UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
100 USDA, Suite 102
Stillwater, OK 74074-2653

OK Notice CRP-562

For: County Offices

Actions for Contracting CRP Signup 26 Offers

Approved by: State Executive Director

Jim Reese

1 Overview

A Background

The Secretary of Agriculture announced August 25, 2003, acceptance of 2 million acres in CRP. A total of 4.1 million acres were offered. Oklahoma had 44,220 acres accepted in CRP from the 78,686.8 acres offered.

Notice CRP-443 announced CRP signup 26 selection process and provided counties guidance on accepting and rejecting offers. Signup 26 was the first to process all offers "in-house" by FSA. NRCS, or the Technical Service Provider (TSP), remains responsible for the technical aspect of CRP in developing plans on acceptable offers. FSA will need to convey all necessary information to NRCS, or the TSP, in order that a Conservation Plan of Operation (CPO) can be developed to reflect the EBI points that led to acceptance, and that the participant committed to, on the CRP-2 and CRP-1.

B Purpose

This notice provides additional information for processing signup 26 offers and information to provide NRCS for development of the CPO. This notice obsoletes OK Notice CRP-560 because of change in policy to allow producers to change effective crop years, which has been incorporated in subparagraph 3 D.

2 Providing Information to NRCS

A Acceptable and Rejected Offer Report

The CED shall provide the CRP Signup 26 Acceptable and Rejected Offer Report to the local NRCS DC. Access the report according to Notice CRP-443, subparagraph 3 A.

Disposal Date:	**Distribution:**
12-01-03	County Offices

2 Providing Information to NRCS (continued)

B CRP-2 Data

To develop the CPO, provide NRCS a copy of the CRP-2 on all eligible accepted offers. Highlight items 1, 3, 11A, 11B, 11C, and 11D. Additionally, write "GUZZLER" in blank area of Item 11, if the producer specified that a wildlife guzzler would be installed on the offered acreage.

C List of CRP Participants on the CRP-1

Provide NRCS a list of all CRP participants applicable to each individual acceptable offer in order that NRCS can obtain all required signatures on the CPO. Identify the farm and tract number on the list and attach this list to the CRP-2 described in subparagraph 2 C.

D Aerial Photocopy of Acceptable Acreage

The CRP-2 does not describe the actual legal location of the acres on the acceptable offer. Provide NRCS an aerial photocopy of each individual acceptable offer boldly highlighting the specific acceptable CRP acreage. Attach the aerial photocopy to the CRP-2 described in subparagraph 2 C.

3 COF Activities on Acceptable and Rejected Offers

A Acceptable and Rejected Offer List Review and Potential Errors

The CRP Signup 26 Acceptable and Rejected Offer Report shall be reviewed according to Notice CRP-443, subparagraph 3 B. A second party review of the **all** eligibility requirements and maximum payment rate calculations is required, according to 2-CRP (Rev. 4), subparagraph 253 A. If offer information, EBI factor, or subfactor information is incorrect, and requires recalculation for a possible acceptable or rejected offer, submit the case file to the STO for review and action to approve or disapprove the correction. Producers shall not be informed of their offer status, if an error was discovered until after the STO review is completed. These cases shall be immediately forwarded by expedited delivery to the STO, due to the short contracting timeframe.

B Acceptable Offer Notification

Notify producers with acceptable offers by utilizing the CRP-23 in Exhibit 12 of 2-CRP (Rev. 4). Change the wording in the CRP-23 from 30 days to 15 days, as the number of days the producer has to inform the COF of whether or not they want to continue with the offer. The shorter notification period is necessary, since all contracting on a CRP-1 must be completed and approved in the System 36 by September 30, 2003.

Producers are not required to notify the COF in writing. A participant's response shall be noted in the CRP folder.

3 COF Activities on Acceptable and Rejected Offers (Continued)

B Acceptable Offer Notification (Continued)

Liquidated damages apply to acceptable offers that are withdrawn and to those where the participant did not respond to the COF within 15 days.

