

For: State Offices

FY 2015 CREP Annual Report and Project Administration

Approved by: Acting Deputy Administrator, Farm Programs



1 CREP Annual Report

A Background

CREP was established, under CRP, to address specific recognized environmental issues of State and National importance. Each CREP agreement requires the State to provide a CREP Annual Performance Report to CEPD no later than a specified date indicated in the agreement, usually 90 calendar days after the end of FY (September 30). The CREP Annual Performance Report is a critical tool used to:

- monitor program accomplishments
- justify average cost per acre of enrollment
- justify continued Federal and State CREP funding
- indicate continued State partner financial and administrative support
- identify possible changes or enhancements to ensure that CREP goals are achieved in a cost-effective manner.

Note: Each CREP Annual Performance Report must contain certain information, including a detailed monitoring report, according to FSA CRP National directives and the terms of the agreement.

B Purpose

This notice:

- reminds FSA State Offices that FY 2015 CREP Annual Performance Reports are due according to the specific requirement in the agreement, FSA CRP National directives, and this notice

Disposal Date	Distribution
June 1, 2016	State Offices; State Offices relay to NRCS State Offices, and State CREP Partners

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1 CREP Annual Report (Continued)

B Purpose (Continued)

- requires that a CREP Annual Performance Report be provided for each CREP project on or before the required deadline, even if there have been no substantial new enrollment or other major project changes since the previous annual report was submitted

Exceptions: CREP Annual Performance Reports are:

- **not** required for CREP projects that have been suspended or terminated for new enrollment in FY before FY 2015; **however**, negative reports are **required** for such projects
- **required** for CREP projects that were suspended or terminated in FY 2015.

Note: Separate annual performance reports must be submitted for each CREP project. States with more than one CREP project **must** provide a separate annual performance report for each project.

Important: Failure to submit the CREP Annual Performance Report is a violation of the terms of the agreement.

- requires the CREP Annual Performance Report to:
 - identify:
 - accomplishments in achieving each of the measurable goals, objectives, and purpose of the agreement
- Note:** See subparagraph D for more information about identifying accomplishments.
- reasons for not obtaining, or lagging behind in obtaining, the identified goals, objectives, and purpose of the agreement, if applicable, and actions taken or that will be taken in the subsequent FY to obtain the stated goals and objectives
 - reasons new enrollment levels are below expected, if applicable, and actions taken or that will be taken in the subsequent FY to address the level of new enrollments
 - how the non-Federal partners met the minimum 20 percent total project cost requirement and the minimum 10 percent total project cost requirement for direct payments to participants or new funding for the CREP
- provide an estimate of the environmental benefits achieved through the CREP project in the last year, and overall since the project's inception

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1 CREP Annual Report (Continued)

B Purpose (Continued)

- requires SED's to ensure that a timely and detailed CREP Annual Performance Report that provides all required information according to the CREP agreement and this notice is submitted to the CREP program manager
- requires State Offices to provide applicable State government staff with relevant CREP enrollment and other data according to the terms of the agreement and FSA CRP national directives
- requires an electronic copy of the CREP Annual Performance Report to be e-mailed to Virgil Ireland, CREP Program Manager, at virgil.ireland@wdc.usda.gov.

C General CREP Policy

CREP is administered with legal agreements between FSA, CCC, and State governments. These agreements often include project contributions from local nongovernmental organizations in a partnership effort. FSA State Offices shall immediately notify CEPD if any State CREP partners discontinue providing payments or other project resources as established in these CREP agreements.

FSA State Offices may **not** establish or modify CREP operating policies and/or procedures without CEPD and State CREP partner approval. All CREP 2-CRP supplements **must** be approved by CEPD and State CREP partners before publication.

Unless otherwise specifically established in CREP agreements, the CRP Tool for Environmental Resource Results Assessment (TERRA) maps, data, and calculations **must** be used whenever applicable for all CREP offer and contract processing by County Offices.

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1 CREP Annual Report (Continued)

D Identifying Accomplishments

CREP Annual Performance Reports **must** identify the accomplishments, or lack thereof, in achieving **each** of the goals, objectives, and purpose of the agreement. The report must address each of the specific goals, objectives, and purposes identified in the agreement in detail and provide the source of the data used to support the accomplishments provided.

Example: The objectives of the ABC CREP agreement are to reduce erosion on cropland of 10,000 tons per year, reduce 14,000 pounds of phosphorus from entering the ABC River per year, and produce an additional 3,000 XYZ birds annually. The ABC CREP Annual Performance Report must identify the:

- tons of erosion reduced from cropland in the CREP area in the last year, and provide the source used in determining the amount of erosion reduced
- pounds of phosphorous reduced from entering ABC River in the CREP area in the last year, and provide the source used in determining the amount of phosphorus reduced
- number of XYZ birds produced in CREP area in the last year, and provide the source used in determining the number of XYZ birds produced.

An estimate of the progress in meeting each of the goals, objectives, and purpose of the agreement **must** be provided if sufficient monitoring and evaluation measures have **not** been conducted to provide documented accomplishments. The method used to reach any estimated accomplishment must also be identified.

E State Office Action

State Offices managing 1 or more agreements shall:

- review the agreement for the due date of the CREP Annual Performance Report
- inform the State contact of the due date
- provide a copy of this notice to State CREP partners
- notify Virgil Ireland, CREP Program Manager, of any issues about timely submission of CREP Annual Performance Reports, or if applicable a negative report, by December 31, 2015, by e-mail to virgil.ireland@wdc.usda.gov.