

For: State and County Offices

Transition Incentives Program (TIP) Reports

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

The Agricultural Act of 2014 amended the Food Security Act of 1985 to authorize \$33 million for the voluntary transition of land enrolled under an expiring CRP contract from a retired or retiring owner or operator to a veteran or beginning farmer or rancher, or SDA farmer or rancher to return the land to production for sustainable grazing or crop production.

This notice provides reporting requirements to help State Offices monitor their allocations and report CRP-1R's data to the National Office. State Offices were given TIP allocations in Notice CRP-761.

B Purpose

This notice provides:

- County Offices detailed instructions for manually recording and reporting TIP data to the State Office by **the 15th of each month**
- State Offices detailed instructions for manually compiling and reporting TIP data to the National Office by **the last day of each month.**

Disposal Date	Distribution
January 1, 2015 7-25-14	State Offices; State Offices relay to County Offices

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2 TIP Reporting Requirements

A TIP Reporting General Information

Funding for TIP is authorized at \$33 million. FSA must ensure that approved CRP-1R's do **not** exceed the \$33 million funding limit. Demand for TIP is expected to increase because of the volume of CRP acres scheduled to expire September 30, 2014. TIP is a manual process; therefore, to assist the National Office in monitoring TIP obligations, State Offices must provide accurate TIP reports to the National Office. The National Office will review the TIP reports submitted by State Offices according to this notice, and a future notice will provide instructions to State and County Offices to ensure that TIP obligations do **not** exceed \$33 million.

B TIP CRP-1R Data Report

The current TIP CRP-1R data reporting is a manual process and does **not** provide real time data for National Office \$33 million funding control. In addition, TIP CRP-1R reporting policy previously did **not** provide a process for reporting signed TIP CRP-1R's pending approval and modifications to approved CRP-1R's.

County Offices must continue to manually report the approved CRP-1R data to the State Office. State Offices must ensure that the approved CRP-1R data is correct before submitting to the National Office.

By **COB August 15, 2014, County Offices** must provide the State Office with a completed 2014 County TIP CRP-1R Data Report spreadsheet for **all**:

- newly approved CRP-1R's
- pending approval CRP-1R's
- new CRP-1R TIP producers (successors).

By **COB August 29, 2014, State Offices** must compile and provide the National Office a State TIP summary using the 2014 State TIP CRP-1R Data Report. State Offices **must** ensure that the TIP data provided by County Offices is correct. The National Office will load the TIP data from the spreadsheet to the TIP Summary Report.

C TIP Summary Report Verification

County Offices **must** verify the TIP contract data on their respective State report using the TIP Summary Report provided at the following link. This report will be blank until State Offices provide the information to the National Office.

https://fsa.sc.egov.usda.gov/states/cepd/tip/Contracts%20Reported%20as%20of%20July%202011/TIP_Summary_Report.pdf

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2 TIP Reporting Requirements (Continued)

C TIP Summary Report Verification (Continued)

After verification, County Offices **must** report that the information on the TIP Summary Report is:

- accurate

Note: Notify the State Office.

- inaccurate. Report correct data using the 2014 County TIP CRP-1R Data Report spreadsheet according to subparagraph D.

D TIP CRP-1R Data Report Spreadsheet

The 2014 County TIP CRP-1R Data Report spreadsheet is located at this link.

https://fsa.sc.egov.usda.gov/states/cepd/tip/Contracts%20Reported%20as%20of%20July%202011/2014-CountyTIP_CRP-1R_Data_Report.xlsx

This spreadsheet is provided to assist State and County Offices with required TIP data reporting. Using tabs provided on the bottom of the spreadsheet, County Offices must select the applicable tab to collect the type of data being reported. The report collects the following information for each tab:

- “New TIP Contracts” for newly approved CRP-1R’s **not** reflected on the TIP Summary Report
- “Pending TIP Contracts” for CRP-1R’s pending approval
- “Terminated TIP Contracts” for terminated CRP-1R’s
- “TIP Contract Modifications” for data modifications to CRP-1R’s (inaccurate data on the TIP Summary Report).