C Rejected Offers

Notify producers with rejected offers by utilizing the CRP-26 in Exhibit 12 of 2-CRP (Rev. 4). Modify the CRP-26 to include appropriate appeal rights according to 1-APP. If the COF notifies the producers without reviewing the acceptable and rejected offer list with the COC, then the decision is a county office employee decision with appeal rights to the COC. If the CED is able to review the list with the COC, then the decision is a COC decision, and the participant shall be offered reconsideration to the COC, mediation or appeal to the STC or NAD.

D Change of Effective Date

Changing of the acceptable offer effective date from October 1, 2003, to October 1, 2004, or vice versa, is allowed on new land that was offered and determined acceptable for signup 26. Producers that reoffered expiring CRP contract acres and were acceptable may not change the contract effective date.

E Conservation Plan of Operation (CPO)

The CPO shall reflect the required items in 2-CRP (Rev. 4), subparagraph 236 B. A checklist for CPO content is contained in Exhibit 1. The CRP-1 shall not be approved without a properly completed CPO.

The CRP-2 may contain practices with different contract lengths in Item 11D. At the time of offer, counties were to complete separate CRP-1s for practices with different contract lengths on the CRP-2. NRCS may develop one CPO for tracts that have practices with different contract lengths. In these situations, the CPO shall be copied and attached to each CRP-1 associated with the multi-length contract practices on the CRP-2.

All CPOs must be completed by September 26, 2003.

F NRCS Field Visit

NRCS will make a field visit to each accepted CRP offer to develop the CPO. The field visit may reveal a cover or situation that is different than what the producer provided on the CRP-2. NRCS will bring these situations to the attention of the CED for resolution.

3 COF Activities on Acceptable and Rejected Offers (Continued)

G COC Approval

The COC shall approve all eligible CRP-1s by September 30, 2003. All information necessary for contracting must be on the CRP-2, CRP-1, and CPO prior to COC approval. Exhibit 1 also contains a checklist of items to be completed prior to COC approval of the CRP-1. Exhibit 1 shall be completed for COC review prior to the CRP-1 approval.

Acceptable offers will not be approved after September 30, 2003. CEDs shall arrange COC meetings or additional meetings for timely approval of eligible CRP-1s.

H OK Amendment to 2-CRP (Rev. 4)

The OK Amendment to 2-CRP (Rev. 4) should be distributed to counties the first part of September.

I Information Available to the Public

Summary of county and state signup 26 accepted offer information may be provided to the public. Specific individual acres are not allowed to be disclosed to the public.

Requirements Prior to Approving CRP-1
Checklist
(2-CRP paragraphs 112, 236, and 253)

The following checklist must be completed and placed in the contract file prior to CRP-1 approval.

Contract No. _____ Tract No._____

Conservation Plan of Operations Review

Description	Yes	No	N/A
1. Signed and agreed to by (1) all signatories to the CRP-1, (2) NRCS, and (3) the Conservation District.	___	___	___
2. CP-22 natural regeneration (1) the producer plant the approved cover w/o cost share if approved cover is not established within two years of CRP-1 effective date, (2) NRCS spot check of site at the end of two years to determine if established and meets standards and specifications.	___	___	___
3. Includes all of the eligible acres offered for CRP.	___	___	___
4. Prohibits harvesting or grazing of CRP acreage for the life of the CRP-1.	___	___	___
5. Includes required maintenance for weed, insect, and pest control for life of CRP-1.	___	___	___
6. Includes tree thinning and wildlife opening requirements, if applicable.	___	___	___
7. Contains practices necessary for successful establishment and maintenance of the approved cover on all acres enrolled.	___	___	___
8. Encourages best method for maintenance of the approved cover such as prescribed burn or other options.	___	___	___
9. Includes only practices requested on the CRP-1.	___	___	___
10. Includes C/S for eligible practices only.	___	___	___
11. Does not include C/S cost if the producer declined C/S.	___	___	___
12. Includes application rates (seed, lime, fertilizer) consistent with practice specifications or references the NRCS job sheet for the practice.	___	___	___
13. Ensures the CRP cover will not be disturbed during the primary nesting season May 1 through July 1. (The cover may be disturbed during the primary nesting season until the final status review, if necessary, to establish the approved cover. See 2-CRP subparagraph 237 A.	___	___	___
14. Meets the objective of the CPA, when applicable.	___	___	___
15. The time frame to establish the cover is specified and does not exceed time limits of 2-CRP, subparagraph 237 C (12 months or 24 months; 36 months, if converting a cover, all from the effective date of CRP-1).	___	___	___

