounding issues. If an erroneous acreage determination is discovered, follow 2-CRP, subparagraph 546 B and Section 7.2.1 or 7.2.2 of the CCMS User Guide to correct the acreage. If the associated CLU's are digitized erroneously, update CLU's in MIDAS appropriately. If both the information in CCMS and CLU's appear to be correct, the County Office shall report this to the State Office and the State Office shall post the contract details to the PECD Contract and Application Issues SharePoint site for correction. State Offices shall include State, county, contract number, suffix (if applicable), and contract end date.

3   Inconsistencies Between CCMS and MIDAS Farm Records (Continued)

A   Corrective Action (Continued)

Error Message From CRP Comparison Report	Description	Corrective Action
Practice CP-XX acres do not match	A conservation practice is associated with a contract in CCMS, but no CLU's are attributed with the practice number in MIDAS. **Notes:** This may mean that the wrong practice was loaded in CCMS, that the acres do not match, or that CLU needs to be added. MIDAS does not have an option for entering CP38B with the 23A subpractice. Users should enter CP38B. This will get flagged as an inconsistency, but users do not need to fix these.	If it is discovered that the incorrect practice was loaded into the CRP software, revise the practice according to Section 7.3 of the CCMS User Guide. The contract effective start date for this correction shall be the start of FY in which the correction is taking place. If it is discovered that an incorrect practice was loaded into MIDAS, correct the practice in the field level "CRP Data Assignment" block. If it is determined that the practice was not entered in MIDAS, enter the practice and other appropriate CRP information in the field level "CRP Data Assignment" block. If the practices are correct in both CCMS and MIDAS, review the CRP contract details in CCMS to ensure that the acres match the signed CRP-1. If acreage discrepancies are within tolerance according to the normal rules of rounding, no action is needed. CRP contract acres shall not be increased or decreased to match CLU delineated acres for rounding issues. If an erroneous acreage determination is discovered, follow 2-CRP, subparagraph 546 B and Section 7.2.1 or 7.2.2 of the CCMS User Guide to correct the acreage. If the associated CLU's are digitized erroneously, update CLU's in MIDAS appropriately. If both the information in CCMS and CLU's appear to be correct, the County Office shall report this to the State Office and the State Office shall post the contract details to the PECD Contract and Application Issues SharePoint site for correction. State Offices shall include State, county, contract number, suffix (if applicable), and contract end date.

3   Inconsistencies Between CCMS and MIDAS Farm Records (Continued)

A   Corrective Action (Continued)

Error Message From CRP Comparison Report	Description	Corrective Action
Expiration Date does not match	The expiration date listed in CCMS does not match 1 or more entries at the field level in MIDAS.	If the expiration date in CCMS is not correct and does not match the signed CRP-1, the County Office shall report this to the State Office and the State Office shall post the contract details to the PECD Contract and Application Issues SharePoint site for correction. State Offices shall include State, county, contract number, suffix (if applicable), and correct contract end date. These shall be submitted by county and not individually. If the incorrect end date is in FY 2013, FY 2014, or FY 2015, list those CRP contracts separately and notate in the "Comments" section.
		If the expiration date is incorrect in MIDAS, correct the expiration date in the field level "CRP Data Assignment" block.
		If it is determined that the practice was not entered in MIDAS, enter the practice and other appropriate CRP information in the field level "CRP Data Assignment" block.
Expiration Date not consistent	More than 1 expiration date was found in MIDAS.	CRP data should be reviewed at the field level in MIDAS to ensure that the same expiration date is entered for all fields on the contract.

B   Reporting Issues in the PECD Contract and Application Issues SharePoint Site

State Offices shall access the PECD Contract and Application Issues SharePoint site at **https://fsa.sc.egov.usda.gov/mgr/dafp/PECD/Payment_Issues/Lists/Contract%20and% 20Application%20Issues/AllItems.aspx**.

CLICK "Add New Item" and complete the form to report an issue.

4   Action

A   County Office Action

County Offices shall ensure that:

- inconsistencies between CCMS and MIDAS Farm Records are corrected by
  August 15, 2014

- any issues found are reported to the State Office immediately.

B   State Office Action

The State Office conservation specialist and GIS specialist shall coordinate their efforts to
provide support to County Offices.

State Offices shall:

- ensure that County Offices:

  - compare contract information stored in CCMS to CRP data loaded at the field level in
    MIDAS on a regular basis

  - merge county CLU's into a single Statewide CLU layer

  - run the Create CRP Layer Tool to join the MIDAS CRP data with the Statewide CLU
    layer

- for questions about this notice, contact David Taylor, PECD, by either of the following:

  - e-mail to **david.taylor@wdc.usda.gov**
  - telephone at 202-720-6255.