Using the 2014 County TIP CRP-1R Data Report provided in this link, County Offices **must** fill in all of the following data before submitting the TIP reports to the State Office:

- State Name
- County Name (Administrative County Location)
- State and County FIP’s Code (Administrative County Location)

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2 TIP Reporting Requirements (Continued)

D TIP CRP-1R Data Report Spreadsheet (Continued)

- TIP Contract Number

Note: The TIP contract number on CRP-1R and on the TIP spreadsheet **must** be identical to the CRP-1 contract number in the Conservation Contract Maintenance System (CCMS) CRP contract file at the time the CRP contract expires for TIP payments to be processed and issued. Any revision to the CRP contract number in the last year of CRP-1 must be revised on the approved TIP CRP-1R and reflected on the TIP Summary Report.

Example: If the CRP-1 number is 314A when the CRP contract expires, then the CRP-1R number must be 314A-TIP. See 2-CRP, subparagraph 810 A, item 2 for TIP contract numbering procedure.

- TIP Acres

Note: Report only acres that are transitioned under the approved CRP-1R. TIP acres must be less than or equal to the acres on the expiring CRP contract. If the acres being transitioned are less than the expiring CRP contract acres, CRP-1 must be revised in CCMS to reflect the correct acres being transitioned. A future software notice will provide guidance for revisions to CCMS for TIP payment processing.

- Farm Number
- Tract Number
- Rental Rate per Acre
- CRP-1R Beginning Date (October 1 of the year the CRP contract expires)
- CRP-1R End Date (September 30 two years after the CRP contract expires)
- Approval Date (date COC approves CRP-1R)

Important: Before TIP payments can be issued, the data on CRP-1R, CCMS CRP contract file for the expiring CRP-1, and TIP CRP-1R Data Report spreadsheet must match. A future TIP software notice will provide guidance for preparing to issue TIP payments.

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2 TIP Reporting Requirements (Continued)

D TIP CRP-1R Data Report Spreadsheet (Continued)

Examples: Changes that will require a revision to CRP-1R and the TIP CRP-1R Data Report include the following:

- CRP-1 contract numbers
- CRP-1 corrections
- CRP-1 participants and shares.

County Offices must submit all changes to CRP-1's enrolled in TIP to the State Office.

Important: Unless correcting a data entry error, the following data fields must **not** be changed:

- Rental Rate Per Acre CRP-1
- CRP-1R Beginning Date
- CRP-1R End Date.

E State TIP CRP-1R Data Report

State Offices must compile the reports received from County Offices for TIP, according to subparagraphs C and D. State Offices must download the 2014 State TIP CRP-1R Data Report from this link.

https://fsa.sc.egov.usda.gov/states/cepd/tip/_layouts/xlviewer.aspx?id=/states/cepd/tip/Contracts%20Reported%20as%20of%20July%202011/2014-StateTIP_CRP-1R_Report.xlsx

State Offices must save the spreadsheet, naming it “[Insert State name] TIP CRP-1R Data Report” and compile all the completed County Office TIP data spreadsheets with the information provided from the County Office TIP CRP-1R Data Report on to 1 State report. E-mail the compiled State TIP spreadsheet as an attachment to Jim Williams at jim.williams@wdc.usda.gov **no later than COB August 29, 2014, and COB on the last day of each month** beginning in September until further notice.

Negative reports are required. To submit a negative report, use this link and follow the instructions.

<https://fsa.sc.egov.usda.gov/states/cepd/tip/Contracts%20Reported%20as%20of%20July%202011/Negative2014StateReport.xlsx>

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3 Action

A County Office Action

County Offices must:

- upon receipt of this notice, complete the 2014 County TIP CRP-1R Data Report and submit to the State Office by COB August 15, 2014, and by COB the 15th of each month until further notice

Note: County Offices must download the 2014 County TIP CRP-1R Data Report from this link.

https://fsa.sc.egov.usda.gov/states/cepd/tip/Contracts%20Reported%20as%20of%20July%202011/2014-CountyTIP_CRP-1R_Data_Report.xlsx

- follow the contents of this notice.

B State Office Action

State Offices shall:

- e-mail the 2014 State TIP CRP-1R Data Report as an attachment to Jim Williams at **jim.williams@wdc.usda.gov** by COB August 29, 2014, and COB on the last day of each month beginning in September
- ensure the accuracy of the data before e-mailing the report to Jim Williams at **jim.williams@wdc.usda.gov**
- notify CEPD immediately of any changes to previously submitted TIP data
- ensure that County Offices follow the contents of this notice.