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Requirements Prior to Approving CRP-1 (Continued)
Checklist
(2-CRP paragraphs 112, 236, and 253)

Conservation Plan of Operations Review (Continued)

Description	Yes	No	N/A
16. Includes: (1) FSA field number and acreage, (2) time frame and deadline to implement the approved practice, and (3) a map of the acres to be enrolled.	___	___	___
17. CPO information is contained on the form, AD-1155E, NRCS LTP-11, CPA-68, or similar electronic generated form (not a contract support document.)	___	___	___
18. NRCS has completed NRCS-CPA-52 for environmental impact.	___	___	___

COC or Designee shall reject the plan if these requirements have not been met. The CPO must be retained with the contract file since it becomes a part of the contract.

Requirements Prior to Approval of CRP-1

Description	Yes	No	N/A
1. Offer is included on list of acceptable offers.	___	___	___
2. Separate CRP-1's are completed for (1) each CRP-2, and (2) practices with different life spans.	___	___	___
3. Acreage is determined by paid-for measurement service unless official acres or reoffered exact CRP acres.	___	___	___
4. All required signatures (see 2-CRP paragraph 198) have been obtained on the CRP-1, CPO, Certification Statement (2-CRP subparagraph 86 E), and CCC-505	___	___	___
5. Eligibility determinations have been made according to 1-PL, and the applicable CCC-502 form on file.	___	___	___
6. AGI certification, CCC-526, on file	___	___	___
7. AD-1026 on file.	___	___	___
8. CPO is consistent with policies in 2-CRP, paragraphs 236 and 242, and review has been completed by COC or designee.	___	___	___
9. If TSP completed CPO, has the FSA-850 and FSA-852 been completed?	___	___	___
10. CCC-505 on file.	___	___	___
11. DCP contract acres and CRP acres equal to or less than available agriculture use land on the farm? (2-CRP, paragraph 225).	___	___	___
12. CRP-1 totally completed.	___	___	___
13. Second party review of all eligibility requirements and maximum payment calculations. CRP-1 and CRP-2 are initialed by second party reviewer.	___	___	___

Continued on the next page

Requirements Prior to Approving CRP-1 (Continued)
Checklist
(2-CRP paragraphs 112, 236, and 253)

Requirements Prior to Approving CRP-1 (Continued)

Description	Yes	No	N/A
14. Multiple county producer list has been reviewed. This review is to ensure the total value of an individual's CRP does not exceed $50,000 limitation. Consider SIP and PIP payments in applicable years. See 2-CRP, paragraph 371.	___	___	___
15. If a practice is changed, the new EBI is equal or greater than the EBI of the original practice(s).	___	___	___
16. If continuous signup CRP-1, all applicable requirements, according to 2-CRP, paragraph 112 have been met.	___	___	___
17. Is this a COC member, FSA employee, USDA employee, Conservation District Board Member, STC member, SED, State Office employee, or other FSA employee? If so, see 2-CRP, subparagraph 253 D for review and approving authority.	___	___	___
18. Ownership of land verified by county office (courthouse records, deeds, etc.)	___	___	___

The answer to all of the above questions shall be "yes," except for those that are not applicable, and Item 17, before a COC or designee approves the CRP-1.

Producer(s) have been sent the CRP-24 (2-CRP, Exhibit 12) notifying them that the CRP-1 has been approved and the effective date.	___	___	___

_____
Date

_____
Reviewer